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**FLORIDA METROPOLITAN  
UNIVERSITY**

**FLORIDA  
METROPOLITAN  
UNIVERSITY**

**2004 - 2005  
CATALOG**

FMU0704

This is a multiple-institution catalog containing information about the  
nine locations of Florida Metropolitan University.  
These are identified on page I.



**BRANDON**

3924 Coconut Palm Drive - Tampa, Florida 33619  
(813) 621-0041; Fax (813) 623-5769

**JACKSONVILLE**

8226 Phillips Highway, Jacksonville, Florida 32256  
(904) 731-4949; (877) 266-0103; Fax (904) 731-0599

**LAKELAND**

995 East Memorial Boulevard, Suite 110 - Lakeland, Florida 33801  
(863) 686-1444; Fax (863) 688-9881

**MELBOURNE**

2401 North Harbor City Boulevard. - Melbourne, Florida 32935  
(321) 253-2929; (866) 355-2929; Fax (321) 255-2017

**MELBOURNE LEARNING SITE**

2190 Sarno Road – Melbourne, Florida 32935  
(321) 259-3211; Fax (321) 259-0797

**NORTH ORLANDO**

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(407) 628-5870; Fax (407) 628-1344

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**SOUTH ORLANDO**

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# 2004 – 2005 FLORIDA METROPOLITAN UNIVERSITY CATALOG

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Accredited by the Accrediting Council for Independent Colleges and Schools. For complete information concerning accreditation, please refer to the Accreditation Section of this catalog. Licensed by the Commission for Independent Education, Florida Department of Education.

## **CHANCELLOR'S MESSAGE**

I would like to welcome you to Florida Metropolitan University whose locations provide a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula from associate degree through graduate level programs, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Florida as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of Tampa College (the oldest business college in Florida, founded in 1890), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to FMU. We invite all interested parties, therefore, to visit our campuses and review our wide variety of programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him." An investment in knowledge always pays the best interest.

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# ABOUT FLORIDA METROPOLITAN UNIVERSITY



## **MISSION**

The mission of Florida Metropolitan University is the education of qualified undergraduate and graduate students through the delivery of career-oriented associate, Bachelor's and master degree programs in a personalized teaching and learning environment designed to support students' personal and professional career development.

## **INSTITUTIONAL GOALS**

In support of its mission, the University has adopted the following goals:

### **Academics**

To provide challenging and relevant accredited undergraduate and graduate programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, traditional and alternative instructional delivery systems, and characterized by effective teaching and a student-centered atmosphere.

### **Educational Support Services**

To provide a variety of programs and services that support its educational goals and purpose, are consistent with student needs, encourage student success, enhance diversity, and improve the quality of life for students.

### **Enrollment**

To manage the controlled growth of a diverse student body through the use of effective and ethical recruitment and retention methods and initiatives, and to support the quality of educational opportunities for all students, while meeting the University's fiscal needs.

### **Business and Finance**

To manage and increase the University's resources in accordance with sound business practices, regulatory standards, and applicable laws.

### **Physical Resources**

To ensure that the physical resources, including buildings and equipment, are adequate to serve the needs of the institution, support its purpose, and contribute to an atmosphere for effective learning.

### **Continuous Improvement**

To continuously improve the quality of the University's programs and services to meet the needs of its students, communities, and other key stakeholders.

## **HISTORY**

Florida Metropolitan University, hereinafter referred to in this publication as the "University," is a private proprietary university composed of numerous campuses in Florida, which are owned and operated by Florida Metropolitan University, Inc.

Most FMU campuses have a long, rich history of service to residents of the state of Florida. On October 17, 1996, Florida Metropolitan University, Inc., acquired Tampa College (locations in Tampa, Brandon, Lakeland, and Clearwater), Orlando College (locations in North Orlando, South Orlando, and Melbourne), and Ft. Lauderdale College. Tampa College was founded in 1890, making it the oldest business college in the state. Orlando College was established in 1953 as Jones College, Orlando; and in 1981, the name was changed to Orlando College. The South Orlando campus was created in May of 1987. The Melbourne campus was created in June of 1995. Ft. Lauderdale College can trace its roots back to 1940 with the founding of the Walsh School of Business. The College has operated under the name of Broward College, Drake College, and in 1976 changed its name to Ft. Lauderdale College. The Jacksonville campus started its first class in July of 2000. The newest campus, Orange Park, started its first class in March of 2004.

## **ACCREDITATION**

The University is accredited by the Accrediting Council for Independent Colleges and Schools to award associate degrees, Bachelor's degrees and master degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

## **LICENSURE, APPROVALS, AND MEMBERSHIPS**

Each location of the University is listed as an institution of higher education in the Directory of Higher Education.



The University is a non-sectarian, coeducational institution with authority to confer associate, bachelor, master degrees and diplomas. The University is licensed by the Florida Commission for Independent Education, License No.s:

Pompano Beach (main) 2574  
Tampa (main) 2627  
    *Brandon (branch) 2603*  
    *Orange Park (branch) 3132*  
Pinellas (main) 2626  
    *Lakeland (branch) 2602*  
    *Jacksonville (branch) 2966*  
Orlando North (main) 2594  
    *Orlando South (branch) 2609*  
    *Melbourne (branch) 2612*

Further information may be obtained by contacting the Florida Commission for Independent Education, Department of Education, Tallahassee, Florida 32301; telephone (850) 245-3200.

Undergraduate and graduate programs are approved by the Bureau of Immigration and Naturalization and by the Florida State Approving Agency for Veterans Training. All campuses are members of the Career College Association. FMU, Brandon; FMU, Lakeland; FMU, Melbourne; FMU, Pinellas; FMU South Orlando; and FMU, Tampa are accredited by the American Association of Medical Assistants. For more information, contact the specific campus.

### **PHYSICAL FACILITIES**

The combined campus facilities of the University total over 285,000 square feet and are designed to provide an excellent learning environment, comfortable atmosphere, convenience, and accessibility.

Each campus houses space for support staff, administrative and faculty offices, comfortable classrooms, libraries, and specifically equipped labs to support each location's programs of study. Since the University spans the state, it is convenient to literally every major thoroughfare and to several of the most modern airports in the nation.

Facilities are accessible to and usable by disabled persons. Forms of special assistance available include ground level entry to the building, access ramps, elevators, telephones, reserved parking, tutors, and counseling.

### **LIBRARY**

The University libraries support the curriculum and provide information for students, faculty, and staff through on-site circulation and reference materials, and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, Lexis, and WestLaw. Each location houses a collection of books and journals. In addition, students have access to Internet and other media reference sources. Professional librarians are available at all locations to help students.

The University Online Library supports the curriculum and provides information for online students, faculty, and staff through information and reference materials, and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, and the Library and Information Resources Network (LIRN).

### **STATEMENT OF NON-DISCRIMINATION**

Florida Metropolitan University does not discriminate on the basis of race, religion, age, disability, sex, or national origin in the administration of its educational and admissions policies, scholarship and loan programs, or other university administered programs.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees with disabilities with reasonable accommodations that do not impose undue hardship.

## UNDERGRADUATE ADMISSIONS



### GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to successfully complete a standardized, nationally-normed assessment examination. The CPAt (Career Programs Assessment) is administered by the University and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above referenced test. All students enrolling in the Network Administration program, without exception, will be required to successfully complete an assessment examination.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

### APPLICATION PROCEDURE

Qualified applicants to the University must submit a completed Application for Admission. Applicants will also be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the University's requirements for admission.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from colleges attended, CLEP scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

See the appropriate section for specific information concerning graduate program admissions requirements.

### EARLY ADMISSION REQUIREMENTS FOR HIGH SCHOOL GRADUATES

Applicants will be considered for conditional acceptance prior to secondary school graduation. High school seniors who are accepted on a conditional basis must sign an "Attestation Regarding High School Graduation or Equivalency" following graduation and prior to starting classes.

### INTERNATIONAL STUDENTS

When international students apply for admission to a program approved by the Immigration and Naturalization Service, official transcripts of completed secondary education and applicable post-secondary credits are required with notarized translation and/or evaluation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course.

Satisfactory evidence of successful mastery and command of the English language is required for all international students enrolling in any program. English proficiency can be established by providing **official** documentation of one of the following (not required for applicants whose native country has English as a primary language):

#### Undergraduate programs

1. TOEFL score of 450 (paper-based) or 133 (computer-based);
2. IELTS score of 5.0 or above;
3. Michigan test score of 80% or higher;
4. A certificate of completion of Intensive English 4 at FMU\*;
5. Graduation from high school in the United States or an official copy of a GED;
6. Graduation from an American high school abroad where curriculum is delivered in English.

In addition to the criteria above, all undergraduate applicants are required to successfully complete the CPAt, a standardized nationally-normed assessment examination.

#### Graduate programs

1. TOEFL score of 550 (paper-based) or 213 (computer-based);
2. IELTS score of 6.0 or above;
3. Certificate of completion of Intensive English 5 at FMU\*\*;
4. Earned Bachelor's degree from an accredited American post-secondary institution.

\*To successfully complete Intensive English 4, a student must receive a score of 450 on the Institutional TOEFL.

\*\*To successfully complete Intensive English 5, a student must receive a score of 550 on the Institutional TOEFL.

A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

NOTE: See the "Administrative Policies" section for important information pertaining to the required immunization of International students

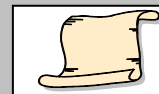
### **TRANSFER STUDENTS**

Students with earned college credit from another accredited institution may apply for credit transfer to the University. Credit will be accepted into undergraduate programs only for courses that are compatible with the student's program of study at the University and for courses in which a grade of "C" or higher was earned. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the Office of the Registrar.

Students receiving veterans' benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended.

Transfer of credit to the graduate programs is discussed in the "Graduate Programs Academic Information" section.

## ◆ ADMINISTRATIVE POLICIES



### **STUDENT CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the University and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Disruptive behavior
3. Possession or use of firearms (except by designated law enforcement official), explosives, or other dangerous substances
4. Vandalism or threats of actual damage to property or physical harm to others
5. Possession, sale, transfer, or use of illegal drugs
6. Appearance under the influence of alcohol or illegal drugs
7. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group.
8. Any activity that may be perceived as hazing which is defined as a situation or activity which intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of admission or initiation into any affiliation or organization associated with the University.
9. Reckless or intentional use of invasive software such as viruses and WORMS destructive to hardware, software, or data files.

The University reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

The University does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

### **SEXUAL HARASSMENT POLICY**

The University will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the campus president. The campus president will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

### **DRESS**

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the University. Students are reminded that the University promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

## **TELEPHONES**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones, including telephones equipped for the hearing impaired, are available for student use.

## **CHILDREN ON CAMPUS**

Children are always welcome at special events of the University whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the University that children shall not be brought to classrooms or labs, or left in lounges or offices.

## **IMMUNIZATION**

It is recommended that all students under the age of 40 obtain the MMR vaccination and that all medical/allied health students show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the University.

## **TRANSCRIPTS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the University computer system. Permanent records are kept in paper form, microfiche, or microfilm. The University maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., Tuition and fees due to the University are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the campus president written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), date and place of birth, program undertaken, dates of attendance, and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Additional FERPA information is available from the campus President's office.

### **STUDENT GRIEVANCE PROCEDURES**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the campus president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

### **FAMILIARITY WITH UNIVERSITY REGULATIONS**

Each student is given the University catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

### **RESERVATIONS AS TO PROGRAMS AND CHARGES**

The University reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to revise its academic programs and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may be changed or waived by the Academic Dean upon written request and for reasonable cause. Course substitutions may be made only by the Academic Dean. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

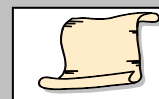
NOTE: Not all programs of study and/or courses are offered at all locations. Some programs may have limited enrollment.

### **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

Due to the rapidly changing nature of the information technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an information technology program offers the knowledge and skills to enter the workforce in information technology or a related field. The program is an educational program, and upon successful completion, students will earn a degree. Program completion does not necessarily lead to or guarantee any form of vendor certification.

## ◆ STUDENT SERVICES



### **STUDENT ADVISING**

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

The Career Services Office provides a wide range of services to students to assist them in preparing for their career choices. Students can schedule individual appointments with the Director of Career Services and are encouraged to avail themselves of the self-assessment process and job search.

### **PLACEMENT ASSISTANCE**

The University maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. This is accomplished not only by presentation of graduates as potential career professionals to industry, but also through aiding in the graduates' development of a positive self-image, and in assessing competencies, strengths, and career expectations.

Although the University does not, in any way, guarantee employment, it is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment.

Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

### **ORIENTATION**

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the University and introduce them to those staff and faculty members who will play an important part in the students' academic progress toward a degree goal.

### **HEALTH SERVICES**

The University does not provide health services.

### **HOUSING**

The University does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office.



### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at the University assumes a definite financial obligation. Each student is legally responsible for his or her own education expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the University including damage to University property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the University.

### **PAYMENT POLICY**

The University requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and, at certain locations, by credit card.

The University offers the services of several private companies that offer alternative methods of paying for educational costs. The Student Finance Officers will assist students in budgeting a monthly payment plan using a wide range of financing alternatives. The best plan suited to individual needs should be selected early in order for the Student Finance Officer to certify to the Business Office that a student's financial package has been completed and approved. Students eligible for employer-sponsored tuition reimbursement benefits may request a deferred payment plan.

Further questions regarding these payment plans should be directed to a student accounts representative in the Business Office.

Students qualifying for state or federal financial assistance programs are allowed to use certain types of loans and/or grants to satisfy their financial obligations at the time of registration, even though the aid may not have been physically disbursed to them or posted to their accounts. Students seeking to meet their financial obligations in this manner must understand that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the University. Failure to do so may result in the student having to provide immediate payment of all applicable tuition and fees.

### **TUITION AND FEES**

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.



## UNDERGRADUATE TUITION PER CREDIT HOUR PER TERM

PROGRAM	TUITION PER CREDIT HOUR
Commercial Art	\$270
Film and Video	\$270
Medical Assisting and Pharmacy Technician	\$260
Computer Office Technologies	\$260
Surgical Technologies	\$290
All Other Undergraduate Programs	\$250
CIS (Associate & Bachelor's) (All campuses offering)	\$250
Medical Insurance Billing And Coding	\$260
Home Land Security	\$250
Crime Scene Technician Diploma Program	\$250

## ONLINE

PROGRAM	TUITION PER CREDIT HOUR
All Online Undergraduate Programs	\$273

PROGRAM	TUITION PER CREDIT HOUR
Online Masters (MBA & MSCJ) Programs	\$415

## GRADUATE TUITION PER CREDIT HOUR PER TERM

Master of Science in Criminal Justice	\$390
Master of Business Administration	\$390

## MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Text/Materials
Medical Insurance Billing & Coding	6 Modules	35	\$7,000	\$500
Massage Therapy	7 Modules	57	\$9,100	\$1,200

## INTENSIVE ENGLISH COURSES (total tuition per course)

Advanced Intensive English – 6 weeks	\$863
Intensive English I – IV	\$1,655
Intensive English V	\$1,725

## FEES AND PENALTIES

Registration fee	\$25	Required of all students each quarter
Re-entry fee	\$25	Nonrefundable fee required of all applicants for re-enrollment after withdrawal has occurred.
Late registration fee	\$10	Required of any student who registers after announced registration period
Program change fee	\$25	Required for changing from one program to another
Online learning fee (both undergrad and grad)	\$100	Per course
Transcript fee	\$5	Waived for transcripts requested by other Florida Metropolitan University campuses. Students are provided one official transcript free of charge upon completing graduation requirements
ID card, where applicable	\$3	
Replacement of ID card	\$3	
Graduation evaluation fee for undergraduate programs	\$35	
Graduation evaluation fee for graduate programs	\$45	
Duplicate diploma	\$25	
Return check penalty	\$25	Per item
Proficiency Examination testing fee	\$20	Non-refundable fee assessed for each proficiency examination, per credit hour (cannot be paid from Title IV financial aid funds)

Graduate culmination fee	\$200	Assessed to the graduate student at time of thesis/practicum submission, comprehensive exam administration, or externship placement
Experiential learning /portfolio evaluation fee	\$20	Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission
Experiential learning course charges	75%	Of credit hour cost for the appropriate course (cannot be paid from Title IV financial aid funds.)
Technology fee – Network Administration/Web	\$50	Per quarter
Technology fee – All other programs	\$35	Per quarter
Library fee		A fee of \$0.25 per day will be charged for each day an overdue library book is not returned. When a book is more than 30 days overdue, the student will be charged the replacement cost of the book.

**ONLINE FEES FOR: MASTER OF BUSINESS ADMINISTRATION  
MASTER OF SCIENCE IN CRIMINAL JUSTICE**

Online Registration fee	\$25	Fee will be charged to all students each quarter. The first fee must be paid by cash, check, or credit card.
Online Learning fee	\$100	Fee will be charged per course, per term.
Additional fees		Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Tuition and Fees section of the catalog.

**TEXTBOOKS**

Textbooks and workbooks are sold through the bookstore in accordance with official university policies. At the time of issuance, textbooks become the responsibility of the students. The University is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. Grades and transcripts will be withheld from any student who has not returned University property or who has not made restitution.

**FINANCIAL ASSISTANCE INFORMATION**

It is the goal of the University to assist all eligible students in procuring financial aid that enables them to attend the University. The University participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education. Students should meet with a Student Finance Officer to discuss the specific financial assistance available.

The majority of financial aid available to students is provided by the federal government and is called Federal Student Financial Aid (SFA). This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan Program (FFELP) (subsidized and unsubsidized) Federal Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS). Alternative source loans are available to students to supplement the cost of their education.

The primary responsibility for meeting the cost of education rests with the student and his/her family. All financial aid is awarded on the basis of need regardless of age, sex, race, religion, national or ethnic origin, or disability. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

**CONSUMER INFORMATION**

Most of the information dissemination activities required by the Higher Education Amendments of 1998 have been satisfied within the University catalog. However, student finance personnel are available to discuss consumer information in more detail with current and prospective students.

To be eligible for federal financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exceptions of Pell and FSEOG);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs), as determined by a needs analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Not owe a refund on a Pell Grant, FSEOG, or State Grant previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Have a valid Social Security number.

### **APPLICATION**

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Student Finance Department personnel are available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC), which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every academic year. If a student changes colleges, the aid does not automatically go with him/her. Each student should check with the new institution to find out the appropriate procedures for reapplying for financial aid.

### **NEED AND COST OF ATTENDANCE**

Once the application is completed, the information will be used in a formula established by the U.S. Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the student's calculated need.

### **BORROWER RIGHTS AND RESPONSIBILITIES**

When a student takes on a student loan, he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

- The full amount of the loan;
- The interest rate;
- When the student must start repaying the loan;
- The effect borrowing will have on the student's eligibility for other types of financial aid;
- A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- The yearly and total amounts the student can borrow;
- The maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences;
- An explanation of available options for consolidating or refinancing the student loan;
- A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and total interest charges on the loan(s);
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- If the student has FFELP loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- The fees that a student should expect during the repayment period, such as late charges and collection or litigation cost if delinquent or in default;
- An explanation of available options for consolidating or refinancing the student's loan;
- A statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- Make payments on the student loan even if the student does not receive a bill or repayment notice;
- Continue to make payments until notification that the request for a deferment or forbearance; has been granted;
- Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security number; or transfers to another institution;
- Receive exit counseling before leaving school.

### **POLICIES AND PROCEDURES FOR VERIFICATION**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If the student fails to provide the required documentation within the established time frame, the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the University. The student may re-enter the University only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The institution will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the University will take if the student does not submit the requested documentation within the time period specified.
8. Students will be informed of their responsibilities regarding the verification of application information, including the institution's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The institution will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

### **TUITION CHARGES**

Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. The University charges the student's account for tuition at the beginning of each term for which the student is enrolled.

Other education expenses are also considered in determining the student's cost of attendance. These include personal expenses, room and board, and transportation. Information on how those costs are derived may be obtained from the Student Finance Office.

### **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The University counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

### **FINANCIAL AID PROGRAMS**

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

#### **◆ Selection of Eligible Applicants**

In accordance with Federal Regulation 668.43(B)(3), the following procedures describe how aid recipients are selected from the pool of eligible applicants.

#### ◆ **Federal Pell Grant**

This grant is designed to assist students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a Bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office or from a high school counselor. The application will be transmitted electronically through a federally approved needs analysis system that will determine the applicants Expected Family Contribution (EFC).

#### ◆ **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is available to students with exceptional financial need, students with the lowest expected family contribution (EFC), and gives priority to Federal Pell Grant recipients.

In determining student eligibility, the University will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive a Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

#### ◆ **Federal Work-Study Program (FWS)**

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization.

Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds. The University will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

#### ◆ **Federal Family Educational Loan Program (FFELP)**

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal PLUS Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

#### ◆ **Subsidized Federal Stafford Loans**

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower had FFELP loans outstanding, will have a variable interest rate not to exceed 8.25 percent. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student, he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year.
- \$3,500 if he/she has completed the first year of study and the remainder of the program is at least a full academic year.
- \$5,500 a year if he/she has completed two years of study and the remainder of the program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask Student Finance Office personnel for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parent are unable to get a PLUS loan, he/she may borrow up to:

- \$6,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)

- \$10,500 a year if he/she completed two years of study and the remainder of the program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be in subsidized loans.)

There is a 3 percent origination fee and 1 percent insurance premium deducted from each disbursement. This must be repaid.

Graduate students may borrow up to \$18,500 per academic year (\$10,000 of this amount must be in unsubsidized loans). Total indebtedness for a graduate/professional student is \$138,000 (no more than \$65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains enrolled on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning his/her loan. Applications can be obtained from the institution's Student Finance Office or from the lender.

For additional deferment information contact the Student Finance Office.

#### ◆ **Unsubsidized Federal Stafford Loans**

The Unsubsidized Federal Stafford Loan Program is available to eligible students, regardless of family income and is designed for those who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student would not be charged interest from the time the loan is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the following descriptions.

The government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: (1) make monthly or quarterly payments to the lender, or; (2) the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4 percent. The fee will be deducted proportionately from each disbursement and paid to the federal government.

#### ◆ **Federal Parent Loans for Undergraduate Students (PLUS)**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to cost of attendance minus other aid per eligible dependent student. There is a 3 percent origination fee on a PLUS loan made on or after July 1, 1994, and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1 of each year, but has a maximum of 9 percent.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years (but no more than 10 years) of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the institution's Student Finance Office or from the lender.

For deferment information, contact the Student Finance Office.

#### ◆ **Florida Student Assistance Grant (FSAG)**

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to any student who has received a Bachelor's degree.

◆ **Alternative Financing Program**

The University offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the University and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from \$50 to \$200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

◆ **Florida Bright Futures Scholarship Program**

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The program affects high school graduates, as well as current award recipients who are now attending a postsecondary institution in Florida.

The Bright Futures Scholarship Program is the umbrella program for all state-funded scholarships based on academic achievement in high school. This program restructures the two existing programs - the Florida Undergraduate Scholars' Program (now the Florida Academic Scholars Award) and the Gold Seal Vocational Endorsement Scholarship Program (now the Florida Gold Seal Vocational Scholars Award) and adds a third award - the Florida Merit Scholars Award. For graduates, the law does not change eligibility criteria currently in place for the Undergraduate Scholars' Program or the Gold Seal Vocational Endorsement Scholarship Program.

Eligibility criteria for the scholarship awards varies based on cumulative high school grade point average and SAT or ACT scores, and is available at all local high schools or through the University Student Finance Office. Applications are distributed to potential applicants by high school guidance counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at 1-888-827-2004.

The award levels for the three types of scholarships are as follows:

- Florida Academic Scholars Award - an award equal to the amount required to pay tuition, fees, and \$600 annually (prorated if part time) for college-related expenses. A student who is enrolled in a nonpublic postsecondary institution is eligible for an award equal to the amount that would be required to pay for the average tuition and fees of a public postsecondary education institution at the comparable level, plus the annual \$600. The award may cover up to 45 semester or 67 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA in college, but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.
- Florida Merit Scholars Award - an award equal to the amount required to pay 75 percent of tuition and fees for up to 45 semester or 67 quarter credit hours per year. A student enrolled in a nonpublic postsecondary education institution is eligible for an award equal to the amount that would be required to pay 75 percent of the average tuition and fees of a public postsecondary education institution at the comparable level. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award - an award equal to the amount required to pay 75 percent of tuition and fees. A student who is enrolled in a nonpublic postsecondary institution is eligible for an award equal to the amount that would be required to pay 75 percent of the average tuition and fees of a public postsecondary education institution at the comparable level. Awards are for up to 45 semester or 67 quarter credit hours per academic year. This is a two-year scholarship. A student may use the scholarship for up to 90 semester or 135 quarter credit hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

◆ **High School Scholarships**

FMU will make a total of 216 high school scholarships available to graduating seniors. Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Awards are determined by an independent panel. The application deadline for high school scholarships is no later than 30 days prior to the start that the student plans to commence his/her education. In addition, the student must apply within six months of graduation from high school to be eligible. Please review the current FMU Scholarship Guidelines for further details (including application and testing deadlines) and conditions of this program. Scholarships will be awarded in the following circumstances:

◆ **Florida High School Principal Scholarships**

FMU recognizes that high school principals are better qualified to recommend those seniors whose aspirations and abilities qualify them for scholarship funds. Each of the nine campus locations of FMU will award three High School Principal Scholarships of \$2000 each. The principals of participating Florida high schools are invited to recommend a senior whose academic achievements and personal career goals have been recognized and would be enhanced by scholarship assistance. Recommended seniors must complete application procedures, provide letters of recommendation, and take the CPAt, which measures competency in reading, language, and mathematics. Those who receive the top scores at each FMU campus will be invited to submit an essay.

◆ **Other High School Scholarships**

Each of the nine campus locations of FMU will award 24 high school scholarships to graduating seniors, as follows:

- Eight scholarships valued at \$2000 each, and
- Sixteen scholarships valued at \$500 each.

High school seniors may obtain scholarship applications and guidelines from a participating high school guidance department, or they may call FMU for an application. Students must fill out the application completely and provide acceptable letters of recommendation. All applicants must take the CPAt, which measures competency in reading, language, and mathematics. Those who receive the top scores will be invited to submit an essay.

If a recipient chooses not to accept the award, the next qualified student, as determined by an independent panel, will receive the scholarship.

◆ **Florida Metropolitan University Annual Scholarships**

Each University campus annually awards honor scholarships at the end of each fall term. These honor scholarships consist of a \$750 and a \$500 tuition credit for two Sophomores, two Juniors, and two Seniors (annual scholarship awards total \$1,250 per category). To be eligible for one of the scholarships, the student must:

1. Be a full-time student (minimum 36.0 credit hours per academic year),
2. Have earned a cumulative grade point average of 3.5 or better at the end of the summer term,
3. Have completed an application for scholarship,
4. Have been in attendance at the awarding campus for a minimum of two successive terms,
5. Provide two letters of recommendation from faculty (one of the letters must be from a faculty member within the program of study),
6. Write an essay of 100 words minimum on why the applicant is deserving of the scholarship, and
7. Be enrolled in the subsequent winter quarter to qualify for the scholarship to be awarded.

Applications are available in the Dean's Office. Application deadline is December 15.

Sophomore Honor Scholarship

(Must have completed 48 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.

Junior Honor Scholarship

(Must have completed 96 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.

Senior Honor Scholarship

(Must have completed 144 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.

◆ **Two Plus Two Scholarship (Jacksonville Campus Only)**

Award: Recipients may receive up to \$600 per academic award year (3 quarters) up to a maximum of \$1,200 for two years.



Eligibility: Applicants must be graduates of a Florida community college with an Associate in Science in a program that articulates with FMU-Jacksonville baccalaureate degrees: Business, Computer Information Science, Accounting, and Criminal Justice. Applicants must have a cumulative grade point average of 2.5 or higher and must be recommended by their department chair or faculty of their degree program.

Applicants must be citizens of the United States of America and must complete an application, which includes an essay on why they deserve this scholarship. The application must be received by FMU-Jacksonville no later than 30 days prior to the start of any term. Official transcripts must be received no less than 20 days prior to start of any term. Applicants must agree to enroll for no less than 12 credit hours during a 12-week term and no less than 6 credit hours during a 6-week term. Recipients must maintain a 2.5 grade point average while enrolled at FMU-Jacksonville. Representatives of FMU-Jacksonville and Florida Community College at Jacksonville will review applications. For more information, contact the Director of Admissions, FMU-Jacksonville.

## **VETERAN'S ASSISTANCE PROGRAMS**

### **◆ Veteran Education and Employment Assistance Act of 1976 as Amended**

Veterans eligible for training under the Montgomery G.I. Bill are entitled to a monthly allowance while attending the University in certain approved programs of study. Veterans with over three years of active duty or two years of active duty and four years in the selected reserve are entitled to a maximum of 36 months of training. The University will assist in preparing and submitting applications.

### **◆ War Orphan Educational Assistance**

This program provides financial assistance for the education of sons and daughters of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Benefits are similar to those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for this program. The University will assist in preparing and submitting applications.

### **◆ Vocational Rehabilitation for Veterans**

Veterans disabled during war time and under certain peace time service may be eligible for educational benefits and training under this program. Applications must be filed directly with the Veterans Administration.

## **CANCELLATION AND REFUND POLICY**

facilities, and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

The University employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination, or withdrawal.

Detailed below are the specific federal, state, and institutional refund policies and procedures that will be used to ensure that the University retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

## **CANCELLATIONS**

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the University, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the University becomes aware of the withdrawal.

## **REFUNDS**

This institution is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institution refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the state or the institutional refund policy and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to the institution.

#### ◆ **Withdrawal Process**

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from the University are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official data of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the institution will make a settlement that is reasonable and fair to both parties.

#### ◆ **Federal Return of Title IV Funds Policy**

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student had earned up to the date of withdrawal.

If a recipient of the SFA program assistance withdraws from the institution during a payment period in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

The percentage of the payment period completed is the total number of calendar days\* in the payment period for which the SFA assistance is awarded divided into the number of calendar days\* completed in that period as of the date of withdrawal.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator).

#### ◆ **Return of Unearned SFA Program Funds**

The school must return the lesser of -

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period multiplied by the percentage of SFA funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

◆ **Return of SFA Funds**

If it is determined that SFA program funds must be returned, based on the student’s financial aid award, the return of SFA funds will be made in the following order:

- Unsubsidized Federal Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Unsubsidized Federal Direct Stafford Loan Program;
- Subsidized Federal Direct Stafford Loan Program;
- Federal Perkins Loan Program;
- Federal PLUS Loan Program;
- Federal Direct PLUS Loan Program;
- Federal Pell Grant Program;
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program and;
- Other grant or loan assistance authorized by Title IV of the HEA.

◆ **Institutional Refund Calculation (First-Time Students)**

For first-time students who terminate their training before completing more than 60 percent of their first enrollment period (their first term), the University will perform a pro rata refund calculation. Under a pro rata refund calculation, the University is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund. The school may retain the entire contract price for the period of enrollment - including tuition, fees, and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

◆ **Institutional Refund Policy (For Continuing Students)**

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

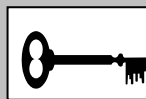
For Withdrawal During	Refunded	Amount Retained
First 7 calendar days of the Quarter	100% Tuition and Fees	0
After first 7 calendar days through 25% of the Quarter	25% Tuition and Fees	75% Tuition
Remaining 75% of the Quarter	0	100% Tuition

◆ **Refunds Under Exceptional Circumstances**

Tuition and fees will be refunded in full, for the current term, under the following circumstances:

- Courses cancelled by the University;
- Involuntary call to active military duty;
- Documented death of student or member of his or her immediate family (parent, spouse, child, sibling);
- Illness of the student of such severity of duration, as approved by the University and confirmed in writing by a physician, that completion of the period of enrollment for which the student has been charged is precluded;
- Exceptional circumstances, with approval of the President of the University (or designee).

## ACADEMIC INFORMATION



### DEFINITION OF CREDIT

The University awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice. For online learning purposes, one quarter credit is equivalent to a minimum of ten hours of online learning.

### STUDENT CLASSIFICATIONS

Students will be classified on the basis of quarter credit hours satisfactorily earned and by the degree level of enrollment:

- **Freshman** - A student who has earned 0 through 48 quarter hours.
- **Sophomore** - A student who has earned 49-96 quarter hours.
- **Junior** - A student who has earned 97-144 quarter hours.
- **Senior** - A student who has earned 145-192 quarter hours.
- **Undergraduate** - Any student enrolled in an associate or Bachelor's degree program.
- **Graduate** - Any student enrolled in graduate courses who has been admitted to the graduate program.
- **Provisional Student** - A student enrolled in the graduate program who has not met the Regular Student enrollment requirements of the graduate program. During provisional status, the student must complete 16 credits of graduate work at the minimum standards of progress of the graduate program. There is no provisional admission status at the undergraduate level.
- **Regular Status Student** - A degree-seeking undergraduate or graduate student who is determined to be making satisfactory academic progress toward his/her degree objective.
- **Non-Regular Status Student** - A student who is allowed to continue for a period of time not greater than 25 percent of his/her normal program length after s/he has been determined not to be making satisfactory academic progress. During this period, the student is not eligible for federal financial aid and will be charged tuition and fees. Students who have entered non-regular status are not eligible for graduation (cannot receive a degree) for their programs but can receive a certificate of completion for the courses they have satisfactorily completed.
- **Single Subject Student** - A student who has not enrolled in a specific degree program of study but who is taking courses at the University on a course-by-course basis. These students are not eligible to participate in Federal Title IV financial assistance programs.
- **Audit Student** - A student who is enrolled in courses for which s/he will earn no credit.

### LEARNING ASSESSMENT

The University accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council on Education. Official test scores must be sent to the Office of the Registrar.

### EXPERIENTIAL LEARNING EVALUATION / PORTFOLIO

Enrolled students may earn credit for life experience through the College Experiential Learning Program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Dean's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Credits earned through the Experiential Learning Evaluation/Portfolio, in conjunction with Proficiency Examinations and Directed Study, may be used to satisfy up to 50% of the credits required for program completion. A reduced credit fee is charged for life experience credit. See Tuition and Fees Schedule for details.

### PROFICIENCY EXAMINATION

Students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are noted in the tuition and fees schedule. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of "C" will be posted to the academic transcript as a PE (see Tuition & Fee Schedule).

## **DIRECTED STUDY**

There may be times during the student's course of study when the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments, and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus. Credits earned through Directed Study, in conjunction with Proficiency Examinations and the Experiential Learning Evaluation/Portfolio, may be used to satisfy up to 50% of the credits required for program completion. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any associate degree, no more than sixteen (16) quarter credit hours may be applied to the major core of any Bachelor's degree program, and no more than one (1) Directed Study course may be applied toward a master's degree. In addition, students may not take more than one Directed Study course in a single academic term.

## **ATTENDANCE POLICY**

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer-assisted instruction
- Completing a course assignment, including research projects and journalizing
- Participating in a field trip
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text, and instructor performance
- Presenting material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

## GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average (Not applicable at graduate level)	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
IP	Incomplete Passing (Used only for students in the Master of Science in Criminal Justice Program who continue their thesis into a second quarter)	Not Calculated
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.	Not Calculated
WZ	Withdrawal for those students called to immediate Active Military Duty.	Not Calculated
CR	Credit Earned - CR/NC Class (Criminal Justice Master's thesis courses only)	Not Calculated
NC	No Credit Earned - CR/NC Class (Criminal Justice Master's thesis courses only)	Not Calculated
T	Transfer Credit	Not Calculated
EL	Experiential Learning Credit	Not Calculated
PE	Passed by Proficiency Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only). This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only). This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).	Not Calculated
<b>Course Repeat Codes</b>		
1	Student must repeat this class	
R	Student in the process of repeating this class	
2	Course Repeated - original grade no longer calculated in CGPA	

## GPA AND CGPA CALCULATIONS

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on courses taken in residence at the University. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

## GRADE APPEALS

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be made through the University Student Grievance Procedures. All appeals are to be submitted within 60 days of the end of the quarter for which the grade is being awarded.

## **INCOMPLETE GRADES**

A student who receives an "I" (Incomplete) grade has 14 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade. If the coursework is not completed within 14 calendar days, the final grade will be changed to an "F."

## **ONLINE LEARNING**

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Students will be required to complete the application only once but must check quarterly to make sure they are maintaining the correct systems profile.
- Have Internet access and an established email account.
- Students are required to verify their email account/address with their online coordinator at the time of registration each quarter.
- Commence online contact with the course site within the first few days of the registration.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

## **AUDITING COURSES**

Auditing of courses may be approved in advance on a space-available basis. Approval by the instructor and the Dean is required. In addition, payment of normal course tuition and fees and purchasing of textbooks is required. Procedures for auditing courses are available in the Academic Dean's office.

## **PRESIDENT'S AND ACADEMIC DEAN'S LIST**

To recognize and encourage outstanding scholastic performance, an Academic Dean's List is published at the end of each term. To be eligible for this honor, an undergraduate student must have earned a grade point average of at least 3.50 and must have been a full-time student during the term. The President's List recognizes all full-time undergraduate students who have maintained a 4.0 grade point average during the term.

## **"WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES"**

The University annually submits the names of outstanding students to the annual publication "Who's Who Among Students in American Universities and Colleges." This national publication recognizes students of exceptional merit in leadership, scholarship, and extra-curricular activities. Selection for membership is made by a committee of faculty and administration.

## **GRADUATION**

Commencement exercises are held at least once a year. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred are encouraged to participate in the commencement exercises.

Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. Degrees may be awarded in absentia only after Commencement Exercises are held.

All requirements for undergraduate degrees must be completed within eight (8) calendar years from the start of the initial term of enrollment. All requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

**RESIDENCY REQUIREMENT**

In order to be granted an undergraduate degree from the University, the student must complete a minimum of 48 quarter credit hours through the University. Experiential learning, proficiency examination and directed study do count toward satisfying the residency requirement. Online courses are considered to be taken in residence.

**GRADUATION WITH HONORS**

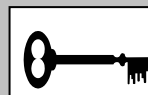
Undergraduate students enrolled in degree programs who have earned the requisite credits for graduation with the following grade point averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude.

**TRANSFER TO OTHER COLLEGES**

The University neither implies nor guarantees that credits completed at the University will be accepted by other institutions. Since rules and grade requirements vary, each institution has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Therefore, if the student anticipates a transfer of credits earned at FMU or enrollment in advanced studies, the student must have already inquired with those institutions from which recognition of academic work at the University will be sought. The student must independently determine whether or not the program, course, or courses of study will be accepted by those other institutions into which future enrollment is intended. Additional information regarding transfer of credit may be found in the section titled "Florida's Statewide Course Numbering System."



## UNDERGRADUATE PROGRAM ACADEMIC INFORMATION



### **ACADEMIC LOAD**

A student taking twelve or more quarter hours toward the associate or Bachelor's degree will be classified as a full-time student for that term.

Full-time academic load for graduate students is defined under Academic Load - Graduate Student.

### **REPEATING COURSES**

An undergraduate student may repeat a course taken at the University in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count the last attempt only. All repeats will be charged at the current tuition rate.

### **LEAVE OF ABSENCE**

The University does not permit leaves of absence. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily or briefly should see the Academic Dean.

### **ACADEMIC HONESTY**

The University adheres to the tenet that professional attitude begins in the classroom. For that reason, students and faculty of the University will not tolerate or commit any form of academic dishonesty.

Acts of academic dishonesty are defined as falsification of materials submitted for a grade, representation of another's work as one's own, or violation of test conditions as designated by the instructor.

When academic dishonesty is suspected, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

If the student appeals the action, s/he must do so through the Grievance Committee. Statements will be taken from the student, the instructor, and from any witness to the suspected act. After review of all statements and evidence, the student will be notified in writing of the decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

### **WITHDRAWAL PROCEDURES**

Students who must withdraw from the University are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

Timely notification by the student will result in the student being charged tuition and fees only for the portion of the payment period or period of enrollment that s/he attended as well as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the University of the intent to withdraw means that the students will continue to be obligated for the tuition and fees and will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the University, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The University will also calculate the amount of tuition and fees for which the student is obligated, based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or may be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100 percent of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may owe 50 percent of his or her grant funds to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The Student Finance Department personnel are available to provide assistance to students to determine the exact impact of early withdrawal on their repayment obligations.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the school can document a later date of the student's attendance at an academically-related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

### **READMISSION OF WITHDRAWN STUDENTS**

Information concerning the readmission procedure may be obtained by calling the Academic Dean's Office. If a student is permitted re-entry, the student must normally meet all conditions of the catalog.

### **ACADEMIC DEFICIENCIES**

Following the conclusion of each grading period, the grades of each student will be audited by the Academic Dean. As a result of this audit, it may be necessary to reschedule the student or to place the student on a status of academic probation, academic suspension, or academic dismissal.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress 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. These are outlined below.

### **CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

### **RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

### **MAXIMUM TIME IN WHICH TO COMPLETE**

A student is not allowed more than 1.5 times, or 150 percent of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150 percent of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

### **SATISFACTORY ACADEMIC PROGRESS TABLES**

#### **48 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.0	N/A	66%	N/A
17 -- 28	2.0	1.0	66%	N/A
29 -- 40	2.0	1.5	66%	60%
41 -- 54	2.0	1.75	66%	65%
55 -- 72	2.0	2.0	66%	66%

The total credits that may be attempted (maximum program length) is 72 (150 percent of 48).

**90 QUARTER CREDIT HOURS**

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	N/A
17 - 32	2.0	1.0	66%	N/A
33 - 48	2.0	1.2	66%	50%
49 - 60	2.0	1.3	66%	60%
61 - 72	2.0	1.5	66%	65%
73 - 89	2.0	1.75	N/A	66%
90 - 135	N/A	2.0	N/A	66%

The total credits that may be attempted (maximum program length) is 135 (150% of 90).

**94 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 141	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 141 (150 percent of 94).

**96 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 144	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 144 (150 percent of 96).

**97 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 145	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 145 (150 percent of 97).

**98 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 147	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 147 (150 percent of 98).

**100 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.0	NA	66%	N/A
17 -- 32	2.0	1.0	66%	N/A
33 -- 48	2.0	1.2	66%	50%
49 -- 60	2.0	1.3	66%	60%
61 -- 72	2.0	1.5	66%	65%
73 -- 95	2.0	1.75	N/A	66%
96 -- 150	N/A	2.0	N/A	66%

The total credits that may be attempted (maximum program length) is 150 (150 percent of 100).

**103 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.0	NA	66%	N/A
17 -- 32	2.0	1.0	66%	N/A
33 -- 48	2.0	1.2	66%	50%
49 -- 60	2.0	1.3	66%	60%
61 -- 72	2.0	1.5	66%	65%
73 -- 95	2.0	1.75	N/A	66%
96 -- 154	N/A	2.0	N/A	66%

The total credits that may be attempted (maximum program length) is 154 (150 percent of 103).

**126 QUARTER CREDIT PROGRAM**

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 189	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 189 (150 percent of 126).

## 192 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 288	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 288 (150 percent of 192).

### GRADUATION

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the University's graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the University catalog.

### ACADEMIC PROBATION

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the above requirements. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the above requirements. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified above. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the University as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

### ACADEMIC SUSPENSION

If the student's CGPA or rate of progress ever falls into the suspension ranges specified above, the student is considered not to be making satisfactory academic progress, is placed on academic suspension, and must be withdrawn from the University.

### READMITTANCE FOLLOWING SUSPENSION

Students who have been suspended may apply for readmittance to the University after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

### ACADEMIC DISMISSAL

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or rate of progress into the probation range by the end of the first academic term after readmittance will receive academic dismissal and students must be withdrawn from the University. Students who have been dismissed are not eligible for readmittance to the University.

### APPEALS PROCEDURES

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory academic progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the campus President or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory academic progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an academic dismissal, as outlined above.

## **APPLICATION OF GRADES AND CREDITS**

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental, remedial courses, and other courses that are graded on a pass/fail basis are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the calculation of rate of progress. Any developmental credits will be in addition to the maximum (1.5 times or 150 percent) allowable attempted credits. For example, the maximum allowable attempted credits for a 96 credit program is 144, but a student enrolled in a 96 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 152 credits (144 + 8).

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts above) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), WF (withdrawal and failing the class), IP (in progress), WM (withdrawal after week nine), and WZ (withdrawal Active Military Duty) are counted as hours attempted but are not counted as hours successfully completed. The grade of WD (withdrawal during add/drop period) is not counted as hours attempted. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on that letter grade and the credits earned.

The consideration to award a grade of WM will be based on supporting documentation that evidences that a student has experienced an unusual circumstance that has affected the student's ability to complete a course. Mitigating circumstances include extreme illness, severe injury, or the death of a relative.

## **CONTINUATION AS A NON-REGULAR STUDENT**

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the University under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25 percent of the normal program length (2 academic quarters for associate degree programs; 4 academic quarters for Bachelor's degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory academic progress, or at the least close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified above). If, by the end of the maximum period allowed on non-regular status, the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

## **REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:**

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program, may be allowed to enter non-regular status. However, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a certificate for the credits they successfully completed.

## **SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the University.

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or Student Finance personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the university catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the University and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS

Students must maintain a cumulative grade point average of a C (2.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a C (2.0) cumulative grade point average for any term will be placed on probation for the next academic term. Failure to achieve a C (2.0) cumulative grade point average during the next 2 consecutive terms will result in the veteran student being terminated from veteran's benefits and the VA so notified.

A veteran student terminated for unsatisfactory academic progress at the undergraduate level may be re-certified to the VA to receive veteran's benefits after attaining the 2.0 cumulative GPA required for satisfactory academic progress.

See Standards of Progress for Graduate Students for specific information on VA benefits.

## COOPERATIVE EDUCATION PLAN

Cooperative Education is available for undergraduate students. Its purpose is to provide students with practical, prearranged, and pre-approved on-the-job educational experiences that relate to each student's academic program and/or career objectives. By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the Academic Dean, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose is to enhance employment opportunities upon graduation.

Degree-seeking students at the sophomore level and above who have completed at least two terms at the University and have maintained satisfactory grade point averages are eligible to apply.

The Cooperative Education Plan is designed for students who elect to register for one cooperative education course with at least two other courses in residence. Students who elect to participate in Cooperative Education must obtain academic counseling to assure that their cooperative education courses are properly integrated into their overall academic program.

Credit is granted for successful completion of a cooperative education course on the same basis as for any other course. Successful completion of these courses requires the student to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. Successful completion also requires the student to (a) develop specific on-the-job objectives with the Academic Dean and/or an academic advisor; (b) attend assigned on-campus seminars; and (c) return the completed written assignment no later than the final exam week of each term.

Courses taken in cooperative education will be identified on the student's transcript as "Parallel Work." Credits earned in parallel work courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the approved elective component of the student's academic program or as electives in the major component; however, only eight quarter hours of parallel work may be applied toward the major component.

Tuition for Parallel Work courses is at the same rate as other courses.

Parallel Work Courses		Quarter Credit Hours
COEP 2041	Sophomore Parallel Work I	4.0
COEP 2042	Sophomore Parallel Work II	4.0
COEP 3041	Junior Parallel Work I	4.0
COEP 3042	Junior Parallel Work II	4.0
COEP 4041	Senior Parallel Work I	4.0
COEP 4042	Senior Parallel Work II	4.0

These courses are normally taken during the sophomore, junior, and senior years. Since each student's cooperative education program is designed specifically for him or her, these courses are taken one per term, simultaneously with other on-campus courses.

## UNDERGRADUATE DEGREE PROGRAMS

All students seeking any of the degrees stated herein must abide by all university rules and regulations. The student is responsible for meeting the requirements of the university catalog in effect at admittance or readmittance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at readmittance after not attending for a full academic quarter.

## TWO DEGREES

Two bachelor's degrees may be awarded simultaneously under the following conditions:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.

2. A minimum of 48 appropriate quarter hours in residence in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree. Veteran's educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree.

### **BACHELOR'S DEGREES**

To qualify for the Bachelor of Science Degree or the Bachelor of Business Administration Degree, students are required to accomplish the following:

1. Complete a minimum of 192 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University, with a minimum of sixty-eight (68) hours in the 3000 and 4000 series or higher. A minimum of forty-eight (48) hours must be completed in a classroom environment (in-class mode of instruction) at the University.
2. Meet the specified graduation requirements, with a minimum of 56 quarter credit hours in General Education and a minimum of 90 quarter credit hours in the major and college core, as indicated in the section on program descriptions.
3. Abide by all university rules and regulations.

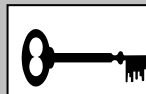
### **ASSOCIATE DEGREES**

To qualify for the Associate in Science Degree or the Associate of Business Degree, students are required to accomplish the following:

1. Complete a minimum of 96 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University. A minimum of forty-eight (48) hours must be completed in residence.
2. Meet the specified graduation requirements, thirty-six (36) hours of which must be in the 2000 or above level, with a minimum of 24 quarter credit hours in General Education and the remainder as specified in the program descriptions.
3. Abide by all university rules and regulations.



## GRADUATE PROGRAMS ACADEMIC INFORMATION



The graduate programs were developed to enhance an individual's effectiveness. They concentrate on the development and mastery of advanced critical reasoning and analytical skills and effective written and oral communication skills for successful application in a dynamic business and administrative environment.

In addition, the graduate programs emphasize professional ethics, use of technology, information networking, and provide exposure to the international marketplace.

### DEGREES OFFERED

The University awards the Master of Business Administration Degree with several areas of concentration and the Master of Science in Criminal Justice. Not all programs are offered at all campus locations.

To qualify for a graduate degree, students are required to accomplish the following:

1. Satisfy the prerequisite course requirements.
2. Complete all required courses with an average grade of "B" (grade point average of 3.0) or higher. All course work must be in the 5000 series or higher.
3. Abide by all university rules and regulations.
4. Settle all financial obligations to the University.

Students are responsible for meeting the requirements of the university catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at re-entrance after not attending for a full academic term.

### ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree is a prerequisite for admission to a graduate program. International students desiring admittance must have graduated with a Bachelor's degree from a college or university approved and evaluated based on United States Department of Education guidelines.

Certain prerequisite courses are necessary for the pursuit of many of the courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course is permitted. In addition to the requirement of a Bachelor's degree, admissions requirements for the student wishing to enroll in a graduate program are listed below:

1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Provide completed admissions forms.
3. All international students from non-English speaking countries who are entering must present a TOEFL score of not less than 550 (213 TOEFL computer-based), or 6.0 IELTS, or equivalent as evidence of their proficiency in reading, writing, and speaking the English language.

### CATEGORIES OF ENROLLMENT

A student applying to the graduate program may be classified in one of two categories: degree-seeking Regular Student or Provisional Student.

#### Regular Students

A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 3.00 for all undergraduate upper level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or achieve a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a master's degree.

#### Provisional Students

Any student wishing to become a candidate for a master's degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either earned a score of not less than 470 on the GMAT or a comparable score on the GRE or has satisfactorily completed 16 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program. Failure to reach Regular Student status within 16 credits of graduate work at the University will result in the student being dismissed from the University. Students admitted on a provisional basis will be admitted as Regular Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

## PREREQUISITE REQUIREMENTS

While a Bachelor's degree in the same or closely related field is desirable, it is not mandatory.

Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work will be required before certain higher level courses may be taken. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

A student pursuing a master's degree must maintain a minimum cumulative grade point average of 3.0. Graduate students who fail to meet the minimum grade point requirement will be placed on Academic Probation for the subsequent quarter of enrollment. If otherwise eligible, a student may receive financial assistance during the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the subsequent quarter will result in Academic Dismissal. Regardless of the grade point average minimum, two or more grades of "F" will also result in the Academic Dismissal of the student.

A student will be permitted to attempt 15 quarter hours of graduate work before the application of the following standards.

### GRADUATE DEGREES - QUARTER CREDITS

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
0 -- 16	3.00	N/A	66%	N/A
17 -- 27	3.00	2.75	66%	50%
28 -- 39	3.00	2.90	66%	60%
40 -- 81	3.00	3.00	66%	65%

The maximum number of credits that may be attempted for a 54 credit graduate program is 81 (150 percent of 54).

All other elements of satisfactory academic progress as outlined in the section on Satisfactory academic progress are applicable to graduate programs.

In all cases of academic dismissal, the student will be notified by the graduate school director or the Academic Dean.

When the presence of mitigating circumstances causes the student's grade point average to fall below the minimum standards, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS

Students must maintain a cumulative grade point average of B (3.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a B (3.0) cumulative grade point average for any term will be placed on probation for the next academic term.

Failure to achieve a B (3.0) cumulative grade point during the next 2 consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

A veteran student terminated for unsatisfactory academic progress at the graduate level may be certified to the VA to receive veteran's benefits after attaining the 3.0 cumulative GPA required for satisfactory academic progress.

These standards are applicable only for the determination that veteran students remain eligible to receive VA benefits. The school's regular academic standards apply for all students in determining academic suspension.

## TRANSFER OF CREDIT

Students transferring graduate level courses from other institutions must provide evidence that the courses are comparable in content to the program of study at the University. No more than 24 hours may be accepted in transfer, and no courses will be transferred that show a grade below a "B."

## ACADEMIC LOAD

A student taking the required eight or more quarter hours in the graduate program is defined as a full-time student for that term.

## REFUND POLICY

The tuition refund policy for students enrolled in the graduate program is the same as stated for the undergraduate program.

# ACADEMIC PROGRAM LOCATIONS



PROGRAMS	LOCATION									
	Pompano Beach	Melbourne	North Orlando	South Orlando	Brandon	Lakeland	Tampa	Pinellas	Jacksonville	Orange Park
<b>ASSOCIATE DEGREES</b>										
ACCOUNTING	X	X	X	X	X	X	X	X	X	
ASSISTED LIVING ADMINISTRATOR	X	X	X	X	X	X	X			
BUSINESS	X	X	X	X	X	X	X	X	X	
WITH CONCENTRATIONS IN Business Administration Management Marketing International Business										
COMMERCIAL ART			X				X			
COMPUTER INFORMATION SCIENCE	X	X	X	X	X	X	X	X	X	
WITH CONCENTRATIONS IN Programming Network Administration Web Design										
COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS					X					
CRIMINAL INVESTIGATIONS					X		X			X
CRIMINAL JUSTICE	X	X	X	X	X	X	X	X	X	X
FILM AND VIDEO		X	X							
HOMELAND SECURITY	X			X	X		X	X		
HOSPITALITY MANAGEMENT	X									
PARALEGAL	X	X		X	X				X	
MEDICAL ASSISTING	X	X	X	X	X	X	X	X	X	X
MEDICAL INSURANCE BILLING AND CODING			X	X	X	X	X	X		
PHARMACY TECHNICIAN		X	X		X	X	X		X	
SURGICAL TECHNOLOGIST					X					

PROGRAMS	LOCATION									
	Pompano Beach	Melbourne	North Orlando	South Orlando	Brandon	Lakeland	Tampa	Pinellas	Jacksonville	Orange Park
<b>BACHELOR'S DEGREES</b>										
ACCOUNTING	X	X	X	X	X	X	X	X	X	
BUSINESS	X	X	X	X	X	X	X	X	X	
WITH CONCENTRATIONS IN Business Administration Management Marketing International Business										
COMPUTER INFORMATION SCIENCE	X	X	X	X	X	X	X	X	X	
WITH CONCENTRATIONS IN Programming Network Administration Web Design										
CRIMINAL JUSTICE	X	X	X	X	X	X	X	X	X	X
HEALTH CARE ADMINISTRATION		X	X	X		X	X	X		
HOMELAND SECURITY	X			X	X		X	X		
HOSPITALITY MANAGEMENT	X									
PARALEGAL	X	X	X	X	X		X			
<b>MASTER DEGREES</b>										
BUSINESS ADMINISTRATION WITH CONCENTRATIONS IN:										
ACCOUNTING	X	X	X	X	X	X	X	X	X	
GENERAL MANAGEMENT	X	X	X	X	X	X	X	X	X	
HUMAN RESOURCES MANAGEMENT	X	X	X	X	X	X	X	X	X	
INTERNATIONAL BUSINESS	X	X	X	X	X	X	X	X	X	
CRIMINAL JUSTICE	X				X	X		X	X	
<b>DIPLOMA PROGRAMS</b>										
CRIME SCENE TECHNICIAN				X			X			X
MEDICAL INSURANCE BILLING & CODING									X	
MASSAGE THERAPY						X	X			

## GRADUATE CURRICULAR OFFERINGS



### GRADUATE STUDIES MISSION

The graduate programs basic mission is acquisition of knowledge and the ever-continuing attainment and refinement of useful skills. The graduate programs emphasize initiative, independence, and critical thinking.

### MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration was designed to enhance the students' effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence, and responsibility necessary to achieve the heightened self-discipline, skill, and reasoning to become valued leaders in the business community.

Coursework is available in the areas of accounting, economics, finance, management, marketing, organizational behavior, quantitative methods, policy, and strategy. Students may elect to focus on an area of concentration within the areas of Accounting, General Management, Human Resources Management, or International Business.

Applicants whose undergraduate degrees are in a field outside the program areas are encouraged to apply.

To qualify for the Master of Business Administration Degree, students are required to accomplish the following:

1. Complete a minimum of fifty-six (56) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All coursework must be in the 5000 series or higher. All graduate students must meet certain prerequisite requirements prior to enrolling in selected Accounting, Economics, and Quantitative Methods coursework.
2. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
Graduate Studies Core Requirement	40
General Management or Concentration	16
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>56</b>

3. Abide by all university rules and regulations including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; and settle all financial obligations to the University.
4. Complete all graduation requirements for the MBA program within five (5) calendar years from the initial term of enrollment.

### Graduate Core Requirements (To be taken by all majors):

			Quarter Credit Hours
MANP	5245	Organizational Behavior	4.0
MANP	6305	Management of Human Resources	4.0
QMBP	5413	Quantitative Methods*	4.0
MANP	5910	Business Research	4.0
ISMP	5021	Management Information Systems	4.0
MANP	5075	Managerial Ethics	4.0
FINP	6406	Financial Management*	4.0
ECPP	5704	Managerial Economics*	4.0
MARP	5805	Marketing Management	4.0
MANP	6721	Business Policy and Strategy	4.0
<b>TOTAL CREDIT HOURS</b>			<b>40.0</b>

\*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics, and quantitative methods coursework. Please refer to the prerequisite section for specific information.

### CONCENTRATIONS

A graduate student may include an area of concentration by completing four (4) courses, [sixteen (16) quarter credit hours] from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose four (4) courses [sixteen (16) quarter credit hours] from any combination of categories listed.

#### Accounting

Students enrolled in the MBA program can elect to concentrate in Accounting by taking a minimum of sixteen (16) quarter credit hours in Accounting from the following list:

			Quarter Credit Hours
ACGP	5401	Accounting Information Systems	4.0
ACGP	5216	Advanced Accounting Topics	4.0
TAXP	6065	Tax Research and Planning	4.0
ACGP	5642	Auditing II	4.0
ACGP	6515	Governmental Accounting	4.0

Students pursuing this concentration in anticipation of meeting state of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.

#### Human Resources Management

Students enrolled in the MBA program can elect to concentrate in Human Resources Management by taking sixteen (16) quarter credit hours in Human Resources Management from the following list:

			Quarter Credit Hours
MANP	5129	Managerial Decision Making	4.0
MANP	5355	Managerial Assessment and Development	4.0
MANP	5266	Management of Professionals	4.0
MANP	5282	Organizational Development	4.0

#### International Business

Students enrolled in the MBA program can elect to concentrate in International Business by taking sixteen (16) quarter credit hours in International Business from the following list:

			Quarter Credit Hours
MANP	5602	International Business	4.0
ECOP	5709	International Economic Systems	4.0
FINP	5605	International Finance	4.0
MARP	5158	International Marketing	4.0

#### General Management

Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking four (4) courses [sixteen (16) quarter credit hours] from any combination of the courses listed for the areas of concentration above.

**PREREQUISITES**

Prerequisite foundation work may be required before selected higher level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate level accounting courses. Previous transcribed coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement.

			Quarter Credit Hours
ACGP	5027	Financial Accounting or	4.0
APA	2111	Principles of Accounting I** and	4.0
APA	2121	Principles of Accounting II**	4.0
ECOP	5010	Economic Analysis of the Firm or	4.0
ECO	3028	Microeconomics** or	4.0
ECOP	3013	Macroeconomics **	4.0
QMBP	5010	Statistics for Managers or	4.0
STAP	3014	Statistics**	4.0

\*\*In some instances, previous undergraduate coursework, or courses available at an FMU campus, can suffice or be taken in lieu of to meet graduate prerequisite course requirements. Undergraduate prerequisites are not considered as credit toward the completion of the fifty-six (56) quarter credit MBA program.

**MASTER OF SCIENCE IN CRIMINAL JUSTICE**

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the criminal justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the criminal justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

To qualify for the Master of Science in Criminal Justice Degree, students are required to accomplish the following:

1. Complete a minimum of fifty-four (54) quarter credit hours with an average grade of “B” (Cumulative Grade Point Average 3.00) or higher for all work taken at the University. All coursework must be in the 5000 series or higher. The final thirty (30) credit hours must be completed at the University.
2. Meet the specified graduation requirements, including the following:

		Quarter Credit Hours
Graduate Studies Core Requirement		32
Electives		16
Thesis or Research Practicum or Externship (choice of one as an exit vehicle)		6
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>		<b>54</b>

1. Abide by all University rules and regulations.
2. The Master of Science in Criminal Justice student may also choose to complete a Graduate Research Practicum in lieu of one elective course. In this instance, the student would graduate with fifty-six (56) instead of fifty-four (54) quarter credit hours. This option cannot be chosen if the student anticipates using the Research Practicum as an exit vehicle.
3. Completion of Comprehensive Criminal Justice Examination or Thesis - Students must apply to the Office of the Registrar in the first week of their last quarter of study. Students who do not pass the written comprehensive may be allowed to retake the exam one time. If they fail a second time they will (1) complete an acceptable thesis or (2) complete two (2) four (4) quarter hour classes (electives) and must achieve a grade of B or better. They may then sit for the written comprehensive exam again. Failure to pass the written comprehensive exam this time will result in academic dismissal.
4. All requirements for the Master of Science in Criminal Justice program, including course work and completion of exit vehicle, must be completed within five (5) calendar years from the start of the initial term of enrollment.

<b>GRADUATE CORE REQUIREMENTS</b>			<b>Quarter Credit Hours</b>
CJL	5528	Law and the Legal System	4.0
CCJ	5489	Ethics in Criminal Justice	4.0
CCJ	5019	Crime and Criminology	4.0
CCJ	5702	Applied Research Methods	4.0
CCJ	5006	Overview of Criminal Justice	4.0
CCJP	5450	Critical Issues in Criminal Justice	4.0
CCJ	5704	Statistics For Criminal Justice	4.0
RESP	5310	Writing for Research at the Graduate Level	2.0
STAP	5023	Graduate Statistics Orientation	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32.0</b>
<b>ELECTIVES</b>			
The Master of Science in Criminal Justice student will select four (4) additional courses from those listed below and will complete 16.0 quarter credit hours:			
CJE	5428	Community Oriented Policing	4.0
CJL	5069	Modern Constitutional Theory	4.0
CCJ	5665	Victimology	4.0
CJC	5428	Counseling the Offender	4.0
CJC	5328	Correctional Systems and Institutions	4.0
CCJ	5408	Interpersonal Management Skills	4.0
CJJ	5028	Juvenile Justice System	4.0
CJJ	5568	Juvenile Correctional Alternative	4.0
CCJ	5405	Criminal Justice Management	4.0
CCJ	5672	Women, Crime, and Criminal Justice	4.0
CCJ	5667	Substance Use, Crime, and Criminal Justice	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>16.0</b>
<b>THESIS, RESEARCH PRACTICUM OR EXTERNSHIP REQUIREMENT</b>			
CCJP	5994	Externship <b>or</b>	6.0
CCJ	5946	Research Practicum <b>or</b>	6.0
CCJ	5971	Thesis	6.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>6.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED</b>			<b>54.0 – 56.0</b>



# UNDERGRADUATE CURRICULAR OFFERINGS



## BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

### ACCOUNTING

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise and provide advice on taxation, management services, and the analysis of information systems.

COURSE CODE	COURSE	Associate Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>			
SLSP	1130 Strategies for Success	4.0	4.0
CGSP	2110 Computer Applications	4.0	4.0
SLSP	1320 Career Skills	2.0	2.0
Choose from the following:		Associate students 8.0 credits	
		Bachelor's students 10.0 credits	
LIS	2004 Introduction to Internet Research	2.0	2.0
MAN	2031 Let's Talk Business	2.0	2.0
OSTP	2335 Business Communications	4.0	4.0
BUSP	1000 Business Math	4.0	4.0
OFTP	1141 Keyboarding	2.0	2.0
CGSP	2080 Applied Spreadsheets	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>18.0</b>	<b>20.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
APA	2111 Principles of Accounting I	4.0	4.0
APA	2121 Principles of Accounting II	4.0	4.0
APA	2161 Introductory Cost/Managerial Accounting	4.0	4.0
ACG	2021 Introduction to Corporate Accounting	4.0	4.0
APA	2141 Computerized Accounting	4.0	4.0
ACO	1806 Payroll Accounting	4.0	4.0
ACG	2551 Non-Profit Accounting	4.0	4.0
TAX	2000 Tax Accounting	4.0	4.0
SLSP	1392 Workplace Relationships		2.0
MAN	1030 Introduction to Business Enterprise	4.0	4.0
BUL	2131 Applied Business Law	4.0	
Choose two courses from the following:			
CGSP	2080 Applied Spreadsheets	4.0	4.0
FIN	1103 Introduction to Finance	4.0	4.0
ACGP	2542 Financial Statement Analysis	4.0	4.0
MAN	2021 Principles of Management	4.0	4.0
Required courses for Bachelor's degree students:			
ACG	3103 Intermediate Accounting I		4.0
ACG	3113 Intermediate Accounting II		4.0
ACG	3123 Intermediate Accounting III		4.0
ACG	3341 Cost Accounting I		4.0
ACG	3351 Cost Accounting II		4.0
ACG	4201 Consolidation Accounting		4.0
ACG	4632 Auditing I		4.0
TAX	4001 Federal Taxation I		4.0
TAX	4011 Federal Taxation II		4.0
BUL	2131 Applied Business Law <b>-or-</b>		
BUL	3241 Business Law I		4.0
MAN	3200 Workplace Continuity & Contingency Planning		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>48.0</b>	<b>90.0</b>

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
SPC	2016	Oral Communications*	4.0	4.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
ECOP	3013	Macroeconomics		4.0
ECOP	3028	Microeconomics		4.0
AMHP	2270	20th Century American History		4.0
SYG	2000	Principles of Sociology		4.0
CPOP	4820	Global Politics		4.0
SOP	4005	Social Psychology		4.0
STAP	3014	Statistics		4.0
ENCP	3211	Report Writing		4.0
		<b>TOTAL QUARTER CREDIT HOURS</b>	<b>30.0</b>	<b>62.0</b>
<b>APPROVED ELECTIVE REQUIREMENTS</b>				
In consultation with the Academic Advisor, Registrar or Academic Dean the Bachelor's student will select 20.0 elective credits to achieve a balanced educational program. A minimum of 8.0 credits must be selected from general business or accounting courses.				
		<b>TOTAL QUARTER CREDIT HOURS</b>		<b>20.0</b>
		<b>TOTAL PROGRAM CREDIT HOURS</b>	<b>96.0</b>	<b>192.0</b>
*Online students will take POS 2041- American National Government				

**ASSOCIATE IN SCIENCE**

**ASSISTED LIVING ADMINISTRATOR**

The **Associate in Science Degree** provides the graduate with a comprehensive knowledge of the assisted living industry and also an administrative foundation to become an active participant in this rapidly developing field. The program provides foundational knowledge in health science and aging to prepare graduates to function as managers and advocates for the elderly. Graduates will synthesize health science knowledge with gerontological knowledge and skills and apply it to the population of elderly to improve quality of life. The program also develops the leadership and management skills of the graduates in marketing, resident care, hospitality services, and operations to be effective in the rapidly growing industry. Assisted living is a dynamic field requiring an ongoing learning process. Graduates from this program will become active participants in this expanding field by demonstrating competence through knowledge and skills learned.

This program prepares the student to function with both administrative and operational skills in a position within the assisted living industry. The program consists of 96 units of learning with an externship of 360 hours in an appropriate setting. Students utilize organizational information to examine organizational structure, roles, and functions within the community.

This program provides the 40 hour initial certification instruction required for the RCFE (Residential Care Facilities for the Elderly) administrator that may be required in some states.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGSP 2110	Computer Applications	4.0
OFTP 1141	Keyboarding	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
ALAP 1100	Aging Issues I	4.0
ALAP 1101	Aging Issues II	4.0
ALAP X001	Externship I	6.0
ALAP 1102	Ethics of Caring for the Elderly	4.0
ALAP 1103	Assisted Living Facility Management	5.0
MAN 2031	Let's Talk Business	2.0
ALAP 1104	Financial & Computer Software for Assisted Living Administrators	4.0
MEAP 1695	Therapeutic Communication	2.0
ALAP 1105	Human Resources for Assisted Living	5.0
ALAP 1106	Assisted Living Internal Relations	4.0
ALAP 1107	Assisted Living Marketing & Outreach	4.0
ALAP 1108	Administrator Certification Course	4.0
ALAP X002	Externship II	6.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>54.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
PSY 2015	General Psychology	4.0
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
PHIP 1001	Basic Critical Thinking	2.0
SPC 2016	Oral Communications	4.0
MACP 2104	College Algebra	4.0
SCIP 1001	Environmental Science	4.0
AFLP 2010	Introduction to American Literature	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**BUSINESS**

The **Bachelor and Associate of Science in Business** programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

**Business Administration**

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry to mid-level positions in business, industry, and government.

**Management**

The Management concentration focuses on the fundamental business management principles utilized by today’s businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry and government. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

**Marketing**

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry- level positions in business, industry, and government. The Bachelor of Science in Business with Marketing Concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

**International Business**

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The Bachelor of Science Degree in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle management positions in companies involved in international business.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor’s Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
SLSP	1130 Strategies for Success	4.0	4.0
CGSP	2110 Computer Applications	4.0	4.0
SLSP	1320 Career Skills	2.0	2.0
<b>Choose appropriate credits from the following list:</b>		<b>Associate 8 credits</b>	<b>Bachelor’s 10 credits</b>
OFTP	1141 Keyboarding	2.0	2.0
MAN	2031 Let’s Talk Business	2.0	2.0
OSTP	2335 Business Communications	4.0	4.0
LIS	2004 Introduction to Internet Research	2.0	2.0
OSTP	2725 Applied Word Processing	4.0	4.0
CGSP	2080 Applied Spreadsheets	4.0	4.0
BUSP	1000 Business Math	4.0	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>18.0</b>	<b>20.0</b>
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>			
MAN	1030 Introduction to Business Enterprise	4.0	4.0
MAN	2021 Principles of Management	4.0	4.0
BUL	2131 Applied Business Law	4.0	4.0
MAN	2300 Introduction to Human Resources	4.0	4.0
MAR	1011 Introduction to Marketing	4.0	4.0
APA	2111 Principles of Accounting I	4.0	4.0
APA	2121 Principles of Accounting II	4.0	4.0
SLS	1392 Workplace Relationships		2.0
MAN	3200 Workplace Continuity & Contingency Planning		4.0
<b>TOTAL ALL CONCENTRATIONS CREDIT HOURS</b>		<b>28.0</b>	<b>34.0</b>

***And one of the following 4 concentrations:***

**BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**

FIN	1103	Introduction to Finance	4.0	4.0
MAN	2727	Strategic Planning for Business	4.0	4.0
MAR	2305	Customer Relations and Servicing	4.0	4.0
FIN	3006	Principles of Finance		4.0
FIN	3501	Investments		4.0
MAR	3310	Public Relations		4.0
MANP	3233	Principles of Supervision		4.0
MAN	4060	Business Ethics		4.0
MAN	4764	Business Policy and Strategy		4.0
MAN	4734	Contemporary Management		4.0
GEB	4361	Management of International Business		4.0
MAN	3100	Human Relations in Management		4.0
<b><i>Choose 2 of the following courses:</i></b>				
ACGP	2542	Financial Statement Analysis	4.0	4.0
ACG	2021	Introduction to Corporate Accounting	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>

***OR***

**MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**

MAR	2305	Customer Relations and Servicing	4.0	4.0
FIN	1103	Introduction to Finance	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
MAN	1733	Management Today	4.0	4.0
MAN	2604	Introduction to International Management	4.0	4.0
MAN	3100	Human Relations in Management		4.0
MANP	3233	Principles of Supervision		4.0
MANP	3385	Accounting for Managers		4.0
MAN	4060	Business Ethics		4.0
MAN	4302	Management of Human Resources		4.0
MAN	4400	Labor Relations and Collective Bargaining		4.0
MAN	4764	Business Policy and Strategy		4.0
MAN	4734	Contemporary Management		4.0
MAR	3503	Consumer Behavior		4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>

***OR***

**MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**

MAR	2323	Advertising	4.0	4.0
MAR	2141	Introduction to International Marketing	4.0	4.0
MAR	2721	Marketing on the Internet	4.0	4.0
MAR	2305	Customer Relations and Servicing	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
MAR	3310	Public Relations		4.0
MAR	3400	Salesmanship		4.0
MAR	3503	Consumer Behavior		4.0
MAR	4333	Promotional Policies and Strategy		4.0
MAR	4613	Marketing Research		4.0
MAR	4804	Marketing Administration		4.0
MAR	3142	Global Marketing		4.0
MAR	3231	Retailing		4.0
MAR	4203	Marketing Channels and Distribution		4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>

***OR***

<b>INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>				
MAR	2141	Introduction to International Marketing	4.0	4.0
MAR	2721	Marketing on the Internet	4.0	4.0
MAN	2604	Introduction to International Management	4.0	4.0
GEB	2353	International Competitiveness	4.0	4.0
BUL	2261	International Business Law	4.0	4.0
FIN	3006	Principles of Finance		4.0
FIN	4602	International Business and Finance		4.0
GEB	4351	Import/Export Management		4.0
GEB	4352	International and Comparative Industrial Relations		4.0
GEB	4361	Management of International Business		4.0
MAR	3503	Consumer Behavior		4.0
MAR	3142	Global Marketing		4.0
MAR	4156	International Marketing Analysis		4.0
MAR	3310	Public Relations		4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
SPC	2016	Oral Communications*	4.0	4.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	
PHIP	1001	Basic Critical Thinking	2.0	
AMHP	2270	20th Century American History		4.0
STAP	3014	Statistics		4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3028	Microeconomics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
SYG	2000	Principles of Sociology		4.0
ENCP	3211	Report Writing		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>30.0</b>	<b>62.0</b>
<b>APPROVED ELECTIVE REQUIREMENT</b>				
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.				20.0
A minimum of 8.0 units must be selected from general business courses.				20.0
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	<b>192.0</b>
*Online students take POS 2041 American National Government				

**ASSOCIATE IN SCIENCE**

**COMMERCIAL ART**

The Commercial Art program is designed to prepare students for employment in the graphic arts industry as artists, graphic designers, production artists and illustrators. Students will acquire proficiency in such areas as typography, illustration, graphic design, layout and desktop publishing.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
MAN 2031	Let's Talk Business	2.0
MAR 1011	Introduction to Marketing	4.0
CGSP 1581	Introduction to Macintosh	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>16.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
ART 1300C	Principles of Drawing I	4.0
ART 1301C	Principles of Drawing II	4.0
ART 1253C	Illustration Design	4.0
ART 1280C	Typography	4.0
GRA 1171C	Advertising Design I	4.0
GRA 1172C	Advertising Design II	4.0
GRA 2111	Graphic Design I	4.0
GRA 2114C	Graphic Design II	4.0
GRA 1122C	Digital Applications for Publication Design	4.0
GRA 2952	Portfolio	2.0
ART 2330C	Anatomy and Figure Drawing	4.0
GRA 1121C	Digital Applications for Desktop Publishing	4.0
GRA 2153C	Digital Applications for Graphic Illustration	4.0
PGY 2801C	Digital Image Manipulation	4.0
<i>In addition to the above courses, students will select 2 credits from the following courses:</i>		
GRA 2182L	Advanced Digital Applications	2.0
GRA 2940	Commercial Art Externship	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>56.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
<i>The student will select 4.0 additional credits from the following courses:</i>		
AFLP 2010	Introduction to American Literature	4.0
AMHP 2420	History of Florida	4.0
AMHP 2270	20th Century American History	4.0
WOH 2022	World History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

## ASSOCIATE OF SCIENCE

### COMPUTER INFORMATION SCIENCE

The Associate in Science Degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. AS Degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

#### Programming

This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

#### Network Administration

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and will develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

#### Web Design

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry level web designers in a variety of related positions and job titles.

COURSE CODE	COURSE	Associate Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGSP 2110	Computer Applications	4.0
Choose one of the following courses (students taking Web Design concentration must take Project Development and one of the other two choices):		
CEN 1056C	Project Development	2.0
OFTP 1141	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
		for Web Design Students <b>14.0</b>
<b>MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CENP 1500	Computer Networking Fundamentals	4.0
CGSP 1275	Computer Operating Systems	4.0
CGSP 1280	Computer Hardware Systems	4.0
COPP 2010	Programming Concepts	4.0
COPP 2011	Fundamental Programming Techniques	4.0
CISP 2340	Introduction to the Systems Development Life Cycle	8.0
Approved IT Electives*		8.0
Choose one of the two-course language sequences from the choices listed (4 credits each).		8.0
COPP 2241	Computer Programming – Visual Basic I	
COPP 2247	Computer Programming – Visual Basic II	
COPP 2251	Computer Programming – C++ I	
COPP 2257	Computer Programming – C++ II	
<b>PROGRAMMING MAJOR CORE</b>		<b>52.0</b>



<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION</b>		
CGSP 1275	Computer Operating Systems	4.0
CGSP 1280	Computer Hardware Concepts	4.0
CENP 1500	Computer Networking Fundamentals	4.0
CENP 1610	Network Operating Systems-Client	4.0
CENP 1620	Network Operating Systems-Server	4.0
CET 1605C	Network Routing I	4.0
CET 2605C	Network Routing II	4.0
CENP 2705	Network Management	4.0
CENP 2610	Network Infrastructure	4.0
CENP 2630	Network Directory Services	4.0
CENP 2740	Implementing and Supporting E-mail Services	4.0
	Approved IT Electives*	8.0
<b>NETWORK ADMINISTRATION MAJOR CORE</b>		<b>52.0</b>
<b>MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION</b>		
CENP 1500	Computer Networking Fundamentals	4.0
COPP 2010	Programming Concepts	4.0
COPP 2011	Fundamental Programming Techniques	4.0
CISP 1760	Web Site Design Methodology	4.0
CISP 1750	Web Content Development	4.0
CISP 2750	Content Generation – Scripting Languages	4.0
CISP 2650	Web Authoring	4.0
CISP 2690	Web Animation	4.0
CISP 2670	Graphic Design Using Photoshop	4.0
CISP 2540	E-Commerce Systems Administration	4.0
CISP 2910	Web Design Portfolio Project	2.0
	Approved IT Electives*	8.0
<b>WEB DESIGN MAJOR CORE</b>		<b>50.0</b>
	Approved Electives	8.0
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS or COP prefixes).		
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
SPC 2016	Oral Communications	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
AFLP 2010	Introduction to American Literature	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

**BACHELOR OF SCIENCE**

**COMPUTER INFORMATION SCIENCE**

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

COURSE CODE	COURSE	Bachelor's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGSP 2110	Computer Applications	4.0
<b>Choose one of the following courses:</b>		
CEN 1056C	Project Development	2.0
OFTP 1141	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CENP 1500	Computer Networking Fundamentals	4.0
CGSP 1275	Computer Operating Systems	4.0
CGSP 1280	Computer Hardware Systems	4.0
COPP 2010	Programming Concepts	4.0
COPP 2011	Fundamental Programming Techniques	4.0
CISP 2340	Introduction to the Systems Development Life Cycle	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0
COPP 2241	Computer Programming – Visual Basic I	
COPP 2247	Computer Programming – Visual Basic II	
COPP 2251	Computer Programming – C++ I	
COPP 2257	Computer Programming – C++ II	
COPP 2261	Computer Programming – Java I	
COPP 2267	Computer Programming – Java II	
<b>REQUIRED UPPER DIVISION COURSES</b>		
CISP 3200	Database Concepts I	4.0
COPP 3500	Structured Query Language	4.0
COPP 4320	Database Application Development	4.0
CISP 3610	Designing Secure Software	4.0
CISP 3110	Object-Oriented Analysis and Design	4.0
CISP 4220	Survey of Operating Systems	4.0
CISP 4840	Senior Project – Systems Analysis and Design	4.0
CISP 4860	Senior Project – Systems Implementation and Integration	4.0
<b>PROGRAMMING MAJOR CORE</b>		<b>92.0</b>
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS or COP prefixes).		
<b>APPROVED ELECTIVES</b>		<b>32.0</b>
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a Balanced educational program in keeping with the personal objectives and career ambitions of the student.		

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>8 credits of the Approved Electives must be upper-division courses.</b>		
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
SPC 2016	Oral Communications	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
AFLP 2010	Introduction to American Literature	4.0
SYG 2000	Principles of Sociology	4.0
AMHP 2270	20th Century American History	4.0
ECOP 3013	Macroeconomics	4.0
ECO 3028	Microeconomics	4.0
STAP 3014	Statistics	4.0
SOP 4005	Social Psychology	4.0
CPOP 4820	Global Politics	4.0
ENCP 3211	Report Writing	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>192.0</b>

**ASSOCIATE IN SCIENCE**

**COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS**

The Computer Office Technologies and Applications Associate Degree program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

			Associate Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>			
BUSP	1000	Business Math	4.0
SLSP	1130	Strategies for Success	4.0
CGSP	1503	Introduction to Windows 98	4.0
OSTP	1145	Speed-Building Skills	2.0
OSTP	2705	Introduction to Word Processing	2.0
CGS	1546C	Introduction to Database	2.0
CGS	1514C	Introduction to Spreadsheets	2.0
CGS	1524C	Introduction to Presentations	2.0
CGSP	1410	Essentials of Communication and Document Formatting	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
OSP	2717	Intermediate Word Processing	4.0
CGSP	2076	Intermediate Spreadsheets	4.0
CGSP	2604	Advanced Presentations	4.0
CGSP	2176	Intermediate Database Management	4.0
OSTP	1410	Office Operations	2.0
OSTP	2739	Advanced Word Processing	4.0
CGSP	2536	Advanced Spreadsheets	4.0
CGSP	2642	Advanced Database Management	4.0
OSTP	1415	Electronic Communication	2.0
OSTP	2822	Introduction to Desktop Publishing	2.0
OSTP	2823	Desktop Publishing Skills	4.0
CGSP	1375	Beginning Web Development with FrontPage 2000	4.0
CGSP	2375	Advanced Web Development with FrontPage 2000	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>46.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSY	2015	General Psychology	4.0
<i>The student will select 4.0 additional credits from the following courses:</i>			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20th Century American History	4.0
WOH	2022	World History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>94.0</b>

ASSOCIATE IN SCIENCE

**CRIMINAL INVESTIGATIONS**

The Criminal Investigations associate degree program provides a broad understanding of the theoretical and scientific aspects of the investigative process. The program prepares graduates for entry-level career opportunities in law enforcement, private investigations and/or security as evidence and crime scene technicians.

			Associate Degree Quarter Credit Hrs	
<b>College Core Requirements</b>				
SLSP	1130	Strategies for Success	4.0	
SLSP	1320	Career Skills	2.0	
CGSP	2110	Computer Applications	4.0	
<b>Total Quarter Credit Hours</b>				<b>10.0</b>
<b>Major Core Requirements:</b>				
INVP	1110	Criminalistics I	4.0	
INVP	1120	Criminalistics II	4.0	
INVP	2210	Graphics & Documentation I	4.0	
INVP	2220	Graphics & Documentation II	4.0	
INVP	2310	Fingerprints Classification & Latents I	4.0	
INVP	2320	Fingerprints Classification & Latents II	4.0	
INVP	1400	Crime Scene Photography I	4.0	
INVP	1410	Crime Scene Photography II	4.0	
INVP	1510	Biological Evidence I	4.0	
INVP	1520	Biological Evidence II	4.0	
<b>Total Quarter Credit Hours</b>				<b>40.0</b>
<b>The student will select 16 additional credits from the following courses:</b>				
INVP	2410	Crime Scene Dynamics I	4.0	
INVP	2420	Crime Scene Dynamics II	4.0	
INVP	2510	Technology Crimes I	4.0	
INVP	2520	Technology Crimes II	4.0	
INVP	2600	Collecting and Presenting Audio & Visual Evidence	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
<b>Total Quarter Credit Hours</b>				<b>16.0</b>
<b>General Education Core Requirements</b>				
ENCP	1106	Composition I	4.0	
ENCP	1107	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
MACP	2104	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
PHIP	1001	Basic Critical Thinking	2.0	
AFLP	2010	Introduction to American Literature	4.0	
SCIP	1001	Environmental Science	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>30.0</b>
<b>Total Quarter Credit Hours Required for Graduation</b>				<b>96.0</b>

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**CRIMINAL JUSTICE**

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

The Bachelor of Science Degree in Criminal Justice enhances the study of the criminal justice system and expands into areas such as gang activity, drug operations, and criminal justice management. Graduates are prepared for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The Criminal Justice programs are not training programs for law enforcement officers.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
MAN 1030	Introduction to Business Enterprise	4.0	4.0
SLSP 1130	Strategies for Success	4.0	4.0
SLSP 1320	Career Skills	2.0	2.0
MAN 2031	Let's Talk Business	2.0	2.0
CGSP 2110	Computer Applications	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>16.0</b>	<b>16.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
CCJ 1011	Criminology	4.0	4.0
CCJ 1024	Introduction to Criminal Justice	4.0	4.0
CJL 2130	Criminal Evidence	4.0	4.0
CJL 2232	Criminal Procedure	4.0	4.0
CJE 2600	Criminal Investigation and Police Procedures	4.0	4.0
CCJ 2306	Introduction to Corrections	4.0	4.0
CCJ 2501	Juvenile Delinquency	4.0	4.0
CCJ 3450	Criminal Justice Management		4.0
CCJ 4054	Criminal Justice Ethics and Liability		4.0
CCJ 4120	Criminal Justice in the Community		4.0
CCJ 4656	Gang Activity and Drug Operations		4.0
CCJ 2250	Constitutional Law for the Criminal Justice Professional	4.0	4.0
CCJ 3334	Alternatives to Incarceration		4.0
CJD 3252	Interviews and Interrogations		4.0
BUL 2131	Applied Business Law	4.0	4.0
MAN 2021	Principles of Management	4.0	4.0
<b>Associate and Bachelor's degree students will take two additional courses from the following 4.0 credit courses:</b>			
CCJ 2110	Policing in America	4.0	4.0
CCJ 2358	Criminal Justice Report Writing	4.0	4.0
CCJ 2940	Criminal Justice Externship I	4.0	4.0
CCJ 2943	Current Issues in Criminal Justice	4.0	4.0
<b>Bachelor's degree students will take two additional courses from the following 4.0 credit courses:</b>			
CCJ 3666	Introduction to Victimology		4.0
CCJ 3675	Introduction to Women, Crime, and Criminal Justice		4.0
CJE 4668	Computer Crime		4.0
CCJ 4129	Cultural Diversity for Criminal Justice Professionals		4.0
CCJ 3215	Concepts of Criminal Law		4.0
CCJ 4940	Criminal Justice Externship II		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>48.0</b>	<b>80.0</b>
<b>APPROVED ELECTIVE REQUIREMENTS</b>			
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. A minimum of 12 credits must be selected from the Major Core electives presented above.			40.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
<b>The student will select 4.0 additional credits from the following courses:</b>				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 <sup>th</sup> Century American History	4.0	4.0
WOH	2022	World History	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32.0</b>	<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	<b>192.0</b>

**ASSOCIATE IN SCIENCE**

**FILM AND VIDEO**

Through specialized training in various facets of film and video production, this program prepares the graduate to enter the creative and rewarding field of motion pictures, television and video as a free-lance contractor, or for entry-level placement.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
MAN 2031	Let's Talk Business	2.0
CGSP 2110	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
<i>Common courses to both North Orlando and Melbourne campuses</i>		
FIL 1244	Electronic Field Production	4.0
FIL 1406	History of Motion Pictures	4.0
FIL 2622C	Computer Graphics I	4.0
FIL 1240	Film Production I	4.0
FIL 2246C	Post Production I	4.0
FIL 1540	Film Criticism I	2.0
FIL 1541	Film Criticism II	2.0
FIL 2245C	Advanced Video Techniques	4.0
FIL 2247C	Post Production II	4.0
FIL 1241	Film Production II	4.0
FIL 2104	Script Development I	4.0
FIL 1608	Business Management of Film and Video	4.0
<i>In addition to common courses, Melbourne Campus students will take the following:</i>		
FIL 1280	Special Effects and Makeup I	4.0
FIL 2232	Documentary Production	4.0
<i>In addition to common courses, North Orlando Campus students will take the following:</i>		
FIL 2221	Directing and Acting	4.0
FIL 1243C	Production Techniques	4.0
<i>All students will take two additional courses from the following 4.0 credit courses:</i>		
FIL 2221	Directing and Acting	4.0
FIL 2232	Documentary Production	4.0
FIL 2623C	Computer Graphics II	4.0
FIL 2105	Script Development II	4.0
FIL 2275	Sound (option for North Orlando only)	4.0
FIL 2621	Multimedia and Desktop (option for North Orlando only)	4.0
FIL 2945	Film/Video Externship	4.0
FIL 2942C	Film/Video Production Workshop	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>60.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
SPC 2016	Oral Communications	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
<i>The student will select 4.0 additional credits from the following courses:</i>		
AFLP 2010	Introduction to American Literature	4.0
AMHP 2420	History of Florida	4.0
AMHP 2270	20th Century American History	4.0
WOH 2022	World History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>



**BACHELOR OF SCIENCE**

**HEALTH CARE ADMINISTRATION**

The Bachelor of Science Degree in Health Care Administration prepares the graduate for an entry-level or middle management position in the healthcare field. Management of human resources, financial, legal, and organizational changes in the complex healthcare system are stressed.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>	
<b>COLLEGE CORE REQUIREMENTS</b>			
CGSP	2110	Computer Applications	4.0
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
BUL	2131	Applied Business Law	4.0
HSAP	3210	Long Term Care Administration	4.0
HSAP	2366	Demographic Aspects and Cultural Diversity in Health Care	4.0
HSAP	1122	Health Care Delivery System	4.0
HSAP	4180	Financial Management in Health Care	4.0
HSAP	2102	Health Care Organization and Administration	4.0
HSCP	3640	Legal Aspects/Legislation in Health Care	4.0
HSAP	4193	Information Systems and Computer Application in Health Care	4.0
HSAP	4100	Introduction to Health Statistics	4.0
HSAP	1503	Ancillary Health Facilities	4.0
HSAP	3020	Health Care Planning/Evaluation	4.0
HSAP	4300	Conflict Management in Health Care	4.0
HSAP	4090	Health Care Management Seminar	2.0
HSAP	4502	Risk Management	4.0
MAN	2021	Principles of Management	4.0
MANP	3233	Principles of Supervision	4.0
MAN	4302	Management of Human Resources	4.0
MAN	4764	Business Policy and Strategy	4.0
PHCP	3151	Public Policy in Health Care	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>86.0</b>
<b>APPROVED ELECTIVE REQUIREMENTS</b>			
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. A minimum of 4 credits must be chosen from courses related to business administration.			40.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
SPCP	4400	Conference Techniques	4.0
MACP	2104	College Algebra	4.0
PSY	2012	General Psychology	4.0
POS	2041	American National Government	4.0
SYPP	2200	Death and Dying	4.0
STAP	3014	Statistics	4.0
SOP	4005	Social Psychology	4.0
ENCP	3211	Report Writing	4.0

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>The student will select 8.0 additional credits from the following courses:</b>		
CLPP 3336	Adolescent Psychology	4.0
CLPP 3004	Adult Psychology	4.0
EVSP 3060	Environmental Issues	4.0
PHIP 3600	Ethics	4.0
PHIP 3131	Logic	4.0
POTP 4003	Contemporary Political Theories	4.0
SYOP 3250	Marriage and Family	4.0
SYGP 2550	Addictions	4.0
<b>The student will select 4.0 additional credits from the following courses:</b>		
AFLP 2010	Introduction to American Literature	4.0
AMHP 2420	History of Florida	4.0
AMHP 2270	20 <sup>th</sup> Century American History	4.0
WOH 2022	World History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>192.0</b>

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**HOMELAND SECURITY PROGRAM**

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Associate in Applied Science degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

The Bachelor of Science degree in Homeland Security enhances the study of homeland security and expands into areas such as crisis management planning, contingency planning, and directing emergency response operations. Graduates are prepared for entry-level and middle management positions in government or corporate security.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs</b>	<b>Bachelor's Degree Quarter Credit Hrs</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
SLSP	1130 Strategies for Success	4.0	4.0
SLSP	1320 Career Skills	2.0	2.0
CGSP	2110 Computer Applications	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>10.0</b>	<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
HSSP	1110 Civil & Criminal Justice	4.0	4.0
HSSP	2210 Emergency Planning & Security Measures I	4.0	4.0
HSSP	2310 Security: Principles, Planning & Procedures I	4.0	4.0
HSSP	2320 Security: Principles, Planning & Procedures II	4.0	4.0
HSSP	1400 Tactical Communications	4.0	4.0
HSSP	1510 Domestic & International Terrorism I	4.0	4.0
HSSP	1520 Domestic & International Terrorism II	4.0	4.0
HSSP	1610 Emergency Medical Services & Fire Operations I	4.0	4.0
HSSP	1700 Business & Ethics for Security Specialists	4.0	4.0
HSSP	2810 Information Technology Security I	4.0	4.0
HSSP	3100 Critical Incident Management		4.0
HSSP	3200 Facilitating Psychological Support for Catastrophic Events		4.0
HSSP	3301 Case Study 1		1.0
HSSP	4100 Post Catastrophic Event Documentation and Reporting		4.0
HSSP	4200 Critical Issues in Hostage Negotiations		4.0
HSSP	4300 Current Events in Homeland Security Management		4.0
HSSP	3302 Case Study 2		1.0
HSSP	3400 Anti-Terrorism Risk Assessment		4.0
HSSP	4400 Communications and Technology Security		4.0
CJE	4668 Computer Crime		4.0
HSSP	3500 Catastrophic Event Response Planning		4.0
HSSP	4500 Weapons of Mass Destruction		4.0
HSSP	4600 Mass Casualty Management Planning		4.0
HSSP	4700 Capstone Simulation		4.0
SLS	1392 Workplace Relationships		2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>40.0</b>	<b>92.0</b>
<b>The Associates and Bachelor's students will select 12 additional credits from the following courses:</b>			
HSSP	2220 Emergency Planning & Security Measures II	4.0	4.0
HSSP	1620 Emergency Medical Services & Fire Operations II	4.0	4.0
CCJP	1800 Criminal Investigations	4.0	4.0
CCJP	2288 Spanish for the Criminal Justice Professional	4.0	4.0
CCJP	2268 Introduction to Victims Advocacy	4.0	4.0
HSSP	2820 Information Technology Security II	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>	<b>12.0</b>
<b>The Bachelor's student will select 16 additional credits from the following courses:</b>			

HSSP	3600	Homeland Security Retreat Option		4.0
CCJ	3666	Victimology		4.0
CCJ	3675	Women, Crime, and Criminal Justice		4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professional		4.0
CCJ	3215	Concepts of Criminal Law		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>16.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMHP	2270	20th Century American History		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>34.0</b>	<b>62.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	<b>192.0</b>

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**HOSPITALITY MANAGEMENT**

The Associate in Science Degree in Hospitality Management prepares students for entry-level supervisory positions in the hotel and restaurant industry by providing both basic and hospitality-specific training in management, accounting, and marketing.

The Bachelor of Science Degree in Hospitality Management prepares students for management positions in the hotel and restaurant industries with special emphasis on the sales, marketing, and management functions. Managers direct and coordinate the operation of hotels and restaurants to insure profit, efficiency, and quality customer service.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
SLSP	1130 Strategies for Success	4.0	4.0
SLSP	1320 Career Skills	2.0	2.0
MAN	2031 Let's Talk Business	2.0	2.0
CGSP	2110 Computer Applications	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>	<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
APA	2111 Principles of Accounting I	4.0	4.0
APA	2121 Principles of Accounting II	4.0	4.0
APA	2161 Introductory Cost/Managerial Accounting	4.0	4.0
BUL	2131 Applied Business Law	4.0	4.0
HFT	2229 Current Issues in Hospitality Management	4.0	4.0
HFT	1411 Front Office Procedures	4.0	4.0
HFT	1211 Hospitality Management	4.0	4.0
HFTP	2100 Convention Management and Service	4.0	4.0
MAN	1030 Introduction to Business Enterprise	4.0	4.0
MAR	1011 Introduction to Marketing	4.0	4.0
HFT	1275 Resort Management	4.0	4.0
HFT	2351 Hospitality Purchasing Management	4.0	4.0
HFT	2941 Hospitality Industry Externship	4.0	4.0
APAP	3320 Accounting and Control for Hospitality		4.0
HFTP	3263 Restaurant Management		4.0
HFT	3506 Hospitality Marketing		4.0
HFT	3606 Laws Related to the Hospitality Industry		4.0
HFT	3806 Food and Beverage Management		4.0
FIN	3006 Principles of Finance		4.0
MAN	4302 Management of Human Resources		4.0
HFT	4475 Feasibility Study in the Hospitality Industry		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>52.0</b>	<b>84.0</b>
<b>APPROVED ELECTIVE REQUIREMENTS</b>			
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. A minimum of 8 credits must be chosen from business management courses.			40.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
<b>The student will select 4.0 additional credits from the following courses:</b>				
AFLP	2010	Introduction to American Literature	4.0	4.0
AMHP	2420	History of Florida	4.0	4.0
AMHP	2270	20 <sup>th</sup> Century American History	4.0	4.0
WOH	2022	World History	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32.0</b>	<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	<b>192.0</b>

**ASSOCIATE IN SCIENCE**

**MEDICAL ASSISTING**

The Medical Assisting program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. The degree prepares the graduate to be an entry-level paraprofessional in medical offices, clinics, and associated medical facilities.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>		
CGSP 2110	Computer Applications	4.0
OFTP 1141	Keyboarding	2.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
APBP 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4.0
APBP 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4.0
APBP 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	4.0
MEA 2802	Medical Externship	5.0
MEA 1239	Medical Terminology	4.0
MEA 1385	Medical Law and Ethics	2.0
MEAP 1210	Basic Clinical Procedures	4.0
MLSP 2328	Basic Clinical Procedures (lab)	2.0
MEAP 1500	Exams and Specialty Procedures	4.0
MLSP 2329	Exams and Specialty Procedures (lab)	2.0
MEAP 2712	Diagnostic Procedures	4.0
MLSP 2750	Diagnostic Procedures (lab)	2.0
MEAP 2244	Pharmacology	4.0
MLSP 2700	Pharmacology (lab)	2.0
MEAP 2602	Medical Finance and Insurance	4.0
MEAP 2350	Medical Office Procedures	4.0
MEAP 2801	Professional Procedures	2.0
<i>Student will select 4.0 quarter credit hours from the following courses:</i>		
MEA 2257L	X Ray Fundamentals	4.0
MEA 2285L	EKG Interpretation	2.0
MEAP 1695	Therapeutic Communications	2.0
MEAP 2325	Medical Computer Applications	2.0
MEA 2245L	Phlebotomy	2.0
MEA 1105	Domestic Violence	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>61.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
SPC 2016	Oral Communications	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
<i>The student will select 4.0 additional credits from the following courses:</i>		
AFLP 2010	Introduction to American Literature	4.0
AMHP 2420	History of Florida	4.0
AMHP 2270	20th Century American History	4.0
WOH 2022	World History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>97.0</b>

**ASSOCIATE IN SCIENCE**

**MEDICAL INSURANCE BILLING AND CODING**

This program is designed to provide comprehensive skills in the administrative, insurance billing, and coding area of study. The program will take the student beyond the basic information adding depth in the many specialty areas of the Medical Insurance Billing industry. The hands on practical approach will give the student the experience and confidence needed to succeed in this highly specialized field. The degree prepares the graduate to be an entry-level professional in medical offices, clinics, hospitals, and associated medical facilities.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>		
CGSP 2110	Computer Applications	4.0
OFTP 1141	Keyboarding	2.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
MAR 2305	Customer Relations and Servicing	4.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS</b>		<b>16.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
MEAP 2326	Computer Applications for Medical Billing and Coding	4.0
MEA 1239	Medical Terminology	4.0
MEA 1385	Medical Law and Ethics	2.0
MEAP 2336	Anatomy and Physiology of Body Systems	4.0
MEAP 2337	Patient & Insurance Collection Strategies	4.0
MEAP 2338	Medical Office Management and Compliance	4.0
MEAP 2339	Introduction to Coding and Documentation	4.0
MEAP 2340	Coding Cases I (Physician Professional Services)	2.0
MEAP 2341	Introduction to Hospital Billing	4.0
MEAP 2342	Coding Cases II (Hospital Billing)	2.0
MEAP 2343	Government Payers	4.0
MEAP 2344	Workers' Compensation & Specialties	4.0
MEAP 2602	Medical Finance and Insurance	4.0
MEAP 2714	Medical Insurance Billing	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>		<b>50.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
SPC 2016	Oral Communications	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
AFLP 2010	Introduction to American Literature	4.0
PHIP 1001	Basic Critical Thinking	2.0
SCIP 1001	Environmental Science	4.0
<b>TOTAL GENERAL EDUCATION CORE QUARTER CREDIT HOURS</b>		<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>



**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE  
PARALEGAL**

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit the graduates to further their legal knowledge while enhancing their opportunity for career advancement.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
CGSP	2110 Computer Applications	4.0	4.0
SLSP	1130 Strategies for Success	4.0	4.0
SLSP	1320 Career Skills	2.0	2.0
LIS	2004 Introduction to Internet Research		2.0
OSTP	2725 Applied Word Processing	4.0	4.0
HSSP	4400 Communications and Technology Security		4.0
SLS	1392 Workplace Relationships		2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>14.0</b>	<b>22.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
PLA	1003 Introduction to Paralegal	4.0	4.0
PLAP	2160 Criminal Procedure and the Constitution	4.0	4.0
PLA	1105 Legal Research and Writing I	4.0	4.0
PLA	2106 Legal Research and Writing II	4.0	4.0
PLAP	2223 Civil Litigation I		4.0
PLAP	2224 Civil Litigation II		4.0
PLA	2273 Torts	4.0	4.0
PLA	2423 Contract Law	4.0	4.0
PLA	2600 Wills, Trusts, and Probate	4.0	4.0
PLA	2800 Family Law	4.0	4.0
PLA	2763 Law Office Management	4.0	4.0
PLA	2203 Civil Procedure	4.0	4.0
PLA	3115 Legal Research and Writing III		4.0
PLA	3570 International Law		4.0
PLAP	4471 Workmen's Compensation and Employment Benefit Law		4.0
PLA	4116 Legal Research and Writing IV		4.0
PLA	4263 Rules of Evidence		4.0
PLA	4274 Advanced Tort Law		4.0
PLA	1700 Legal Ethics and Social Responsibility		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>40.0</b>	<b>76.0</b>
The Associate student will select 8.0 credits from the following list:			
PLA	2460 Bankruptcy	4.0	
PLAP	2941 Contemporary Issues and Law	4.0	
PLA	2433 Business Organizations	4.0	
PLA	2483 Introduction to Administrative Law	4.0	
PLA	2610 Real Estate Law	4.0	
PLA	2631 Environmental Law	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>8.0</b>	
The Bachelor's student will select 32.0 credits from the following list:			
PLAP	4018 Law and Medicine		4.0
PLA	2460 Bankruptcy		4.0
PLAP	2941 Contemporary Issues and Law		4.0
PLA	2433 Business Organizations		4.0
PLAP	4483 Administrative Law		4.0
PLA	2610 Real Estate Law		4.0
PLA	2631 Environmental Law		4.0
PLAP	3210 Elder Law		4.0
PLA	4470 Employment Law		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32.0</b>

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMHP	2270	20th Century American History		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>34.0</b>	<b>62.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>	<b>192.0</b>	

**ASSOCIATE OF SCIENCE**

**PHARMACY TECHNICIAN**

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of pharmacy technology, coupled with a solid understanding of basic general education. The degree prepares graduates for entry-level positions in any number of healthcare facilities and retail establishments. These include hospitals and medical centers, teaching facilities, outpatient clinics, urgent care centers, and retail and wholesale pharmacies.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
OFTP 1141	Keyboarding	2.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGSP 2110	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>20.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
PHTP 1000	Introduction to Pharmacy	4.0
PHTP 2000	Administrative Aspects of Pharmacy	4.0
PHTP 1020	Professional Aspects of Pharmacy Technology	4.0
MEA 1239	Medical Terminology	4.0
PHTP 1010	Pharmaceutical Calculations	4.0
PHTP 1030	Pharmacy Operations	4.0
APBP 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4.0
APBP 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4.0
APBP 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	4.0
HSAP 2100	Health Care Delivery Systems, Issues and Transitions	4.0
MAR 2305	Customer Relations and Servicing	4.0
PHTP 1980	Externship	5.0
MEA 2241	Pharmacology and Medical Math	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>53.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
SPC 2016	Oral Communications	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
<b>The student will select 4.0 additional credits from the following courses:</b>		
AFLP 2010	Introduction to American Literature	4.0
AMHP 2420	History of Florida	4.0
AMHP 2270	20 <sup>th</sup> Century American History	4.0
WOH 2022	World History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>97.0</b>

**ASSOCIATE OF SCIENCE**

**SURGICAL TECHNOLOGIST**

The Surgical Technologist program is designed to provide students with a broad academic and clinical background in the field of surgical technology coupled with a solid understanding of basic general educational concepts. The degree program prepares the graduate for an entry-level position in any number of healthcare facilities, including hospitals, medical centers, teaching facilities, outpatient clinics, and private and public surgical centers.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	
<b>COLLEGE CORE REQUIREMENTS</b>			
SLSP	1130	Strategies for Success	4.0
SLSP	1320	Career Skills	2.0
CGSP	2110	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
STSP	1003	Principles and Practices of Surgical Technology	4.0
MEAP	1253	Anatomy and Physiology I	4.0
MEAP	1254	Anatomy and Physiology II	4.0
MEA	1239	Medical Terminology	4.0
MCBP	2010	Microbiology and Infection Control	4.0
STSP	2008	Surgical Pharmacology	4.0
STSP	2120	Surgical Technology I	4.0
STSP	2121	Surgical Technology II	4.0
STSP	2150	Surgical Procedures I	6.0
STSP	2151	Surgical Procedures II	6.0
HSAP	2100	Health Care Delivery Systems, Issues and Transitions	4.0
STSP	2810	Clinical Rotation I	5.0
STSP	2811	Clinical Rotation II	16.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>69.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENCP	1106	Composition I	4.0
ENCP	1107	Composition II	4.0
SPC	2016	Oral Communications	4.0
MACP	2104	College Algebra	4.0
PSY	2012	General Psychology	4.0
<b>The student will select 4.0 additional credits from the following courses:</b>			
AFLP	2010	Introduction to American Literature	4.0
AMHP	2420	History of Florida	4.0
AMHP	2270	20 <sup>th</sup> Century American History	4.0
WOH	2022	World History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>103.0</b>

## ◆ ONLINE PROGRAMS



The information contained in the "Online Programs" section of the catalog pertains only to online degree programs and not to the University's traditional on-ground programs. Students enrolled in online degree programs may also be subject to the policies outlined in the remainder of this catalog. For online degree students, any discrepancies between information and policies in the online section of the catalog and the remainder of the catalog are resolved based on the information and policies in this online section of the catalog.

### GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. Prospective students will also complete a distance learning quiz with which students can assess their ability to complete an online course.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for admission at any time.

### PROGRAMS AND COURSES

#### Description

Online programs are offered via the Internet, and interaction between the students and faculty occurs using an online environment that encourages participation. Courses will generally be identical in content to the on-ground mode, although more individual effort and initiative will be required to successfully master the material.

#### Requirements

To maximize student success within the online program, students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Program Application at the time of enrollment.
- Have Internet access and an established email account.
- Commence online contact with the course site within the first week of the term.
- Understand that participation is required on a weekly basis, and upon the successful completion of assignments each week.

### ORIENTATION

Students enrolling in the online programs will be required to participate in an online orientation course developed by FMU. The orientation course includes information on FMU and the online degree programs, how to use the university system to access academic advisors and other services, how to access the course and find the syllabus, and how to use the major platform tools. In addition there is an online orientation course developed by eCollege that further explains the course tools and their use.

### PARTICIPATION POLICY

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent participation in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer-assisted instruction
- Completing a course assignment, including research, projects, and journalizing
- Participating in a field trip
- Simulations
- Viewing instructional media
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research

- A survey evaluating the course material, text, and instructor performance
- Presenting material (oral or written)
- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above-defined class related/academic activities. Importance is placed in mirroring the model of the workplace to begin reinforcing the importance of consistent participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

### ONLINE LIBRARY

The University Online Library supports the curriculum and provides information for online students, faculty, and staff through information and reference materials, and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, and the Library and Information Resources Network (LIRN).

### ONLINE PROGRAM TUITION AND FEES

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.

#### Undergraduate tuition per credit hour per term

PROGRAM	TUITION PER CREDIT HOUR
All Online Undergraduate Programs	\$260
Commercial Art	\$270
Film and Video	\$270
Medical Assisting and Pharmacy Technician	\$260
Computer Office Technologies	\$260
Surgical Technologies	\$290
All Other Undergraduate Programs	\$250

#### Graduate tuition per credit hour per term

PROGRAM	TUITION PER CREDIT HOUR
Online Masters (MBA & MSCJ) Programs	\$395

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. The first quarter fee must be paid by cash, check, or credit card. An Online Learning Fee of \$100 per course, per term will also be charged. Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Tuition and Fees section of this catalog.

### WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the University are requested to notify the University in writing as to why and when the withdrawal is necessary and to complete all necessary paperwork with the University. Failure to do so will delay out-processing and may result in a delay of any refund that may be due the student or the funding source.

Withdrawal from any individual course must be approved by the Student Services Coordinator. Upon withdrawal, grades will be assigned in accordance with the applicable Grading System.

## **READMISSION OF WITHDRAWN STUDENTS**

Withdrawn students requesting re-entry must petition the Readmission Committee. Information concerning the readmission procedure may be obtained by calling the Online Student Services Coordinator. If a student is permitted re-entry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of readmission. The re-entry student may petition the Online Student Services Coordinator for permission to re-enter under his or her prior catalog curriculum. The Online Student Services Coordinator will make the final determination on all such petitions.

## **GRIEVANCE POLICY**

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the university staff or faculty member involved.
2. If the matter is not resolved, the student should schedule a telephone meeting with the Online Student Services Coordinator.
3. If the matter is still not resolved, the student should request in writing or via e-mail, through the campus President a grievance hearing which will give him/her an opportunity to present his/her position and supporting documentation. This hearing will be done by telephone. A Grievance Committee is selected by the President and is comprised of five (5) disinterested persons from the faculty and administration, plus the President (as a non-voter). The Director of Online Learning may also be a member of the Committee. After the hearing, the committee shall make a decision by a simple majority vote and communicate, in writing, the decision to the President. The President will notify the student of the resolution of the grievance.

Those individuals other than active students, who may wish to lodge a complaint against the University, are required to follow the steps below:

1. The individual must first try to resolve the issue of concern with the staff or faculty member involved.
2. If the matter is not resolved, the individual should schedule a meeting with the Online Student Services Coordinator.
3. If the matter is still not resolved, the individual should request in writing a telephone meeting with the campus President in which he/she will be given an opportunity to present his/her position and supporting documentation if applicable. After review and consideration of the issues, the President will notify the complainant of the decision.

It is the philosophy of the University that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE  
ONLINE PROGRAM**

**ACCOUNTING**

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise and provide advice on taxation, management services, and the analysis of information systems.

			Associate Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>				
SLSP	1130	Strategies for Success	4.0	4.0
CGSP	2110	Computer Applications	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
Associate students choose 8 credits from the following:				
Bachelor's students choose 10 credits from the following:				
LIS	2004	Introduction to Internet Research	2.0	2.0
MAN	2031	Let's Talk Business	2.0	2.0
OSTP	2335	Business Communications	4.0	4.0
BUSP	1000	Business Math	4.0	4.0
CGSP	2080	Applied Spreadsheets	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>18.0</b>	<b>20.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
APA	2111	Principles of Accounting I	4.0	4.0
APA	2121	Principles of Accounting II	4.0	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0	4.0
ACG	2021	Introduction to Corporate Accounting	4.0	4.0
APA	2141	Computerized Accounting	4.0	4.0
ACO	1806	Payroll Accounting	4.0	4.0
ACG	2551	Non-Profit Accounting	4.0	4.0
TAX	2000	Tax Accounting	4.0	4.0
MAN	1030	Introduction to Business Enterprise	4.0	4.0
SLSP	1392	Workplace Relationships		2.0
BULP	2100	Applied Business Law	4.0	
ACG	3103	Intermediate Accounting I		4.0
ACG	3113	Intermediate Accounting II		4.0
ACG	3123	Intermediate Accounting III		4.0
ACG	3341	Cost Accounting I		4.0
ACG	3351	Cost Accounting II		4.0
ACG	4201	Consolidation Accounting		4.0
ACG	4632	Auditing I		4.0
TAX	4001	Federal Taxation I		4.0
TAX	4011	Federal Taxation II		4.0
BUL	2131	Applied Business Law -or-		
BUL	3241	Business Law I		4.0
MAN	3200	Workplace Continuity & Contingency Planning		4.0
<b>Choose two courses from the following:</b>				
CGSP	2080	Applied Spreadsheets	4.0	4.0
FIN	1103	Introduction to Finance	4.0	4.0
ACGP	2542	Financial Statement Analysis	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>48.0</b>	<b>90.0</b>



			Associate Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
ECOP	3013	Macroeconomics		4.0
ECOP	3028	Microeconomics		4.0
AMHP	2270	20 <sup>th</sup> Century American History		4.0
SYG	2000	Principles of Sociology		4.0
CPOP	4820	Global Politics		4.0
SOP	4005	Social Psychology		4.0
STAP	3014	Statistics		4.0
ENCP	3211	Report Writing		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>30.0</b>	<b>62.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	
<b>APPROVED ELECTIVE REQUIREMENTS</b>				
In consultation with the Academic Advisor, Registrar or Academic Dean the Bachelor's student will select 20.0 elective credits to achieve a balanced educational program. A minimum of 8.0 credits must be selected from general business or accounting courses.				20.0
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>20.0</b>
<b>TOTAL PROGRAM CRDIT HOURS</b>				<b>192.0</b>

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE  
ONLINE PROGRAM**

**BUSINESS**

The **Associate of Science in Business** programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

**Business Administration**

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry to mid-level positions in business, industry, and government.

**Management**

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry and government. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

**Marketing**

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The Bachelor of Science in Business with Marketing Concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

**International Business**

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The Bachelor of Science Degree in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle management positions in companies involved in international business.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>			
SLSP 1130	Strategies for Success	4.0	4.0
CGSP 2110	Computer Applications	4.0	4.0
SLSP 1320	Career Skills	2.0	2.0
<b>Choose appropriate credits from the following list:</b>		<b>Associate 8 credits</b>	<b>Bachelor's 10 credits</b>
MAN 2031	Let's Talk Business	2.0	2.0
OSTP 2335	Business Communications	4.0	4.0
LIS 2004	Introduction to Internet Research	2.0	2.0
OSTP 2725	Applied Word Processing	4.0	4.0
CGSP 2080	Applied Spreadsheets	4.0	4.0
BUSP 1000	Business Math	4.0	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>18.0</b>	<b>20.0</b>
<b>MAJOR CORE REQUIREMENTS ALL CONCENTRATIONS</b>			
MAN 1030	Introduction to Business Enterprise	4.0	4.0
MAN 2021	Principles of Management	4.0	4.0
BUL 2131	Applied Business Law	4.0	4.0
MAN 2300	Introduction to Human Resources	4.0	4.0
MAR 1011	Introduction to Marketing	4.0	4.0
APA 2111	Principles of Accounting I	4.0	4.0
APA 2121	Principles of Accounting II	4.0	4.0
SLS 1392	Workplace Relationships		2.0
MAN 3200	Workplace Continuity & Contingency Planning		4.0
<b>TOTAL ALL CONCENTRATIONS CREDIT HOURS</b>		<b>28.0</b>	<b>34.0</b>

***And one of the following 4 concentrations:***

**BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**

FIN	3006	Principles of Finance		4.0
FIN	3501	Investments		4.0
MAR	3310	Public Relations		4.0
MANP	3233	Principles of Supervision		4.0
MAN	4060	Business Ethics		4.0
MAN	4764	Business Policy and Strategy		4.0
MAN	4734	Contemporary Management		4.0
GEB	4361	Management of International Business		4.0
MAN	3100	Human Relations in Management		4.0
FIN	1103	Introduction to Finance	4.0	4.0
MAN	2727	Strategic Planning for Business	4.0	4.0
MAR	2305	Customer Relations and Servicing	4.0	4.0
<b><i>Choose 2 of the following courses:</i></b>				
ACGP	2542	Financial Statement Analysis	4.0	4.0
ACG	2021	Introduction to Corporate Accounting	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>

***OR***

**MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**

MAR	2305	Customer Relations and Servicing	4.0	4.0
FIN	1103	Introduction to Finance	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
MAN	1733	Management Today	4.0	4.0
MAN	2604	Introduction to International Management	4.0	4.0
MAN	3100	Human Relations in Management		4.0
MANP	3233	Principles of Supervision		4.0
MANP	3385	Accounting for Managers		4.0
MAN	4060	Business Ethics		4.0
MAN	4302	Management of Human Resources		4.0
MAN	4400	Labor Relations and Collective Bargaining		4.0
MAN	4764	Business Policy and Strategy		4.0
MAN	4734	Contemporary Management		4.0
MAR	3503	Consumer Behavior		4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>

***OR***

**MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**

MAR	2323	Advertising	4.0	4.0
MAR	2141	Introduction to International Marketing	4.0	4.0
MAR	2721	Marketing on the Internet	4.0	4.0
MAR	2305	Customer Relations and Servicing	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
MAR	3310	Public Relations		4.0
MAR	3400	Salesmanship		4.0
MAR	3503	Consumer Behavior		4.0
MAR	4333	Promotional Policies and Strategy		4.0
MAR	4613	Marketing Research		4.0
MAR	4804	Marketing Administration		4.0
MAR	3142	Global Marketing		4.0
MAR	3231	Retailing		4.0
MAR	4203	Marketing Channels and Distribution		4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>

**OR****INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS**

MAR	2141	Introduction to International Marketing	4.0	4.0
MAR	2721	Marketing on the Internet	4.0	4.0
MAN	2604	Introduction to International Management	4.0	4.0
GEB	2353	International Competitiveness	4.0	4.0
BUL	2261	International Business Law	4.0	4.0
FIN	3006	Principles of Finance		4.0
FIN	4602	International Business and Finance		4.0
GEB	4351	Import/Export Management		4.0
GEB	4352	International and Comparative Industrial Relations		4.0
GEB	4361	Management of International Business		4.0
MAR	3503	Consumer Behavior		4.0
MAR	3142	Global Marketing		4.0
MAR	4156	International Marketing Analysis		4.0
MAR	3310	Public Relations		4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>	<b>90.0</b>

**GENERAL EDUCATION REQUIREMENTS**

ENC	1108	Composition I	4.0	4.0
ENC	1109	Composition II	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AMHP	2270	20th Century American History		4.0
STAP	3014	Statistics		4.0
ECOP	3013	Macroeconomics		4.0
ECOP	3028	Microeconomics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
SYG	2000	Principles of Sociology		4.0
ENCP	3211	Report Writing		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>30.0</b>	<b>62.0</b>

**APPROVED ELECTIVE REQUIREMENT**

To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student. 20.0 20.0  
A minimum of 8.0 units must be selected from general business courses.

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION 96.0 192.0**

**ASSOCIATE OF SCIENCE  
ONLINE PROGRAM**

**COMPUTER INFORMATION SCIENCE**

The Associate in Science Degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. AS Degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

Programming

This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

Network Administration

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and will develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

Web Design

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry level web designers in a variety of related positions and job titles.

COURSE CODE	COURSE	Associate Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGSP 2110	Computer Applications	4.0
Choose one of the following courses (students taking Web Design concentration must take Project Development and one of the other two choices):		
CEN 1056C	Project Development	2.0
MAN 2031	Let's Talk Business	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
		for Web Design Students <b>14.0</b>
<b>MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CENP 1500	Computer Networking Fundamentals	4.0
CGSP 1275	Computer Operating Systems	4.0
CGSP 1280	Computer Hardware Systems	4.0
COPP 2010	Programming Concepts	4.0
COPP 2011	Fundamental Programming Techniques	4.0
CISP 2340	Introduction to the Systems Development Life Cycle	8.0
	Approved IT Electives*	8.0
Choose one of the two-course language sequences from the choices listed (4 credits each).		8.0
COPP 2241	Computer Programming – Visual Basic I	
COPP 2247	Computer Programming – Visual Basic II	
COPP 2251	Computer Programming – C++ I	
COPP 2257	Computer Programming – C++ II	
<b>PROGRAMMING MAJOR CORE</b>		<b>52.0</b>

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Associate Degree Quarter Credit Hrs.</b>
<b>MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION</b>		
CGSP	1275 Computer Operating Systems	4.0
CGSP	1280 Computer Hardware Concepts	4.0
CENP	1500 Computer Networking Fundamentals	4.0
CENP	1610 Network Operating Systems-Client	4.0
CENP	1620 Network Operating Systems-Server	4.0
CET	1605C Network Routing I	4.0
CET	2605C Network Routing II	4.0
CENP	2705 Network Management	4.0
CENP	2610 Network Infrastructure	4.0
CENP	2630 Network Directory Services	4.0
CENP	2740 Implementing and Supporting E-mail Services	4.0
	Approved IT Electives*	8.0
<b>NETWORK ADMINISTRATION MAJOR CORE</b>		<b>52.0</b>
<b>MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION</b>		
CENP	1500 Computer Networking Fundamentals	4.0
COPP	2010 Programming Concepts	4.0
COPP	2011 Fundamental Programming Techniques	4.0
CISP	1760 Web Site Design Methodology	4.0
CISP	1750 Web Content Development	4.0
CISP	2750 Content Generation – Scripting Languages	4.0
CISP	2650 Web Authoring	4.0
CISP	2690 Web Animation	4.0
CISP	2670 Graphic Design Using Photoshop	4.0
CISP	2540 E-Commerce Systems Administration	4.0
CISP	2910 Web Design Portfolio Project	2.0
	Approved IT Electives*	8.0
<b>WEB DESIGN MAJOR CORE</b>		<b>50.0</b>
	Approved Electives	8.0
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS or COP prefixes).		
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENCP	1106 Composition I	4.0
ENCP	1107 Composition II	4.0
POS	2041 American National Government	4.0
MACP	2104 College Algebra	4.0
PSY	2012 General Psychology	4.0
AFLP	2010 Introduction to American Literature	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

**BACHELOR OF SCIENCE  
ONLINE PROGRAM**

**COMPUTER INFORMATION SCIENCE**

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>COLLEGE CORE REQUIREMENTS</b>		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGSP 2110	Computer Applications	4.0
<b>Choose one of the following courses:</b>		
CEN 1056C	Project Development	2.0
MAN 2031	Let's Talk Business	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CENP 1500	Computer Networking Fundamentals	4.0
CGSP 1275	Computer Operating Systems	4.0
CGSP 1280	Computer Hardware Systems	4.0
COPP 2010	Programming Concepts	4.0
COPP 2011	Fundamental Programming Techniques	4.0
CISP 2340	Introduction to the Systems Development Life Cycle	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0
COPP 2241	Computer Programming – Visual Basic I	
COPP 2247	Computer Programming – Visual Basic II	
COPP 2251	Computer Programming – C++ I	
COPP 2257	Computer Programming – C++ II	
COPP 2261	Computer Programming – Java I	
COPP 2267	Computer Programming – Java II	
<b>REQUIRED UPPER DIVISION COURSES</b>		
CISP 3200	Database Concepts I	4.0
COPP 3500	Structured Query Language	4.0
COPP 4320	Database Application Development	4.0
CISP 3610	Designing Secure Software	4.0
CISP 3110	Object-Oriented Analysis and Design	4.0
CISP 4220	Survey of Operating Systems	4.0
CISP 4840	Senior Project – Systems Analysis and Design	4.0
CISP 4860	Senior Project – Systems Implementation and Integration	4.0
<b>PROGRAMMING MAJOR CORE</b>		<b>92.0</b>
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS or COP prefixes).		
<b>APPROVED ELECTIVES</b>		<b>32.0</b>
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a Balanced educational program in keeping with the personal objectives and career ambitions of the student.		

<b>COURSE CODE</b>	<b>COURSE</b>	<b>Bachelor's Degree Quarter Credit Hrs.</b>
<b>8 credits of the Approved Electives must be upper-division courses.</b>		
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
POS 2041	American National Government	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
AFLP 2010	Introduction to American Literature	4.0
SYG 2000	Principles of Sociology	4.0
AMHP 2270	20th Century American History	4.0
ECOP 3013	Macroeconomics	4.0
ECO 3028	Microeconomics	4.0
STAP 3014	Statistics	4.0
SOP 4005	Social Psychology	4.0
CPOP 4820	Global Politics	4.0
ENCP 3211	Report Writing	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>192.0</b>



**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE  
ONLINE PROGRAM**

**CRIMINAL JUSTICE**

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

The Bachelor of Science Degree in Criminal Justice enhances the study of the criminal justice system and expands into areas such as gang activity, drug operations, and criminal justice management. Graduates are prepared for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The Criminal Justice programs are not training programs for law enforcement officers.

			Associate Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>				
MAN	1030	Introduction to Business Enterprise	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MANP	2010	Let's Talk Business	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>16.0</b>	<b>16.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
CCJ	1011	Criminology	4.0	4.0
CCJ	1024	Introduction to Criminal Justice	4.0	4.0
CJL	2130	Criminal Evidence	4.0	4.0
CJL	2132	Criminal Procedure	4.0	4.0
CCJ	2238	Criminal Investigation and Police Procedures	4.0	4.0
CCJ	2306	Introduction to Corrections	4.0	4.0
CCJ	2501	Juvenile Delinquency	4.0	4.0
CCJ	3450	Criminal Justice Management		4.0
CCJ	4054	Criminal Justice Ethics and Liability		4.0
CCJ	4120	Criminal Justice in the Community		4.0
CCJ	4656	Gang Activity and Drug Operations		4.0
CCJ	2250	Constitutional Law for the Criminal Justice Professional	4.0	4.0
CCJ	3334	Alternatives to Incarceration		4.0
CJD	3252	Interviews and Interrogations		4.0
BULP	2131	Applied Business Law	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
CCJ	2110	Policing in America	4.0	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0	4.0
CCJ	3666	Introduction to Victimology		4.0
CCJ	3215	Concepts of Criminal Law		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>48.0</b>	<b>80.0</b>
<b>APPROVED ELECTIVE REQUIREMENTS</b>				
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. A minimum of 12 credits must be selected from the Major Core electives presented above.				40.0
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>40.0</b>

			Associate Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2015	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32.0</b>	<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	<b>192.0</b>

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE  
ONLINE PROGRAM**

**HOMELAND SECURITY PROGRAM**

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Associate in Applied Science degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

The Bachelor of Science degree in Homeland Security enhances the study of homeland security and expands into areas such as crisis management planning, contingency planning, and directing emergency response operations. Graduates are prepared for entry-level and middle management positions in government or corporate security.

			<b>Associate Degree Quarter Credit Hrs</b>	<b>Bachelor's Degree Quarter Credit Hrs</b>
<b>College Core Requirements</b>				
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
CGSP	2110	Computer Applications	4.0	4.0
<b>Total Quarter Credit Hours</b>			<b>10.0</b>	<b>10.0</b>
<b>Major Core Requirements</b>				
HSSP	1110	Civil & Criminal Justice	4.0	4.0
HSSP	2210	Emergency Planning & Security Measures I	4.0	4.0
HSSP	2310	Security: Principles, Planning & Procedures I	4.0	4.0
HSSP	2320	Security: Principles, Planning & Procedures II	4.0	4.0
HSSP	1400	Tactical Communications	4.0	4.0
HSSP	1510	Domestic & International Terrorism I	4.0	4.0
HSSP	1520	Domestic & International Terrorism II	4.0	4.0
HSSP	1610	Emergency Medical Services & Fire Operations I	4.0	4.0
HSSP	1700	Business & Ethics for Security Specialists	4.0	4.0
HSSP	2810	Information Technology Security I	4.0	4.0
HSSP	3100	Critical Incident Management		4.0
HSSP	3200	Facilitating Psychological Support for Catastrophic Events		4.0
HSSP	3301	Case Study 1		1.0
HSSP	4100	Post Catastrophic Event Documentation and Reporting		4.0
HSSP	4200	Critical Issues in Hostage Negotiations		4.0
HSSP	4300	Current Events in Homeland Security Management		4.0
HSSP	3302	Case Study 2		1.0
HSSP	3400	Anti-Terrorism Risk Assessment		4.0
HSSP	4400	Communications and Technology Security		4.0
CJE	4668	Computer Crime		4.0
HSSP	3500	Catastrophic Event Response Planning		4.0
HSSP	4500	Weapons of Mass Destruction		4.0
HSSP	4600	Mass Casualty Management Planning		4.0
HSSP	4700	Capstone Simulation		4.0
SLS	1392	Workplace Relationships		2.0
HSSP	2220	Emergency Planning & Security Measures II	4.0	4.0
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0	4.0
CCJP	1800	Criminal Investigations	4.0	4.0
CCJ	3666	Victimology		4.0
CCJ	3675	Women, Crime, and Criminal Justice		4.0

CCJ	4129	Cultural Diversity for Criminal Justice Professional		4.0
CCJ	3215	Concepts of Criminal Law		4.0
<b>Total Quarter Credit Hours</b>			<b>52.0</b>	<b>120.0</b>
<b>General Education Core Requirements</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
POS	2041	American National Government	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2015	General Psychology	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMHP	2270	20 <sup>th</sup> Century American History		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>34.0</b>	<b>62.0</b>
<b>Total Quarter Credit Hours Required for Graduation</b>			<b>96.0</b>	<b>192.0</b>

**BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE  
ONLINE PROGRAM**

**PARALEGAL**

Graduates of the Paralegal Program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Legal Assistant/Paralegal Program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

The Bachelor of Science Degree in Paralegal enhances the study of law and legal research to permit the graduate to further their legal knowledge while enhancing their opportunity for career advancement.

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
<b>COLLEGE CORE REQUIREMENTS</b>				
CGSP	2110	Computer Applications	4.0	4.0
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
LIS	2004	Introduction to Internet Research		2.0
MAN	1030	Introduction to Business	4.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>14.0</b>	<b>16.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
PLA	1003	Introduction to Paralegal	4.0	4.0
PLA	2160	Criminal Procedure and the Constitution	4.0	4.0
PLA	1105	Legal Research and Writing I	4.0	4.0
PLA	2106	Legal Research and Writing II	4.0	4.0
PLA	2223	Civil Litigation I		4.0
PLA	2224	Civil Litigation II		4.0
PLA	2273	Torts	4.0	4.0
PLA	2423	Contract Law	4.0	4.0
PLA	2600	Wills, Trusts and Probate	4.0	4.0
PLA	2800	Family Law	4.0	4.0
PLA	2763	Law Office Management	4.0	4.0
PLA	2203	Civil Procedure	4.0	4.0
PLA	3115	Legal Research and Writing III		4.0
PLA	3570	International Law		4.0
PLA	4471	Workman's Compensation and Employment Benefit Law		4.0
PLA	4116	Legal Research and Writing IV		4.0
PLA	4263	Rules of Evidence		4.0
PLA	4274	Advanced Tort Law		4.0
PLA	1700	Legal Ethics and Social Responsibility		4.0
HSS	4400	Communications and Technology Security		4.0
SLS	1392	Workplace Relationships		2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>	<b>82.0</b>
<b>The Associate student will select 8.0 credits from the following list:</b>				
PLA	2460	Bankruptcy	4.0	
PLA	2941	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>8.0</b>	
<b>In addition the Bachelor's student take the following:</b>				
PLA	4018	Law and Medicine		4.0
PLA	2460	Bankruptcy		4.0
PLA	2941	Contemporary Issues and Law		4.0
PLA	2433	Business Organizations		4.0
PLA	4483	Administrative Law		4.0
PLA	2610	Real Estate Law		4.0
PLA	2631	Environmental Law		4.0
PLA	3210	Elder Law		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>32.0</b>

			Associate Degree	Bachelor's Degree
			Quarter Credit Hrs.	Quarter Credit Hrs.
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
AMHP	2270	20 <sup>th</sup> Century American History	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
SPC	4400	Conference Techniques		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>34.0</b>	<b>62.0</b>
<b>Total Quarter Credit Hours Required for Graduation</b>			<b>96.0</b>	<b>192.0</b>

**MASTER  
ONLINE PROGRAM**

**BUSINESS ADMINISTRATION**

The Master of Business Administration was designed to enhance the students' effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence, and responsibility necessary to achieve the heightened self-discipline, skill, and reasoning to become valued leaders in the business community.

Coursework is available in the areas of accounting, economics, finance, management, marketing, organizational behavior, quantitative methods, policy, and strategy. Students may elect to focus on an area of concentration within the areas of General Management, Human Resources Management, or International Business.

Applicants whose undergraduate degrees are in a field outside the program areas are encouraged to apply.

To qualify for the Master of Business Administration Degree, students are required to accomplish the following:

1. Complete a minimum of fifty-six (56) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All coursework must be in the 5000 series or higher. All graduate students must meet certain prerequisite requirements prior to enrolling in selected Accounting, Economics, and Quantitative Methods coursework.
2. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
Graduate Studies Core Requirement	40
General Management or Concentration	16
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>56</b>

3. Abide by all University rules and regulations including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.
4. Complete all graduation requirements for the MBA program within five (5) calendar years from the initial term of enrollment.

<b>GRADUATE CORE REQUIREMENTS</b> (To be taken by all majors)	Quarter Credit Hours
MANP 5245      Organizational Behavior	4.0
MANP 6305      Management of Human Resources	4.0
QMBP 5413      Quantitative Methods*	4.0
MANP 5910      Business Research	4.0
ISMP 5021      Management Information Systems	4.0
MANP 5075      Managerial Ethics	4.0
FINP 6406      Financial Management*	4.0
ECPP 5704      Managerial Economics*	4.0
MARP 5805      Marketing Management	4.0
MANP 6721      Business Policy and Strategy	4.0
<b>Total Quarter Credit Hours</b>	<b>40.0</b>

\*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics, and quantitative methods coursework. Please refer to the prerequisite section for specific information.

**CONCENTRATIONS**

A graduate student may include an area of concentration by completing four (4) courses, [sixteen (16) quarter credit hours] from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose four (4) courses [sixteen (16) quarter credit hours] from any combination of categories listed.

### Human Resources Management

Students enrolled in the MBA program can elect to concentrate in Human Resources Management by taking sixteen (16) quarter credit hours in Human Resources Management from the following list:

			Quarter Credit Hours
MANP	5129	Managerial Decision Making	4.0
MANP	5355	Managerial Assessment and Development	4.0
MANP	5266	Management of Professionals	4.0
MANP	5282	Organizational Development	4.0

### International Business

Students enrolled in the MBA program can elect to concentrate in International Business by taking sixteen (16) quarter credit hours in International Business from the following list:

			Quarter Credit Hours
MANP	5602	International Business	4.0
ECOP	5709	International Economic Systems	4.0
FINP	5605	International Finance	4.0
MARP	5158	International Marketing	4.0

### General Management

Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking four (4) courses [sixteen (16) quarter credit hours] from any combination of the courses listed for the areas of concentration above.

### PREREQUISITES

Prerequisite foundation work may be required before selected higher level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous transcribed coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement.

			Quarter Credit Hours
ACGP	5027	Financial Accounting or	4.0
APA	2111	Principles of Accounting I** and	4.0
APA	2121	Principles of Accounting II**	4.0
ECOP	5010	Economic Analysis of the Firm or	4.0
ECO	3028	Microeconomics** or	4.0
ECOP	3013	Macroeconomics **	4.0
QMBP	5010	Statistics for Managers or	4.0
STAP	3014	Statistics**	4.0

\*\*In some instances, previous undergraduate coursework, or courses available at an FMU campus can suffice or be taken in lieu of to meet graduate prerequisite course requirements. Undergraduate prerequisites are not considered as credit toward the completion of the fifty-six (56) quarter credit MBA program.

SOP	4005	Social Psychology	4.0
CPOP	4820	Global Politics	4.0
ENCP	3211	Report Writing	4.0
AFLP	2010	Introduction to American Literature	4.0
AMHP	2270	20 <sup>th</sup> Century American History	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>
			<b>56.0</b>
			<b>192.0</b>



**MASTER OF SCIENCE  
ONLINE PROGRAM**

**CRIMINAL JUSTICE**

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the criminal justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the criminal justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

To qualify for the Master of Science in Criminal Justice Degree, students are required to accomplish the following:

1. Complete a minimum of fifty-four (54) quarter credit hours with an average grade of “B” (Cumulative Grade Point Average 3.00) or higher for all work taken at the University. All coursework must be in the 5000 series or higher.
2. Meet the specified graduation requirements, including the following:

	Quarter Credit Hours
Graduate Core Requirements	32.0
Electives	16.0
Thesis	6.0
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>54.0</b>

3. Abide by all University rules and regulations.
4. Completion of Comprehensive Criminal Justice Thesis
5. All requirements for the Master of Science in Criminal Justice program, including coursework and completion of exit vehicle, must be completed within five (5) calendar years from the start of the initial term of enrollment.

	Quarter Credit Hours
<b>GRADUATE CORE REQUIREMENTS</b>	
CJL 5528 Law and the Legal System	4.0
CCJ 5489 Ethics in Criminal Justice	4.0
CCJ 5019 Crime and Criminology	4.0
CCJ 5702 Applied Research Methods	4.0
CCJ 5006 Overview of Criminal Justice	4.0
CCJP 5450 Critical Issues in Criminal Justice	4.0
CCJ 5704 Statistics For Criminal Justice	4.0
RESP 5310 Writing for Research at the Graduate Level	2.0
STAP 5023 Graduate Statistics Orientation	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>	<b>32.0</b>
<b>ELECTIVES</b>	
<b>The Master of Science in Criminal Justice student will select four (4) additional courses from those listed below and complete a minimum of 16.0 quarter credit hours:</b>	
CJL 5069 Modern Constitutional Theory	4.0
CCJ 5665 Victimology	4.0
CJC 5428 Counseling the Offender	4.0
CCJ 5408 Interpersonal Management Skills	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>	<b>16.0</b>
CCJ 5971 Thesis	6.0
<b>TOTAL QUARTER CREDIT HOURS</b>	<b>6.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED</b>	<b>54.0</b>



**DIPLOMA**

**CRIME SCENE TECHNICIAN**

**Crime Scene Technician Diploma Program**

The Crime Scene Technician diploma program offers the fundamentals of crime scene investigation science and theory including scene management, fingerprints, photographs, and documentation.

Upon successful completion of the program, a diploma will be awarded and it will prepare graduates for careers in the criminal justice community as crime scene or evidence technicians.

**Program Outline**

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
<b>College Core Requirements</b>				
SLSP 1130	Strategies for Success	40	0	4
SLSP 1320	Career Skills	20	0	2
<b>Major Core Requirements</b>				
INVP 1110	Criminalistics I	40	0	4
INVP 1120	Criminalistics II	40	0	4
INVP 2210	Graphics & Documentation I	40	0	4
INVP 2220	Graphics & Documentation II	40	0	4
INVP 2310	Fingerprints Classification & Latents I	40	0	4
INVP 2320	Fingerprints Classification & Latents II	40	0	4
INVP 1400	Crime Scene Photography I	40	0	4
INVP 1410	Crime Scene Photography II	40	0	4
INVP 1510	Biological Evidence I	40	0	4
INVP 1520	Biological Evidence II	40	0	4
INVP 2410	Crime Scene Dynamics I	40	0	4
INVP 2420	Crime Scene Dynamics II	40	0	4
INVP 2510	Technology Crimes I	40	0	4
INVP 2520	Technology Crimes II	40	0	4
<b>Program Total</b>		<b>620</b>	<b>0</b>	<b>62.0</b>

## MODULAR PROGRAM

### MASSAGE THERAPY PROGRAM

**9 Months / 720 Clock Hours / 57.0 Credit Units**

**DOT: Massage Therapist 334.374 010**

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

- Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
- Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
- Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
- Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

### MAJOR EQUIPMENT

Massage Tables	Massage Chairs	CPR Manikins	Anatomical Charts
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### PROGRAM OUTLINE

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Massage Therapy	80	6.0
Module B	Introduction to Anatomy & Physiology and Massage Fundamentals	80	7.0
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6.0
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6.0
Module E	Polarity and Non-Traditional Massage Therapies	80	6.0
Module F	Anatomy and Physiology for the Massage Therapist	80	6.0
Module G	Clinical Massage Therapy	80	6.0
Module H	Business and Success Skills	80	7.0
Module I	Health and Wellness	80	7.0
	<b>Program Total</b>	<b>720</b>	<b>57.0</b>

## MODULAR PROGRAM

### MEDICAL INSURANCE BILLING & CODING

**6 (Day) Months / 560 Clock Hours / 35.0 Credit Units**

**DOT: Health Claims Examiner/Medical Billing 214.362-022**

The Medical Insurance Billing & Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If a student does not complete one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour practicum.

Completion of the Medical Insurance Billing & Coding Program is acknowledged by the awarding of a diploma.

#### PROGRAM OUTLINE

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum	*160	*5.0
	<b>Program Total</b>	<b>560</b>	<b>35</b>

#### MAJOR EQUIPMENT

Calculators

Personal Computers

## ◆ COURSE OFFERINGS



### COURSE NUMBERING SYSTEM

Florida Metropolitan University uses the following course numbering system:

- 0000-0099 Preparatory courses
- 1000-2999 Lower division (first and second year) courses
- 3000-4999 Upper division (third and fourth year) courses
- 5000-6999 Graduate level courses (open to graduate or post-Bachelor students only)

Students enrolled in associate degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

### FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Course prefixes which end in "P" indicate that the course is "pending" the assignment of a course number by the Statewide Course Numbering System and are, therefore, not subject to credit transfer privileges among institutions that participate in the Statewide Course Numbering System.

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of the faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

#### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>SYG</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

#### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

### **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### **Authority for Acceptance of Equivalent Courses**

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **Exceptions to the General Rule for Equivalency**

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study-abroad courses
- C. Performance or studio courses in art, dance, theater, and music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dan Moore, Chancellor of Florida Metropolitan University, at (813) 635-1916 or the Florida Department of Education, K-16 Articulation, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

Please note: Course prefixes which end in "P" indicate that the course is "pending" the assignment of a course number by the Statewide Course Numbering System and are not subject to the credit transfer policies described above.

## **COURSE DESCRIPTIONS**

### **NOT ALL COURSES LISTED ARE AVAILABLE AT ALL LOCATIONS**

#### **ACG 2021 Introduction to Corporate Accounting**

**4.0 Quarter Credit Hours**

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 2551 Non-Profit Accounting**

**4.0 Quarter Credit Hours**

In this course students explore accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 3103 Intermediate Accounting I**

**4.0 Quarter Credit Hours**

This is an upper level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ACG 3113 Intermediate Accounting II** **4.0 Quarter Credit Hours**  
 This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisite: ACG 3103. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3341 Cost Accounting I** **4.0 Quarter Credit Hours**  
 This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3351 Cost Accounting II** **4.0 Quarter Credit Hours**  
 This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisite: ACG 3341. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4201 Consolidation Accounting** **4.0 Quarter Credit Hours**  
 In this course students will study the major areas of emphasis in consolidation accounting including business combinations, consolidation procedures, and foreign currency accounting. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4251 International Accounting** **4.0 Quarter Credit Hours**  
 Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4632 Auditing I** **4.0 Quarter Credit Hours**  
 This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACGP 2542 Financial Statement Analysis** **4.0 Quarter Credit Hours**  
 The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACGP 5027 Financial Accounting** **4.0 Quarter Credit Hours**  
 This is a survey course designed to provide an introduction and understanding of financial accounting. This course will include the basic accounting process required to make informed decisions based on financial statement information. Accounting is the language and scorecard of business. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACGP 5216 Advanced Accounting Topics** **4.0 Quarter Credit Hours**  
 A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACGP 5642 Auditing II** **4.0 Quarter Credit Hours**  
 A continuation of ACG 4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized. Prerequisite: ACG4632 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACGP 6515 Governmental Accounting** **4.0 Quarter Credit Hours**  
 An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. Prerequisite: ACG3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACN 3123 Intermediate Accounting III** **4.0 Quarter Credit Hours**  
 This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied. Prerequisite: ACG 3113. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACO 1806 Payroll Accounting** **4.0 Quarter Credit Hours**  
 This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- AFLP 2010 Introduction to American Literature** **4.0 Quarter Credit Hours**  
 This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lecture Hrs: 40 Lab Hrs: 0. Other Hrs: 0.
- ALAP 1100 Aging Issues I** **4.0 Quarter Credit Hours**  
 This course will provide students with an overview of the issues related to aging and some of the unique problems assisted living facilities will be challenged with during the course of providing care and service. Lecture hours: 40.0.
- ALAP 1101 Aging Issues II** **4.0 Quarter Credit Hours**  
 This course will provide students a further examination of the issues related to aging and some of the unique problems assisted living facility managers will be challenged with during the course of providing care and service. Lecture hours: 40.0 Required externship hours: 180.0 hours total upon completion of Aging Issues, Part II. Pre-requisite: ALA 1100 Aging Issues I.

- ALAP 1102 Ethics of Caring for the Elderly** **4.0 Quarter Credit Hours**  
 This course will provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff. Lecture hours: 40.0.
- ALAP 1103 Assisted Living Facility Management** **5.0 Quarter Credit Hours**  
 This course will teach the Philosophy and Management of a Residential Care Facility for the Elderly. The manager must possess good skills in interpersonal relationships and have a basic understanding of the management of employees. The manager must also have a generalized knowledge of the structure and organization of a Residential Care Facility for the Elderly. Lecture hours: 40.0 Lab hours: 20.0. Other: 0.0.
- ALAP 1104 Financial & Computer Software for Assisted Living Administrators** **4.0 Quarter Credit Hours**  
 All Administrators must understand the importance of both long and short-term goals of the organization and how to implement and change plans to meet the needs of the community and/or surrounding areas and the current economy. This course prepares students in basic budgeting and accounting, as well as understanding current computer software and systems. Prerequisite: CGS 2110. Lecture hours: 40.0
- ALAP 1105 Human Resources for Assisted Living** **5.0 Quarter Credit Hours**  
 The study of human resource administration and practice is an integral aspect of effective assisted living management. The manager must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate. Lecture hours: 40.0. Lab hours: 20.0. Other hours: 0.0
- ALAP 1106 Assisted Living Internal Relations** **4.0 Quarter Credit Hours**  
 This course will provide students an overview of the issues related to understanding the affect of staff values, culture, and perceptions on the resident population from an internal managerial point of view. In addition, this course will examine the importance of creating an environment that is sensitive to the rights of residents. Lecture hours: 40.0.
- ALAP 1107 Assisted Living Marketing & Outreach** **4.0 Quarter Credit Hours**  
 This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan. Lecture hours: 40.0.
- ALAP 1108 Administrator Certification Course** **4.0 Quarter Credit Hours**  
 The study of the state regulations, which govern the operation of a Residential Care Facility for the Elderly. The manager must have a good understanding of what a Residential Care Facility for the Elderly is, who it serves, and what the role is of the governing regulatory agency. The manager must also have the knowledge required to pass the state licensing requirements necessary to operate this type of facility. Lecture hours: 40.0
- ALAP X001 Externship I** **6.0 Quarter Credit Hours**  
 This 180 hour course is designed to provide the student with an opportunity to observe the operation of an assisted living facility and to identify some of the unique needs of the senior population. The focus of this externship is on the uniqueness of the aging population and the skills required to meet their daily needs. Students will gain experience in applying classroom learning and skills through this exposure to "on the job" training. Prerequisites: ALA 1100, 1101. Other: 180.0.
- ALAP X002 Externship II** **6.0 Quarter Credit Hours**  
 This 180 hour externship is designed to provide the student with the opportunity to observe and reflect on the classroom learning and its application and appropriateness to the assisted living setting. The focus in this externship is on the whole community and how it operates on a daily basis. The students will utilize journaling to document their experiences and interactions with the personnel at the facility.
- AMHP 2270 20th Century American History** **4.0 Quarter Credit Hours**  
 A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- AMHP 2420 History of Florida** **4.0 Quarter Credit Hours**  
 An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- AMHP 2998 Current Issues** **4.0 Quarter Credit Hours**  
 This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 2111 Principles of Accounting I** **4.0 Quarter Credit Hours**  
 Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 2121 Principles of Accounting II** **4.0 Quarter Credit Hours**  
 This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000



- APA 2141 Computerized Accounting** **4.0 Quarter Credit Hours**  
 This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- APA 2161 Introductory Cost/Managerial Accounting** **4.0 Quarter Credit Hours**  
 This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APA 2959 Externship in Accounting** **4.0 Quarter Credit Hours**  
 This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- APAP 3320 Accounting and Control for Hospitality** **4.0 Quarter Credit Hours**  
 This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APBP 1120 Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition** **4.0 Quarter Credit Hours**  
 This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APBP 1130 Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems** **4.0 Quarter Credit Hours**  
 This course is a scientific study of the structure of the human body and its parts, including relationships, functions and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APBP 1150 Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems** **4.0 Quarter Credit Hours**  
 This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ART 1253C Illustration Design** **4.0 Quarter Credit Hours**  
 Drawing and composition techniques with direct application to marker rendering. Prerequisite: ART 1301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ART 1280C Typography** **4.0 Quarter Credit Hours**  
 An introduction to letter forms and typefaces with instruction in the rendering of lettering, both freehand and with tools. Course work also includes the study of the history, terminology and applications of typography in the contemporary graphic arts industry. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ART 1300C Principles of Drawing I** **4.0 Quarter Credit Hours**  
 An introduction to the basic principles, material and techniques necessary to develop skills in drawing. Emphasis is placed on basic shapes, perspective and composition. Descriptive and proportional accuracy as well as development of observational utility is discussed. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ART 1301C Principles of Drawing II** **4.0 Quarter Credit Hours**  
 An amplification of the theories introduced in Principles of Drawing I with the addition of color theory and color techniques, which are explored in practical application. Emphasis is placed on increasing students' knowledge of the visual relationship between object and image. Prerequisite: ART 1300C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- ART 2330C Anatomy and Figure Drawing** **4.0 Quarter Credit Hours**  
 An initial study of drawing fundamentals as they apply to the human form and its structure. Students work in various media concentrating on gesture, contour, volume, mass and proportional accuracy. Prerequisite: ART 1301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- BUL 2131 Applied Business Law** **4.0 Quarter Credit Hours**  
 This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- BUL 2261 International Business Law** **4.0 Quarter Credit Hours**  
 This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

<b>BUL 3241 Business Law I</b>	<b>4.0 Quarter Credit Hours</b>
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>BULP 5132 Advanced Business Law</b>	<b>4.0 Quarter Credit Hours</b>
Substantive examination and analysis of contract and tort law and relevant provisions of the Uniform Commercial Code. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>BUSP 1000 Business Math</b>	<b>4.0 Quarter Credit Hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1011 Criminology</b>	<b>4.0 Quarter Credit Hours</b>
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
This is an introductory course dealing with the criminal justice system in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2110 Policing in America</b>	<b>4.0 Quarter Credit Hours</b>
This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2250 Constitutional Law for the Criminal Justice Professional</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the United State's Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2306 Introduction to Corrections</b>	<b>4.0 Quarter Credit Hours</b>
This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2358 Criminal Justice Communications</b>	<b>4.0 Quarter Credit Hours</b>
This course will introduce the students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2501 Juvenile Delinquency</b>	<b>4.0 Quarter Credit Hours</b>
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2940 Criminal Justice Externship I</b>	<b>4.0 Quarter Credit Hours</b>
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 3215 Concepts of Criminal Law</b>	<b>4.0 Quarter Credit Hours</b>
This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisite: CCJ1024 (HSSP1110 for HS Major) Lecture Hrs: 40	
<b>CCJ 3334 Alternatives to Incarceration</b>	<b>4.0 Quarter Credit Hours</b>
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 3450 Criminal Justice Management</b>	<b>4.0 Quarter Credit Hours</b>
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

- CCJ 3666 Victimology** **4.0 Quarter Credit Hours**  
 This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ1024 (None for HS Major) Lecture Hrs: 40
- CCJ 3675 Women, Crime, and Criminal Justice** **4.0 Quarter Credit Hours**  
 This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ1024 (HSSP2320 for HS Major) Lecture Hrs: 40 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 4054 Criminal Justice Ethics and Liability** **4.0 Quarter Credit Hours**  
 The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 4120 Criminal Justice in the Community** **4.0 Quarter Credit Hours**  
 This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 4129 Cultural Diversity for Criminal Justice Professional** **4.0 Quarter Credit Hours**  
 This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ1024 (HSSP2320 for HS Major) Lecture Hrs: 40
- CCJ 4656 Gang Activity and Drug Operations** **4.0 Quarter Credit Hours**  
 This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 4940 Criminal Justice Externship II** **4.0 Quarter Credit Hours**  
 This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- CCJ 5006 Overview of Criminal Justice** **4.0 Quarter Credit Hours**  
 This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5019 Crime and Criminology** **4.0 Quarter Credit Hours**  
 This course provides an examination of the major theories in criminology and their application to understanding crime and responses to the crime problem. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5405 Criminal Justice Management** **4.0 Quarter Credit Hours**  
 Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5408 Interpersonal Management Skills** **4.0 Quarter Credit Hours**  
 This course is designed to increase knowledge and competence in managing interpersonal interaction in a variety of professional settings. Strategies and styles of conflict resolutions are examined, as well as techniques for motivating colleagues and clients. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5489 Ethics in Criminal Justice** **4.0 Quarter Credit Hours**  
 An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5665 Victimology** **4.0 Quarter Credit Hours**  
 Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5667 Substance Abuse, Crime and Criminal Justice** **4.0 Quarter Credit Hours**  
 The social response to illegal use of mood-altering substances will be examined. Major initiatives in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- CCJ 5672 Women, Crime and Criminal Justice** **4.0 Quarter Credit Hours**  
Examines the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5702 Applied Research Methods** **4.0 Quarter Credit Hours**  
This course provides an in-depth study of research methods designed to prepare students to conduct applied research in their major field of study in preparation for a research practicum, externship or thesis. Prerequisite: RESP 5310. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5704 Statistics for Criminal Justice** **4.0 Quarter Credit Hours**  
This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis is placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques. Prerequisite: STAP 5023. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 5946 Research Practicum** **6.0 Quarter Credit Hours**  
Individuals currently working in the criminal justice field have an opportunity to apply fundamental research methods to actual agency problems. Under the supervision of a faculty advisor as well as an agency supervisor, each student will construct a research design and employ it in an effort to solve a specific problem in an agency. Students will meet with their advisor on a regular basis, and the final product will be a major graduate level research paper and oral presentation. Prerequisite: CCJ 5702. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180
- CCJ 5971 Thesis** **6.0 Quarter Credit Hours**  
This course is designed to provide students with an opportunity to apply fundamental research methods to problems in the field of criminal justice. Under the supervision of a faculty advisor, students will construct a research design and apply it to a specific problem in the field. Students will meet with their advisor on a regular basis, and the final product will be a master's thesis and an oral presentation. Prerequisite: CCJ 5702. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180
- CCJP 2268 Introduction to Victims Advocacy** **4.0 Quarter Credit Hours**  
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ1024 (None for HS Major) Lecture Hrs: 40
- CCJP 4661 Basics of Cultural Diversity** **2.0 Quarter Credit Hours**  
This basic course focuses on the importance of understanding cultural diversity with regards to the effective operations of the criminal justice system. Prerequisite: CCJ 1024. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- CCJP 5450 Critical Issues in Criminal Justice** **4.0 Quarter Credit Hours**  
A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJP 5994 Externship** **6.0 Quarter Credit Hours**  
Students who are not currently working in the field have an opportunity to apply fundamental research methods to actual agency problems. Under the supervision of a faculty advisor as well as an agency supervisor, students will work and conduct research in an agency. They will construct a research design and apply it to a specific problem at the agency. Students will meet with their advisor on a regular basis, and the final product will be a major graduate level research paper and oral presentation. Prerequisite: CCJ 5702. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180
- CCJP 2288 Spanish for the Criminal Justice Professional** **4.0 Quarter Credit Hours**  
An action-oriented course which addresses the needs of real law enforcement-criminal justice professionals. Lecture Hrs: 40
- CEN 1056C Project Development** **2.0 Quarter Credit Hours**  
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CEN 1301C Core Technologies** **4.0 Quarter Credit Hours**  
This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CGS 1283C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 1503C Novell Administration** **4.0 Quarter Credit Hours**  
This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CGS 1008C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CEN 2304C Windows NT Enterprise****4.0 Quarter Credit Hours**

This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CEN 1301C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CEN 2317C Transmission Control Protocol/Internet Protocol (TCP/IP)****4.0 Quarter Credit Hours**

This course provides an introduction to protocols and, specifically, Transmission Control Protocol/Internet Protocol (TCP/IP). There is an emphasis on terminology, the procedures for installing and manually configuring TCP/IP features such as IP addresses, subnet masking, and gateways. Students will implement IP routing and work with the Dynamic Host Configuration Protocol (DHCP), NetBIOS, LMHOSTS, WINS, domain name servers, and SNMP. In addition, students will troubleshoot common TCP/IP-related problems, symptoms, and possible causes. Prerequisites: CEN 1503C, CEN 1301C – CEN 1301C may be taken concurrently with this course. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CEN 2328 Internet Information Server****2.0 Quarter Credit Hours**

This course prepares students to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CEN 1301C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CEN 2504C Novell Advanced Administration****4.0 Quarter Credit Hours**

This course provides advanced study of local and wide area Novell networks. It focuses on installing the Novell network server and clients, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CEN 1503C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CEN 2506C Multiplatform Networking****4.0 Quarter Credit Hours**

This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered. Prerequisites: CEN 2504C and CEN 2304C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CEN 2507C Installation and Configuration for Networks****4.0 Quarter Credit Hours**

This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software. Prerequisite: CEN 1503C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CENP 1500 Computer Networking Fundamentals****4.0 Quarter Credit Hours**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGSP 2110. Lecture hours: 30. Lab hours: 20.

**CENP 1610 Network Operating Systems – Client****4.0 Quarter Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CENP 1500. Lecture hours: 30. Lab hours: 20.

**CENP 1620 Network Operating Systems - Server****4.0 Quarter Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CENP 1500. Lecture hours: 30. Lab hours: 20.

**CENP 1800 Diagnostics and Troubleshooting****2.0 Quarter Credit Hours**

This course builds on the material covered in the two prerequisites to give students experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGSP 1280 and CGSP 1275. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CENP 2130 Linux Administration****4.0 Quarter Credit Hours**

This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: CGSP 2110. Lecture hours: 30. Lab hours: 20.

**CENP 2360 Network Security Fundamentals**

This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: CENP 1500. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2610 Network Infrastructure**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CENP 1620. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2630 Network Directory Services**

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CENP 1620. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2660 Network Directory Design**

This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CENP 1620. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2705 Network Management**

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CENP 1610 and CENP 1620. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2715 Internet Security and Acceleration (ISA) Server**

This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CENP 1620. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2740 Implementing and Supporting E-Mail Services**

This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CENP 1620. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2765 PKI Concepts and Planning**

This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates. Prerequisite: CENP 2360. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CENP 2770 PKI Implementation**

This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot. Prerequisite: CENP 2765. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CET 1605C Network Routing I**

This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CENP 1500. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CET 2605C Network Routing II**

This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CGS 1008C Computer Fundamentals**

This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include such subjects as computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGS 1261C Hardware Concepts**

This course prepares students to install, configure, and troubleshoot PC hardware including system boards, bus structures, PC memory, and power supplies. Topics such as system optimization and performance using MS-DOS, Windows 3.1, Windows 95, Windows NT, and Windows 98 will be discussed. Peripherals such as printers, their diagnostics, and troubleshooting will be covered. Networking basics will also be discussed. Prerequisite: CGS 1008C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours**

**CGS 1283C Networking Fundamentals****4.0 Quarter Credit Hours**

This course provides an introduction to and an overview of the fields of local area networking and internetworking. There is an emphasis on terminology, hardware, and software features associated with various components of a network. Students perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS 1008C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 1309C Windows Technical Support****4.0 Quarter Credit Hours**

This course provides students with the knowledge and skills of Microsoft Windows Technical Support. Students will learn to install and configure Microsoft Windows and work with the user interface. Emphasis will be placed on operating system architecture, memory optimization, file input and output, networking considerations, protocols, communications, and printing. Prerequisite: CGS 1283C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGSP 1275 Computer Operating Systems****4.0 Quarter Credit Hours**

This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: CGSP 2110. Lecture hours: 30. Lab hours: 20.

**CGSP 1280 Computer Hardware Concepts****4.0 Quarter Credit Hours**

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: CGSP 2110. Lecture hours: 30. Lab hours: 20.

**CGSP 1375 Beginning Web Development with FrontPage 2000****4.0 Quarter Credit Hours**

This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGSP 1410 Essentials of Communications and Document Formatting****2.0 Quarter Credit Hours**

This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CGSP 1503 Introduction to Windows 98****4.0 Quarter Credit Hours**

This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 1514C Introduction to Spreadsheets****2.0 Quarter Credit Hours**

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CGS 1524C Introduction to Presentations****2.0 Quarter Credit Hours**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CGSP 1539 Database****4.0 Quarter Credit Hours**

A course designed to teach through lecture and demonstration the basics of programming and database functions and operations with hands-on training on the microcomputer using database software. Students learn database terminology, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGS 1546C Introduction to Database****2.0 Quarter Credit Hours**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CGSP 1581 Introduction to Macintosh****4.0 Quarter Credit Hours**

An introduction to Macintosh computers using a graphics users environment. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CGSP 2071 Spreadsheets**

From instructor lecture and demonstration using popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, and how to computerize standard business forms. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2076 Intermediate Spreadsheets**

This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 1522. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2080 Applied Spreadsheets**

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2110. Lec Hrs 030 Lab Hrs 020

**4.0 Quarter Credit Hours****CGSP 2110 Computer Applications**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGS 2176 Intermediate Database Management**

This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1546C. Lec. Hrs. 30. Lab Hrs. 20 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2375 Advanced Web Development with FrontPage 2000**

This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their web sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000. Prerequisite: CGSP 1375. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2511 Advanced Spreadsheets**

This course is designed to help students master the use and application of advanced spreadsheet skills. Students will learn how to develop spreadsheet databases, macros and how to utilize available add-ons. Prerequisite: CGSP 2071. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2536 Advanced Spreadsheets**

This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CGS 2076. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2545 Business Information Systems**

This course provides an overview of the use of computer information systems in business today. Emphasis is on the responsibilities of various professionals in a typical business data processing environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2549 Office Automation**

Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Prerequisite: CGSP 2071 or OSTP 2712. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2604 Advanced Presentations**

This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1525. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CGSP 2642 Advanced Database Management**

This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS 2176. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CIS 4860 Senior Project: Systems Implementation & Integration**

This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher-level programming languages such as C++, Visual Basic, or Java will be used. Prerequisite: CISP 3110 and Senior Standing. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours**



**CISP 1750 Web Content Development****4.0 Quarter Credit Hours**

This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: COPP 2011. Lecture hours: 30. Lab hours: 20.

**CISP 1760 Web Site Design Methodology****4.0 Quarter Credit Hours**

This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: CGSP 2110. Lecture hours: 30. Lab hours: 20.

**CISP 1875 Novell Administration****4.0 Quarter Credit Hours**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CENP 1500. Lecture hours: 30. Lab hours: 20.

**CISP 2101 Introduction to UNIX****4.0 Quarter Credit Hours**

A first course in the study of the UNIX operating system designed to enable students to use UNIX effectively and to learn to take full advantage of the UNIX workstation. Managing data, creating and running programs, job control, communications and the general principles of system and network administration are a few of the topics to be discussed. Prerequisite: CGS 1261C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CISP 2340 Introduction to the Systems Development Life Cycle****4.0 Quarter Credit Hours**

This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: CGSP 2110. Lecture hours: 40. Lab hours: 0.

**CISP 2365 Biometrics****4.0 Quarter Credit Hours**

This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms. Prerequisite: CGSP 2110. Lecture Hours: 40. Lab hours: 0.

**CISP 2370 Software Configuration Management****4.0 Quarter Credit Hours**

This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market. Prerequisite: CISP 2340. Lecture hours: 30. Lab hours: 20.

**CISP 2375 Software Quality Assurance****4.0 Quarter Credit Hours**

This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CISP 2340. Lecture hours: 40. Lab hours: 0.

**CISP 2420 Ethics in Computing****4.0 Quarter Credit Hours**

This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGSP 2110. Lecture hours: 40 hours. Lab hours: 0.

**CISP 2540 E-Commerce Systems Administration****4.0 Quarter Credit Hours**

This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: CISP 1760. Lecture hours: 30. Lab hours: 20.

**CISP 2650 Web Authoring****4.0 Quarter Credit Hours**

Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CISP 1760. Lecture hours: 30. Lab hours: 20.

**CISP 2670 Graphic Design Using Adobe Photoshop****4.0 Quarter Credit Hours**

This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CISP 1760. Lecture hours: 30. Lab hours: 20.

**CISP 2690 Web Animation****4.0 Quarter Credit Hours**

This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CISP 2650. Lecture hours: 30. Lab hours: 20.

**CISP 2750 Content Generation - Scripting Languages****4.0 Quarter Credit Hours**

This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CISP 1750. Lecture hours: 30. Lab hours: 20.

**CISP 2760 Web Development Using XML****4.0 Quarter Credit Hours**

Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs. Prerequisite: CISP 1750. Lecture hours: 30. Lab hours: 20.

**CISP 2910 Web Design Portfolio Project****2.0 Quarter Credit Hours**

This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: CISP 2670 and CISP 2690. Lecture hours: 10. Lab hours: 20.

**CISP 2949 Externship in Data Processing I****4.0 Quarter Credit Hours**

As part of the preparation for a career in data processing, students are permitted to serve in externships in the data processing departments of financial, business, and industrial organizations or government agencies. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**CISP 2950 Externship I for Network Administration****2.0 Quarter Credit Hours**

This course provides students with on-the-job experience in a business organization practicing network administration skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced network administrator. Emphasis will be on network system administration tasks such as creating and deleting users, adding peripherals to the network, and responding to user network needs. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

**CISP 3101 Object Oriented Methodology****4.0 Quarter Credit Hours**

Advanced study of the concepts and methods used in Object Oriented Programming (OOP) and Object Oriented System Development (OOSD). Prerequisite: any 2000 level programming language. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CISP 3110 Object-Oriented Analysis and Design****4.0 Quarter Credit Hours**

This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisite: CISP 2340 and COPP 2251 or COPP 2261. Lecture hours: 30. Lab hours: 20.

**CISP 3200 Database Concepts I****4.0 Quarter Credit Hours**

This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisite: CISP 2340. Lecture hours: 40. Lab hours: 0.

**CISP 3610 Designing Secure Software****4.0 Quarter Credit Hours**

This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CISP 3110 and COPP 2257 or COPP 2267. Lecture hours: 40. Lab hours: 0.

**CISP 3640 Software Risk Management****4.0 Quarter Credit Hours**

This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture. Prerequisite: CISP 2340 and COPP 2257 or COPP 2267. Lecture hours: 40. Lab hours: 0.

**CISP 4000 Advanced Data Base Concepts****4.0 Quarter Credit Hours**

Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems are presented. Prerequisite: COPP 4720. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CISP 4020 Database Concepts II****4.0 Quarter Credit Hours**

This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces. Prerequisite: CISP 3200. Lecture hours: 30. Lab hours: 20.

**CISP 4200 Comparative Operating Systems****4.0 Quarter Credit Hours**

A study of operating systems fundamentals: memory management, processor management, disk management, scheduling, resource retention, from the viewpoint of microcomputer, minicomputer and mainframe computer operating systems. Prerequisite: CGSP 1561. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CISP 4220 Survey of Operating Systems**

This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisite: CGSP 1275. Lecture Hours: 40. Lab hours: 0.

**4.0 Quarter Credit Hours****CISP 4251 Operating Systems Programming**

This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied. Prerequisite: COPP 2257 or COPP 2267. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CISP 4342 Data Communications (UNIX Programming)**

This course is a hands-on introduction to the UNIX operating system including file manipulation, directories, C programming, UNIX shell, file commands, file editing and advanced editing techniques. Prerequisite: COPP 2221. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****CISP 4810 Management Information Systems**

This course is an introduction to the financial, technical, and strategic information systems planning processes. Emphasis is on the relationship of information systems process to overall business goals, policies, plans, management style, and industry condition. Prerequisite: CGSP 1561. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CISP 4820 Information Systems Management**

This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CGSP 1275. Lecture hours: 40. Lab hours: 0.

**4.0 Quarter Credit Hours****CISP 4840 Senior Project: Systems Analysis & Design**

This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CISP 3110 and Senior Standing. Lecture hours: 30. Lab hours: 20.

**4.0 Quarter Credit Hours****CISP 4949 Externship in Data Processing II**

As part of the preparation for a career in data processing, students are permitted to serve in externships in the data processing departments of financial, business, and industrial organizations or government agencies. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**4.0 Quarter Credit Hours****CJC 5328 Correctional Systems and Institutions**

Designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media, and society on correctional administration will be examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CJC 5428 Counseling the Offender**

This course is designed to provide an understanding of correctional intervention, assessment and classification. The major systems of therapeutic intervention will be examined, and the impact of the intervention strategies will be examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CJD 3252 Interviews and Interrogations**

This course is designed to teach students common interview and interrogation terms and techniques. Elements to be examined include factors and techniques affecting the success of the interview, types of witnesses, signs of deception, and the nature of admissions and confessions. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CJE 2600 Criminal Investigation and Police Procedures**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CJE 4668 Computer Crime**

This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisite: CCJ1024 (CGSP2110 for HS Major) Lecture Hrs: 40

**4.0 Quarter Credit Hours****CJE 5428 Community Oriented Policing**

Provides an analysis of contemporary issues in community policing. This includes an exploration of the dynamics of citizen-police interactions with regard to proactive policing methodologies. Examples of specific community policing programs will be examined through the use of a series of case studies, and the impact of community oriented policing will be discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CJJ 5028 Juvenile Justice System**

This course is designed to provide students with an examination of the historical, cultural and legal foundations of juvenile justice. Current juvenile justice system practices will be discussed, and the effects of these practices analyzed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CJJ 5568 Juvenile Correctional Alternative**

This course will provide an overview of a broad range of community-based options available for the management and rehabilitation of delinquent youth in contemporary society. In addition, the impact of these options will be examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**

- CJL 2130 Criminal Evidence** **4.0 Quarter Credit Hours**  
 This course considers the rules of evidence and rule of exclusion. In addition, suspect's rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJL 2132 Criminal Procedures** **4.0 Quarter Credit Hours**  
 This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJL 5069 Modern Constitutional Theory** **4.0 Quarter Credit Hours**  
 This course provides a survey of major constitutional thought and a review of primary constitutional principles. Particular emphasis is placed on the role of the Constitution in the administration of criminal justice. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJL 5528 Law and the Legal System** **4.0 Quarter Credit Hours**  
 An overview of the judicial process in the United States, the structure and function of courts, and the body of law that supports that process will be presented. Federal and state courts will be covered, as well as various law-related public policy issues. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CLPP 3004 Adult Psychology** **4.0 Quarter Credit Hours**  
 This course deals with the human life span as a whole and attempts to acquaint students with the processes of maturation, aging, and death. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CLPP 3336 Adolescent Psychology** **4.0 Quarter Credit Hours**  
 This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COE 4041 Senior Parallel Work I** **4.0 Quarter Credit Hours**  
 A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the senior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COEP 2041 Sophomore Parallel Work I** **4.0 Quarter Credit Hours**  
 This course requires students to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. Students, in cooperation with a co-op site supervisor and academic advisor, will develop specific on-the-job objectives to be accomplished at an approved work site. The objectives will relate students' activities on the job to learning activities of the students' major field of study in such a way that specific skills and objectives may be defined and measured. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COEP 2042 Sophomore Parallel Work II** **4.0 Quarter Credit Hours**  
 A continuation of COEP 2041. Students may complete two cooperative education (parallel work) courses at the sophomore level, which may be applied to their associate degree objectives as major requirements. Prerequisite: COEP 2041. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COEP 3041 Junior Parallel Work I** **4.0 Quarter Credit Hours**  
 A cooperative education course that utilizes the principles described in COEP 2041, Sophomore Parallel Work I, but at a higher level of expectation. Objectives must define a higher degree of responsibility and complexity. Credit earned may be applied to the major or approved elective area of the student's Bachelor degree. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COEP 3042 Junior Parallel Work II** **4.0 Quarter Credit Hours**  
 A continuation of COEP 3041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COEP 4042 Senior Parallel Work II** **4.0 Quarter Credit Hours**  
 A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the senior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit hours of parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COPP 2010 Programming Concepts** **4.0 Quarter Credit Hours**  
 This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: CGSP 2110. Lecture hours: 40. Lab hours: 0.
- COPP 2011 Fundamental Programming Techniques** **4.0 Quarter Credit Hours**  
 This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COPP 2010. Lecture hours: 30. Lab hours: 20.

- COPP 2123 Computer Programming—COBOL I** **4.0 Quarter Credit Hours**  
 This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor lecture and demonstration provides in-depth coverage of the COBOL language. Prerequisite: COPP 2011. Lecture hours: 30. Lab hours: 20.
- COPP 2127 Computer Programming—COBOL II** **4.0 Quarter Credit Hours**  
 This course is a continuation of COP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COPP 2123. Lecture hours: 30. Lab hours: 20.
- COPP 2162 Computer Programming - RPG II** **4.0 Quarter Credit Hours**  
 An overview of business applications using the RPG II programming language. Instructor lecture and demonstration and student return demonstrations provide in-depth coverage of RPG II programming language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COPP 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2164 Computer Programming – RPG** **4.0 Quarter Credit Hours**  
 This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, level breaks, overflow, multiple record processing and file output. Prerequisite: COPP 2011. Lecture Hours: 30. Lab Hours: 20.
- COPP 2168 Computer Programming – Advanced RPG** **4.0 Quarter Credit Hours**  
 This course is a continuation of the Computer Programming - RPG course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing. Prerequisite: COPP 2164. Lecture Hours: 30. Lab Hours: 20.
- COPP 2171 Computer Programming - BASIC** **4.0 Quarter Credit Hours**  
 Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. Prerequisite: COPP 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 2241 Computer Programming- Visual Basic I** **4.0 Quarter Credit Hours**  
 This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: COPP 2011. Lecture hours: 30. Lab hours: 20.
- COPP 2247 Computer Programming- Visual Basic II** **4.0 Quarter Credit Hours**  
 This course is a continuation of COP 2241. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COPP 2241. Lecture hours: 30. Lab hours: 20.
- COPP 2251 Computer Programming – C++ I** **4.0 Quarter Credit Hours**  
 This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: COPP 2011. Lecture hours: 30. Lab hours: 20.
- COPP 2257 Computer Programming – C++ II** **4.0 Quarter Credit Hours**  
 This course is a continuation of COP 2251, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COPP 2251. Lecture hours: 30. Lab hours: 20.
- COPP 2261 Programming Languages- Java I** **4.0 Quarter Credit Hours**  
 This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: COPP 2011. Lecture hours: 30. Lab hours: 20.
- COPP 2267 Programming Languages- Java II** **4.0 Quarter Credit Hours**  
 This course is a continuation of COP 2261. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COPP 2261. Lecture hours: 30. Lab hours: 20.
- COPP 2273 Computer Programming - Introduction to Visual C++** **4.0 Quarter Credit Hours**  
 This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered. Prerequisite: COPP 2257. Lecture hours: 30. Lab hours: 20.
- COPP 2500 Structured Query Language** **4.0 Quarter Credit Hours**  
 This course is designed to instruct students in the basic operations of the Structured Query Language. Database creation, single table queries, multitable queries, database restrictions, and imbedding SQL in a COBOL program are discussed. Prerequisite: COPP 2000. Students should expect to complete any lab assignments outside of the normal class hours. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 3122 Computer Programming-Advanced COBOL** **4.0 Quarter Credit Hours**  
 This course provides students with advanced concepts of the COBOL programming language. Prerequisite: COPP 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

- COPP 3500 Structured Query Language** **4.0 Quarter Credit Hours**  
 This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CISP 3200. Lecture hours: 30. Lab hours: 20.
- COPP 4170 Applied Software Development Project** **4.0 Quarter Credit Hours**  
 Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project are studied. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: CISP 4326 and any 2000 level programming course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COPP 4231 Computer Programming - ADA** **4.0 Quarter Credit Hours**  
 This course provides an introduction to the official government programming language "ADA." Object-oriented computer programming methodology is presented, as well as the unique features of the ADA language. Prerequisite: COPP 4223. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- COPP 4320 Database Application Development** **4.0 Quarter Credit Hours**  
 This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COPP 2257 or COPP 2267. Lecture hours: 30. Lab hours: 20.
- CPOP 4820 Global Politics** **4.0 Quarter Credit Hours**  
 A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- DRSP 2906 Sophomore Research Practicum** **4.0 Quarter Credit Hours**  
 Open to sophomore students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- DRSP 4907 Senior Research Practicum** **4.0 Quarter Credit Hours**  
 Open to senior students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. Prerequisite: RESP 3912. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- ECO 3028 Microeconomics** **4.0 Quarter Credit Hours**  
 This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- ECO 3703 Principles of International Economics** **4.0 Quarter Credit Hours**  
 A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system. Prerequisite: ECOP 3013. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECOP 3013 Macroeconomics** **4.0 Quarter Credit Hours**  
 This course is a basic study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- ECOP 5010 Economic Analysis of the Firm** **4.0 Quarter Credit Hours**  
 A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECOP 5709 International Economic Systems** **4.0 Quarter Credit Hours**  
 An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence, and characteristics of international economic order. Prerequisite: ECOP 3013. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECPP 5704 Managerial Economics** **4.0 Quarter Credit Hours**  
 A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisite: ECO 3028 or ECOP 3013 or ECOP 5010 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECS 4003 Comparative Economic Systems** **4.0 Quarter Credit Hours**  
 An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECOP 3013. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ELSP 0181 Structures & Writing I - Level I** **0.0 Quarter Credit Hours**  
 This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000
- ELSP 0182 Structures & Writing II - Level I** **0.0 Quarter Credit Hours**  
 This course is a continuation of ELSP 0181. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

- ELSP 0281 Structures & Writing I - Level II** **0.0 Quarter Credit Hours**  
 This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as the student practices through composition of multi-paragraph essays. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000
- ELSP 0282 Structures & Writing II - Level II** **0.0 Quarter Credit Hours**  
 This course is a continuation of ELSP 0281. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000
- ELSP 0381 Structures & Writing I - Level III** **0.0 Quarter Credit Hours**  
 This is a grammar and writing course that progresses beyond the level covered in Levels I and II. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000
- ELSP 0382 Structures & Writing II - Level III** **0.0 Quarter Credit Hours**  
 This course is a continuation of ENSP 0381. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000
- ELSP 0481 Structures & Writing I - Level IV** **0.0 Quarter Credit Hours**  
 This is an advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000
- ELSP 0482 Structures & Writing II - Level IV** **0.0 Quarter Credit Hours**  
 This course is a continuation of ELSP 0481. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000
- ELSP 1900 Advanced Intensive English** **0.0 Quarter Credit Hours**  
 This course will enable the student from a non-English speaking country to enhance his or her English skills. It is designed to prepare individuals to successfully achieve a minimum score of 550 on the TOEFL examination providing that they have already taken the TOEFL exam and achieved a minimum of 500 or its equivalent on a comparable test, such as the Michigan Test. Lec. Hrs. 180 Lab Hrs. 084 Other Hrs. 000
- ELSP 1900-A Advanced Intensive English** **0.0 Quarter Credit Hours**  
 This course is a continuation of ELSP 1900 and is designed to provide students with additional skills development and practice so that they can successfully achieve a minimum score of 550 written on the Institutional TOEFL examination. Students will be required to take the Institutional TOEFL examination for assessment of skill level during this course. This course will not count toward degree completion. Prerequisite: Must achieve a minimum of 500 TOEFL (written), 173 TOEFL (computer), 5.5 IELTS. Lec.Hrs 90 LabHrs 42 Other Hrs. 000
- ENCP 1106 Composition I** **4.0 Quarter Credit Hours**  
 This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- ENCP 1107 Composition II** **4.0 Quarter Credit Hours**  
 This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1106 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- ENCP 3211 Report Writing** **4.0 Quarter Credit Hours**  
 Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENCP 1107. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENCP 3311 Creative Writing** **4.0 Quarter Credit Hours**  
 The purpose of this course is to develop writing and language skills needed for individual expression in literary forms. Prerequisite: ENCP 1107. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENCP 4212 Advanced Report Writing** **4.0 Quarter Credit Hours**  
 This course provides a means for continued examination, analysis and preparation of written techniques. Continued emphasis on research gathering methodology, assimilation of data, and preparation of written reports are also included. Prerequisite: ENCP 3211 with a grade "C" or better, or course equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENGP 0011 Basic English Studies** **0.0 Quarter Credit Hours**  
 A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENGP 1132 English Usage** **4.0 Quarter Credit Hours**  
 This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENSP 1101 Conversation I - Level I** **0.0 Quarter Credit Hours**  
 This course is designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000

<b>ENSP 1102 Conversation II - Level I</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1101. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1111 Comprehension I - Level I</b>	<b>0.0 Quarter Credit Hours</b>
This course is designed to assist the student in building vocabulary through reading and writing passages, with oral and written questions following all reading material. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1112 Comprehension II - Level I</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1111. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1201 Conversation I - Level II</b>	<b>0.0 Quarter Credit Hours</b>
In this course students practice English through conversation both individually and in groups. Students make oral presentations to enhance their verbal English skills. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1202 Conversation II - Level II</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1201. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1211 Comprehension I - Level II</b>	<b>0.0 Quarter Credit Hours</b>
This reading section includes all the structures used in ELSP 0281 and ELSP 0282, as well as the introduction of new vocabulary. Oral and written questions will follow each reading assignment. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1212 Comprehension II - Level II</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1211. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1301 Conversation I - Level III</b>	<b>0.0 Quarter Credit Hours</b>
This course is designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are utilized. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1302 Conversation II - Level III</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1301. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1311 Comprehension I - Level III</b>	<b>0.0 Quarter Credit Hours</b>
This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1312 Comprehension II - Level III</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1311. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1401 Conversation I - Level IV</b>	<b>0.0 Quarter Credit Hours</b>
This course consists of oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1402 Conversation II - Level IV</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1401. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1411 Comprehension I - Level IV</b>	<b>0.0 Quarter Credit Hours</b>
Reading Assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>ENSP 1412 Comprehension II - Level IV</b>	<b>0.0 Quarter Credit Hours</b>
This course is a continuation of ENSP 1411. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
<b>EVSP 3060 Environmental Issues</b>	<b>4.0 Quarter Credit Hours</b>
This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>FIL 1240 Film Production I</b>	<b>4.0 Quarter Credit Hours</b>
This course will cover the principles of the motion picture camera and the entire motion picture process. Formats such as 16mm and 35mm will be covered. Students will acquire a working knowledge of motion picture camera operation, filtration, film stocks, lighting, grip and sound equipment. Current procedures used by professional assistant camera people will be taught. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>FIL 1241 Film Production II</b>	<b>4.0 Quarter Credit Hours</b>
Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisites: FIL 1240 and FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>FIL 1243C Production Techniques</b>	<b>4.0 Quarter Credit Hours</b>
This is an advanced study of production elements and the application of fundamentals. Students acquire and apply the skills of studio and remote production, post production, and control room operation. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	



- FIL 1244 Electronic Field Production** **4.0 Quarter Credit Hours**  
 This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1280 Special Effects and Makeup I** **4.0 Quarter Credit Hours**  
 This course deals with the fundamentals of special effects and makeup. Topics include history and development of various procedures relating to special effects and makeup. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1406 History of Motion Pictures** **4.0 Quarter Credit Hours**  
 This course outlines the major events, trends, and important filmmakers and their work with an emphasis on American Cinema. Weekly discussions are followed by screenings of films that have shaped the direction of film art. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1540 Film Criticism I** **2.0 Quarter Credit Hours**  
 Films produced (Circa 1980-1989) will be screened weekly, followed by a lecture and discussion analyzing the film's structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- FIL 1541 Film Criticism II** **2.0 Quarter Credit Hours**  
 Films produced (Circa 1990 - present) will be screened weekly, followed by a lecture and discussion analyzing the films' structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- FIL 1608 Business Management of Film and Video** **4.0 Quarter Credit Hours**  
 Course designed to prepare students in management and business considerations related to the video/film industry. Business aspects, budgeting, script breakdown, financing, distribution, marketing and advertising. Industry leaders in their fields provide insight to breakdown information and contacts regarding subjects emphasized. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2104 Script Development I** **4.0 Quarter Credit Hours**  
 This course will cover the basic concepts and elements of writing for media. From concept and design, through the final shooting script, students will develop a complete understanding of how a script is produced. Practical writing exercises will help students develop a fundamental understanding of writing. Prerequisite: ENCP 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2105 Script Development II** **4.0 Quarter Credit Hours**  
 Students apply the methods and techniques to develop a first draft script. Emphasis will be placed on using the proper script format, developing characters, script analysis, and effective story development. Prerequisite: FIL 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2221 Directing and Acting** **4.0 Quarter Credit Hours**  
 The fundamentals of directing and acting techniques are explored in a variety of methods. Students will work with scripts and scenes as both actors and directors. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2232 Documentary Production** **4.0 Quarter Credit Hours**  
 This course explores the uses and analysis of the non-fiction film. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2245C Advanced Video Techniques** **4.0 Quarter Credit Hours**  
 Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2246C Post Production I** **4.0 Quarter Credit Hours**  
 This course is designed to introduce students to the post production process. Students learn fundamental editing techniques and aesthetics. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2247C Post Production II** **4.0 Quarter Credit Hours**  
 This course covers the postproduction process and provides students with the advanced skills of editing. Students learn operations of computer assisted editing. Prerequisite: FIL 2246C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2275 Sound** **4.0 Quarter Credit Hours**  
 This course emphasizes two basic aspects of audio: studio and field recording techniques, and the post production process. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 2621 Multimedia and Desktop** **4.0 Quarter Credit Hours**  
 Course is designed to demonstrate the use of computers in the desktop world of communications. Students analyze various components of desktop solutions and create interactive and multimedia presentations. Prerequisite: FIL 2623C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2622C Computer Graphics I** **4.0 Quarter Credit Hours**  
 Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2623C Computer Graphics II** **4.0 Quarter Credit Hours**  
 Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. Focus on 3-D computer modeling and animation systems. Prerequisite: FIL 2622C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

- FIL 2942C Film/Video Production Workshop** **4.0 Quarter Credit Hours**  
Guidance, instruction and evaluation of film/video projects from initial concept through release. Prerequisite: FIL 2245C or FIL 1241. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- FIL 2945 Film/Video Externship** **4.0 Quarter Credit Hours**  
A practical experience that allows students to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 quarter credit hours in the major core component and minimum "C" (GPA) grade. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- FILP 2200 Film Production III** **4.0 Quarter Credit Hours**  
Practical work in sync-sound film production: creative use of camera, sound, editing and production planning. Lecture and field production work required in the completion of a sync-sound film. Prerequisites: FIL 1241 and Approval of Academic Advisor or Academic Dean. Lec. Hrs. 030 Lab Hrs
- FIN 1103 Introduction to Finance** **4.0 Quarter Credit Hours**  
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 1103 Introduction to Finance** **4.0 Quarter Credit Hours**  
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3006 Principles of Finance** **4.0 Quarter Credit Hours**  
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: FIN 1103. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3006 Principles of Finance** **4.0 Quarter Credit Hours**  
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: MAN 2021 or HFT 1211. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3230 Money and Banking** **4.0 Quarter Credit Hours**  
A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3501 Investments** **4.0 Quarter Credit Hours**  
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy timing, selection and investment values. Prerequisite: FIN 1103 Lec.Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 4602 International Business and Finance** **4.0 Quarter Credit Hours**  
This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included. Prerequisite: FIN 3006 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 4403 Foundations of Financial Management** **4.0 Quarter Credit Hours**  
This course integrates the concepts of economics, accounting, and finance to effectively maximize shareholders profits. It will also include financial forecasting, asset management, capital budgeting, investment banking and long term financing. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 4414 Financial Management** **4.0 Quarter Credit Hours**  
A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions, this course also involves financial forecasting and short and long-term financing of the corporate structure. Prerequisites: APA 2111 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 5605 International Finance** **4.0 Quarter Credit Hours**  
A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FINP 6406 Financial Management** **4.0 Quarter Credit Hours**  
A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution. Prerequisite: ACGP 5027 or accounting principles (equivalent to APA 2111 and APA 2121) coursework at the undergraduate level. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 2353 International Competitiveness** **4.0 Quarter Credit Hours**  
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- GEB 4351 Import/Export Management** **4.0 Quarter Credit Hours**  
 This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 4352 International and Comparative Industrial Relations** **4.0 Quarter Credit Hours**  
 Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEB 4361 Management of International Business** **4.0 Quarter Credit Hours**  
 This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisite: MAN 1030 or MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GEOP 1200 World Geography** **4.0 Quarter Credit Hours**  
 The study of geographical characteristics, area relationships, and major problems of the world's component regions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GRA 1121C Digital Applications for Desktop Publishing** **4.0 Quarter Credit Hours**  
 This course provides the student with introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 1122C Digital Applications for Publication Design** **4.0 Quarter Credit Hours**  
 A continuation of desktop publishing, focusing on publications using graphic layout. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 1171C Advertising Design I** **4.0 Quarter Credit Hours**  
 An introduction to the fundamentals of effective retail advertising. This course develops the design principles that are necessary for the artist to produce comprehensive layouts. Prerequisites: ART 1280C and ART 1253C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 1172C Advertising Design II** **4.0 Quarter Credit Hours**  
 A continuation of GRA 1171C with specific emphasis on industry standards, requirements and techniques. Prerequisite: GRA 1171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2111 Graphic Design I** **4.0 Quarter Credit Hours**  
 This course acquaints the student with the basic principles of terminology, methods and systems used to solve graphic design problems. A study of production techniques, theories of color separation and printing processes as they apply to the design function of the commercial artist. Prerequisites: ART 1280C and ART 1253C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2114C Graphic Design II** **4.0 Quarter Credit Hours**  
 An advanced study of design for full color, complex print-media production. Emphasis is placed on creating accurately communicative concepts for idea-driven design solutions. Includes advanced techniques in generating comprehensives using the Macintosh computer. Prerequisites: GRA 2111 and CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2153C Digital Applications for Graphic Illustration** **4.0 Quarter Credit Hours**  
 An introduction to techniques of drawing, illustration and layout design for advertising using digital illustrating program on the Macintosh computer. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- GRA 2182L Advanced Digital Applications** **2.0 Quarter Credit Hours**  
 A continuation of computer techniques to enable the student to produce self promotional pieces for résumé and portfolio. Prerequisite: CGSP 1581. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- GRA 2940 Commercial Art Externship** **2.0 Quarter Credit Hours**  
 A practical experience allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: Approval of Academic Advisor or Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- GRA 2952 Portfolio** **2.0 Quarter Credit Hours**  
 This course develops the preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume. Instruction is also given in portfolio preparation and presentation as it applies to job interviewing skills. Prerequisites: GRA 2114C and student must have completed 40 quarter credit hours in the major core requirements. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- HFT 1211 Hospitality Management** **4.0 Quarter Credit Hours**  
 An introduction to the hotel and restaurant industry with emphasis on organization and management. This course includes an analysis of typical internal organizational structures in the industry and the various levels of management roles and function(s). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- HFT 1275 Resort Management** **4.0 Quarter Credit Hours**  
 This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning development, financial investment management and marketing that deal with the unique nature of the resort business. It also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 1411 Front Office Procedures** **4.0 Quarter Credit Hours**  
 This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with checkout and settlement. The course also examines various elements of effective front office management paying particular attention to planning and evaluating front office operations and management. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2229 Current Issues in Hospitality Management** **4.0 Quarter Credit Hours**  
 A special study of the underlying causes and available solutions to current issues facing the hospitality industry particularly in the area of human resources: employees turnover, training and development, diversity of work force, productivity, and downsizing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2351 Hospitality Purchasing Management** **4.0 Quarter Credit Hours**  
 This course describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in depth material regarding major categories of purchases. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2757 Convention Management and Service** **4.0 Quarter Credit Hours**  
 This course defines the scope and segmentation of the convention and group business markets. It describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2941 Hospitality Industry Externship** **4.0 Quarter Credit Hours**  
 Cooperative arrangements with local hotels and restaurants allow students to receive 120 clock hours of practical experience under the supervision of hospitality personnel. Prerequisites: All Hotel and Restaurant Management required courses, completion of 16 quarter credit hours in the Major Core and approval of the Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- HFT 3260 Restaurant Management** **4.0 Quarter Credit Hours**  
 This course is an analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3506 Hospitality Marketing** **4.0 Quarter Credit Hours**  
 A study of sales, promotion and marketing practices of the hospitality industry. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3606 Laws Related to the Hospitality Industry** **4.0 Quarter Credit Hours**  
 An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3806 Food and Beverage Management** **4.0 Quarter Credit Hours**  
 This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 4475 Feasibility Study in the Hospitality Industry** **4.0 Quarter Credit Hours**  
 A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun. Marketing and financial data are collected and analyzed to determine whether or not to proceed with the hospitality project under investigation. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 1122 Health Care Delivery System** **4.0 Quarter Credit Hours**  
 A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their roles in the prevention, diagnosis and treatment of health problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 1503 Ancillary Health Facilities** **4.0 Quarter Credit Hours**  
 The student will study health record systems in non-hospital facilities and the appropriate technical aspects and functions of the health information management technician in this environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 2100 Health Care Delivery Systems, Issues and Transitions** **4.0 Quarter Credit Hours**  
 This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 2102 Health Care Organization and Administration** **4.0 Quarter Credit Hours**  
 Analyzes organizational patterns of various types of health care institutions. Introduces various administrative functions, including medical staff organization, departmental functions, policy formation, internal control systems, planning procedures, fiscal and personnel management, public relations, and the various information needs of administration. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- HSAP 2366 Demographic Aspects and Cultural Diversity of Health Care** **4.0 Quarter Credit Hours**  
 This course is an introduction and overview of the demographic issues and cultural dimension of human systems, including worldview, kinship and social organization, healthcare beliefs, and rules of reciprocity. The goal of this course is to prepare health care administrators to deal with the wide variety of culture rules and norms that are often present in providing systems of care for diverse populations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 3020 Health Care Planning/Evaluation** **4.0 Quarter Credit Hours**  
 Introduces models for planning and program evaluation in a healthcare setting including methods for identifying, gathering, and utilizing data as information for decision making. Prerequisite: HSAP 2102. Lec. Hrs 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 3210 Long Term Care Administration** **4.0 Quarter Credit Hours**  
 Current financing mechanisms and proposed solution, and the impact of government regulation on the operation of long-term care facilities. Concepts and process of patient care planning and management in long care facilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4090 Health Care Management Seminar** **2.0 Quarter Credit Hours**  
 A health care management topic is selected by the instructor based upon its impact in the health care industry. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- HSAP 4100 Introduction to Health Statistics** **4.0 Quarter Credit Hours**  
 Use of health record database for statistical and reporting purposes. Topics include inputting data and preparing reports as related to health care services. Prerequisites: MACP 2104 and STAP 3014. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4180 Financial Management in Health Care** **4.0 Quarter Credit Hours**  
 Studies accounting and financial management principles and their application to operational problems in the health care environment. Includes budgeting and the purposes and techniques of forecasting financial results for individual projects and the entire institution. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4193 Information Systems and Computer Application in Health Care** **4.0 Quarter Credit Hours**  
 Overview of health care information systems with emphasis on computer applications. Discussion of software and hardware requirements. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- HSAP 4300 Conflict Management in Health Care** **4.0 Quarter Credit Hours**  
 This course focuses upon identifying conditions in the health care field that cause conflict, modifying those conditions that contribute to escalation, and identifying appropriate methods of intervention for effective resolutions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSAP 4502 Risk Management** **4.0 Quarter Credit Hours**  
 Safety, liability and loss control issues with emphasis on risk retention, risk reduction, and risk transfer in health care. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSCP 3640 Legal Aspects/Legislation in Health Care** **4.0 Quarter Credit Hours**  
 Introduces the legislation and various legal issues affecting the health care industry. Includes legal obligations of the administration and medical staff, consent for treatment, patients' rights, admission and discharge of patients, negligence and malpractice, licensure, privacy and confidentiality and decision making. Prerequisite: BUL 2131. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSSP 1110 Civil & Criminal Justice** **4.0 Quarter Credit Hours**  
 This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Lecture Hrs: 40
- HSSP 1400 Tactical Communications** **4.0 Quarter Credit Hours**  
 This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Lecture Hrs: 40
- HSSP 1510 Domestic & International Terrorism I** **4.0 Quarter Credit Hours**  
 This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Lecture Hrs: 40
- HSSP 1520 Domestic & International Terrorism II** **4.0 Quarter Credit Hours**  
 This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post. Prerequisite: HSSP 1510 Lecture Hrs: 40

**HSSP 1610 Emergency Medical Services & Fire Operations I****4.0 Quarter Credit Hours**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder to respond to patients in the pre-hospital setting. Students are trained in patient assessment and taking vital signs, handling patients' airways, and are trained in Adult and Pediatric CPR. (More advanced skills are taught in Emergency Medical Services & Fire Operations II.) Lecture Hrs: 40

**HSSP 1620 Emergency Medical Services & Fire Operations II****4.0 Quarter Credit Hours**

This course continues to introduce students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course builds on the knowledge learned in Emergency Medical Services & Fire Operations I. This course also introduces students to the concepts surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system. Prerequisite: HSSP 1610 Lecture Hrs: 40

**HSSP 1700 Business & Ethics for Security Specialists****4.0 Quarter Credit Hours**

This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Lecture Hrs: 40

**HSSP 2210 Emergency Planning & Security Measures I****4.0 Quarter Credit Hours**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Lecture Hrs: 40

**HSSP 2220 Emergency Planning & Security Measures II****4.0 Quarter Credit Hours**

This course builds on the emergency planning and security measures learned for corporate security in Emergency Planning & Security Measures I. Students will cover emergency planning models, contingency planning exercises, damage assessment and disaster recovery planning, and employee evacuation planning. Students will chose a scenario and location for a disaster drill, create a disaster plan for the site, and will participate in the disaster drill, then review the strengths and weaknesses of the disaster plan, and the incident response during the drill. Prerequisite: HSSP 2210 Lecture Hrs: 40

**HSSP 2310 Security: Principles, Planning & Procedures I****4.0 Quarter Credit Hours**

This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Lecture Hrs: 40

**HSSP 2320 Security: Principles, Planning & Procedures II****4.0 Quarter Credit Hours**

This course continues to introduce participants to a broad, in-depth look at security planning and procedures, building upon the topics learned in Security: Principles, Planning & Procedures I. Students will learn to develop skills in substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, and security force management. Prerequisite: HSSP 2310 Lecture Hrs: 40

**HSSP 2810 Information Technology Security I****4.0 Quarter Credit Hours**

This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Lecture Hrs: 40

**HSSP 2820 Information Technology Security II****4.0 Quarter Credit Hours**

This course builds on the knowledge learned in Information Technology Security I, and introduces the student to more technical information about information technology security. Topics covered include internet architecture, virtual private networks, e-commerce security, encryption, hacker techniques, and intrusion detection. It also covers the security issues of common operating systems, and compares the security of the 3 most common operating systems in the business and government world: UNIX, Windows NT, and Windows 2000. Prerequisite: HSSP 2810 Lecture Hrs: 40

**HSSP 3100 Critical Incident Management****4.0 Quarter Credit Hours**

This course examines the concepts of critical incident management, local vs. federal responses, assessments, safety issues and roles of lead agencies. Course content will also include the Incident Management System (IMS), first responders, convergent responders and an overall awareness of the Unified Management Command concept. Lecture Hrs: 40

**HSSP 3200 Facilitating Psychological Support for Catastrophic Events****4.0 Quarter Credit Hours**

This course examines the concepts of psychological support after a critical incident. The relationship between catastrophic events and the interruption of basic needs will be explored. Course content will also include a discussion of causes, symptoms and agency responses to critical incident stress. Prerequisite: PSY2012 Lecture Hrs: 40

**HSSP 3301 Case Study 1****1.0 Quarter Credit Hours**

This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the department chair is required if the students are not in their final 48 credit hours of the program. Lecture Hrs: 10

- HSSP 3302 Case Study 2** **1.0 Quarter Credit Hours**  
 This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the department chair is required if the students are not in their final 48 credit hours of the program. Lecture Hrs: 10
- HSSP 3400 Anti-Terrorism Risk Assessment** **4.0 Quarter Credit Hours**  
 The students will develop an understanding of the threat of terrorism and will create anti-terror risk assessments by evaluating risk, determining vulnerabilities, and analyzing reasonable processes in order to develop foundations for target protection and defense. Students will explain differences between anti-terrorism and counter-terrorism and compare and contrast how these two fields relate to each other. Exercises include application of assessment processes to terrorist based scenario. Prerequisite: HSSP1520 Lecture Hrs: 40
- HSSP 3500 Catastrophic Event Response Planning** **4.0 Quarter Credit Hours**  
 This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Lecture Hrs: 40
- HSSP 3600 Homeland Security Retreat Option** **4.0 Quarter Credit Hours**  
 This course provides cutting edge critical issues in Homeland Security presented by subject matter experts in the field. Students will participate in interactive presentation and activities. Students will participate in a role play exercise with private and public special operations personnel. The students must receive permission of the department chair to enroll in this course. Lecture Hrs: 40
- HSSP 4100 Post Catastrophic Event Documentation and Reporting** **4.0 Quarter Credit Hours**  
 Upon completion of this course, the students will be able to understand, analyze and create components of a post catastrophic incident reporting system in a corporate, government, or international environment. The students will employ objective documentation as well as develop and deliver formal and informal presentations using appropriate media. The students will understand and apply end-user oriented report development concepts. Lecture hours: 40
- HSSP 4200 Critical Issues in Hostage Negotiations** **4.0 Quarter Credit Hours**  
 This course provides the student with an understanding of the dynamics of hostage negotiation scenarios and how the act of hostage taking impacts homeland security. The course addresses the psychological implications of hostage taking from the perspective of the victim and the suspect. The procedures for managing a hostage situation are discussed. Prerequisite: PSY2012 Lecture Hrs: 40
- HSSP 4300 Current Events in Homeland Security Management** **4.0 Quarter Credit Hours**  
 This course examines the importance of current events in the management of the Homeland Security process. Topics covered include threat analysis, intelligence and its uses, immigration, border security, transportation, terrorism, infrastructure, medical and public health issues, cyber and telecommunications security, and training exercises for Homeland Security. The ethical questions about information disbursement are addressed, as well as how current events drive the policy decisions that are made regarding Homeland Security. Lecture Hrs: 40
- HSSP 4400 Communications and Technology Security** **4.0 Quarter Credit Hours**  
 This course introduces the students to the world of high technology security. Topics include risk assessment and vulnerability, planning for attacks, responses to attacks, business continuity planning, recovering from attacks, and the dangers from attacks. Network computer security best practices are also covered. Lecture Hrs: 40 Lab Hrs: 0. Other Hrs: 0.
- HSSP 4500 Weapons of Mass Destruction** **4.0 Quarter Credit Hours**  
 This course examines the history, terminology, and types of Weapons of Mass Destruction (WMD). Course content will also include a discussion of causes, symptoms, consequences of and responses to a WMD event. Students will participate in exercises involving the decision making process, identifying WMD threats, pre and post attack actions, monitoring for contamination and recovery procedures. Lecture Hrs: 40
- HSSP 4600 Mass Casualty Management Planning** **4.0 Quarter Credit Hours**  
 This course is designed to introduce the concepts involved in planning for and managing a mass casualty and/or a mass fatality incident from the local to regional to national perspectives. Topics include natural, accidental and intentional events, analyzing local resources, and how to request and receive additional resources. Student participation is utilized throughout to share information regarding various sized communities, their resources, and different types of incidents. Lecture Hrs: 40
- HSSP 4700 Capstone Simulation** **4.0 Quarter Credit Hours**  
 This course is aimed to help students to focus upon Homeland Security and design and identify research topics. It will enhance students' written and oral communication skills relating to Homeland Security studies. The course includes presentations and discussions by students, possible guest lecturers and field trips, and a community response reaction project. The course culminates in the presentation of preliminary research findings for the Homeland Security capstone project. The students must take this course in the final two quarters prior to program completion. Lecture Hrs: 20 Lab Hrs: 40
- HUMP 4904 Cultural Diversity and Assimilation** **4.0 Quarter Credit Hours**  
 This course explores methodology of cultural assimilation while retaining ethnic values and identity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HUN 1001 Basic Nutrition** **2.0 Quarter Credit Hours**  
 This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition, and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**INVP 1110 Criminalistics I****4.0 Quarter Credit Hours**

This course is designed to introduce the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

**INVP 1120 Criminalistics II****4.0 Quarter Credit Hours**

This course continues the introduction to the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Prerequisite: INVP 1110 Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

**INVP 1400 Crime Scene Photography I****4.0 Quarter Credit Hours**

Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will become familiar with the history of photography and comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**INVP 1410 Crime Scene Photography II****4.0 Quarter Credit Hours**

Upon successful completion of the course the students will be able to understand the role of a photographer in a crime scene. The students will comprehend fundamental concepts of general camera use and be able to apply photographic concepts and protocols to crimes against persons such as assault and homicide scenes, autopsy, and special issues covering arson, alternative light sources, and SMAT (Scars, Marks, and Tattoos). Prerequisite: INVP 1400 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**INVP 2210 Graphics & Documentation I****4.0 Quarter Credit Hours**

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

**INVP 2220 Graphics & Documentation II****4.0 Quarter Credit Hours**

This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: INVP 2210 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**INVP 2310 Fingerprints Classification & Latents I****4.0 Quarter Credit Hours**

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints and legal aspects. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns and sections of the hand, terminology, obtain ten prints and major case prints, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**INVP 2320 Fingerprints Classification & Latents II****4.0 Quarter Credit Hours**

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns, terminology, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another and to demonstrate the ability to locate, process, and recover latent prints in the field and lab. Prerequisite: INVP 2310 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**INVP 2410 Crime Scene Dynamics I****4.0 Quarter Credit Hours**

This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

**INVP 2420 Crime Scene Dynamics II****4.0 Quarter Credit Hours**

This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: INVP 2410 Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000

**INVP 2510 Technology Crimes I****4.0 Quarter Credit Hours**

At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000



**INVP 2520 Technology Crimes II****4.0 Quarter Credit Hours**

At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: INVP 2510 Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000

**INV 2600 Collecting and Presenting Audio & Visual Evidence****4.0 Quarter Credit Hours**

This course is designed to introduce the concepts involved in collecting and presenting audio and visual evidence. The students will also be introduced to the documentation methods for preserving visual evidence. This course will allow the students to understand the courtroom technology available for presentation methods utilizing audio and visual means. These disciplines will include digital photography, film photography, video, voice and audio recordings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISMP 5021 Management Information Systems****4.0 Quarter Credit Hours**

A comprehensive overview of information systems and the management of these functions. The course emphasizes computer hardware, software, procedures, systems, and human resources. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISSP 2010 Introduction to Social Science****4.0 Quarter Credit Hours**

An introduction to contemporary problems in American society and to the social sciences that study them. The course emphasizes integrating the findings of the various disciplines and bringing them to bear on America's contemporary social, economic, political and international problems and issues. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**LIS 2004 Introduction to Internet Research****2.0 Quarter Credit Hours**

Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet. Prerequisite: None. Lecture Hrs: 10. Lab Hrs: 20. Other Hrs: 0.

**MAAP 3233 Mathematical Analysis****4.0 Quarter Credit Hours**

This course emphasizes differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business and economic decision analysis. Prerequisite: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MACP 2104 College Algebra****4.0 Quarter Credit Hours**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**MACP 3100 Discrete Mathematics****4.0 Quarter Credit Hours**

This course provides an introduction to discrete mathematics and its relations to computer science. The importance of mathematics and its relevance to a variety of applications will be explored with an analysis of various algorithms and mathematical models. Arithmetic and cryptology algorithms, modular arithmetic foundations, and basic number theory will be covered. Prerequisite: MACP 2104. Lecture hours: 30. Lab hours: 20.

**MACP 3700 Mathematics of Finance****4.0 Quarter Credit Hours**

A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 1030 Introduction to Business Enterprise****4.0 Quarter Credit Hours**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 1733 Management Today****4.0 Quarter Credit Hours**

Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2000 Small Business Management****4.0 Quarter Credit Hours**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2021 Principles of Management****4.0 Quarter Credit Hours**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2031 Let's Talk Business****2.0 Quarter Credit Hours**

Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**MAN 2300 Introduction to Human Resources****4.0 Quarter Credit Hours**

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- MAN 2300 Introduction to Human Resources** **4.0 Quarter Credit Hours**  
 This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2604 Introduction to International Management** **4.0 Quarter Credit Hours**  
 A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2604 Introduction to International Management** **4.0 Quarter Credit Hours**  
 A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2727 Strategic Planning for Business** **4.0 Quarter Credit Hours**  
 Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2800 Small Business Management** **4.0 Quarter Credit Hours**  
 This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2946 Externship in Management I** **4.0 Quarter Credit Hours**  
 As part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MAN 3100 Human Relations in Management** **4.0 Quarter Credit Hours**  
 A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisite MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4060 Business Ethics** **4.0 Quarter Credit Hours**  
 This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4104 Women Managers** **4.0 Quarter Credit Hours**  
 Designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4302 Management of Human Resources** **4.0 Quarter Credit Hours**  
 An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2300 or MAN 3100. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4400 Labor Relations and Collective Bargaining** **4.0 Quarter Credit Hours**  
 A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2021 or HFT 1211. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4734 Contemporary Management** **4.0 Quarter Credit Hours**  
 This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision making. Prerequisite MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4764 Business Policy and Strategy** **4.0 Quarter Credit Hours**  
 This course is a study of long term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisite: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4946 Externship in Management II** **4.0 Quarter Credit Hours**  
 As part of the preparation for a career in management, students are permitted to serve in externships of 120 hours in management functions of financial, business, and industrial organizations or government agencies. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MANP 2015 Introduction to the Internet** **1.0 Quarter Credit Hours**  
 This course is an overview of the Internet and introduces the student to basic Internet concepts. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

- MANP 2960 Externship in International Management I** **4.0 Quarter Credit Hours**  
 As part of the preparation for a career in international management, the sophomore student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MANP 3200 Workplace Continuity and Contingency Planning** **4.0 Quarter Credit Hours**  
 This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Lecture Hrs: 40
- MANP 3233 Principles of Supervision** **4.0 Quarter Credit Hours**  
 A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication. Prerequisite MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hr. 000
- MANP 3385 Accounting for Managers** **4.0 Quarter Credit Hours**  
 This course teaches the student how to use and interpret accounting information in day to day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 3385 Accounting for Managers** **4.0 Quarter Credit Hours**  
 This course teaches the student how to use and interpret accounting information I dy to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 4960 Externship in International Management II** **4.0 Quarter Credit Hours**  
 As part of the preparation for a career in international management, the senior student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MANP 5075 Managerial Ethics** **4.0 Quarter Credit Hours**  
 This course is a comprehensive, integrated approach to business ethics that incorporates the principles of critical, ethical thinking and applies them to situations and models for business decision making. The course addresses ethics from the political, social, economical and legal perspectives. A decision-making strategy, RESOLVEDD, is employed to guide students through both the basic and complex elements of an ethical analysis. The course provides a conceptual, systematic and practical study of ethics in business with the goal of developing consistent criteria as applied to changing and emerging values. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 5129 Managerial Decision Making** **4.0 Quarter Credit Hours**  
 A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Students acquire "hands-on" experience through the use of contemporary case studies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 5245 Organizational Behavior** **4.0 Quarter Credit Hours**  
 This course covers the concepts relevant to the understanding of organizational behavior theory as applied to business. Concepts such as motivation, group dynamics, leadership, communication, goal setting and organizational culture related to business will be covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 5266 Management of Professionals** **4.0 Quarter Credit Hours**  
 Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 5282 Organizational Development** **4.0 Quarter Credit Hours**  
 Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 5355 Managerial Assessment and Development** **4.0 Quarter Credit Hours**  
 Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 5602 International Business** **4.0 Quarter Credit Hours**  
 An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- MANP 5910 Business Research** **4.0 Quarter Credit Hours**  
 An in-depth study of business research methods and practices vital to the business professional. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 6305 Management of Human Resources** **4.0 Quarter Credit Hours**  
 This course explores and analyzes the principles, strategies, and practices of human resources management, including the various functions such as recruitment, planning, supervision, promotion, management, and control of personnel in organizational settings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MANP 6721 Business Policy and Strategy** **4.0 Quarter Credit Hours**  
 Business Policy and Strategy is intended to be the capstone course in strategic management for the MBA program. The course is a thorough coverage of the seismic strategy-related changes in the business environment and explores the challenges in business strategies, business organizations, and business practices being altered by globalization, the Internet, and dot-com companies. Prerequisite: This course must be taken within the final two quarters prior to program completion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 1011 Introduction to Marketing** **4.0 Quarter Credit Hours**  
 The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 2141 Introduction to International Marketing** **4.0 Quarter Credit Hours**  
 Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 2305 Customer Relations and Servicing** **4.0 Quarter Credit Hours**  
 Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 2323 Advertising** **4.0 Quarter Credit Hours**  
 A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 2721 Marketing on the Internet** **4.0 Quarter Credit Hours**  
 A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011 (Lec. Hrs. 030/Lab. Hrs. 020 Other Hrs. 000)
- MAR 3142 Global Marketing** **4.0 Quarter Credit Hours**  
 The study of essential issues and unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed. Prerequisite: MAR 1011 or MAR 2141. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3231 Retailing** **4.0 Quarter Credit Hours**  
 This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business, including employee relations and customer relations. Prerequisite: MAN 1030 or MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3310 Public Relations** **4.0 Quarter Credit Hours**  
 This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3400 Salesmanship** **4.0 Quarter Credit Hours**  
 A study of the basic principles and techniques of selling. Effective presentations and communications in selling are emphasized. Selling is studied as a marketing process in retail and industrial markets. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3503 Consumer Behavior** **4.0 Quarter Credit Hours**  
 An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MAR 1011 or MAR 2323. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4156 International Marketing Analysis** **4.0 Quarter Credit Hours**  
 Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisite: MAR 2141 or MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4203 Marketing Channels and Distribution** **4.0 Quarter Credit Hours**  
 An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- MAR 4333 Promotional Policies and Strategies** **4.0 Quarter Credit Hours**  
 An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1011 and MAR 2323. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4613 Marketing Research** **4.0 Quarter Credit Hours**  
 Research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4804 Marketing Administration** **4.0 Quarter Credit Hours**  
 Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MARP 2941 Externship in Marketing I** **4.0 Quarter Credit Hours**  
 As part of the preparation for a career in marketing, the sophomore student is permitted to serve an externship of 120 hours in retail, wholesale, and service firms and industrial organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MARP 4203 Marketing Channels and Distribution** **4.0 Quarter Credit Hours**  
 An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MARP 5158 International Marketing** **4.0 Quarter Credit Hours**  
 This course discusses the environment of international marketing. Primary emphasis is on international marketing research; product, promotion, distribution and pricing strategies; and present issues in international marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MARP 5805 Marketing Management** **4.0 Quarter Credit Hours**  
 A comprehensive study of marketing strategies and tactics. Essential elements are analyzed and include strategic planning and marketing; identifying and understanding the target market; market research; consumer behavior; organizational buying; market mix and segmentation. Product planning and development; advertising and sales promotion; distribution and pricing strategies are evaluated. The marketing of services and global marketing issues are also explored. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MCBP 2010 Microbiology and Infection Control** **4.0 Quarter Credit Hours**  
 This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1105 Domestic Violence** **2.0 Quarter Credit Hours**  
 Covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 1239 Medical Terminology** **4.0 Quarter Credit Hours**  
 Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1250 Diseases of the Human Body** **4.0 Quarter Credit Hours**  
 This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1385 Medical Law and Ethics** **2.0 Quarter Credit Hours**  
 Designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 1695 Therapeutic Communication** **2.0 Quarter Credit Hours**  
 This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lecture hours: 20.0.
- MEA 2241 Pharmacology and Medical Math** **4.0 Quarter Credit Hours**  
 Includes a study of the various medications prescribed for the treatment of illness and diseases including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2245L Phlebotomy** **2.0 Quarter Credit Hours**  
 Reviews of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

- MEA 2257L X-Ray Fundamentals** **4.0 Quarter Credit Hours**  
 Assists students in preparing for certification for basic x-ray machine operator. Radiation protection, equipment operation and maintenance, radiological procedures and patient positioning are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2285L EKG Interpretation** **2.0 Quarter Credit Hours**  
 Enables students to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia and EKG changes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 2802 Medical Externship** **5.0 Quarter Credit Hours**  
 This course is 160 hours of unpaid, supervised, practical, in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160
- MEAP 1210 Basic Clinical Procedures** **4.0 Quarter Credit Hours**  
 Focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Corequisite: MLSP 2328. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 1253 Anatomy and Physiology I** **4.0 Quarter Credit Hours**  
 A scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 1254 Anatomy and Physiology II** **4.0 Quarter Credit Hours**  
 This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 1500 Exams and Speciality Procedures** **4.0 Quarter Credit Hours**  
 Presents theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Corequisite: MLSP 2329. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 1695 Therapeutic Communications** **2.0 Quarter Credit Hours**  
 This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. Teaches students to develop appropriate techniques in dealing with change within the medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEAP 2244 Pharmacology** **4.0 Quarter Credit Hours**  
 Various aspects of clinical pharmacology are discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: APBP 1120, APBP 1130, and APBP 1150. Corequisite: MLSP 2700. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 2325 Medical Computer Applications** **2.0 Quarter Credit Hours**  
 Designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MEAP 2326 Computer Applications for Medical Billing/Coding** **4.0 Quarter Credit Hours**  
 This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for preparing transcription documents, including the use of medical office management software. Students will work software for typing medical reports and transcription. Students will review body systems as it relates to computer transcription, billing and coding. Other medical software may also be introduced. Prerequisite: CGSP 2110 Computer Applications. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.
- MEAP 2336 Anatomy and Physiology of Body Systems** **4.0 Quarter Credit Hours**  
 This course is the study of Human Anatomy and Physiology from a body systems approach. This course is designed to give an overview of all body systems to prepare the student for diagnostic and procedural coding. Prerequisite: MEA 1239 Medical Terminology
- MEAP 2337 Patient and Insurance Collection Strategies** **4.0 Quarter Credit Hours**  
 This course will cover advanced insurance collection practices, insurance denial management, fee schedules and contractual write-offs. Collecting from the patient, cycle billing, telephone collection techniques and payment plans will be covered. The FDCPA and Fair Credit Reporting Acts will be discussed. Prerequisite: MEA 2714 Medical Insurance Billing
- MEAP 2338 Medical Office Management and Compliance** **4.0 Quarter Credit Hours**  
 An overview of medical office management that will include; Personnel management, Marketing for the medical practice, Benchmarking, Staffing productivity, Contract negotiation, Budgeting and How to implement a compliance plan utilizing the OIG, JAHCO and OSHA guidelines. Prerequisite: None

- MEAP 2339 Introduction to Coding and Documentation** **4.0 Quarter Credit Hours**  
 ICD-9 (Volume 1 and 2), CPT and HCPCS Coding Guidelines and Conventions will be covered in this introduction to coding. The 95 and 97 Evaluation and Management Guidelines and Documentation Guidelines will be discussed. The new 2002 PATH guidelines will be covered, as well as, the “incident to” guidelines. Prerequisite: MEA 1239 Medical Terminology and MEA 2336 Anatomy & Physiology of Body Systems
- MEAP 2340 Coding Cases I (Physician Professional Services)** **2.0 Quarter Credit Hours**  
 Hands on CPT coding from case studies in Evaluation and Management, Anesthesia, Surgery, Radiology, Medicine and HCPCS Level II. Modifiers will be utilized and ICD-9 diagnostic coding will be assigned to each case study. The CMS-1500 claim form will be utilized for these case study scenarios. Prerequisite: MEA 2339 Introduction to Coding and Documentation
- MEAP 2341 Introduction to Hospital Billing** **4.0 Quarter Credit Hours**  
 This course will focus on the coding conventions used in the hospital inpatient environment. Coding guidelines and conventions will be covered for ICD-9 diagnostic and procedure coding (Volume 3), Revenue Codes, DRG’s and APC’s. Other areas that will be discussed include, 72 hour rule, observation status and patient transfers. Prerequisite: MEA 2714 Medical Insurance Billing
- MEAP 2342 Coding Cases II (Hospital Billing)** **2.0 Quarter Credit Hours**  
 Hands on coding from hospital inpatient documentation. The student will be exposed to the coding software tools used by hospital coders. The UB-92 claim form will be utilized for these case study scenarios. Prerequisite: MEA 2339 Introduction to Coding and Documentation and MEA 2341 Introduction to Hospital Billing
- MEAP 2343 Government Payers** **4.0 Quarter Credit Hours**  
 This class will cover the complex billing guidelines from Medicare, Medicaid and Tricare (Champus). The billing manuals from the government payers will be utilized for this advanced specialty billing course. Prerequisite: MEA 2714 Medical Insurance Billing
- MEAP 2344 Workers’ Compensation & Specialties** **4.0 Quarter Credit Hours**  
 This course will cover the complex billing guidelines for workers compensation claims. The work comp fee schedule will be discussed, as well as, the many forms that are required to receive reimbursement by workers compensation. Other specialties that will be covered include, TPA (third party liability) and disability claims. Prerequisite: MEA 2714 Medical Insurance Billing
- MEAP 2350 Medical Office Procedures** **4.0 Quarter Credit Hours**  
 Introduces students to the administrative functions of the medical office or clinic. Emphasizes written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- MEAP 2602 Medical Finance and Insurance** **4.0 Quarter Credit Hours**  
 This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily Financial practices to include patient fee determining, credit arrangements bookkeeping and bank-keeping procedures will be discussed. Additionally the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEAP 2714 Medical Insurance Billing. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.
- MEAP 2712 Diagnostic Procedures** **4.0 Quarter Credit Hours**  
 Presents theories and practices related to the common diagnostic procedures and tests performed in the doctor’s office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Corequisite: MLSP 2750. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 2714 Medical Insurance Billing** **4.0 Quarter Credit Hours**  
 This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: MEAP 1239 Medical Terminology. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.
- MEAP 2801 Professional Procedures** **2.0 Quarter Credit Hours**  
 Designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MLSP 2328 Basic Clinical Procedures Lab** **2.0 Quarter Credit Hours**  
 Designed for students to practice and acquire the skills learned in the MEAP 1210, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Corequisite: MEAP 1210. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MLSP 2329 Exams and Specialty Procedures Lab** **2.0 Quarter Credit Hours**  
 Designed for students to practice and acquire the skills learned in MEAP 1500, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Corequisite: MEAP 1500. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MLSP 2700 Pharmacology Lab** **2.0 Quarter Credit Hours**  
 Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Corequisite: MEAP 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**MLSP 2750 Diagnostic Procedures Lab**

This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Corequisite: MEAP 2712. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**2.0 Quarter Credit Hours****MMC 4602 Mass Media**

Covers the principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media: past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****OFTP 1141 Keyboarding**

Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**2.0 Quarter Credit Hours****OFTP 1143 Intermediate Keyboarding**

A continuation of OFTP 1141 with special emphasis placed on increasing speed and improving accuracy. A minimum Keyboarding speed of 45 words per minute with 95 percent accuracy is required for completion. Prerequisite: OFTP 1141. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**2.0 Quarter Credit Hours****OSTP 1145 Speed-Building Skills**

This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, random letter, symbol, and number drills. Focus of the course will be on practices such as punctuation, numbers, symbol, keypad, and word family practice. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours****OFTP 1435 Legal Terminology**

A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**2.0 Quarter Credit Hours****OSTP 1410 Office Operations**

This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also to be covered include using the telephone properly, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours****OSTP 1415 Electronic Communication**

This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours****OSTP 2705 Introduction to Word Processing**

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**2.0 Quarter Credit Hours****OSP 2717 Intermediate Word Processing**

This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2705. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours****OSTP 2335 Business Communications**

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENCP 1107 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****OSTP 2725 Applied Word Processing**

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2110. Lec Hrs 030 Lab Hrs 020 Other Hrs: 0

**4.0 Quarter Credit Hours****OSTP 2739 Advanced Word Processing**

This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2717. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**4.0 Quarter Credit Hours**



- OSTP 2822 Introduction to Desktop Publishing** **2.0 Quarter Credit Hours**  
 This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use PageMaker tools. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- OSTP 2823 Desktop Publishing Skills** **4.0 Quarter Credit Hours**  
 This course provides a complete overview of desktop publishing. The emphasis is on modifying and customizing documents through linking and embedding text, working with visual elements, adding color, importing text and graphics, as well as creating and managing libraries. Students will also learn to use PageMaker's existing templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST 2822. Lec. Hrs. 30 Lab Hrs. 20 Other Hrs. 000
- PGY 2801C Digital Image Manipulation** **4.0 Quarter Credit Hours**  
 An introduction to the image and color editing capabilities through applications on the Macintosh computer. Emphasis is placed on scanning photographs, artwork and text with discussion on basic photographic systems and techniques. Prerequisite: CGSP 1581. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PHCP 3151 Public Policy in Health Care** **4.0 Quarter Credit Hours**  
 Public policy is an integral aspect of the delivery of health care in this nation. This course examines policy formulation at the federal and state levels. Policy trends and regulatory issues are tracked and forecasted from the perspective of the provider and consumer with attention to issues of ethics and equal access. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHIP 3131 Logic** **4.0 Quarter Credit Hours**  
 A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHIP 3600 Ethics** **4.0 Quarter Credit Hours**  
 Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHIP 1001 Basic Critical Thinking** **2.0 Quarter Credit Hours**  
 This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hrs: 20. Lab Hrs: 0. Other Hrs: 0.
- PHTP 1000 Introduction to Pharmacy** **4.0 Quarter Credit Hours**  
 This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHTP 1010 Pharmaceutical Calculations** **4.0 Quarter Credit Hours**  
 In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Prerequisite: PHTP 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHTP 1020 Professional Aspects of Pharmacy Technology** **4.0 Quarter Credit Hours**  
 This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHTP 1030 Pharmacy Operations** **4.0 Quarter Credit Hours**  
 In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- PHTP 1980 Externship** **5.0 Quarter Credit Hours**  
 This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experience and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of didactic portion of program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160
- PHTP 2000 Administrative Aspects of Pharmacy** **4.0 Quarter Credit Hours**  
 This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**PLA 1003 Introduction to Paralegal****4.0 Quarter Credit Hours**

This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 1105 Legal Research and Writing I****4.0 Quarter Credit Hours**

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: None. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

**PLA 1700 Legal Ethics and Social Responsibility****4.0 Quarter Credit Hours**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 2106 Legal Research and Writing II****4.0 Quarter Credit Hours**

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

**PLA 2203 Civil Procedure****4.0 Quarter Credit Hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 2231 Legal Medicine****4.0 Quarter Credit Hours**

Designed to enable students to identify and understand medical negligence (malpractice), as well as the principles and practices of medico-legal jurisprudence, in order to prepare students to perform as medical negligence litigation paralegals. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2273 Torts****4.0 Quarter Credit Hours**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 2423 Contract Law****4.0 Quarter Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 2433 Business Organizations****4.0 Quarter Credit Hours**

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 2460 Bankruptcy****4.0 Quarter Credit Hours**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 2483 Introduction to Administrative Law****4.0 Quarter Credit Hours**

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

**PLA 2600 Wills, Trusts, and Probate****4.0 Quarter Credit Hours**

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

- PLA 2610 Real Estate Law** **4.0 Quarter Credit Hours**  
 This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLA 2631 Environmental Law** **4.0 Quarter Credit Hours**  
 This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLA 2763 Law Office Management** **4.0 Quarter Credit Hours**  
 This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLA 2800 Family Law** **4.0 Quarter Credit Hours**  
 Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLA 3115 Legal Research and Writing III** **4.0 Quarter Credit Hours**  
 A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memorandum and briefs. Emphasis is place on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisite: PLA 2106. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.
- PLA 3570 International Law** **4.0 Quarter Credit Hours**  
 This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights' sovereign immunity; war and peace; law of the sea; presidential congressional power. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLA 4116 Legal Research and Writing IV** **4.0 Quarter Credit Hours**  
 This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisite: PLA 3115. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.
- PLA 4263 Rules of Evidence** **4.0 Quarter Credit Hours**  
 Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4274 Advanced Tort Law** **4.0 Quarter Credit Hours**  
 A continuation of PLA 2273. This is an advanced course in the complexities of tort law in the areas of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisite: PLA 2273. Lecture Hrs: 40. Lab Hrs: 000. Other Hrs: 000.
- PLA 4470 Employment Law** **4.0 Quarter Credits Hours**  
 State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Prerequisite: PLA 2273. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLAP 2160 Criminal Procedure and the Constitution** **4.0 Quarter Credit Hours**  
 There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLAP 2223 Civil Litigation I** **4.0 Quarter Credit Hours**  
 This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLAP 2224 Civil Litigation II** **4.0 Quarter Credit Hours**  
 This course follows PLA 2223, providing the student with a more in-depth exploration of the discovery process, including depositions, requests for admissions, request for medical examination, review and selection of expert witnesses, and discovery motions, such as motion to compel. Thus leading into pre-trial preparation, including pre-trial conference, pre-trial motion, jury investigation, trial notebook and exhibit preparation, ending with alternatives to trial, such as settlement, and alternative dispute resolution, and appeal procedures. Prerequisite: PLAP 2223. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLAP 2941 Contemporary Issues and Law** **4.0 Quarter Credit Hours**  
 This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

- PLAP 3210 Elder Law** **4.0 Quarter Credit Hours**  
 Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning, and protection, and consumer protection are covered. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLAP 4018 Law and Medicine** **4.0 Quarter Credit Hours**  
 This course addresses the ethical and legal issues in medical law for the paralegal professional. Students will address the issues of malpractice and “standard of care”. Students will also develop understanding of legal standards of medical issues such as records, including patient charts, the use of records in courts and the rules regarding mandated reporting of maltreatment. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLAP 4471 Workmen’s Compensation and Employment Benefit Law** **4.0 Quarter Credit Hours**  
 This course will identify the concepts of workman’s compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Workman’s Compensation, Occupational Safety and Health Act, functions of the Occupational Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- PLAP 4483 Administrative Law** **4.0 Quarter Credit Hours**  
 Workers’ Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- POS 2041 American National Government** **4.0 Quarter Credit Hours**  
 A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POTP 4003 Contemporary Political Theories** **4.0 Quarter Credit Hours**  
 An examination of the various theoretical approaches to governing a modern state. Some of the forms covered are Fascism, Nazism, Communism, Socialism and Representative Democracy. Special attention will be focused on the changes brought to the democratic process by the Cold War and by the new role of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2012 General Psychology** **4.0 Quarter Credit Hours**  
 This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- QMBP 3314 Quantitative Methods** **4.0 Quarter Credit Hours**  
 Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisite: STAP 3014 or MACP 2104 or approval of Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMBP 5010 Statistics for Managers** **4.0 Quarter Credit Hours**  
 A comprehensive introduction to statistical business methods in decision making. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- QMBP 5413 Quantitative Methods** **4.0 Quarter Credit Hours**  
 Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMBP 5010 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RESP 3912 Research Methods** **4.0 Quarter Credit Hours**  
 An in-depth study of research methods designed to aid students in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail. Prerequisite: STAP 3014 – *may be taken concurrently with this course.* Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- RESP 5310 Writing for Research at the Graduate Level** **2.0 Quarter Credit Hours**  
 This course permits students to begin to develop skills in reading and understanding research, writing research proposals and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- SCIP 1001 Environmental Science** **4.0 Quarter Credit Hours**  
 This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- SLS1392 Workplace Relationships** **2.0 Quarter Credit Hours**  
 This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Lecture Hrs: 10 Lab Hrs: 20 Other Hrs. 000
- SLSP 1130 Strategies for Success** **4.0 Quarter Credit Hours**  
 This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- SLSP 1320 Career Skills** **2.0 Quarter Credit Hours**  
 A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- SOP 4005 Social Psychology** **4.0 Quarter Credit Hours**  
 Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- SPC 2016 Oral Communications** **4.0 Quarter Credit Hours**  
 This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- SPCP 3601 Advanced Speech** **4.0 Quarter Credit Hours**  
 A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisites: ENCP 1107 and SPC 2016. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPCP 4400 Conference Techniques** **4.0 Quarter Credit Hours**  
 Designed to teach students how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- STAP 3014 Statistics** **4.0 Quarter Credit Hours**  
 This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- STAP 5023 Graduate Statistics Orientation** **2.0 Quarter Credit Hours**  
 Provides students with an opportunity to begin to develop their skills in data analysis and to gain an understanding of how such analysis relates to comprehending criminological research. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- STSP 1003 Principles and Practices of Surgical Technology** **4.0 Quarter Credit Hours**  
 This course is designed to provide students with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- STSP 2008 Surgical Pharmacology** **4.0 Quarter Credit Hours**  
 This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MACP 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- STSP 2120 Surgical Technology I** **4.0 Quarter Credit Hours**  
 This course is designed to provide students with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- STSP 2121 Surgical Technology II** **4.0 Quarter Credit Hours**  
 This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- STSP 2150 Surgical Procedures I** **6.0 Quarter Credit Hours**  
 This course is designed to provide students with the overall understanding of the theory and hands-on applications involved in the general, as well as specific, surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: MEA 1253, MEA 1254 and MEA 1239. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000
- STSP 2151 Surgical Procedures II** **6.0 Quarter Credit Hours**  
 This course is designed to provide students with an overall understanding of the theory and hands-on applications, involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STSP 2150. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000
- STSP 2810 Clinical Rotation I** **5.0 Quarter Credit Hours**  
 This course is designed to provide students with supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and outpatient surgery department. Prerequisites: STSP 2120, STSP 2150, and MCBP 2010. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 150
- STSP 2811 Clinical Rotation II** **16.0 Quarter Credit Hours**  
 This course is a continuation of the skills practiced in STSP 2810 with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and outpatient surgery department. Prerequisites: All Major Core. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 480

- SYG 2000 Principles of Sociology** **4.0 Quarter Credit Hours**  
 A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SYGP 2550 Addictions** **4.0 Quarter Credit Hours**  
 An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalities of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SYOP 3250 Marriage and the Family** **4.0 Quarter Credit Hours**  
 This course provides an exploration, through reading, discussions, and presentations, of the institution of marriage and the family as a system, with individual family members as parts of the whole system; the influence of families as a dynamic social system with structural components, laws, and rules. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SYPP 2200 Death and Dying** **4.0 Quarter Credit Hours**  
 This course examines the intricacies of issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics and other individual options. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SYPP 3530 Crime and Delinquency** **4.0 Quarter Credit Hours**  
 A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TAX 2000 Tax Accounting** **4.0 Quarter Credit Hours**  
 This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- TAX 4001 Federal Taxation I** **4.0 Quarter Credit Hours**  
 A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TAX 4011 Federal Taxation II** **4.0 Quarter Credit Hours**  
 A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisite: TAX 4001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- TAXP 6065 Tax Research and Planning** **4.0 Quarter Credit Hours**  
 A study of the legislative, administrative, and judicial sources of federal tax law. Emphasis on the use of tax research tools in locating, interpreting, and communicating tax law and on the complementary relationship between legal research and quantitative decision making. Prerequisite: TAX 4011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- WOH 2022 World History** **4.0 Quarter Credit Hours**  
 This course provides an understanding of the major historical events, which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilization. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

## MODULE DESCRIPTIONS

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

### MODULE DESCRIPTIONS FOR MASSAGE THERAPY ..... Lecture Hours/Lab Hours/Credit Units

#### Module A Introduction to Massage Therapy .....40/40/6.0

This module is designed to provide the student with an overall understanding and orientation to the field of massage therapy. Included in this course is an overview and historical development of massage therapy and its relationship to health care, historical overview of massage, requirements for the practice of therapeutic massage, and sanitary and safety practices.

#### Module B Introduction to Anatomy & Physiology and Massage Fundamentals60/20/7.0

This module is designed to introduce the student to the study of anatomy and physiology and the role it plays in the study of massage therapy, as well as provide the student with a basic understanding of massage fundamentals, including theory and hands-on applications involved in major massage strokes and contemporary therapeutic massage approaches. Prerequisite: Modules A

#### Module C Swedish Massage, Deep Tissue Massage, & Neuromuscular Therapeutic Techniques .....40/40/6.0

This module is designed to introduce the student to the theory and hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is joint mobilization, range of motion, pre- and post-natal and infant massage, deep tissue massage, Trigger point therapy and neuromuscular therapy. Prerequisites: Modules A and B

#### Module D Sports Massage, Reflexology, and Shiatsu Massage .....40/40/6.0

This module is designed to introduce the student to the theory and hands-on skills involved in Sports Massage, Reflexology, and Shiatsu Massage. Prerequisites: Modules A and B

#### Module E Polarity and Non-Traditional Massage Therapies .....40/40/6.0

This module is designed to provide the student with the theory and hands-on skills involved in introducing Polarity into the massage therapy practice and with the didactic theory and applications involved in Advanced Therapeutic Massage Strategies. Prerequisites: Modules A and B

#### Module F Anatomy and Physiology for the Massage Therapist.....40/40/6.0

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects include organization of the body, cells, tissues, glands, membranes, and study of the individual body systems and how they are affected by Massage Therapy, as well as terminology associated with each. Prerequisites: Modules A and B

#### Module G Clinical Massage Therapy .....40/40/6.0

This module is designed to provide the student with an overall understanding of the theory and hand-on skills involved in the application of clinical massage. Prerequisites: Modules A and B

#### Module H Business and Success Skills .....60/20/7.0

This module is designed to provide the student with an overall understanding of the skills involved in being both a successful business owner and a Massage Therapist. Prerequisites: Modules A and B

#### Module I Health and Wellness .....60/20/7.0

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisites: Modules A and B

### MODULE DESCRIPTIONS FOR MEDICAL INSURANCE BILLING & CODING – DIPLOMA PROGRAM

#### Module A – Introduction to Medical Insurance and Managed Care.....40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None

#### Module B – Government Programs .....40/40/6.0

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None

**Module C – Electronic Data Interchange and Modifiers.....40/40/6.0**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None

**Module D – Medical Documentation, Evaluation, and Management .....40/40/6.0**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

**Module E - Health Insurance Claim Forms.....40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

**Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.**

**Module F – Practicum .....0/160/5.0**

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E



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Dr. Richard Pfaff	Medical Program Director
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Graduate School of Business Chair  
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Director of Career Services  
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Business Manager/Student Finance  
Director of Career Services  
Director of Student Services  
Graduate School of Business Chair

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Associate Dean  
Associate Dean  
Night Academic Supervisor  
Director of Student Finance  
Director of Admissions  
Business Manager  
Director of Career Services  
Dean of Students  
Graduate School of Business Chair

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Academic Dean  
Associate Dean  
Associate Dean  
Director of Student Finance  
Director of Admissions  
Finance Director  
Director of Career Services  
Graduate School of Business Chair

**FACULTY  
BRANDON**

<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Agrawal, Jagdish	Computer Information Science	Ph.D.	Purdue University
		M.S.	Hath University of Windsor
Alava, Galo	Surgical Technology	M.D.	Central University of Ecuador
		M.B.A.	University of Phoenix
Conk,in, Christina	Medical Assisting	A.A.	Sacred Heart College
Davis, Deborah	General Education	Ph.D.	University of Oregon
		M.A.	San Francisco State
		B.A.	California State University
Diemer, Madeline	Psychology	M.A.	University of South Florida
	Sociology	B.A.	University of South Florida
Fay, Annette	Computer Information Science	M.B.A.	University of South Florida
		B.A.	University of South Florida
Glouser, Arnold	Computer Information Science	M.B.A.	New Hampshire College
		B.S.	Northeastern College
Harris, Linda	Business Administration	M.S.A.	Central Michigan University
		B.S.	University of Central Florida
Helms, Richard	Business Administration	M.B.A.	University of New Haven
		B.S.	University of Central Florida
Hudson, Shirley	Mathematics	M.A.	University of South Florida
		B.S.	University of South Florida
Leadbeter, James	Computer Information Science	M.A.	Samford University
		M.B.A.	Tampa College
		B.S.	Peabody College
Lock, Madeline	Library Science	M.L.S	University of Puerto Rico
		B.A.	Catholic University
Masse, Cecile	Graduate Studies	Ph.D.	The Union Institute
		M.A.	Pepperdine University
		B.A.	Elms College
Meester, Barbara	Computer Information Science	M.A.	Memphis State
Parks, Thomas	Paralegal	J.D.	West Virginia University
		B.S.	Marshall University
Pedrero, Ed	Criminal Justice	J.D.	Layola University
		B.A.	University of Florida
		A.A.	University of South Florida
Samsell, Keith	Computer Office Technologies and Applications	B.A.	Connecticut State University
Sayles, Susan	Criminal Justice	Ph.D.	Florida State University
		M.B.A.	Nova University
		B.S.	Florida State University

**POMPANO BEACH**

<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Albarran, Marco	Hospitality	M.S.	Lynn University
		B.S.	Lynn University
Bernstein, Judy	Criminal Justice	A.S./B.S.	Ft. Lauderdale College
	Homeland Security	J.D.	Thomas M. Cooley Law School
		B.P.S.	Pace University
Campbell, Donald	Criminal Justice	M.S.	Florida International University
		B.S.	North Carolina Wesleyan College
Carlson, Brian	General Education	M.A.	Northeastern Illinois University
		B.A.	Northeastern Illinois University
Clare, Leroy	Medical Assisting	M.T.	Kansas State University
		B.S.	Topeka School of Medical Terminology
		B.S.	Kansas State University
		C.C.B.S.	Academy for Certified Billing & Coding Specialists

DeDuluc, Loorna		M.S.	Nova Southeastern University
Eisenberg, Allan	Paralegal	B.S.	Florida Metropolitan University
Harris, Sandra	Paralegal	J.D.	State University of New York
		L.Q.C.	State University of New York
		D.B.A.	Nova Southeastern University
		M.B.A.	Nova Southeastern University Ft.
Klein, Jay	Accounting	B.S.	Lauderdale College
		M.S.	Nova Southeastern University
		B.S.	Nova Southeastern University
Kronk, Barbara, C.P.A.	Accounting	M.A.	Nova University
		B.S.	Auburn University
Livingston, Marcia	Business: International Business, Marketing & Management	M.B.A.	Nova University
Long, Cheryl	Intensive English	B.A.	University of West Indies
Oyer, David	Finance	M.A.	Brooklyn College
		M.S.	New York University
Ronan-Khessali, Lori	Criminal Justice Graduate Program	M.B.A.	Nova University
	Criminal Justice	B.S.	Berry College
Schmit, Bernard	Business	Ph.D.	Lynn University
		M.S.	Loretta Heights Colleg
Simon, Dennis	Criminal Justice	B.S.	Loretta Heights Colleg
	Paralegal	M.B.A.	University of Miami
Taylor, Luther	General Education	B.S.BA	Pepperdine University
Vasquez, William	Graduate School of Business	J.D.	Detroit College of Law
		B.A.	Michigan State University
		M.A.	Michigan State University
		B.A.	Dartmouth College
		D.B.A.	Nova Southeastern University
		M.B.A.	Nova Southeastern University
		B.S.	Nova Southeastern University

## JACKSONVILLE

Name	Discipline	Degree	
Artley, James	Business	M.B.A.	Nova Southeastern
		B.S.	University of North Florida
Childers, Tommy	General Education	Ph.D.	California Coast University
		M.A.	University of West Florida
		B.A.	University of South Florida
Daniels, Leslie	Criminal Justice	Ph.D.	University of Tennessee
		M.A.	University of Alabama at Birmingham
		B.S.	University of Alabama at Birmingham
Day, Richard	Criminal Justice	M.S.	Troy State University
		B.A.	Florida Atlantic University
Gnat, John	Criminal Justice	M.S.	Florida International University
		B.S.	New York Institute of Technology
Henderson, Michael	Business	Ed.D	California Coast University
		M.A.	Andrews University
		B.A.	University of Ottawa
		A.A.	St. Paul's University
Martin, Carmella	Library Science	M.L.S.	Florida State University
		B.A.	University of North Florida
Midgett, Donald	Business	M.B.A.	University of Mississippi
		B.S.	Lambeth College
Miller, Dawn	Psychology	Ed.S.	University of Florida
		M.Ed.	University of Florida
		B.S.	University of Florida
Moorman, Diane	Business	M.A.	Webster University
		M.A.	Webster University
		B.B.A.	Edward Waters College
Olson, Paula	English	M.A.	University of North Florida
		B.A.	University of North Florida
		A.A.	Donnelly College

O'Neil, Nanci	Computer Information Science	M.A. B.S. B.A.	Webster University University of Central Florida University of Central Florida
Peck, Mindy	Oral Communication	M.A. B.A.	University of Northwest Florida University of Northwest Florida
Pugh, Donna	Medical Assisting	B.S.	University of Virginia
Raburn, Jack	Criminal Justice	M.A. B.A.	University of North Florida University of North Florida
Waddell, Cynthia	History	Ph. D. M.S.	Florida State University Florida Stats University
Weiss, Jeremy	Mathematics	M.A. B.A.	Herbert H. Lehman College Columbia University
Yoder, Gary	Business	D.B.A. M.P.A. B.S.	Nova Southeastern University Troy State University University of Maryland

## LAKELAND

Name	Discipline	Degree	
Brandt, Edward	Criminal Justice	J.D.	University of Central Florida
Costakis, Darlene	English	M.A.T.	Rollins College
Craig, Tiffany	Paralegal	J.D.	Texas Southern University
Davis, Edward	Business	M.A.	University of Phoenix
DeJean, Sandra	Medical	A.S.	Wayne Co Community College
Forbell, Michael	Criminal Justice	M.A.	University of New York
Glotfelty, Carmen	Medical	M.D.	University of Guadalajara
Huber, Lloyd	Accounting	M.A.	Ball State University
Glotfelty, John	Medical	M.D.	University of Guadalajara
Hurley, Michael	Accounting	M.B.A.	Florida Southern College
Jones, Keil	CIS	M.S.	North Carolina Central Univ
Johnson, Chad	CIS	M.S.	University of Phoenix
Noe, Mark	Criminal Justice	M.S.	University of So. Miss
Persuad, Neer	Accounting	M.B.A.	Florida Southern
Pugh, Dwight	CIS	B.S.	University of Central Florida
Rahmatian, Ali	Criminal Justice	Ph.D.	Newport University
Russell, Kirk	Criminal Justice	M.S.	St. Thomas University
Rogerson, Gwen	Health Admin	M.S.	University of North Carolina
Samaro, Edward	General Education	M.A.	Argosy University
Simmons, Steve	CIS	M.B.A.	Florida Metropolitan University
Sypniewski, Frank	Criminal Justice	M.S.	University of Maryland
Tateishi, Roger	Pharmacy	B.S.	University of Florida
Williams, Alonzo	General Education	Ph.D.	Walden University
Woody-Loud, Sandra	General Education	M.S.	Florida A & M
Unger, Cheryn	CIS	M.A.	Webster College

## MELBOURNE

Name	Discipline	Degree	
Bess, Kevin	Accounting	M.B.A. B.S.	Auburn University Auburn University
Bruner, Robin	Counseling	M.A. B.A.	Webster University University of Central Florida
Cook, Catherine	Business Administration	Ph.D. M.B.A. B.A.	The Union Institute Fort Lauderdale College Florida State University
DeCaro, Nicole	Business Administration	M.B.A.	Pace University
Jenkins, Karen	Marketing	B.A.	St. Francis College
	Health Sciences	M.S. B.S.	University of Central Florida Kent State University
McKinney, William	Computer Information Science	Ph.D. B.S.	University of Illinois Florida Institute of Technology

Miraglia, Ronald	Computer Information Science	M.S. B.S.AE	Florida Institute of Technology Texas A&M University
Moini, Jahangir	Health Care Administration Medical Assisting Pharmacy Technician	M.D. M.P.H. B.A.	School of Medicine (Iran) University
Scrivener, Helen	Criminal Justice	M.S. B.A.	University of Miami University of Connecticut
Semeroz, Gloria	Library Science	A.M.L.S. B.A.	University of Michigan Central Michigan University
Smith, Janet	General Education	M.A. B.A.	Marshall University Marshall University
Wallen, Stephen	Film/Video	M.F.A. B.A.	University of Southern California California State University, Long Beach
Wells, Ernest	Systems Management	M.S. B.B.A.	University of Southern California Eastern Kentucky University
Welsh, James	Business Administration	D.P.A. M.S. B.A.	Nova University University of Miami University of Miami

### NORTH ORLANDO

Name	Discipline	Degree	
Boelke, Michael	Commercial Art	A.S.	Orlando College
Dodd, Carol	Medical Assisting	M.S.	University of Kentucky
Ed Bartle	Criminal Justice/Paralegal	M.S.C.J.	Rollins College
Fitzgerald, John	Business/Accounting	D.B.A.	University of Sarasota
Geran, G. Patrick	Computer Information Science Web	M.B.A.	University of Detroit
Ivey, Ann	Library Science	M.S.L.S.	Florida State University
Matyas, Eric	Film/Video	B.F.A.	New York University
Fitzgerald, John	Master of Business Admin	D.B.A.	University of Sarasota
Williams, Christina	Library Science	M.A.	University of South Florida

### ORANGE PARK

Name	Discipline	Degree	
Fiedler, Patricia	General Education	M.Ed. B.A. A.A.	University of North Florida University of North Florida Florida Community College Jacksonville
Green, Nadia	Business Administration	M.B.A. B.S.	University of Phoenix University of South Florida
Jones, Debra	General Education	Ed.D. M.A. B.S.	University of Sarasota Southern Arkansas University Southern Arkansas University
Lee, Katrina	Medical Assisting	M.A. B.S. A.S. A.A.	University of North Florida University of North Florida Florida Community College at Jacksonville Florida Junior College
Meares, Teresa	Business Administration Criminal Justice	M.S. B.S. A.S.	Central Michigan University Troy State University Vincennes University
Nowicki, Joseph	Criminal Justice	M.A. B.S.	Webster University Georgia Southern
Stebler, Judith	Medical Assisting	A.A.S. M.S. B.S.N	Law Enforcement Tech Central Michigan University Columbia Union College
Wasick, Jennifer	Librarian	M.L.S. M.A. B.A.	Florida State University University of North Florida University of Wisconsin
Ziebell, John	General Education	B.A.	Brigham Young University

**PINELLAS**

<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Berube, Michelle	Accounting	M.Acct.	University of South Florida
		B.S.	University of South Florida
		B.A.	University of South Florida
Cozzolino, Chris	Criminal Justice	M.A.	Indiana University
Cuppari, Cher	Accounting	B.A.	Indiana University
		M.A.	Nova Southeastern University
		B.A.	St. Leo University
Duckworth, Ron	Computer Information Science	M.S.	University of Phoenix
		B.S.	University of Phoenix
		M.A.	University of Florida
Elder, Eric	Computer Information Science	B.A.	University of Denver
Fuchs, Stephan	Criminal Justice	M.A.	John Jay College of Criminal Justice
Hull, John	Accounting	B.A.	Fordham University
		M.S.	University of New Haven
		B.S.	University of Bridgeport
Johnson III, Henry	General Education	Ed.D.	Florida Atlantic University
		Ed.S.	Florida Atlantic University
		M.Ed.	Florida Atlantic University
		B.A.	Florida Atlantic University
		M.A.	University of South Florida
Lashbrook, Michael	General Education	B.S.	University of South Florida
		M.S.	University of South Florida
Jackson, Chris	Computer Information Science	B.S.	University of South Florida
Miller, Chris	Library	M.L.S.	Louisiana State University
Raschi, Claudine	General Education	B.A.	Louisiana State University
		M.S.	Springfield College
Ream, Donna	Paralegal	B.A.	Westfield State College
		J.D.	Stetson University School of Law
Weigand, Teresa	Medical Assisting	B.A.	George Mason University
		M.B.A.	Tampa College, Pinellas
		B.S.	Columbia Union College
Westerhof, Caroline	Business Administration	Ph.D.	New York University
		M.A.	City College of New York
		B.A.	Brandeis University

**SOUTH ORLANDO**

<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Albert, Judith	General Education	M.A.	University of Wisconsin
Baker, Terrie	Graduate Studies	A.B.	Berkshire Christian College
		A.S.	Valencia Community College
		Ph.D.	State University New York
DeWitt, R. Peter	Graduate Studies	M.A.	San Diego State University
		B.A.	Penn State University
		J.D.	University of Florida
Floyd, Raquel	General Education	B.S.	Florida A&M University
Gargan, Richard	General Education	Ph.D.	Ohio State University
		M.A.	University of Cincinnati
		B.A.	Providence College
Gresham, Carolyn	Computer Information Science	M.S.	Florida Institute of Technology
Maldonado, Luis	Medical Assisting	B.S.	Florida Southern College
		B.S.	Empire State College
Oesch, Nancy	Legal Studies	A.A.S.	Bronx Community College
		M.S.	Michigan State University
Phillips, Michael	Legal Studies	B.S.	Michigan State University
		M.B.A.	Baldwin-Wallace College
Walker, James	Computer Information Science	B.A.	University of Akron
		M.A.	Webster University



Weilert, Karen	Computer Information Science	M.B.A. B.S. A.S.	Capella University Florida Metropolitan University Knapp College of Business
<b>TAMPA</b>			
<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Amarosa, James	Criminal Justice, Paralegal	J.D. M.B.A. B.S.	Thomas Cooley Law School Florida Metropolitan University Florida Metropolitan University
Barlett, Warren	Computer Information Science	M.S. M.B.A. B.A. A.A.	University of Montana University of Montana University of South Florida St Petersburg Junior College
Colaiani, Lex	Computer Information Science	M.S. B.S.	Ball State University Ball State University
Greenwood, James Hall, Glenn	Commercial Art Library Science	B.A. M.L.S. B.S.	University of South Florida University of South Florida University of Cincinnati
Komula, Mark	Network Administration	B.A. M.B.A.	University of South Florida Chadwick University
Moore, Joycelyn	Medical Assisting & Pharmacy	B.A. M.S. B.S.	Andrews University University of Florida University of Florida
Occhipinti, Sharon	General Education	A.A. M.A.	Santa Fe Community College University of South Florida
Ridinger, Bruce	Business Administration	B.A. M.S. M.A. B.A.	University of South Florida Florida Institute of Technology University of South Florida University of Tampa
Scheiber, Heleyne	Medical Insurance/Billing/Coding Health Care Administration Assisted Living Administrator	M.S. B.A.	Nova Southeastern University Rollins College
Sullivan, June Swinney, Tom	General Education Management/Marketing	M.A. M.S. B.S.	University of South Florida Lesley College Southern Illinois University
Waugh, James	Criminal Justice/CST/Crim Inves	A.S. M.S. B.A.	Community College of the Air Force Nova Southeastern University Fort Lewis College
Weizmann, Mary	Intensive English Studies	B.S. A.A.	Florida Metropolitan University Northern Virginia Community College
Whittle, Claude	Criminal Justice Paralegal	J.D. B.A.	South Texas College of Law University of South Florida
Zaruba, Charles	Accounting	M.B.A. M.A. B.S.	Nova Southeastern University Nova Southeastern University Jacksonville University

**ONLINE LEARNING**

<b>Name</b>	<b>Discipline</b>	<b>Degree</b>	
Albiston, Clayton	Management	M.B.A.	University of Phoenix
Anderson, Karen	General Education	Ph. D.	University of California, Irvine
		M.A.	University of California, Irvine
		M.S.	University of California, Los Angeles
		B.A.	University of California, Irvine
Ar dovini-Brooker, Dale	Criminal Justice	M.A.	Western Michigan University
		B.S.	State University of New York, Brockport
Ashcraft, Bill	General Education	M.A.	Vermont College of Norwich University
		B.S.	Excelsior College
Atkins, Terrance	Computer Information Science	M.S.	University of Maryland
		B.B.A.	Temple University
Ayodele, Charles	Marketing	M.B.A.	University of Oregon
		B.S.	University of Oregon
Bakalar, Aaron	Business Administration	M.S.	California State University, Northridge
		B.A.	University of California
Ban, Keith	Finance	M.B.A.	Washington University
		B.A.	Colgate University
Baugh, Clifford	Management	M.B.A.	University of Redlands
		B.S.	San Jose State University
Behnke, Philip	Marketing	M.B.A.	University of Denver
		B.B.A.	University of Tampa
Benson, Dean	Medical Assisting	D.C.	Los Angeles College of Chiropractic
		B.A.	Sonoma State University
		B.S.	Southern California University of Health Sciences
Bevli, Sandeepa	Criminal Justice	M.S.	California State University, Los Angeles
		B.A.	California State University Fullerton
Boswell, James	Paralegal	J.D.	University of Georgia
		B.A.	College of William and Mary
Boyer, Ric	Criminal Justice	J.D.	University of Maine School of Law
		B.G.S.	University of Nebraska at Omaha
Brayton, Julie	General Education	M.Ed	National University
		B.S.	Northern Arizona University
Burgos-Ruwe, Nydia	Management	M.A.	Webster University
		B.A.	University of Central Florida
Burton, Catherine	Criminal Justice	Ph. D.	Louisiana State University
		M.A.	University of South Carolina
		B.A.	University of South Carolina
Caldarola, Richard	Management	M.B.A.	Friends University
	Marketing	B.A.	La Salle University
Campbell, Bill	General Education	M.S.	Nova Southeastern University
		B.S.	Florida State University
Campbell, Michaeo	Management	Ph. D.	Nova Southeastern University
		M.A.	Florida A&M University
		B.A.	Florida A&M University
Carlson, Gary	Management	M.B.A.	Rosary College
		M.S.	Rosary College
		B.S.	Charleston Southern College
Chandler, Keith	Criminal Justice	M.A.	Western Illinois University
		B.S.	Michigan State University
Chandra, Kumar	Accounting	M.Acct.	Keller Graduate School
		B.S.	The Institute of Chartered Accountants of Sri Lanka
Chen, Abel	Criminal Justice	J.D.	Whittier School of Law
		B.A.	California State University, Northridge
Chin, Darian	Economics	M.A.	California State University, Los Angeles
		B.A.	University of Southern California

Connor, Martin	Criminal Justice	J.D. B.A.	University of North Dakota University of Arizona
Cosby, Kim	Computer Information Science	M.S. B.A.	Utah State University Boise State University
Courter, Jennie	Management	M. Ed. B.A.	Georgian Court College Kean College
Cunningham, Diane	Economics	Ph. D. M.A. M.A. B.A.	University of California, Irvine University of California, Irvine California State University, Fullerton University of California, Los Angeles
Cunningham, Phillip	General Education	M.A. B.A.	Temple University Ohio University
Curtis, Michael	Computer Information Science	M.S. B.S.	Nova Southeastern University Nova Southeastern University
Dheeriyaa, Prakash	Finance	Ph. D. M.S. B.Com.	University of North Texas University of Bombay University of Bombay
Dittman, Michael	General Education	M.A. B.A.	Slippery Rock University College of Wooster
Donham, Cindy	General Education	Ph. D. M.A. B.A.	University of California, Irvine University of California, Irvine University of California, Davis
Dow, Sharie T.	Accounting	M.S. M.A.	Bentley College Bentley College
Duarte, Alberto	Business Administration	M.P.A. B.S.	Troy State University University of Maryland
Dunham, Debra	Criminal Justice	M.S. B.S.	Salve Regina University Roger Williams College
Embar-Seddon, Ayn	Criminal Justice	Ph. D. M.A. B.A.	Indiana University of Pennsylvania Indiana University of Pennsylvania University of Pittsburgh
Eskey, Michael	Criminal Justice	Ph. D. M.A. B.S.	Florida State University University of Nebraska, Omaha University of Nebraska, Lincoln
Feldmann, James	General Education	M.S. B.A.	Southeastern College of the Assemblies of God
Fisher, Marilyn	Accounting	Ph. D. M.S. B.S.	Capella University American University University of Maryland
Fox, Pat	General Education	M.A. B.S.	California Institute of Integral Studies University of Central Florida
Framan, Theodore	Marketing	M.B.A. B.S.	University of Texas University of Southern California
Freeman, Eric	Marketing	M.B.A. B.S.	University of Portland Portland State University
Goan, Steven	Criminal Justice	J.D. B.A.	University of San Diego University of Colorado
Ghalambor, H.R.	Business Administration	M.B.A. B.S.	University of Phoenix Utah State University
Goodall, Jean	Business Law Management	D.B.A. M.A. B.A.	Barrington University Webster University University of Colorado, Boulder
Goodwin, Kimberly	General Education	Ed.S. M.A. B.S.	James Madison University James Madison University Virginia Polytechnic Institute
Griff, Nathan	General Education	M.A. B.A.	Adams State College Baruch College
Hall, Mary	Medical Assisting	M.H.A. B.A.	Montana State University California State University, Stanislaus

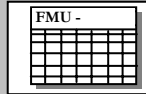
Hanners, Michael T.	Paralegal	J.D. B.A.	Florida State University University of Central Florida
Hargiss, Kathleen	Business Administration Paralegal	Ph. D. M.A. M.B.A.	University of Southern Florida Northwestern University University of Miami
Heath, Laurie	General Education	B.S. M.A.	University of Illinois University of Colorado, Denver
Helmi, Dahli	Management	B.A. D.B.A. M.B.A.	University of Colorado, Denver George Washington University Portland State University
Hill, John	Criminal Justice General Education	B.S. M.S.	Eastern Oregon State College New Jersey City College
Ho, Raymond	Accounting	B.S. D.B.A. M.B.A.	Thomas Edison State Nova Southeastern University Golden Gate University
Ho, Sam	Economics	B.S. M.A.	San Francisco State University California State University, Long Beach
Hori, Takayuki	Tax	B.A. M.B.A. L.L.M. L.L.B.	California State University, Long Beach Oklahoma City University University of San Diego Meiji University
Horne, Vera	General Education	M.A. B.A.	Pennsylvania State University of Akron
Hughey, Grace	Accounting	M.A. B.A.	University of California, Los Angeles University of Southern California
Hull, Kurt	Management	M.B.A. B.S.	Providence College Providence College
Humaciu, Matthew	General Education	M.S. B.A.	California State University, Los Angeles Whittier College
Huskey, Jason	Paralegal	J.D. B.S.	Western State University California State University, Long Beach
Iglesias, Steven	General Education	M.F.A. M.A. B.A.	School of the Arts Institute California State University, Northridge Cal Poly San Luis Obispo
Jackson, Troy	Management	M.B.A. B.B.A.	Northwest Missouri State University National University
Jarman, Pamela	Medical Assisting	M.A. B.S. B.S.	California State University California State University Washington State University
Jensen, Brad	General Education	M.A. B.A.	Azusa Pacific University Concordia University
Jensen, Mindy	General Education	M.S.W. B.A.	California State University, Long Beach Azusa Pacific University
Johnson, Constance	Business Administration Management Marketing	M.B.A. B.S.	Nova Southeastern University Florida State University
Jung, Doranne	General Education	M.S. B.A.	Boston University Mills College
Kelly, Jason	Economics	M.A. B.S.	State University of New York King's College
Kelly-Rodriguez, Frann	General Education Management	D.B.A. M.A.	University of Sarasota Middle Tennessee State University
Kennedy, Margaret	Management	B.A. M.B.A. B.A.	Saint Leo University Keller Graduate School of Management University of Northern Iowa
Khashadourian, Edmund	Economics	Ph. D. M.S. B.S.	Tehran Azad University Shahid Beheshti University Shahid Beheshti University

Kim, Christopher	Business Law	J.D.	Loyola School of Law
	Criminal Justice	B.A.	University of Southern California
Klein, Jay	Accounting	M.A.	Nova Southeastern University
		B.S.	Nova Southeastern University
Knoerlein, Elizabeth	Finance	M.B.A.	St. Johns University
		B.S.	Montclair State University
Kohls, Annette	English	M.A.	California State University, Long Beach
		B.A.	Chapman University
Kolodina, Mila	Management	M.B.A.	California State University, Long Beach
		B.A.	Riga Aviation University
Kovach, Bernard	Management	Ph. D.	Nova Southeastern University
		M.B.A.	California State University
		M.A.	University of Minnesota, Minneapolis
		B.A.	University of Minnesota, Duluth
Lindquist, Robert	Management	M.B.A.	Northern Illinois University
		B.S.	Northern Illinois University
Lorenz, Jay	English	M.A.	Georgetown University
		B.S.	University of Miami
Lunsford, Jean	Business Administration	J.D.	Oklahoma City University
	Criminal Justice	M.B.A.	University of Texas at El Paso
		B.S.	West Virginia University
Lyon-Buchanan, David	General Education	Ph. D.	University of Minnesota
		M.A.	Wayne State University
		B.A.	Wayne State University
Manah, Stephen	Accounting	Ph. D.	University of Birmingham, UK
	Finance	M.A.	Lancaster University
		B.S.	Fourah Bay College
Mapes, Ginny	Management	M.S.	Lesley University
	Medical Assisting	M.S.	Boston College
		B.S.	Boston College
Margolis, William	General Education	Ph. D.	Oregon State University
		B.S.	University of Michigan, Ann Arbor
Martyn, Elizabeth	Paralegal	J.D.	University of California, Los Angeles
		B.A.	University of California, Riverside
Mason, William	Economics	M.B.A.	New York University
		B.B.A.	St. John's University
Mauser, Steven	Criminal Justice	M.S.	California State University
		B.A.	Union Institute
McLaughlin, Shirley	Business Administration	D.B.A.	Nova Southeastern University
		M.S.	Rollins College
		B.A.	University of North Carolina, Greensboro
McQueeney, Ed	Business Law	J.D.	New York University
	Criminal Justice	B.A.	State University of New York, Buffalo
	Paralegal		
Meadows, Robert	Criminal Justice	Ph. D.	Claremont Graduate School
		Ed.D.	Pepperdine University
		M.S.	Pepperdine University
		B.S.	Northern Arizona University
Miller, Aimee	General Education	M.A.	California State University, Fullerton
		B.S.	Northern Arizona State
Miller, James	Finance	D.B.A.	Nova Southeastern University
	Management	M.B.A.	Widener College
		B.A.	Ursinus College
Miller, Monisha-Deneé	Criminal Justice	M.S.	California State University, Los Angeles
		B.A.	University of California, Irvine
Miller, Stuart	Computer Information Science	Ed.S.	Nova Southeastern University
		M.S.	Nova Southeastern University
		B.A.	University of Tampa

Mozia, Timothy	General Education	Ph. D. M.S. B.S.	University of Denver University of Benin, Nigeria University of Benin, Nigeria
Nanda, Seema	Finance	Ph. D. M.B.A.	New York University Baylor University
Neault, Yanine	Marketing	M.A. M.B.A.	University of Dehli University of Tampa
Nista, Cathy	History	B.S. M.A.	University of Tampa Villanova University
Pace, Sheree	Paralegal	B.A. J.D.	Chapman University Ohio Northern University
Patel, Sangita	Management	B.S. M.B.A.	Green Mountain College San Jose State University
Patz, Stephanie	Accounting Management	B.A. M.B.A.	University of California, Berkeley Northeastern University
Pearson, Jani	General Education	M.S. B.A.	Northeastern University University of Michigan
Penney, Dawn	Business Law Criminal Justice Paralegal	M.A. B.A. J.D.	California State University, Fullerton Concordia University Glendale University College of Law
Peretic-Till, Diane	General Education	B.S.	University of LaVerne
Philips, Michael	Management	M.B.I.A. B.A.	University of Pittsburgh University of Pittsburgh
Pinner, Ray	Accounting Management	M.B.A. B.A.	Baldwin Wallace College University of Akron
Pope, Allen	General Education	M.B.A. M.A. B.C.S.	Nova Southeastern University Nova Southeastern University Tulane University
Reyburn, Stanley	Management	M.D. M.A. B.A.	Abilene Christian University Abilene Christian University International Bible College
Rhodes, Kent	Management	M.B.A. B.A.	University of Southern California Los Angeles State College
Riese, Jean	Accounting Management	Ed. D. M. Ed.	Pepperdine University Texas Tech University
Riley, Lew	English	B.A. M.B.A.	Lubbock Christian College Florida Atlantic University
Robinson Pierce, Stacy	Paralegal	B.S. M.A.	Florida Atlantic University California State University, Fullerton
Rose, Karen	English	B.A. J.D.	California State University, Fullerton Florida State University
Rowley, Jean	General Education	B.S. B.S.	Florida A&M University of California, Los Angeles
Ruggieri, Paul	Management	Ph. D. M.A. B.A.	University of California, Los Angeles University of California, Los Angeles University of California, Los Angeles
Ryan, Joanne	Accounting Management	M.S. B.S.	California State University, Long Beach University of California, San Diego
Sabolic, Paul	Management	M.B.A. B.S.	Baruch College College of Staten Island
Sahhar, Fady	Marketing	M.B.A. B.S.	Webster University Saint Joseph's College
Sanai, Sean	Computer Information Science	M.B.A. B.A.	Pepperdine University University of Washington
		M.B.A. B.S.	University of Tennessee University of Tennessee
		M.S. B.S.	California State University, Northridge California State University, Los Angeles

Scott, Fran	General Education	Ph. D. M.A. B.A.	Wayne State University California State University, Fullerton California State University, Fullerton
Shull, Joseph	Marketing	M.S. B.S.	California State University, Northridge California State University, Northridge
Smith, Andy	Criminal Justice	M.S. B.A.	University of New Haven University of Southern Mississippi
Smith, Douglas	Finance Management	D.B.A. M.B.A. B.B.A.	Nova Southeastern University Nova Southeastern University Western Michigan University
Solomon, Gary	Management	M.B.A. B.B.A.	National University Temple University
Spirtos, Georgianna	English	M.S. M.A. B.A.	University of Southern California California State University, Northridge University of California, Los Angeles
Steele, Donnette	Psychology	M.A. B.S.	California State University California State University
Suarez, Betty	English	M.A. B.A.	University of Michigan Florida International University
Sullivan, Lois A.	Medical Assisting	M.B.A. B.A.	University of Sarasota Western Reserve University
Sung, Jimmy	Accounting Business Administration	M.A. M.S. B.S.	University of California, Riverside California State University, Los Angeles National Chung-Hsing University
Tischler, James	Management	M.B.A. B.A.	Indiana State University of Pennsylvania (both)
Titolo, Mathew	English	Ph. D. M.A. B.A.	University of California, Los Angeles University of Texas at Austin Baruch College/CUNY
Vidic, Pat E.	Medical Assisting	A.A./L.P.N .	Beverly Hospital School of Practical Nursing
Waters, Frank	Philosophy	M.A. B.A.	University of Warwick, UK California State University, Los Angeles
Weaver, Bob	Criminal Justice	M.S. B.S.	California Lutheran University Los Angeles State College
Weigand, Teresa	Medical Assisting	M.B.A. B.S.	Florida Metropolitan University Columbia Union College
Westover, ThoM.A.s	Management	M.B.A. B.S.	Pepperdine University University of Wisconsin, Madison
Weurth, Robert	Accounting	M.S. B.S.	University of Illinois Indiana State University
Wilkins, Nancy	Marketing	M.S. B.S.	Mercy College St. Cloud State University
Williams, Derrick	Criminal Justice	M.S. B.S.	Chicago State University Elmhurst College
Williams, Victoria	Computer Information Science	M.I.T. B.A.	American Intercontinental University Vanguard University
Willis, Timothy	Criminal Justice	J.D. M.A. B.S.	Univeristy of Illinois, Urbana Western Illinois University, Macombe Western Illinois University, Macombe
Wyatt, Robert	Accounting	Ph. D. M.S.A. B.B.A.	University of Memphis University of Arkansas University of Central Arkansas
Yarbrough, Cheryl	Business Administration Criminal Justice Paralegal	J.D. M.I.B. B.A.	University of San Diego University of San Diego University of California, San Diego
Zaruba, Charles	Accounting Management	M.B.A. M.Acct. B.S.	Nova Southeastern University Nova Southeastern University Jacksonville University

# ◆ FMU ACADEMIC CALENDAR



2004 CALENDAR				
EVENT	Month	Day	Year	
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004
<b>Winter Term Starts</b>		<b>1</b>	<b>12</b>	<b>2004</b>
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
<b>Mini-Term Starts</b>		<b>2</b>	<b>23</b>	<b>2004</b>
<b>Winter Term Ends</b>		<b>4</b>	<b>3</b>	<b>2004</b>
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
<b>Spring Term Starts</b>		<b>4</b>	<b>12</b>	<b>2004</b>
Memorial Day Holiday		5	31	2004
<b>Mini-Term Starts</b>		<b>5</b>	<b>24</b>	<b>2004</b>
Spring Term Ends		7	3	2004
Independence Day Holiday		7	5	2004
Summer Vacation	From:	7	6	2004
	To:	7	10	2004
<b>Summer Term Starts</b>		<b>7</b>	<b>12</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>23</b>	<b>2004</b>
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
<b>Fall Term Start</b>		<b>10</b>	<b>11</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>22</b>	<b>2004</b>
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	26	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005

\*Spring vacation may vary by city and may be coordinated with public school vacations.



2005 CALENDAR				
EVENT				
Christmas Holidays	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005
<b>Winter Term Starts</b>		<b>1</b>	<b>18</b>	<b>2005</b>
M.L. King Jr. Birthday Holiday		1	17	2005
Presidents' Day		2	21	2005
<b>Mini-Term Starts</b>		<b>2</b>	<b>28</b>	<b>2005</b>
Winter Term Ends		4	9	2005
Spring Vacation	From:	4	11	2005
	To:	4	16	2005
<b>Spring Term Starts</b>		<b>4</b>	<b>18</b>	<b>2005</b>
Memorial Day Holiday		5	30	2005
<b>Mini-Term Starts</b>		<b>5</b>	<b>31</b>	<b>2005</b>
Spring Term Ends		7	9	2005
Independence Day Holiday		7	4	2005
Summer Vacation	From:	7	11	2005
	To:	7	16	2005
<b>Summer Term Starts</b>		<b>7</b>	<b>18</b>	<b>2005</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>29</b>	<b>2005</b>
Labor Day Holiday		9	5	2005
Summer Term Ends		10	8	2005
Fall Break	From:	10	10	2005
	To:	10	15	2005
<b>Fall Term Start</b>		<b>10</b>	<b>17</b>	<b>2005</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>28</b>	<b>2005</b>
Thanksgiving Day Holiday	From:	11	24	2005
	To:	11	25	2005
Christmas Holiday	From:	12	26	2005
	To:	1	2	2006
Classes Resume		1	3	2006
Fall Term Ends		1	14	2006

\*Spring vacation may vary by city and may be coordinated with public school vacations.

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◆ **Addendum #1 - Effective July 8, 2004:**

The following text is added to page 3 following the header General Admission Requirements and is inserted between the 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs:

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again. The Ability to Benefit provision is available to students enrolling in diploma or associate degree programs.

◆ **Addendum #2 - Effective June 25, 2004:**

Pompano Beach now offers AS Paralegal program and Brandon now offers Crime Scene Technician diploma.

◆ **Addendum #3 - Effective July 20, 2004:**

The AS and BS for Computer Information Science is revised as follows

The CISP Credit hours is revised to 4.0 and Approved IT Electives\* is added below that (to the BS only):

CISP	2340	Introduction to the Systems Development Life Cycle	4.0
		Approved IT Electives*	8.0

The AS and BS for Computer Information Science Online is revised as follows

The CISP Credit hours is revised to 4.0 and Approved IT Electives\* is added below that (to the BS only):

CISP	2340	Introduction to the Systems Development Life Cycle	4.0
		Approved IT Electives*	8.0

◆ **Addendum #4 - Effective July 8, 2004:**

The BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE - ONLINE CRIMINAL JUSTICE is replaced with the following program:

**CRIMINAL JUSTICE --ONLINE**

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

The Bachelor of Science degree in Criminal Justice enhances the study of the criminal justice system and expands into areas such as gang activity, drug operations, and criminal justice management. Graduates are prepared for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The Criminal Justice programs are not training programs for law enforcement officers.

			Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>				
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MAN	2031	Let's Talk Business		2.0
CGSP	2110	Computer Applications	4.0	4.0
SLS	1392	Workplace Relationships		2.0
		<b>TOTAL QUARTER CREDIT HOURS</b>	<b>10.0</b>	<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
BUL	2131	Applied Business Law	4.0	4.0
CCJ	1011	Criminology	4.0	4.0

CCJ	1024	Introduction to Criminal Justice	4.0	4.0
CJL	2130	Criminal Evidence	4.0	4.0
CCJP	2160	Criminal Procedure and the Constitution	4.0	4.0
CCJP	1800	Criminal Investigations	4.0	4.0
CCJ	2358	Criminal Justice Communications	4.0	4.0
CCJ	2306	Introduction to Corrections	4.0	4.0
CCJP	2560	Introduction to Interviews and Interrogations	4.0	4.0
CCJP	2260	Introduction to Terrorism	4.0	4.0
CCJ	2501	Juvenile Justice		4.0
MAN	2021	Principles of Management		4.0
CCJ	3450	Criminal Justice Management		4.0
CCJ	4054	Criminal Justice Ethics and Liability		4.0
CCJ	4120	Criminal Justice in the Community		4.0
CCJ	4656	Gang Activity and Drug Operations		4.0
CCJ	2250	Constitutional Law for the Criminal Justice Professional		4.0
CCJ	3334	Alternatives to Incarceration		4.0
HSSP	3500	Catastrophic Event Response Planning		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>	<b>76.0</b>
<b>Associate degree students will take 12.0 credit from following courses:</b>				
CCJ	2110	Policing in America	4.0	
CCJP	2268	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CCJP	2020	Introduction to Forensics	4.0	
CCJP	1910	Career Choices in Criminal Justice	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>12.0</b>	
<b>Bachelor's degree students will take these additional 40.0 credits</b>				
CCJ	2110	Policing in America		4.0
CCJP	2268	Introduction to Victims Advocacy		4.0
CCJ	2943	Current Issues in Criminal Justice		4.0
CCJP	2020	Introduction to Forensics		4.0
CCJP	1910	Career Choices in Criminal Justice		4.0
CCJ	3666	Victimology		4.0
CCJ	3675	Women, Crime, and Criminal Justice		4.0
CJE	4668	Computer Crime		4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professional		4.0
CCJ	3215	Concepts of Criminal Law		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>40.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I	4.0	4.0
ENCP	1107	Composition II	4.0	4.0
POS	2041	American National Government	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AFLP	2010	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMHP	2270	20 <sup>th</sup> Century American History		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>34.0</b>	<b>62.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	<b>192.0</b>

• Addendum #5 - Effective July 8, 2004:

The ASSOCIATE IN SCIENCE - MEDICAL ASSISTING program is replaced with the following program for

Tampa, Pompano Beach, Pinellas, North Orlando, Jacksonville, Lakeland, Melbourne, South Orlando and Brandon:

**Associate in Science - Medical Assisting**

The Associate Degree Medical Assisting Program is designed to prepare students for entry- to mid-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

<b>College Core Requirements</b>		
CGSP 2110	Computer Applications	4.0
OFTP 1141	Keyboarding	2.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
	<b>Total Quarter Credit Hours:</b>	<b>12.0</b>
<b>Major Core Requirements</b>		
MEA 1239	Medical Terminology	4.0
APBP 1121	Anatomy and Physiology I	4.0
APBP 1131	Anatomy and Physiology II	4.0
APBP 1151	Diseases of the Human Body	4.0
MEA 1385	Medical Law and Ethics	2.0
MEAP 1210	Basic Clinical Procedures	4.0
MLSP 2328	Basic Clinical Procedures (Lab)	2.0
MEAP 1500	Exams and Specialty Procedures	4.0
MLSP 2329	Exams and Specialty Procedures (Lab)	2.0
MEAP 2712	Diagnostic Procedures	4.0
MLSP 2750	Diagnostic Procedures (Lab)	2.0
MEAP 2244	Pharmacology	4.0
MLSP 2700	Pharmacology (Lab)	2.0
MEAP 2350	Medical Office Procedures	4.0
MEAP 2602	Medical Finance and Insurance	4.0
MEAP 2801	Professional Procedures	2.0
MEAP 2802	Externship	5.0
<b>Student will select 4.0 credits from the following course:</b>		
MEA 2257L	Introduction to X-ray	4.0
MEAP 2325	Medical Computer Applications	2.0
HUNP 1001	Basic Nutrition	2.0
MEAP 1695	Therapeutic Communication	2.0
MEA 2285L	EKG Interpretation	2.0
MEA 2245L	Phlebotomy	2.0
MEA 1105	Domestic Violence	2.0
SYP 2200	Death & Dying	4.0
	<b>Total Quarter Credit Hours:</b>	<b>61.0</b>
<b>General Education Requirements</b>		
ENCP 1106	Composition I	4.0
ENCP 1107	Composition II	4.0
MAC 2104	College Algebra	4.0
SCIP 1001	Environmental Science	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
	<b>Total Quarter Credit Hours:</b>	<b>24.0</b>
	<b>Program Total:</b>	<b>97.0</b>

• **Addendum #6 - Effective July 9, 2004:**

The Bachelors and Associate degree programs for Criminal Justice are replaced with the following program outlines:

**CRIMINAL JUSTICE**

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

The Bachelor of Science degree in Criminal Justice enhances the study of the criminal justice system and expands into areas such as gang activity, drug operations, and criminal justice management. Graduates are prepared for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The Criminal Justice programs are not training programs for law enforcement officers.

			Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>				
SLSP	1130	Strategies for Success	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
MAN	2031	Let's Talk Business		2.0
CGSP	2110	Computer Applications	4.0	4.0
SLS	1392	Workplace Relationships		2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>10.0</b>	<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
BUL	2131	Applied Business Law	4.0	4.0
CCJ	1011	Criminology	4.0	4.0
CCJ	1024	Introduction to Criminal Justice	4.0	4.0
CJL	2130	Criminal Evidence	4.0	4.0
CCJP	2160	Criminal Procedure and the Constitution	4.0	4.0
CCJP	1800	Criminal Investigations	4.0	4.0
CCJ	2358	Criminal Justice Communications	4.0	4.0
CCJ	2306	Introduction to Corrections	4.0	4.0
CCJP	2560	Introduction to Interviews and Interrogations	4.0	4.0
CCJP	2260	Introduction to Terrorism	4.0	4.0
CCJ	2501	Juvenile Justice		4.0
MAN	2021	Principles of Management		4.0
CCJ	3450	Criminal Justice Management		4.0
CCJ	4054	Criminal Justice Ethics and Liability		4.0
CCJ	4120	Criminal Justice in the Community		4.0
CCJ	4656	Gang Activity and Drug Operations		4.0
CCJ	2250	Constitutional Law for the Criminal Justice Professional		4.0
CCJ	3334	Alternatives to Incarceration		4.0
HSSP	3500	Catastrophic Event Response Planning		4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>	<b>76.0</b>
<b>Associate degree students will take 12.0 credit from following courses:</b>				
CCJ	2110	Policing in America	4.0	
CCJP	2288	Spanish for the Criminal Justice Professional	4.0	
CCJP	2268	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CCJP	2020	Introduction to Forensics	4.0	
CCJP	1910	Career Choices in Criminal Justice	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>12.0</b>	
<b>Bachelor's degree students will take 40.0 credit from following courses:</b>				
CCJ	2110	Policing in America		4.0
CCJP	2288	Spanish for the Criminal Justice Professional		4.0
CCJP	2268	Introduction to Victims Advocacy		4.0
CCJ	2943	Current Issues in Criminal Justice		4.0
CCJP	2020	Introduction to Forensics		4.0
CCJP	1910	Career Choices in Criminal Justice		4.0
CCJ	3666	Victimology		4.0
CCJ	3675	Women, Crime, and Criminal Justice		4.0



CJE	4668	Computer Crime		
CCJ	4129	Cultural Diversity for Criminal Justice Professional		4.0
CCJ	3215	Concepts of Criminal Law		4.0
		<b>TOTAL QUARTER CREDIT HOURS</b>		<b>4.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENCP	1106	Composition I		
ENCP	1107	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MACP	2104	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
STAP	3014	Statistics		4.0
SOP	4005	Social Psychology		4.0
CPOP	4820	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking		4.0
AFLP	2010	Introduction to American Literature	2.0	2.0
SCIP	1001	Environmental Science	4.0	4.0
AMHP	2270	20 <sup>th</sup> Century American History	4.0	4.0
		<b>TOTAL QUARTER CREDIT HOURS</b>		<b>4.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>34.0</b>	<b>62.0</b>
			<b>96.0</b>	<b>192.0</b>

- **Addendum #7 - Effective July 9, 2004:**

The following are the start dates for Massage Therapy for Tampa and Lakeland:

2005 Massage Therapy		Events
START DATES	END DATES	
Monday January 3	Friday January 28	MLK Holiday January 17
Monday January 31	Friday February 25	President's Day February 21
Monday February 28	Friday March 25	
Monday March 28	Friday April 29	Spring Break April 4 - 11
Monday May 2	Friday May 27	Memorial Day May 30
Tuesday May 31	Friday June 24	
Monday June 27	Friday July 29	Independence Day July 4
Monday August 1	August 26	Summer Break July 11 - 15
Monday August 29	Friday September 23	Break September 5 Labor Day
Monday September 26	Friday October 28	Break Fall October 10 - 14
Monday October 31	Wednesday November 23	Break Thanksgiving Nov 24 & 25
Monday November 28	Friday December 23	Break Christmas Holiday Dec 26 - 30

- **Addendum #8 - Effective July 14, 2004:**

The Pinellas is now offering the Paralegal Associates Degree.

- **Addendum #9 - Effective July 23, 2004:**

The Lakeland is now offering the Paralegal Bachelors Degree.

- **Addendum #10 - Effective July 23, 2004:**

The following text is inserted following the "ATTENDANCE POLICY" header on page 22:

Directly following the attendance policy header, "QUARTER PROGRAMS" is inserted.

After the existing paragraph, the following text is inserted.

### Modular Programs

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are

not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students who exceed 20% of the total program hours will be dropped from school but will be eligible to appeal to reenter school after they have been out of school for one grading period.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the school.

- **Addendum #11 - Effective July 9, 2004:**

Please note corrections to the following course titles on the MA program outline and course descriptions:

- APB 1121 Anatomy and Physiology I (not Pathophysiology)
- APB 1131 Anatomy and Physiology II (not Pathophysiology)

- **Addendum #12 - Effective August 19, 2004:**

The following programs are now offered at Pompano Beach:

Criminal Investigations - AS  
Crime Scene Technician - Diploma

- **Addendum #13 - Effective August 25, 2004:**

The following program is now offered at North Orlando:

Massage Therapy - Diploma

- **Addendum #14 - Effective August 25, 2004:**

The MIBC program offered at the Jacksonville campus, now offers an alternate module to Module F - Practicum:

**Module XP - Externship/Practicum**

0/160/5.0

All classes in the Medical Insurance Billing/Coding Core must be completed prior to enrollment. This course is 160 hours of supervised, practical hands-on experience in a medical office, hospital, clinic or in a simulated office classroom on a campus in which the student practices direct application of all medical insurance billing and coding skills and any other administrative functions of a medical insurance billing/coding professional.

- **Addendum #15 - Effective August 26, 2004:**

The following programs are now offered at Orange Park:

Business AS and BS - with concentrations in Administration, Management, Marketing and International Business

- **Addendum #16 - Effective September 8, 2004:**

Following are the start dates for Massage Therapy for N. Orlando:

Massage Therapy N. Orlando	
Start Date	End Date
1/3/05	1/31/05
2/1/05	3/1/05
3/2/05	3/30/05
3/31/05	4/27/05
4/28/05	5/25/05
5/26/05	6/23/05
6/27/05	7/25/05
7/26/05	8/22/05
8/23/05	9/20/05

- **Addendum #17 - Effective August 27, 2004:**

The following program replaces the Associate Surgical Technologist program offered at Brandon:

The Surgical Technologist program is designed to provide students with a broad academic and clinical background in the field of surgical technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in any number of health care facilities, including hospitals, medical centers, and teaching facilities, out-patient clinics, and private and public surgical centers.

COURSE NUMBER	COURSE TITLE	QUARTER CREDIT UNITS
<b>College Core Requirements</b>		
CGSP 2110	Computer Applications	
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		2.0
		<b>10.0</b>
<b>Major Core Requirements</b>		
MEA 1239	Medical Terminology	
STSP 1003	Principles & Practices of Surgical Technology	4.0
MEAP 1253	Anatomy & Physiology I	4.0
MEAP 1254	Anatomy & Physiology II	4.0
MEA 1255	Anatomy & Physiology III	4.0
MCBP 2010	Microbiology & Infection Control	4.0
STSP 2008	Surgical Pharmacology	4.0
STSP 2120	Surgical Technology I	4.0
STSP 2121	Surgical Technology II	4.0
STSP 2150	Surgical Procedures I	4.0
STSP 2151	Surgical Procedures II	6.0
STSP 2810	Clinical Rotation I	6.0
STSP 2812	Clinical Rotation II	5.0
<b>TOTAL QUARTER CREDIT HOURS:</b>		11.0
		<b>64.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENCP 1106	Composition I	
ENCP 1107	Composition II	4.0
SCI 1001	Environmental Science	4.0
MACP 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
<b>TOTAL QUARTER CREDIT HOURS:</b>		4.0
<b>PROGRAM TOTAL:</b>		<b>24.0</b>
		<b>98.0</b>

- **Addendum #18 - Effective September 15, 2004:**

The following text is removed from page 10 of the catalog under Modular Programs:  
Text / Materials and corresponding fees.

- **Addendum #19 - Effective September 15, 2004:**

Following are the start dates for MIBC Jacksonville Day, Afternoon and Evening classes:

MIBC Jacksonville	
Day (8-12), Afternoon (1-5), Evening (6-10)	
Start Date	End Date
9/13/04	10/8/04
10/11/04	11/15/04
11/10/04	12/9/04
12/13/04	1/18/05
1/20/05	2/17/05
2/22/05	3/21/05
3/23/05	4/19/05
4/21/05	5/18/05
5/20/05	6/16/05
6/21/05	7/19/05
7/21/05	8/17/05

- **Addendum #20 - Effective September 21, 2004:**

The following paragraph replaces the 1<sup>st</sup> paragraph under Cancellation and Refund policy listed on page 18:

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

• **Addendum #21 - Effective October 15, 2004:**

The following text is inserted above the Grade Scale on page 23:

**Applies to All Courses Except Modular Programs:**

The following is inserted below the existing grade scale:

**Modular Programs Only:**

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

• **Addendum #22 - Effective July 9, 2004**

~~The following Course Descriptions are added to the catalog:~~

**APBP 1121 Anatomy and Physiology I**

**4.0 Quarter Credit Hours**

This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

**APBP 1131 Anatomy and Physiology II**

**4.0 Quarter Credit Hours**

This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

**APBP 1151 Diseases of the Human Body**

**4.0 Quarter Credit Hours**

This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: APB 1121, APB 1131 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

**CCJP 1800 Criminal Investigations**

**4.0 Quarter Credit Hours**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJP 1910 Career Choices in Criminal Justice**

**4.0 Quarter Credit Hours**

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJP 2020 Introduction to Forensics**

**4.0 Quarter Credit Hours**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJP 2160 Criminal Procedure and the Constitution**

**4.0 Quarter Credit Hours**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJP 2260 Introduction to Terrorism**

**4.0 Quarter Credit Hours**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJP 2560 Introduction to Interviews and Interrogations**

**4.0 Quarter Credit Hours**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- **Addendum #23 - Effective October 6, 2004,:**

The following course is removed from the Criminal Investigations associate program:

CCJ 2943 Current Issues in Criminal Justice

- **Addendum #24 - Effective October 8, 2004,:**

The following is added to the catalog:

#### **DROP/ADD PERIOD**

The first fourteen calendar days of each academic quarter are designated as the drop/add period. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner. For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

- **Addendum #25 - Effective October 8, 2004,:**

The following replaces all Appeals Procedures in the catalog:

#### **APPEALS PROCEDURES**

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the dean for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has fourteen calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

Students are not allowed to appeal dismissal from school for violation of the Student Code of Conduct.

◆ **Addendum #26 - Effective October 14, 2004:**

The following is added to the Accounting BA program as an elective:

**BUL 3242 Business Law II**

**4.0 Quarter Credit Hours**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

◆ **Addendum #27 - Effective October 20, 2004:**

The following program is offered at North, South Orlando and Pinellas only:

**MASSAGE THERAPY DIPLOMA PROGRAM**

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

Program Description: This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 100 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage Therapy, the graduate may work in an entry level position as a massage Therapy in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapies may be employed in urban, suburban, and rural areas.

Objectives: The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Business and Ethics	80	6.0
Module B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
Module C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
Module D	Eastern Theory and Practice	80	6.0
Module E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
Module F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
Module G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
Module H	Clinical and Sports Massage	80	6.0
Module I	Health and Wellness	80	6.0
	<b>Program Total</b>	<b>720</b>	<b>54.0</b>

**Course descriptions:**

**Module A - Business and Ethics 6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module D – Eastern Theory and Practice**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module E – Energy & Non-Traditional Therapies, Wellness & CPR**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module F – Deep Tissue, Myofascial Release & Pin and Stretch**

**6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module H – Clinical and Sports Massage**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module I – Health and Wellness**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

♦ **Addendum #28 – Effective October 20, 2004:**

The following table replaces the existing one on page 10 of the catalog:

**MODULAR PROGRAMS**

Program	Program Length	Credit Units	Tuition	Textbooks/Materials (estimated)
Medical Insurance Billing & Coding	6 Modules	35	\$7,000	\$500
Massage Therapy	9 Modules	54	\$9,100	\$1,200

◆ **Addendum #29 - Effective October 20, 2004:**

The Institutional Refund Calculation (First-Time Students) **title (only)** on page 20 is replaced with:

**Institutional Refund Calculation (First-Time Students and Modular Programs)**

◆ **Addendum #30 - Effective October 26, 2004:**

The following will replace both FIN 3006 course descriptions on page 115:

**FIN 3006 Principles of Finance**

This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisites: MAN 2021 or HFT 1211. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

◆ **Addendum #31 - Effective September 21, 2004:**

The following program replaces the Masters of Science in Criminal Justice at the following campuses: Brandon, Jacksonville, Lakeland, Pinellas and Pompano Beach.

**MASTER OF SCIENCE IN CRIMINAL JUSTICE**

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the criminal justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the criminal justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

<b>GRADUATE CORE REQUIREMENTS</b>			<b>Quarter Credit Hours</b>
CCJ	5006	Overview of Criminal Justice	4.0
CCJ	5019	Crime and Criminology	4.0
CCJ	5489	Ethics in Criminal Justice	4.0
CCJ	5702	Applied Research Methods	4.0
CCJ	5704	Statistics for Criminal Justice	4.0
CCJP	5000	Navigating Graduate School in Justice Studies	2.0
CCJP	5450	Critical Issues in Criminal Justice	4.0
CJL	5528	Law and the Legal System	4.0
RESP	5310	Writing for Research at the Graduate Level	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>32.0</b>
<b>ELECTIVES</b>			
The Master of Science in Criminal Justice students will select four (4) additional courses from those listed below and will complete 16.0 quarter credit hours:			
CCJ	5405	Criminal Justice Management	4.0
CCJ	5408	Interpersonal Management Skills	4.0
CCJ	5665	Victimology	4.0
CCJ	5667	Substance Use, Crime, and Criminal Justice	4.0
CCJ	5672	Women, Crime, and Criminal Justice	4.0
CJC	5328	Correctional Systems and Institutions	4.0
CJC	5428	Counseling the Offender	4.0
CJE	5428	Community Oriented Policing	4.0
CJJ	5028	Juvenile Justice System	4.0
CJL	5069	Modern Constitutional Theory	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>16.0</b>
<b>Exit Vehicle: Choose one of the two options:</b>			
CCJP	6000	Criminal Justice Capstone	6.0
<b>OR</b>			
Choose two additional courses from Electives, completing 8.0 quarter credit hours			8.0



<b>TOTAL QUARTER CREDIT HOURS</b>	<b>6.0 - 8.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED</b>	<b>54.0 - 56.0</b>

**Course Descriptions:**

**CCJP 5000 Navigating Graduate School in Justice Studies** **2.0 Quarter Credit Hrs**  
 This course is designed to provide students with a basic knowledge of what the successful graduate student needs by establishing the transition from passive to active learning strategies and techniques. Transition will be achieved through addressing psychological, philosophical and mechanical processes in graduate studies. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**CCJ 5006 Overview of Criminal Justice** **4.0 Quarter Credit Hrs**  
 This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5019 Crime and Criminology** **4.0 Quarter Credit Hrs**  
 This course provides an examination of the major theories in criminology, and their application to understanding crime and responses to the crime problem. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJP 5450 Critical Issues in Criminal Justice** **4.0 Quarter Credit Hrs**  
 A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5489 Ethics in Criminal Justice** **4.0 Quarter Credit Hrs**  
 An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5702 Applied Research Methods** **4.0 Quarter Credit Hrs**  
 This course provides an in-depth study of research methods designed to prepare the students to conduct applied research in their major field of study in preparation for a research practicum, externship, thesis or capstone. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5704 Statistics for Criminal Justice** **4.0 Quarter Credit Hrs**  
 This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis will be placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJL 5528 Law and the Legal System** **4.0 Quarter Credit Hrs**  
 This course provides an overview of the judicial process in the United States, the structure and function of courts, and the body of law that supports that process. Federal and state courts will be covered, as well as various law-related public policy issues. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RESP 5310 Writing for Research at the Graduate Level** **2.0 Quarter Credit Hrs**  
 This course permits students to begin to develop skills in reading and understanding research, writing research proposals, and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**CCJ 5405 Criminal Justice Management** **4.0 Quarter Credit Hrs**  
 Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5408 Interpersonal Management Skills** **4.0 Quarter Credit Hrs**  
 This course is designed to increase knowledge and competence in managing interpersonal interaction in a variety of professional settings. Strategies and styles of conflict resolution are examined, as well as techniques for motivating colleagues and clients. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5665 Victimology** **4.0 Quarter Credit Hrs**

Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5667 Substance Use, Crime, and Criminal Justice**

**4.0 Quarter Credit Hrs**

This course is an examination of the social response to illegal use of mood-altering substances. Major initiation in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 5672 Women, Crime, and Criminal Justice**

**4.0 Quarter Credit Hrs**

This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJC 5328 Correctional Systems and Institutions**

**4.0 Quarter Credit Hrs**

This course is designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media, and society on correctional administration will be examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJC 5428 Counseling the Offender**

**4.0 Quarter Credit Hrs**

This course is designed to provide an understanding of correctional intervention, assessment and classification. The major systems of therapeutic intervention will be examined, and the impact of the intervention strategies will be examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJE 5428 Community Oriented Policing**

**4.0 Quarter Credit Hrs**

This course provides an analysis of contemporary issues in community policing. This includes an exploration of the dynamics of citizen-police interactions with regard to proactive policing methodologies. Examples of specific community policing programs will be examined through the use of a series of case studies, and the impact of community oriented policing will be discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJJ 5028 Juvenile Justice System**

**4.0 Quarter Credit Hrs**

This course is designed to provide the student with an examination of the historical, cultural and legal foundations of juvenile justice. Current juvenile justice system practices will be discussed, and the effects of these practices analyzed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJL 5069 Modern Constitutional Theory**

**4.0 Quarter Credit Hrs**

This course provides a survey of major constitutional thought and a review of primary constitutional principles. Particular emphasis is placed on the role of the Constitution in the administration of criminal justice. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 6000 Criminal Justice Capstone**

**6.0 Quarter Credit Hrs**

The Criminal Justice Capstone is a comprehensive assessment of knowledge and skills required for successful performance in a variety of related organizations. This course consists of a portfolio development project that encompasses scholastic and personal self assessment, writing, and peer review. This class must be taken during the last two quarters of the program. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000

**◆ Addendum #32 - Effective December 1, 2004:**

Tuition increase for all FMU campuses. The price increase is effective December 1, 2004 for the term beginning January 18, 2005 and any term thereafter.

Undergraduate:

Medical Assisting, Pharmacy Technician, Medical Insurance Billing & Coding	\$275	per credit hour
Surgical Technician	\$305	per credit hour
Film/Video/Commercial Art	\$285	per credit hour
All other Undergraduate:	\$270	per credit hour
Graduate:	\$410	per credit hour
Massage Therapy:	\$9,100	program charge
Medical Insurance Billing & Coding	\$7,400	program charge

◆ **Addendum #33 - Effective November 12, 2004:**

COPP 4320 Database Application Development:

- The prerequisites now include the option of COPP 2247 Computer Programming - Visual Basic II.
- It should now read "Prerequisite: COPP 2247, COPP 2257 or COPP 2267," as shown in the following course description:

**COPP 4320 Database Application Development**

**4 Quarter Credit Hours**

This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisite: COPP 2247, COPP 2257 or COPP 2267. Lecture hours: 30. Lab hours: 20.

◆ **Addendum #34 - Effective November 5, 2004:**

The paragraph under the heading Licensure, Approval and Member ships on page 1 and 2 of the catalog is replaced with the following:

Each location of the University is listed as an institution of higher education in the Directory of Higher Education.

The University is a non-sectarian, coeducational institution with authority to confer associate, bachelor, master degrees and diplomas. The university is licensed by means of accreditation by the Florida Commission for Independent Education, License No.s:

◆ **Addendum #35 - Effective August 25, 2004:**

Jacksonville now offers the Massage Therapy diploma program.

◆ **Addendum #36 - Effective October 5, 2004:**

South Orlando and Pompano now offer the following program:

**LONG TERM CARE ADMINISTRATION BACHELOR'S DEGREE PROGRAM**

Long Term Care (LTC) or skilled nursing was created to provide 24 hour skilled nursing care and assistance. The skilled nursing industry is expected to continue long term growth due to the 80 million Americans who are part of the aging "baby boom" generation that will become the "senior boom." The long term care living model is considered a "step-down" or transitional care between the hospital and the home. As such, the long term care model is a nursing based, custodial model that includes a multitude of ancillary services such as physical and occupational therapy and social services.

Long term care for seniors includes assistance with activities of daily living, integrated custodial care with nursing, rehabilitative and psycho-social ongoing services. Many long term care facilities also offer special areas for Alzheimer's/dementia residents to continue meeting their unique needs. The Long Term care facility is owned or operated by private or publicly held companies. These facilities may be institutional or hospital-like settings, stand alone facilities, or as a component of continuing care retirement communities. There are a variety of names associated with these facilities, such as rest homes, homes for the aged, nursing or rehab centers, or elder care homes. The goal in long term care is to provide a high level of skilled care that cannot otherwise be provided in the resident's home. This can often include the use of palliative/hospice care.

**Program Description:** The program provides the graduate with a comprehensive knowledge of the long term care living industry and also an administrative foundation to become an active participant in this rapidly developing field. The program provides foundational knowledge in health science and aging to prepare graduates to function as managers and advocates for the elderly. Graduates will synthesize health science knowledge with gerontological knowledge and skills and apply it to the population of elderly to improve quality of life. The program also develops the leadership and management skills of the graduates in marketing, resident care, hospitality services, and operations to be effective in the rapidly growing industry. Long term care living is a dynamic field requiring an ongoing learning process, as it is a highly regulated industry. There are constant governmental changes students need to be kept abreast of on a regular basis. Graduates from this program will become active participants in this expanding field by demonstrating competence through knowledge and skills learned through the program.

This program prepares the student to function with both administrative and operational skills in a position within the long term care industry. The program consists of 192 units of learning with an externship of 300 hours in an appropriate setting. Students utilize learned organizational information to examine structure, roles, and functions within long term care/skilled nursing facilities.

**Objectives:** The Long Term Care Administration Bachelor's Degree Program provides the student with the theory and application skills to perform the following:

- Demonstrate an understanding of the basic principles and practices of skilled living, including how it relates to the elderly, the residential care facility, and the other members of the LTC team.
- Recognize and define the various structures, functions, and the roles within an LTC organization.
- Identify strategies for managing and evaluating resident skill care needs, family issues, and staffing issues.
- Identify strategies for managing licensing, budgeting, risk management, and skilled services, as well as ancillary support services.
- Demonstrate understanding of the selling and marketing techniques.
- Identify strategies for developing marketing plans and lead generating tools.
- Discuss and be able to demonstrate how to approach and care for the elderly and the Alzheimer residents.
- Demonstrate competency and understanding of the LTC licensing policies and governmental procedures.

**Program At A Glance:**

The Bachelor of Science in Long Term Care Administration consists of a total of 192 quarter credit hours. Of these, 102 quarter credit hours must be taken from the Long Term Care Administration Major Core. The remaining courses include 10 quarter credit hours of college core requirements, 62 quarter credit hours of general education core requirements, and a total of 18 quarter credit hours from available electives.

COURSE NUMBER	COURSE NAME	LECTURE CONTACT HOURS	LAB CONTACT HOURS	INTERN. CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
<b>College Core Requirements</b>						
CGSP 2110	Computer Applications	30	20	0	50	4.0
SLSP 1130	Strategies for Success	40	0	0	40	4.0
SLSP 1320	Career Skills	20	0	0	20	2.0
<b>Total Quarter Hours:</b>		<b>90</b>	<b>20</b>	<b>0</b>	<b>110</b>	<b>10.0</b>
<b>Major Core Requirements</b>						
APAP 2111	Principles of Accounting I	40	0	0	40	4.0
APAP 2121	Principles of Accounting II	40	0	0	40	4.0
HSAP 2102	Health Care Organization and Administration	40	0	0	40	4.0
HSAP 1122	Health Care Delivery Systems	40	0	0	40	4.0
PHCP 3151	Public Policy in Health Care	40	0	0	40	4.0
BULP 2100	Applied Business Law	40	0	0	40	4.0
HSCP 3640	Legal Aspects/Legislation in Health Care	40	0	0	40	4.0
HSAP 2366	Demographic Aspects and Cultural Diversity in Health Care	40	0	0	40	4.0
LTCP 3201	Introduction to LTC Administration	40	0	0	40	4.0
LTCP 3202	Nursing Care of Older Adults in LTC	40	0	0	40	4.0
LTCP 3203	Aging Issues, Part I	40	0	0	40	4.0
LTCP 3204	Aging Issues, Part II	40	0	0	40	4.0
LTCP 3205	Nursing Home Federal Guidelines	40	0	0	40	4.0
MAN 2021	Principles of Management	40	0	0	40	4.0
MAN 4764	Business Policy and Strategy	40	0	0	40	4.0
HAS 4100	Introduction to Health Statistics	40	0	0	40	4.0
LTCP 3206	Human Resources in LTC	40	0	0	40	4.0
HSAP 4300	Conflict Management in Health Care	40	0	0	40	4.0
HSAP 4502	Risk Management	40	0	0	40	4.0
LTCP 3207	Ethics and Decision Making in Long Term Care	40	0	0	40	4.0
LTCP 3208	Long Term Care Marketing and Outreach	40	0	0	40	4.0
LTCP 3209	Long Term Care Licensing Review	40	0	0	40	4.0
LTCP 3210	Long-term Care Externship	0	0	300	300	10.0
SYP 2200	Death & Dying	40	0	0	40	4.0
<b>Major Core Total Quarter Hours:</b>		<b>920</b>	<b>0</b>	<b>300</b>	<b>1220</b>	<b>102.0</b>
<b>General Education Requirements</b>						

ENCP 1106	Composition I	40	0	0	40	4.0
ENCP 1107	Composition II	40	0	0	40	4.0
ENCP 3211	Report Writing	40	0	0	40	4.0

### LTC (BS) v1-0 PROGRAM OUTLINE

MACP 2104	College Algebra	40	0	0	40	4.0
PHPI 1001	Basic Critical Thinking	20	0	0	20	2.0
PSYP 2015	General Psychology	40	0	0	40	4.0
SOP 4005	Social Psychology	40	0	0	40	4.0
SPC 2016	Oral Communications	40	0	0	40	4.0
AFL 2010	Introduction to American Literature	40	0	0	40	4.0
SCIP 1001	Environmental Science	40	0	0	40	4.0
AMHP 2270	20 <sup>th</sup> Century American History	40	0	0	40	4.0
ECOP 3013	Macroeconomics	40	0	0	40	4.0
ECOP 3028	Microeconomics	40	0	0	40	4.0
CPOP 4820	Global Politics	40	0	0	40	4.0
SYG 2000	Principles of Sociology	40	0	0	40	4.0
STAP 3014	Statistics	40	0	0	40	4.0
<b>General Education Total Quarter Hours:</b>		<b>620</b>	<b>0</b>	<b>0</b>	<b>620</b>	<b>62.0</b>
<b>Approved Electives</b>		<b>180</b>	<b>0</b>	<b>0</b>	<b>180</b>	<b>18.0</b>
<b>Total Quarter Credit Hours Required for Graduation:</b>		<b>1810</b>	<b>20</b>	<b>300</b>	<b>2130</b>	<b>192.0</b>

#### Course Descriptions:

##### APAP 2111 Principles of Accounting I

**4.0 Quarter Credit Hours**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

##### APAP 2121 Principles of Accounting II

**4.0 Quarter Credit Hours**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

##### HSAP 2102 Health Care Organization and Administration

**4.0 Quarter Credit Hours**

Analyzes organizational patterns of various types of health care institutions. Introduces various administrative functions, including medical staff organization, departmental functions, policy formation, internal control systems, planning procedures, fiscal and personnel management, public relations and the various information needs of administration. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

##### HSAP 1122 Health Care Delivery Systems

**4.0 Quarter Credit Hours**

A survey of the programs, services and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their roles in the prevention, diagnosis and treatment of health problems. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

##### PHCP 3151 Public Policy in Health Care

**4.0 Quarter Credit Hours**

Public policy is an integral aspect of the delivery of health care in this nation. This course examines policy formulation at the federal and state levels. Policy trends and regulatory issues are tracked and forecasted from the perspective of the provider and consumer with attention to issues of ethics and equal access. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

##### BULP 2100 Applied Business Law

**4.0 Quarter Credit Hours**

This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**HSCP 3640 Legal Aspects/Legislation in Health care**

**4.0 Quarter Credit Hours**

Introduces the legislation and various legal issues affecting the health care industry. Includes legal obligations of the administration and medical staff, consent for treatment, patients' rights, admission and discharge of patients, negligence and malpractice, licensure, privacy and confidentiality and decision making. Prerequisite: BUL 2100  
Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**HSAP 2366 Demographic Aspects & Cultural Diversity in Healthcare**

**4.0 Quarter Credit Hours**

This course is an introduction and overview of the demographic issues and cultural dimension of human systems, including worldview, kinship and social organization, healthcare beliefs, and rules of reciprocity. The goal of this course is to prepare health care administrators to deal with the wide variety of culture rules and norms that are often present in providing systems of care for diverse populations. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**LTCP 3201 Introduction to Long Term Care Administration**

**4.0 Quarter Credit Hours**

This course will provide students a guide to administration of long term care living facilities through the process of quality improvement, value demonstration, and staff performance. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**LTCP 3202 Nursing Care of Older Adults in LTC**

**4.0 Quarter Credit Hours**

This course will provide students an overview of basic nursing care for residents living in long term care living facilities. The course will provide students a basis for discussing nursing diagnosis, outcomes, and interventions through the use of lecture and case studies. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**LTCP 3203 Aging Issues, Part I**

**4.0 Quarter Credit Hours**

This course will provide students an overview of the issues related to aging and some of the unique problems associated with long term care facilities. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**LTCP 3204 Aging Issues, Part II**

**4.0 Quarter Credit Hours**

This course will provide students a further examination of the issues related to aging and dementia care for long term care living facility managers. Prerequisite: LTC 3203. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**LTCP 3205 Nursing Home Federal Guidelines**

**4.0 Quarter Credit Hours**

This course will provide students an overview of the specific LTC federal guidelines and requirements in preparation for a Department of Health Services survey. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**MAN 2021 Principles of Management**

**4.0 Quarter Credit Hours**

This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.

**◆ Addendum #37 - Effective December 14, 2004:**

**Following are FMU Prerequisite Additions:**

**CISP 3110 Object Oriented Analysis and Design**

Old Prerequisites: CISP 2340 and COPP 2251 or COPP 2261

New Prerequisites: CISP 2340 and COPP 2241 or COPP 2251 or COPP 2261

**CISP 3610 Designing Secure Software**

Old Prerequisites: CISP 3110 and COPP 2257 or COPP 2267

New Prerequisites: CISP 3110 and COPP 2247 or COPP 2257 or COPP 2267

**CISP 3640 Software Risk Management**

Old Prerequisites: CISP 2340 and COPP 2257 or COPP 2267

New Prerequisites: CISP 2340 and COPP 2247 or COPP 2257 or COPP 2267

**CISP 4251 Operating Systems Programming**

Old Prerequisites: COPP 2257 or COPP 2267

New Prerequisites: COPP 2247 or COPP 2257 or COPP 2267

**COPP 4320 Database Application Development**

Old Prerequisites: COPP 2257 or COPP 2267

New Prerequisites: COPP 2247 or COPP 2257 or COPP 2267

◆ **Addendum #38 - Effective December 14, 2004:**

BULP 2100 revised to BUL2131  
 APAP 2111 revised to APA2111  
 APAP 2121 revised to APA2121  
 PSYP 2015 revised to PSY2012  
 HSA4100 revised to HSAP4100  
 PHPI1001 revised to PHIP1001

◆ **Addendum #39 - Effective January 1, 2005:**

The following fees on page 10 and 11 of the catalog have changed:

Experiential Learning      \$50 Portfolio Application fee  
 Fees:                              \$100 per credit transfer fee  
                                          \$25 Appeal fee  
 Proficiency Exam Fees:      \$20 Testing fee  
                                          \$40 Computer exams testing fee (CGS 2167C, CGSP 2080, OSTP 2725)  
                                          \$50 per credit transfer fee

◆ **Addendum #40 - Effective January 1, 2005:**

The following is added to page 7 of the catalog:

**Allied Health Student Disclosure**

**Criminal Background Check**

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard *H.R. 1.2 #5* which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy.

*Rationale:* This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004.)

Students enrolling in the Assisted Living Administrator, Long Term Care Administration, Patient Care Technician, Pharmacy Technician or Surgical Technologist program will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace - address trace report
- 1 statewide sex offender search
- 1-OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the last 7 years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shoplifting/extortion- including convictions for bad check charges	

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

◆ **Addendum #41 - Effective January 26, 2005:**

The following text is inserted on page 2, at the end of **Licensure, Approvals, and Memberships**

The Medical Assisting programs at FMU Brandon, FMU Lakeland, FMU Melbourne, FMU North Orlando, FMU Pinellas, FMU South Orlando, and FMU Tampa are accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the American Association of Medical Assistants. The Surgical Technologist program at FMU Brandon is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Committee on Education in

Surgical Technology. The CAAHEP office is located at 35 East Wacker Drive, Suite 1970, Chicago, IL 60601 and can be reached by telephone at (312) 553-9355.

◆ **Addendum #42 - Effective January 26, 2005:**

The following Course Description is revised:  
CEN 1056C to reflect 20 Hours lecture, no lab.

◆ **Addendum #43 - Effective January 26, 2005:**

The following sentence is removed from page 3, Under Undergraduate Admissions, General Admission Requirements, 2<sup>nd</sup> paragraph, last sentence:

All students enrolling in the Network Administration program, without exception, will be required to successfully complete an assessment examination.

◆ **Addendum #44 - Effective February 10, 2005:**

The following are changes are now effective throughout the catalog:

**CCJ 1024 Introduction to Criminal Justice**

**4.0 Quarter Credit Hours**

This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2110 Policing in America**

**4.0 Quarter Credit Hours**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJP 2288 Spanish for the Criminal Justice Professional Hours**

**4.0 Quarter Credit Hours**

This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2943 Current Issues in Criminal Justice**

**4.0 Quarter Credit Hours**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJL 2130 Criminal Evidence**

**4.0 Quarter Credit Hours**

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

The course descriptions were revised and the prerequisite of CCJ1024 was eliminated from the following courses for Standardized program as below:

**CCJ 1011 Criminology**

**4.0 Quarter Credit Hours**

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CCJ 2306 Introduction to Corrections**

**4.0 Quarter Credit Hours**

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

The course title of following course was changed for Standardized program as below:



CCJ 2501 Juvenile Delinquency to CCJ 2501 Juvenile Justice

**The following courses were eliminated for Standardized program and should be removed from catalog:**

CCJ 2940 Criminal Justice Externship I  
CCJ 4940 Criminal Justice Externship II  
CCJP 4661 Basics of Cultural Diversity  
CJD 3252 Interviews and Interrogations  
CJE 2600 Criminal Investigation and Police Procedures  
CJL 2132 Criminal Procedures

**The following courses should have a prerequisite of PLA1003 in their course descriptions:**

PLA 1105 Legal Research and Writing I  
PLA 1700 Legal Ethics and Social Responsibility  
PLA 2763 Law Office Management  
PLAP 2941 Contemporary Issues and Law

**The prerequisite of PLA2273 should be removed from the following course's description:**

PLA 4470 Employment Law

**The following should be corrected on the Program Outline in Catalog:**

PLAP 4471 Workmen's Compensation and Employment Benefit Law to PLAP 4471 Worker's Compensation and Employment Benefit Law  
PLA 2483 Introduction to Administrative Law should be added to BS level electives

**The following course should be removed from the catalog as it is eliminated from Standardized program:**

PLA 2231 Legal Medicine

- **Addendum #45 - Effective February 24, 2005:**

Following are the table replaces the start dates for Massage Therapy for N. Orlando:

Massage Therapy N. Orlando		
Start Date	End Date	Holiday, if applicable
12/15/04	1/24/05	1/17/05 M.L.King Holiday
1/3/05	1/28/05	
1/31/05	2/25/05	2/21/05 Presidents Day
2/28/05	3/24/05	3/25/05 Good Friday
3/28/05	4/22/05	
4/25/05	5/20/05	
5/23/05	6/20/05	5/30/05 Memorial Day
6/21/05	7/19/05	7/4/05 Independence Day
7/20/05	8/16/05	
8/17/05	9/14/05	9/5/05 Labor Day
9/15/05	10/12/05	
10/13/05	11/9/05	
11/10/05	12/9/05	11/24-25/05 Thanksgiving
12/12/05	1/17/06	1/16/06 M.L.King Holiday
1/18/06	2/14/06	

- **Addendum #46 - Effective February 22, 2005:**

On page 72, Tuition and Fees---All Online undergraduate Programs are now \$273/Online Masters (MBA and MSCJ) programs are n now \$415.

- **Addendum #47 - Effective February 22, 2005:**

Tampa and Lakeland are now offering the 54 credit Massage Therapy program listed above.

- **Addendum #48 - Effective February 22, 2005:**

**Criminal Investigation is now offered as an online program:**

**ASSOCIATE IN SCIENCE  
ONLINE PROGRAM  
Criminal Investigations**

The Criminal Investigations associate degree program provides a broad understanding of the theoretical and scientific aspects of the investigative process. The program prepares graduates for entry-level career opportunities in law enforcement, private investigations and/or security as evidence and crime scene technicians.

College Core Requirements			Associate Degree Quarter Credit Hrs	
SLSP	1130	Strategies for Success	4.0	
SLSP	1320	Career Skills	2.0	
CGSP	2110	Computer Applications	4.0	
<b>Total Quarter Credit Hours</b>				<b>10.0</b>
<b>Major Core Requirements:</b>				
INVP	1110	Criminalistics I	4.0	
INVP	1120	Criminalistics II	4.0	
INVP	2210	Graphics & Documentation I	4.0	
INVP	2220	Graphics & Documentation II	4.0	
INVP	2310	Fingerprints Classification & Latents I	4.0	
INVP	2320	Fingerprints Classification & Latents II	4.0	
INVP	1400	Crime Scene Photography I	4.0	
INVP	1410	Crime Scene Photography II	4.0	
INVP	1510	Biological Evidence I	4.0	
INVP	1520	Biological Evidence II	4.0	
INVP	2410	Crime Scene Dynamics I	4.0	
INVP	2420	Crime Scene Dynamics II	4.0	
INVP	2510	Technology Crimes I	4.0	
INVP	2520	Technology Crimes II	4.0	
<b>Total Quarter Credit Hours</b>				<b>56.0</b>
<b>General Education Core Requirements</b>				
ENCP	1106	Composition I	4.0	
ENCP	1107	Composition II	4.0	
AMHP	2270	20 <sup>th</sup> Century American History	4.0	
MACP	2104	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
PHIP	1001	Basic Critical Thinking	2.0	
AFLP	2010	Introduction to American Literature	4.0	
SCIP	1001	Environmental Science	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>30.0</b>
<b>Total Quarter Credit Hours Required for Graduation</b>				<b>96.0</b>

◆ **Addendum #49 - Effective February 23, 2005:**

Brandon is now offering the 54 credit Massage Therapy program listed above.

Brandon 2005 Massage Therapy		Events
START DATES	END DATES	
Monday February 28	Friday March 25	
Monday March 28	Friday April 29	Spring Break April 4 - 11
Monday May 2	Friday May 27	Memorial Day May 30
Tuesday May 31	Friday June 24	
Monday June 27	Friday July 29	Independence Day July 4
Monday August 1	August 26	Summer Break July 11 - 15
Monday August 29	Friday September 23	Break September 5 Labor Day
Monday September 26	Friday October 28	Break Fall October 10 - 14
Monday October 31	Wednesday November 23	Break Thanksgiving Nov 24 & 25
Monday November 28	Friday December 23	Break Christmas Holiday Dec 26 - 30

◆ **Addendum #50 - Effective March 3, 2005:**

Following is the Massage Therapy Program for Brandon, N. Orlando, Tampa and Lakeland:

Massage Therapy Brandon, N. Orlando, S. Orlando, Tampa and Lakeland		
START DATES	END DATES	Holiday, if applicable
12/15/04	1/24/05	1/17/05 M.L.King Holiday
1/3/05	1/28/05	
1/31/05	2/25/05	2/21/05 Presidents Day
2/28/05	3/24/05	3/25/05 Good Friday
3/28/05	4/22/05	
4/25/05	5/20/05	
5/23/05	6/20/05	5/30/05 Memorial Day
6/21/05	7/19/05	7/4/05 Independence Day
7/20/05	8/16/05	
8/17/05	9/14/05	9/5/05 Labor Day
9/15/05	10/12/05	
10/13/05	11/9/05	
11/10/05	12/9/05	11/24-25/05 Thanksgiving
12/12/05	1/17/06	1/16/06 M.L.King Holiday
1/18/06	2/14/06	

◆ **Addendum #51 - Effective March 3, 2005:**

The following text replaces the existing text under the VA SAP policy:

**SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

Previous Credit for Veterans Affairs Beneficiaries. All Veterans Affairs beneficiaries are required to disclose prior post-secondary school attendance and provide copies of transcripts for all post-secondary education and training. Upon enrollment, the school will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

**Make-Up Assignments**

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

**Maximum Time Frame for Veteran Students**

The maximum time frame for veteran students is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

**Veterans Academic Probation**

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration and their benefits may be terminated.

## Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the School due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

## Veterans Attendance

For students who are receiving Veterans benefits, the Department of Veterans Affairs will be notified whenever students violate the institution's attendance policy or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.

**Students Enrolled in Modular Programs Only:** In addition to the requirements of the institutional attendance policy, a veteran student enrolled in a modular program will be dismissed if the student is absent for more than 20% of a module.

## Leaves of Absence.

Veterans Administration benefits will be terminated for any veteran taking a leave of absence.

### ◆ Addendum #52 – Effective February 28, 2005:

Pinellas is now offering the Massage Therapy program located in #27. The start dates are below:

### ◆ Addendum #53 – Effective March 30, 2005:

Pinellas 2005 Massage Therapy		Events
START DATES	END DATES	
Monday February 28	Friday March 25	
Monday March 28	Friday April 29	Spring Break April 11- 15
Monday May 2	Friday May 27	Memorial Day May 30
Tuesday May 31	Friday June 24	
Monday June 27	Friday July 29	Independence Day July 4
Monday August 1	August 26	Summer Break July 11 - 15
Monday August 29	Friday September 23	Break September 5 Labor Day
Monday September 26	Friday October 28	Break Fall October 10 - 14
Monday October 31	Wednesday November 23	Break Thanksgiving Nov 24 & 25
Monday November 28	Friday December 23	Break Christmas Holiday Dec 26 - 30

### ◆ Addendum #54 – Effective February 28, 2005:

The associate degree in Medical Insurance Billing and Coding (MIBC) is now offered at FMU Melbourne.

### ◆ Addendum #55 – Effective February 28, 2005:

The following course descriptions are added:

#### INV 1510 Biological Evidence I

**4.0 Quarter Credit Hours**

This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### INV 1520 Biological Evidence II

**4.0 Quarter Credit Hours**

This course will continue to discuss the biological evidence commonly found at crime scenes. Packaging, preservation, and care of biological evidence will be discussed. Chain of custody will be explained. Additional topics include DNA, case studies, courtroom testimony, and exhibits for the courtroom. Students will participate in a moot court and a mock crime scene. Prerequisite: INV 1510. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000



