



**FLORIDA METROPOLITAN
UNIVERSITY**

**2005 - 2006
CATALOG**

FMU0927905

FLORIDA METROPOLITAN UNIVERSITY

BRANDON

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ORANGE PARK

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PINELLAS

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SOUTH ORLANDO

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MELBOURNE LEARNING SITE

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

TAMPA

3319 W. Hillsborough Avenue - Tampa, Florida 33614
(813) 879-6000; Fax (813) 871-2483

NORTH ORLANDO

5421 Diplomat Circle - Orlando, Florida 32810
(407) 628-5870; Fax (407) 628-1344

TAMPA LEARNING SITE

3635 West Waters Avenue – Tampa, Florida 33614
(813) 932-9787; Fax (813) 932-8927

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PRESIDENT'S MESSAGE

We 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 diplomas to Associate's degrees to 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 lifelong 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. Therefore, we invite all interested parties 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.



Olivia Fields, Brandon Campus



Samuel Ortiz, Jacksonville Campus



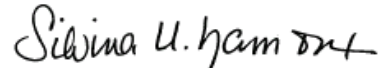
Thomas M. Barlow, Tampa Campus



Mark Judge, Melbourne Campus



Ouida Kirby, North Orlando Campus



Silvina Lamoureux, Lakeland Campus



Dave Podesta, Pinellas Campus



Iliia Martin, Pompano Beach Campus



Bruce Jones, Orange Park Campus

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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's, Bachelor's, and Master's degree programs as well as diploma 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 and 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

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, Associate's degrees, Bachelor's degrees, and Master's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. 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's, Bachelor's, and Master's degrees and diplomas. The University is licensed by means of accreditation by the Florida Commission for Independent Education. License numbers are as below:

Pompano Beach (main)	2574
Tampa (main)	2627
<i>Brandon (branch)</i>	2603
<i>Orange Park (branch)</i>	3132
Pinellas (main)	2626

<i>Lakeland (branch)</i>	2602
<i>Jacksonville (branch)</i>	2966
Orlando North (main)	2594
<i>Orlando South (branch)</i>	2609
<i>Melbourne (branch)</i>	2612

Further information may be obtained by contacting the Florida Commission for Independent Education, Department of Education, 2650 Apalachee Parkway, Suite A, Tallahassee, Florida 32301; telephone (850) 245-3200.

Undergraduate and graduate programs are approved by the Department of Homeland Security and by the Florida State Approving Agency for Veterans Training. All campuses are members of the Career College Association.

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 Curriculum Review Board of the American Association of Medical Assistants endowment (AAMAE). 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.

The Pharmacy Technician program at Melbourne is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, Maryland, 20814, (301)657-3000.

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 labs specifically equipped 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 the 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, color, religion, age, disability, sex, sexual orientation, national origin, or citizenship status 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 who have disabilities with reasonable accommodations that do not impose undue hardship.

UNDERGRADUATE ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its recognized equivalent is a requirement for admission to the University, unless the student applies under the Ability to Benefit provision, as described below. 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 Career Programs Assessment test (CPAT) 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. Except as noted below, all

undergraduate applicants are required to successfully complete the CPAt with a score of 120 (general admission) or higher if required for admission to a specific 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 post-secondary 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 combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

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 the ability of a prospective student to benefit from the course of instruction. Applicants who pass this test have fulfilled the University's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The Ability to Benefit provision is available to students enrolling in diploma or Associate's degree programs.

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

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 reentrance after not attending for a full academic term.

SURGICAL TECHNOLOGIST PROGRAM

In order to be admitted into the Surgical Technologist program, applicants must:

- ◆ Be a high school graduate or have a GED;
- ◆ Pass the CPAt entrance examination with a score of 160 or higher;
- ◆ Complete a personal interview with the Surgical Technologist Program Director;
- ◆ Pass a physical examination.

Before students can begin their clinical rotation in the Surgical Technologist Program, they must complete three Hepatitis B injections.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. FMU accepts the evaluations of foreign course work from the following services:

- ◆ World Education Services, Inc., P.O. Box 745 Old Chelsea Station, New York, New York 10113-0745, (212) 966-6311
- ◆ Josef Silny & Associates, Inc., International Educational Consultants, P.O. Box 248233, Coral Gables, Florida 33124, (305) 666-0233, www.jsilny.com
- ◆ World Education Services, Inc., P.O. Box 01-5060, Miami, Florida 33101, (305) 358-6688, www.wes.org
- ◆ Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

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 unless they provide a copy of their transcript, diploma, or GED.

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 Department of Homeland Security, official transcripts of completed secondary education and applicable post-secondary credits are required with notarized translation and evaluation by an approved foreign transcript evaluation agency. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course (see “Course Work Taken at Foreign Institutions,” above).

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. Completion of Level 107 from a designated English Language School Center (ELS);
3. Score of 5.0 on the International English Language Testing System exam (IELTS);
4. Score of 60 on Michigan English Language Assessment Battery (MELAB);
5. A certificate of completion of Intensive English 4 at FMU*;
6. Graduation from high school in the United States or an official copy of a GED;
7. Graduation from an American high school abroad where curriculum is delivered in English.

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

Graduate programs

1. TOEFL score of 550 (paper-based) or 213 (computer-based);
2. Score of 78 on Michigan English Language Assessment Battery (MELAB);
3. Score of 6.0 on the International English Language Testing System exam (IELTS);
4. Certificate of completion of Intensive English 5 at FMU**;
5. Earned Bachelor’s degree from an accredited American post-secondary institution.
6. Provide sufficient evidence of proficiency in reading, writing, and speaking the English language to the Graduate Academic Committee. See “Graduate Admissions Requirements.”

**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 credits from another accredited institution may apply for credit transfer to the University. Credit will be accepted 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. (Graduate students see additional information in the “Graduate Programs Academic Information” section.) Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving veteran’s benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

GENERAL EDUCATION

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the University’s discretion to fulfill the equivalent subject area general education requirements of the student’s program of study. Details on this policy may be obtained in the Academic Dean’s office.

MILITARY TRAINING

The University may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service

members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

LEARNING ASSESSMENT

The University accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

TRANSFERS TO OTHER FMU LOCATIONS

Students in good standing may transfer to another FMU campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the degree program in which they are enrolled. Students may transfer applicable credits from FMU coursework in which a D or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

FMU CONSORTIUM AGREEMENT

The FMU Consortium Agreement provides greater scheduling flexibility by enabling students to attend a limited number of classes at an FMU campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another FMU campus location through the Consortium Agreement. All attendance and grades earned for coursework taken through the Consortium Agreement will be applied to the student's academic record at the home campus. Prior to registering for classes at another FMU location, students must receive written approval from the Academic Deans at both campuses. Complete details on the FMU Consortium Agreement are available in the Academic Dean's office.

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, 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 officials), 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 that 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 that 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. The following guidelines are issued that 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 that 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 MMR and meningitis vaccinations and that all medical/allied health students receive the full sequence of hepatitis B vaccinations. Medical/allied health students must 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 and backed up on disc and tape. The University maintains complete records for each student, including 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 be released only 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. Exceptions that permit disclosure without consent include:
 - To institutional officials* who have legitimate interest in the records;
 - To officials of another school upon request if the student seeks or intends to enroll at that institution;
 - To certain official of the U.S. Department of Education, the Inspector General, state and local educational authorities in connection with state or federally-supported educational programs;
 - In connection with the student's request for, or receipt of, Title IV financial aid necessary to determine the eligibility, amounts or conditions of the financial aid or to enforce the terms and conditions of the aid;
 - To organizations conducting certain studies for or on behalf of the School;
 - To accrediting commissions to carry out their functions;
 - To comply with a Federal Grand Jury subpoena or a subpoena issued for law enforcement purposes;
 - To comply with a civil subpoena or court order after notice has been given to the student and the student has failed to object;
 - To appropriate parties in health or safety emergencies;
 - To the Department of Homeland Security for students attending school who have a student visa;
 - An order from the court in connection with the investigation or prosecutions of terrorism crimes.

*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.

4. 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.
5. 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
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

Additional FERPA information is available from the office of the Campus President.

STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve classroom problems or complaints should first contact their instructor and if the problem persists, the Program Director. Unresolved complaints should be made to the Academic Dean. For other types of grievances, the student should contact the person in charge of the appropriate department. 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 or the Commission for Independent Education.

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

-or-

Florida Commission for Independent Education
Department of Education
2650 Apalachee Parkway, Suite A
Tallahassee, Florida 32301
(850) 245-3200

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. The total hours specified in each area of the degree or the program total is 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 credential. Program completion does not necessarily lead to or guarantee any form of vendor certification.

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/internships 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, Pharmacy Technician, Health Care Administration, or Surgical Technologist programs 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 identifies a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven 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.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Florida Metropolitan University has established policies regarding campus security.

The University strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The University encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The University will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

Statistical Information: The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

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 Program Directors 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 placement assistance 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.

FINANCIAL INFORMATION

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 educational 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 plan best 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

Tuition and fee information can be found in Appendix B: Tuition and Fees in this catalog

QUARTER-BASED PROGRAMS

The tuition and fees listed in Appendix B 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. These tuitions and fees are for on-ground students and blended on-ground/online students. Students who are completing their program of study completely on line will find tuition information in the "Online Program Tuition and Fees" section of this catalog.

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 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.

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 drop/add period by the then current tuition rate for that number of credit hours.

MODULAR PROGRAMS

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

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. Official 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 reenter the University **only** when he/she can provide the documentation.
5. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
6. The University 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.
7. Students will be informed of their responsibilities regarding the verification of application information, including the University's deadline for completion of any actions required.
8. Students will be notified if the results of verification change the student's scheduled award.
9. The University will assist the student in correcting erroneous information.
10. 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.
11. No interim disbursements of Title IV aid will be made prior to the completion of verification.
12. 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.

COST OF ATTENDANCE

Tuition and fees, book charges and 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 his or her 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 and 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

The Federal Student Guide, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. The Student Guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) in accordance with current federal regulations. See the following for the different types of financial aid programs available to those who qualify and how aid recipients are selected from the pool of eligible applicants in accordance with federal regulations.

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 applicant's 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%. 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 parents 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% origination fee and a 1% 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%. 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% origination fee on a PLUS loan made on or after July 1, 1994, and up to 1% 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%.

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 post-secondary 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 post-secondary 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 vary based on cumulative high school grade point average and SAT or ACT scores and are 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 non-public post-secondary 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 post-secondary 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% of tuition and fees for up to 45 semester or 67 quarter credit hours per year. A student enrolled in a non-public post-secondary education institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary 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% of tuition and fees. A student who is enrolled in a non-public post-secondary institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary 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.

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 Program Director 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.

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 day 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 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 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.

Florida Association of Proprietary Schools and Colleges (FAPSC) Scholarship

Scholarships are available for graduating high school seniors and GED recipients. Applicants must complete an application, maintain a cumulative GPA of 2.0 or higher, and submit a 300-word essay answering three specific questions pertaining to the career field and institution they have chosen. Applicants may apply for no more than three scholarships at any

single institution. Awarding of the scholarships is done through an evaluation committee assembled by FAPSC. Please contact the campus Financial Aid Office for further details.

Active Duty Military Scholarships (FMU Online Only)

1. **Active Duty Military Scholarship:** Active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Active Guard/Reserve and US Coast Guard, and their dependent spouse and children are eligible to apply for an Active Duty Military scholarship. The scholarship includes a quarterly tuition stipend and a voucher for one set of free books for active duty personnel only their first term. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 10% of tuition charged for the term. Applications may be requested from the Admissions Office.
2. **Eligibility:** Applicants must meet entrance requirements for program of study. Applicants must be on active duty (or be a spouse or dependent child) and provide proof by submitting a copy of official military documentation prior to the start of the term. The scholarship may be renewed from quarter to quarter so long as the recipient maintains active duty military status, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

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

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.

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 institution, 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. Cancellation will occur when the student gives written notice of cancellation at the campus address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement.

OFFICIAL WITHDRAWALS

An official withdrawal must be documented in writing.

Quarter-based Programs: After the three-day cancellation period, students in quarter-based programs who officially withdraw from the institution prior to the end of the institution's official drop/add period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no drop/add period in modular programs, students who officially withdraw within the first five class days will be dropped, and all monies paid will be refunded.

All refunds will be made within 30 days of the date the institution is notified of the official withdrawal.

REFUNDS

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

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. The refund computation will be based on the last date of student attendance.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school 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 statutory pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal. A student who has been qualified for SFA funds earns funds upon attendance within a payment period or period of enrollment. If a student qualified for SFA program assistance withdraws from the institution during a payment period or a period of enrollment, 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 or period of enrollment, 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 or period of enrollment, a student has earned 100% of the SFA funds. The institution calculates the federal return on the basis of the payment period.

The percentage of the payment period completed is determined by dividing the number of calendar days completed in that period (numerator), by the total number of calendar days in the period (denominator). Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the period.

The College 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 or period of enrollment multiplied by the percentage of 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, if more than \$25.00.

Institutional Refund Calculation for First Time Students in Quarter-based Programs and all Modular Program Students

For first-time students in quarter-based programs and all students in modular programs who terminate their training before completing more than 60% of their first period of enrollment (their first term for quarter-based students or the academic year for modular students), the institution will perform a pro-rata refund calculation, unless the student cancels their enrollment or withdraws and receives a full refund under the provisions above. Under a pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional 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 period of enrollment 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% and multiplied by the institutional 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 institution 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% of the period of enrollment.

Students in Modular Programs Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed. To avoid any charges, modular students must officially withdraw from the program within the first five class days.

Institutional Refund Policy for Continuing Students in Quarter-based Programs

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 14 calendar days of the Quarter	100% Tuition and Fees	0
After first 14 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's 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 status 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.
- **Regular Status Student** - A diploma- or 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 after he/she 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 letter 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 he/she will earn no credit.

EXPERIENTIAL LEARNING PORTFOLIO

Undergraduate students may earn credit for life experience through the Prior Learning Assessment 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 Academic 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 Prior Learning Assessment program in conjunction with successful completion of Proficiency Examinations 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" in Appendix B for details.

PROFICIENCY EXAMINATION

Undergraduate 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. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean. Proficiency Examinations are not available for all courses, nor will they be approved for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course. Administrative and credit 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 the Prior Learning Assessment Program 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 or better will be posted to the academic transcript as PE (see "Tuition & Fees" in Appendix B).

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 Program Director 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 a 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. Associate's degree students may apply a maximum of eight (8) quarter credit hours earned through directed study to the major core of study. Bachelor's degree students may apply a maximum of sixteen (16) quarter credits of directed study to the major core of study. Graduate students may complete a maximum of one course (4 quarter credits) of directed study. Students may not take more than one directed study course in a single academic term.

ATTENDANCE POLICY

QUARTER-BASED PROGRAMS

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.

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.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy. Every four tardies or leave earlies are counted as an absence in the calculation of a student's attendance percentage. Students who are not in attendance for at least 51% 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. Only students who appear on day eleven may appeal the drop.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students must successfully appeal their drop within seven school days in order to continue their training without interruption. (See "Academic Appeals Procedures.") If the appeal is unsuccessful, they will be dropped from the program. Students who have been dropped from the program may apply for reinstatement after one module of suspension.

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.

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 reenters 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.

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:

Applies to All Courses Except Modular Programs:

GRADE	EVALUATION	Quality Points per Quarter Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	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
P	Passing	Not Calculated
W	Withdrawal, 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
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 not be calculated for purposes of determining rate of progress (SAP) or GPA.	Not Calculated
PP	Preparatory class passed (preparatory courses only). This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP) or GPA.	Not Calculated

Modular Programs Only

GRADE	MEANING	Percentage	Equivalent GPA
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C	Good	79-70	2.0
F	Failing	69-0	0
P	Passing		
W	Withdrawal		
CR	Credit for Advanced Placement		
TR	Credit for Previous Education		

Applies To All Courses

COURSE REPEAT CODES	
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) is calculated only for students enrolled in quarter-based programs. The 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.

A grade average percentage is calculated for students enrolled in modular programs. The GPA equivalent of the calculated average is given in the table above.

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 occurs 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;
- Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- 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 "Online Program Tuition and Fees" section for specific charges.

AUDITING COURSES

Auditing of courses may be approved in advance on a space-available basis. Approval by the instructor and the Academic 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 extracurricular 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, students must complete a minimum of 25% of the program's total required credit hours through the campus in which the student is enrolled. Residency credits can be earned through any combination of classroom, online, or directed study coursework (see "Directed Study" section for more information). Transfer credits, Proficiency Examinations, and credits earned through the Prior Learning Assessment program do not count toward satisfying the residency requirement.

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 ACADEMIC INFORMATION

ACADEMIC LOAD

A student taking 12 or more quarter hours toward Associate's or Bachelor's degrees will be classified as a full-time student for that term.

Full-time academic load for graduate students is defined under the "Academic Load" section in "Graduate Programs Academic Information."

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 Academic Dean will notify the student immediately of the infraction and that, if academic dishonesty is established, the student will receive a failing grade for that particular assignment.

If the student appeals the action, he/she must do so through the Grievance Committee. Statements will be taken from the student, the instructor, and 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.

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 better of the two grades 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 only the better of the two. 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.

DROP/ADD PERIOD (QUARTER-BASED PROGRAMS ONLY)

The first 14 calendar days of each academic quarter are designated as the drop/add period for students in quarter-based programs. 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 Academic 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.

There is no drop/add period for modular programs.

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 for only the portion of the payment period or period of enrollment that he/she 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 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 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% 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% 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. 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/her official notification of withdrawal, the student needs to provide a statement in writing that he/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 University 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/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 reentry, the student must normally meet all conditions of the catalog at the time of reentry.

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 table 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 drop/add period of an academic term. These percentage requirements are noted in the table 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% 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% 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 the following table.

35 Quarter Credit Hours - The total credit that may be attempted (maximum program length) is 52 (150 % of 35)

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPC IS BELOW	SUSPENSION IF CGPC IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
0-8	62.5%	N/A	55%	N/A
9-16	65%	62.5%	66%	60%
17-24	70%	65%	66%	65%
25-35	70%	70%	66%	66%
36-52	N/A	70%	N/A	66%

47 Quarter Credit Hours - The total credits that may be attempted (Maximum program length) is 70 (150% of 47)

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPC IS BELOW	SUSPENSION IF CGPC IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-12	62.5%	N/A	55%	N/A
13-24	65%	62.5%	66%	60%
25-36	70%	65%	66%	65%
37-47	70%	70%	66%	66%
48-70	N/A	70%	N/A	66%

54 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 81 (150% of 54).

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 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 56	2.00	1.75	66%	65%
57 - 81	N/A	2.00	N/A	66%

56 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 82 (150% of 56).

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
1-18	1.5	0*	50%	NA
19-28	1.65	1.25	60%	NA
29-37	1.8	1.5	65%	60%
38-46	2.0	1.75	67%	60%
47-64	2.0	1.85	67%	60%
65-82	2.0	2.0	67%	64%

62 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 93 (150% of 62).

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 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 93	N/A	2.00	N/A	66%

94 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 141 (150% of 94).

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%

96 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 144 (150% of 96).

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%

97 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 145 (150% of 97).

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%

98 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 147 (150% of 98).

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%

192 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 288 (150% of 192).

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%

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" 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 are 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.

ACADEMIC 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., that 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 Academic 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 14 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.

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 above) 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 courses and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Credits Attempted" (in the charts above) in order to determine the required progress level. The credits for the original attempt are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), IP (incomplete passing), 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 drop/add 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.

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 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 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-student 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-STUDENT 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-student status. However, they will never be eligible for readmittance to regular-student status in the program from which they were suspended or dismissed but may continue on non-regular-student status up to the maximum period allowed for the purposes of completing all required credits.

Further, these students who have entered non-regular-student status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a certificate of completion 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 progress 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.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the University 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 University 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 University 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.

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 a Bachelor of Science degree, students are required to accomplish the following:

1. Satisfy the specified requirements for the program of study, to include a minimum of 54 quarter credit hours in general education and a minimum of 90 quarter credit hours in major core coursework.
2. Complete all coursework with a minimum grade point average of 2.0. A minimum of 25% of the program's total required credit hours must be completed in residence at the University.
3. Abide by all University rules and regulations

ASSOCIATE'S DEGREES

To qualify for the Associate in Science degree, students are required to accomplish the following:

1. Complete the specified requirements for the program of study, to include a minimum of 24 quarter credit hours in general education and a minimum of 45 quarter credit hours in the major core.
2. Complete all coursework with a minimum grade point average of 2.0 or higher. A minimum of 25% of the program's total required credit hours must be completed in residence at the University.
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, and 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 reentrance after not attending for a full academic term.

GRADUATE 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. Students who have not achieved the minimum TOEFL or IELTS score may be evaluated for equivalent English proficiency by the Graduate Academic Committee. Those students who successfully pass the evaluation may be granted Provisional Student admissions status. (See "International Students" section of this catalog for further information on proof of English language proficiency.)

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 must 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 earned a score of not less than 470 on the GMAT, 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. For international students admitted with Provisional Student status by the Graduate Academic Committee (see "Graduate Admissions Requirements"), the status will remain in effect until the student has earned a TOEFL score of not less than 550, a 6.0 on the IELTS, or has satisfactorily completed 16 credits of graduate course work at the University with a

minimum GPA of 3.0. 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 it is desirable that the student have a Bachelor's degree in the same field or one closely related to the field in which the Master's degree is sought, 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% 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 Director of the Graduate School 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 GRADUATE STUDENTS RECEIVING VETERANS ADMINISTRATION 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 two 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 University'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	ON-GROUND LOCATIONS										
	Pompano Beach	Melbourne	North Orlando	South Orlando	Brandon	Lakeland	Tampa	Pinellas	Jacksonville	Orange Park	Online*
DIPLOMA PROGRAMS											
MASSAGE THERAPY			X	X	X	X	X	X	X		
MEDICAL INSURANCE BILLING & CODING									X		
ASSOCIATE'S DEGREES											
ACCOUNTING	X	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	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		X
WITH CONCENTRATIONS IN Programming Network Administration Web Design											
COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS					X	X					
CRIMINAL INVESTIGATIONS	X			X			X			X	X
CRIMINAL JUSTICE	X	X	X	X	X	X	X	X	X	X	X
FILM AND VIDEO		X**	X**								
HOMELAND SECURITY	X			X	X		X	X**	X		X
HOSPITALITY MANAGEMENT	X										
MEDICAL ASSISTING	X	X	X	X	X	X	X	X	X	X	
MEDICAL INSURANCE BILLING AND CODING		X	X	X	X	X	X	X		X	X
PARALEGAL	X	X	X	X	X	X	X	X	X		X
PHARMACY TECHNICIAN		X	X		X	X	X		X		
SURGICAL TECHNOLOGIST					X						

Continued

PROGRAMS	ON-GROUND LOCATIONS										
	Pompano Beach	Melbourne	North Orlando	South Orlando	Brandon	Lakeland	Tampa	Pinellas	Jacksonville	Orange Park	Online*
BACHELOR'S DEGREES											
ACCOUNTING	X	X	X	X	X	X	X	X	X		X
BUSINESS	X	X	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		X
CRIMINAL JUSTICE	X	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**			X
HOSPITALITY MANAGEMENT	X										
PARALEGAL	X	X	X	X	X	X	X	X			X
PROPRIETARY SCHOOL MANAGEMENT											X
MASTER'S DEGREES											
BUSINESS ADMINISTRATION	X	X	X	X	X	X	X	X	X		X
WITH CONCENTRATIONS IN Accounting Human Resources Management International Business General Management											
CRIMINAL JUSTICE	X				X	X		X	X		X

*Online courses in this column are those programs that are available to students who are completing their education totally on line (as opposed to on-ground students who occasionally take online courses).

**No longer enrolling new students

DIPLOMA PROGRAMS

DIPLOMA

MASSAGE THERAPY

9 Months / 720 Clock Hours / 54.0 Credit Units

DOT: Massage Therapist 334.374 010

The Massage Therapy program is designed to provide the student with the 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 units of learning called modules. Included in this program are 225 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 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.

Program Outline

v 1-0 051205

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
PROGRAM TOTAL		720	54.0

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.

MASSAGE THERAPY

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. This module introduces students to basic anatomy and physiology and a discussion of the components of the skeletal system, identification of bones, bony landmarks, and the muscular system. This module provides the student with the study of and an understanding of Florida massage law, including an examination of the regulatory requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes). Included in this module is a discussion on medical errors, their consequences, cost and prevention. 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. A study of the structure and function of the human body and its systems, emphasis is placed on the functional relationships of the skeletal and muscular system. Also covered are muscles of the shoulder joint. 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 are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage and anatomy and physiology of the reproductive system. 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. Students will learn and understand the theory and principle between Eastern and Western paradigms. Included is Yin and Yang theory, Qi, and other applications of Asian bodywork. 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 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. Also covered are joints of the Spine and Thorax. 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. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. 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. This module presents the students with information about HIV and AIDS in accordance with the content guidelines prepared by the U.S. Center for Disease Control (CDC) and the Federal Occupation Safety and Health Administration (OSHA). HIV/AIDS and other common blood-borne pathogens and communicable diseases are studied with emphasis on the modes of transmission prevention, universal precautions and engineering/work practice controls. In addition, the student will become familiar with the use of various means of hydrotherapy. Also covered are the circulatory and respiratory systems. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MODULAR PROGRAM - DIPLOMA
MEDICAL INSURANCE BILLING & CODING

6 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 and Coding Program is acknowledged by the awarding of a diploma.

Program Outline

v 1-1 033005

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
Module XP	Externship/Practicum (alternative at Jacksonville campus only)	*160	*5.0
PROGRAM TOTAL		560	35

*Either Externship or Practicum but not both.

MAJOR EQUIPMENT

- Calculators
- Personal Computers

MEDICAL INSURANCE BILLING & CODING – DIPLOMA PROGRAM

Lec. Hrs./Lab Hrs./Credit Units

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 (CMS-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 his or her 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 an 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

The following alternate module is offered at Jacksonville.

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.

UNDERGRADUATE CURRICULAR OFFERINGS

ACCOUNTING (AS, BS)

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.

Program Outline

v 1-1 121505

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLSP 1130	Strategies for Success	4.0	4.0
CGS 2167C	Computer Applications	4.0	4.0
SLS 1320	Career Skills	2.0	2.0
Choose from the following:		Associate's 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
OST 2335	Business Communications	4.0	4.0
BUSP 1000	Business Math	4.0	4.0
OST 1141L	Keyboarding	2.0	2.0
CGSP 2080	Applied Spreadsheets	4.0	4.0
TOTAL QUARTER CREDIT HOURS		18.0	20.0
MAJOR CORE REQUIREMENTS			
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
SLS 1392	Workplace Relationships	4.0	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
ACG 2178	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	-or-	
BUL 3241*	Business Law I	-or-	
BUL 3242*	Business Law II		4.0
MAN 3554	Workplace Continuity & Contingency Planning		4.0
TOTAL QUARTER CREDIT HOURS		48.0	90.0

Continued

GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
MAT	1033	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
SPC	2016	Oral Communications**	4.0	4.0
AML	2000	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
ECO	3028	Microeconomics		4.0
AMH	2030	20th Century American History		4.0
SYG	2000	Principles of Sociology		4.0
CPO	4004	Global Politics		4.0
SOP	4005	Social Psychology		4.0
STAP	3014	Statistics		4.0
ENCP	3211	Report Writing		4.0
TOTAL QUARTER CREDIT HOURS			30.0	62.0
APPROVED ELECTIVE REQUIREMENTS				20.0
In consultation with the Academic Advisor, Registrar, or Academic Dean the Bachelor's degree 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.				
TOTAL QUARTER CREDIT HOURS				20.0
TOTAL PROGRAM CREDIT HOURS			96.0	192.0
*Students who plan to sit for the Florida CPA exam should take Business Law I and II, not Applied Business Law.				
**Online students will take POS 2041 - American National Government				

ASSISTED LIVING ADMINISTRATOR (AS)

The **Associate in Science degree** provides the graduate with 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.

Program Outline

v 1-1 060905

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
OST 1141L	Keyboarding	2.0
TOTAL QUARTER CREDIT HOURS		12.0
MAJOR CORE REQUIREMENTS		
HSC 1564	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
HSA 1221C	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
MEA 1006C	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
TOTAL QUARTER CREDIT HOURS		54.0
GENERAL EDUCATION CORE REQUIREMENTS		
PSY 2012	General Psychology	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
PHIP 1001	Basic Critical Thinking	2.0
SPC 2016	Oral Communications	4.0
MAT 1033	College Algebra	4.0
SCIP 1001	Environmental Science	4.0
AML 2000	Introduction to American Literature	4.0
TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

BUSINESS (AS, BS)

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.

Program Outline

v 1-1 121505

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLSP	1130 Strategies for Success	4.0	4.0
CGS	2167C Computer Applications	4.0	4.0
SLSP	1320 Career Skills	2.0	2.0
Choose appropriate credits from the following list:		Associate's 8 credits	Bachelor's 10 credits
OST	1141L Keyboarding	2.0	2.0
MAN	2031 Let's Talk Business	2.0	2.0
OST	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
TOTAL COLLEGE CORE CREDIT HOURS		18.0	20.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
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
Upper Division Major Core Requirements: All Concentrations			
SLS	1392 Workplace Relationships		2.0
MAN	3554 Workplace Continuity & Contingency Planning		4.0

Continued

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

Upper Division Business Administration Major Core

FIN	3006	Principles of Finance		4.0
FIN	3501	Investments		4.0
MAR	3310	Public Relations		4.0
MAN	3344	Principles of Supervision		4.0
MAN	4701	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

Choose 2 of the following courses:

ACG	2178	Financial Statement Analysis	4.0	4.0
ACG	2021	Introduction to Corporate Accounting	4.0	4.0
SBM	2000	Small Business Management	4.0	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0	4.0

TOTAL MAJOR CORE CREDIT HOURS **48.0** **90.0**

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
SBM	2000	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

Upper Division Management Major Core

MAN	3100	Human Relations in Management		4.0
MAN	3344	Principles of Supervision		4.0
ACG	3073	Accounting for Managers		4.0
MAN	4701	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

TOTAL MAJOR CORE CREDIT HOURS **48.0** **90.0**

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
SBM	2000	Small Business Management	4.0	4.0

Upper Division Marketing Major Core

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	4200	Marketing Channels and Distribution		4.0

TOTAL MAJOR CORE CREDIT HOURS **48.0** **90.0**

Continued

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
Upper Division International Business Major Core				
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
TOTAL MAJOR CORE CREDIT HOURS			48.0	90.0
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
MAT	1033	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
SPC	2016	Oral Communications*	4.0	4.0
AML	2000	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
AMH	2030	20th Century American History		4.0
STAP	3014	Statistics		4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
SOP	4005	Social Psychology		4.0
CPO	4004	Global Politics		4.0
SYG	2000	Principles of Sociology		4.0
ENCP	3211	Report Writing		4.0
TOTAL QUARTER CREDIT HOURS			30.0	62.0
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. A minimum of 8.0 units must be selected from general business courses.				20.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0	192.0
*Totally Online students take POS 2041 American National Government				

COMMERCIAL ART (AS)

--No Longer Enrolling New Students--

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.

Program Outline

VNS

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
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
CGS 1031C	Introduction to Macintosh	4.0
TOTAL QUARTER CREDIT HOURS		16.0
MAJOR CORE REQUIREMENTS		
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
In addition to the above courses, students will select 2 credits from the following courses:		
GRA 2182L	Advanced Digital Applications	2.0
GRA 2940	Commercial Art Externship	2.0
TOTAL QUARTER CREDIT HOURS		56.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
The student will select 4.0 additional credits from the following courses:		
AML 2000	Introduction to American Literature	4.0
AMH 2070	History of Florida	4.0
AMH 2030	20th Century American History	4.0
WOH 2022	World History	4.0
TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

COMPUTER INFORMATION SCIENCE (AS)

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.

Program Outline

v 1-5 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGS 2167C	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 1056	Project Development	2.0
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
TOTAL QUARTER CREDIT HOURS		12.0
		for Web Design Students 14.0
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2325	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0
Choose one of the two-course language sequences in Visual Basic or C++ (4 credits each).		8.0
COP 2170C	Computer Programming – Visual Basic I	
COP 2171C	Computer Programming – Visual Basic II	
COP 2224C	Computer Programming – C++ I	
COP 2228C	Computer Programming – C++ II	
PROGRAMMING MAJOR CORE		52.0

Continued

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION		
CGS	1763C Computer Operating Systems	4.0
CGS	1280C Computer Hardware Concepts	4.0
CEN	1509C Computer Networking Fundamentals	4.0
CEN	1561C Network Operating Systems-Client	4.0
CEN	1562C Network Operating Systems-Server	4.0
CET	1605C Network Routing I	4.0
CET	2607C Network Routing II	4.0
CTS	2320C Network Management	4.0
CEN	2327C Network Infrastructure	4.0
CTS	2303C Network Directory Services	4.0
CTS	2761C Implementing and Supporting E-mail Services	4.0
	Approved IT Electives*	8.0
	NETWORK ADMINISTRATION MAJOR CORE	52.0
MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION		
CEN	1509C Computer Networking Fundamentals	4.0
COP	2010 Programming Concepts	4.0
CGS	2461C Fundamental Programming Techniques	4.0
CGS	1800C Web Site Design Methodology	4.0
CGS	1821C Web Content Development	4.0
COP	2840C Content Generation – Scripting Languages	4.0
CGS	2820C Web Authoring	4.0
CGS	2877C Web Animation	4.0
GRA	2225C Graphic Design Using Adobe Photoshop	4.0
CGS	2177C E-Commerce Systems Administration	4.0
CGS	2910C Web Design Portfolio Project	2.0
	Approved IT Electives*	8.0
	WEB DESIGN MAJOR CORE	50.0
	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).		
GENERAL EDUCATION REQUIREMENTS		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2016 Oral Communications	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
AML	2000 Introduction to American Literature	4.0
	TOTAL QUARTER CREDIT HOURS	24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

COMPUTER INFORMATION SCIENCE (BS)

The **Bachelor of Science degree** offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and database 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.

Program Outline

v 1-5 121504

COURSE CODE	COURSE	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Choose one of the following courses:		
CEN 1056C	Project Development	2.0
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
TOTAL QUARTER CREDIT HOURS		12.0
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Systems	4.0
COP 2010	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2325	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0
COP 2170C	Computer Programming – Visual Basic I	
COP 2171C	Computer Programming – Visual Basic II	
COP 2224C	Computer Programming – C++ I	
COP 2228C	Computer Programming – C++ II	
COPP 2261	Computer Programming – Java I	
COP 2805C	Computer Programming – Java II	
REQUIRED UPPER DIVISION COURSES		
CIS 3345	Database Concepts I	4.0
COP 3764C	Structured Query Language	4.0
COP 4724C	Database Application Development	4.0
CISP 3610	Designing Secure Software	4.0
CIS 3303C	Object-Oriented Analysis and Design	4.0
CGS 4763	Survey of Operating Systems	4.0
CIS 4329C	Senior Project – Systems Analysis and Design	4.0
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0
PROGRAMMING MAJOR CORE		92.0
*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).		

Continued

APPROVED ELECTIVES			32.0
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.			
8 credits of the approved electives must be upper-division courses.			
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
AML	2000	Introduction to American Literature	4.0
SYG	2000	Principles of Sociology	4.0
AMH	2030	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
CPO	4004	Global Politics	4.0
ENCP	3211	Report Writing	4.0
TOTAL QUARTER CREDIT HOURS			56.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			192.0

COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS (AS)

The Computer Office Technologies and Applications Associate's 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.

Program Outline

VNS

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
BUSP 1000	Business Math	4.0
SLSP 1130	Strategies for Success	4.0
CGSP 1503	Introduction to Windows 98	4.0
OST 1147C	Speed-Building Skills	2.0
OST 2711C	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
CGS 1006C	Essentials of Communication and Document Formatting	2.0
TOTAL QUARTER CREDIT HOURS		24.0
MAJOR CORE REQUIREMENTS		
OST 2712C	Intermediate Word Processing	4.0
CTS 2271C	Intermediate Spreadsheets	4.0
CTS 2550C	Advanced Presentations	4.0
CGSP 2176	Intermediate Database Management	4.0
OST 1401C	Office Operations	2.0
OST 2724C	Advanced Word Processing	4.0
CTS 2281C	Advanced Spreadsheets	4.0
CTS 2431C	Advanced Database Management	4.0
OSTP 1415	Electronic Communication	2.0
OST 2813C	Introduction to Desktop Publishing	2.0
OST 2821C	Desktop Publishing Skills	4.0
CGS 1822C	Beginning Web Development with FrontPage 2000	4.0
CGSP 2375	Advanced Web Development with FrontPage 2000	4.0
TOTAL QUARTER CREDIT HOURS		46.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
The student will select 4.0 additional credits from the following courses:		
AML 2000	Introduction to American Literature	4.0
AMH 2070	History of Florida	4.0
AMH 2030	20th Century American History	4.0
WOH 2022	World History	4.0
TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		94.0

CRIMINAL INVESTIGATIONS (AS)

The Criminal Investigations Associate's 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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS		
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
TOTAL QUARTER CREDIT HOURS		40.0
The student will select 16 additional credits from the following courses:		
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
TOTAL QUARTER CREDIT HOURS		16.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
PHIP 1001	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
SCIP 1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

CRIMINAL JUSTICE (AS, BS)

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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
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
CGS 2167C	Computer Applications	4.0	4.0
SLS 1392	Workplace Relationships		2.0
TOTAL QUARTER CREDIT HOURS		10.0	14.0
MAJOR CORE REQUIREMENTS			
BUL 2131	Applied Business Law	4.0	4.0
CCJ 1017	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
TOTAL QUARTER CREDIT HOURS		40.0	76.0
Associate's degree students will take 12.0 credits from following courses:			
CJE 2100	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	
TOTAL QUARTER CREDIT HOURS		12.0	
Bachelor's degree students will take 40.0 credit from following courses:			
CJE 2100	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		4.0
CCJ 4129	Cultural Diversity for Criminal Justice Professional		4.0
CCJ 3215	Concepts of Criminal Law		4.0
TOTAL QUARTER CREDIT HOURS			40.0

Continued

GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAT	1033	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
CPO	4004	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AML	2000	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMH	2030	20 th Century American History		4.0
TOTAL QUARTER CREDIT HOURS			34.0	62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0	192.0

FILM AND VIDEO (AS)

--No longer enrolling new students--

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 freelance contractor, or for entry-level placement.

Program Outline

VNS

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLSP	1130 Strategies for Success	4.0
SLSP	1320 Career Skills	2.0
MAN	2031 Let's Talk Business	2.0
CGS	2167C Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS		12.0
MAJOR CORE REQUIREMENTS		
Courses common to both North Orlando and Melbourne campuses		
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
In addition to common courses, Melbourne Campus students will take the following:		
FIL	1280 Special Effects and Makeup I	4.0
FIL	2232 Documentary Production	4.0
In addition to common courses, North Orlando Campus students will take the following:		
FIL	2221 Directing and Acting	4.0
FIL	1243C Production Techniques	4.0
All students will take two additional courses from the following 4.0 credit courses:		
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
TOTAL QUARTER CREDIT HOURS		60.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2016 Oral Communications	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
The student will select 4.0 additional credits from the following courses:		
AML	2000 Introduction to American Literature	4.0
AMH	2070 History of Florida	4.0
AMH	2030 20th Century American History	4.0
WOH	2022 World History	4.0
TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

HEALTH CARE ADMINISTRATION (BS)

The program in Health Care Administration is designed to provide educational opportunities for students interested in gaining a knowledge base for positions in health care not requiring specialized clinical preparation and for individuals who have completed a health professions program who desire to broaden their education in health services. The major aim of this program is to provide a knowledge base which will prepare the graduate for entry into or advancement in the health care field. Completion of the requirements results in the awarding of the Bachelor of Science degree in Health Care Administration.

The Bachelor of Science in Health Care Administration degree program provides a broad-based background in health care, including management and finance courses. Graduates are prepared for staff support and entry-level management positions in various aspects of health systems including hospitals, nursing homes, alternative care delivery systems, insurance, and medical supply firms. Dependent on the individual's interests, skills, abilities, and/or prior experience, graduates may seek positions in managed care, extended care, home care, out-patient facilities, medical office practices, drug or medical product companies, or acute care facilities. The program is also appropriate preparation for graduate-level programs such as medical library science and hospital administration.

Program Outline

v 0-1 050505

COURSE CODE	COURSE	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS	2167C Computer Applications	4.0
SLSP	1130 Strategies for Success	4.0
SLSP	1320 Career Skills	2.0
TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS		
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
HSA	3222 Long Term Care Administration	4.0
HSA	2422 Demographic Aspects and Cultural Diversity in Health Care	4.0
HSA	1122 Health Care Delivery System	4.0
HSA	4170 Financial Management in Health Care	4.0
HSA	2182 Health Care Organization and Administration	4.0
HSC	3553 Legal Aspects/Legislation in Health Care	4.0
HSA	4193C Information Systems and Computer Application in Health Care	4.0
HSAP	4100 Introduction to Health Statistics	4.0
HSA	1211 Ancillary Health Facilities	4.0
HSA	3140 Health Care Planning/Evaluation	4.0
HSA	4341 Conflict Management in Health Care	4.0
HSA	4930 Health Care Management Seminar	2.0
HSA	4502 Risk Management	4.0
MAN	2021 Principles of Management	4.0
MAN	3344 Principles of Supervision	4.0
MAN	4302 Management of Human Resources	4.0
MAN	4764 Business Policy and Strategy	4.0
HSA	3344 Public Policy in Health Care	4.0
TOTAL QUARTER CREDIT HOURS		86.0
APPROVED ELECTIVE REQUIREMENTS		
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
TOTAL QUARTER CREDIT HOURS		40.0

Continued

GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
SPC	4451	Conference Techniques	4.0
MAT	1033	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
The student will select 8.0 additional credits from the following courses:			
DEP	3305	Adolescent Psychology	4.0
CLPP	3004	Adult Psychology	4.0
EVSP	3060	Environmental Issues	4.0
PHI	3601	Ethics	4.0
PHIP	3131	Logic	4.0
POT	4064	Contemporary Political Theories	4.0
CLP	3005	Marriage and Family	4.0
SYGP	2550	Addictions	4.0
The student will select 4.0 additional credits from the following courses:			
AML	2000	Introduction to American Literature	4.0
AMH	2070	History of Florida	4.0
AMH	2030	20 th Century American History	4.0
WOH	2022	World History	4.0
TOTAL QUARTER CREDIT HOURS			56.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			192.0

HOMELAND SECURITY PROGRAM (AS, BS)

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 of 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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
SLSP	1130 Strategies for Success	4.0	4.0
SLSP	1320 Career Skills	2.0	2.0
SLS	1392 Workplace Relationships		2.0
CGS	2167C Computer Applications	4.0	4.0
TOTAL QUARTER CREDIT HOURS		10.0	12.0
MAJOR CORE REQUIREMENTS			
CJL	1110 Civil & Criminal Justice	4.0	4.0
DSC	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
DSC	1030 Tactical Communications	4.0	4.0
DSC	1011 Domestic & International Terrorism I	4.0	4.0
DSC	1005 Domestic & International Terrorism II	4.0	4.0
HSSP	1610 Emergency Medical Services & Fire Operations I	4.0	4.0
SCC	1102 Business & Ethics for Security Specialists	4.0	4.0
DSC	2812 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
TOTAL QUARTER CREDIT HOURS		40.0	90.0
The Associate's and Bachelor's degree students will select 12 additional credits from the following courses:			
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
TOTAL QUARTER CREDIT HOURS		12.0	12.0

Continued

The Bachelor's degree student will select 16 additional credits from the following courses:

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	
TOTAL QUARTER CREDIT HOURS				16.0	
GENERAL EDUCATION CORE REQUIREMENTS					
ENC	1101	Composition I	4.0	4.0	
ENC	1102	Composition II	4.0	4.0	
SPC	2016	Oral Communications	4.0	4.0	
SYG	2000	Principles of Sociology	4.0	4.0	
MAT	1033	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	
CPO	4004	Global Politics		4.0	
ENCP	3211	Report Writing		4.0	
PHIP	1001	Basic Critical Thinking	2.0	2.0	
AML	2000	Introduction to American Literature	4.0	4.0	
SCIP	1001	Environmental Science	4.0	4.0	
AMH	2030	20th Century American History		4.0	
TOTAL QUARTER CREDIT HOURS				34.0	62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0	192.0

HOSPITALITY MANAGEMENT (AS, BS)

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.

Program Outline

VNS

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
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
CGS	2167C Computer Applications	4.0	4.0
TOTAL QUARTER CREDIT HOURS		12.0	12.0
MAJOR CORE REQUIREMENTS			
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
HFT	2757 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
HFT	3260 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
TOTAL QUARTER CREDIT HOURS		52.0	84.0
APPROVED ELECTIVE REQUIREMENTS			
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
TOTAL QUARTER CREDIT HOURS			40.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101 Composition I	4.0	4.0
ENC	1102 Composition II	4.0	4.0
SPC	2016 Oral Communications	4.0	4.0
SYG	2000 Principles of Sociology	4.0	4.0
MAT	1033 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
CPO	4004 Global Politics		4.0
ENCP	3211 Report Writing		4.0

Continued

The student will select 4.0 additional credits from the following courses:				
AML	2000	Introduction to American Literature	4.0	4.0
AMH	2070	History of Florida	4.0	4.0
AMH	2030	20 th Century American History	4.0	4.0
WOH	2022	World History	4.0	4.0
TOTAL QUARTER CREDIT HOURS			32.0	56.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0	192.0

MEDICAL ASSISTING (AS)

The Associate's degree in 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.

Program Outline

v 1-1 040405

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4.0
OST 1141L	Keyboarding	2.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
TOTAL QUARTER CREDIT HOURS		12.0
MAJOR CORE REQUIREMENTS		
MEA 1239	Medical Terminology	4.0
MEA 1263	Anatomy and Physiology I	4.0
MEA 1233	Anatomy and Physiology II	4.0
MEA 1250	Diseases of the Human Body	4.0
MEA 1385	Medical Law and Ethics	2.0
MEA 1207	Basic Clinical Procedures	4.0
MEA 1207L	Basic Clinical Procedures (Lab)	2.0
MEA 1226C	Exams and Specialty Procedures	4.0
MLSP 2329	Exams and Specialty Procedures (Lab)	2.0
MEA 2260	Diagnostic Procedures	4.0
MLSP 2750	Diagnostic Procedures (Lab)	2.0
MEA 2244	Pharmacology	4.0
MEA 1243L	Pharmacology (Lab)	2.0
MEA 1304C	Medical Office Procedures	4.0
MEA 2332C	Medical Finance and Insurance	4.0
MEA 2561	Professional Procedures	2.0
MEA 2802	Externship	5.0
Student will select 4.0 credits from the following course:		
MEA 2257L	Introduction to X-ray	4.0
MEA 2346C	Medical Computer Applications	2.0
HUN 1001	Basic Nutrition	2.0
MEA 1006C	Therapeutic Communication	2.0
MEA 2285L	EKG Interpretation	2.0
MEA 2245L	Phlebotomy	2.0
MEA 1105	Domestic Violence	2.0
SYPP 2200	Death & Dying	4.0
TOTAL QUARTER CREDIT HOURS		61.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SCIP 1001	Environmental Science	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		97.0

MEDICAL INSURANCE BILLING AND CODING (AS)

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.

Program Outline

v 1-1 050505

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS	2167C Computer Applications	4.0
OST	1141L Keyboarding	2.0
SLSP	1130 Strategies for Success	4.0
SLSP	1320 Career Skills	2.0
MAR	2305 Customer Relations and Servicing	4.0
TOTAL COLLEGE CORE QUARTER CREDIT HOURS		16.0
MAJOR CORE REQUIREMENTS		
MEA	2326C Computer Applications for Medical Billing and Coding	4.0
MEA	1239 Medical Terminology	4.0
MEA	1385 Medical Law and Ethics	2.0
MEA	1232 Anatomy and Physiology of Body Systems	4.0
MEAP	2337 Patient & Insurance Collection Strategies	4.0
MEA	2305 Medical Office Management and Compliance	4.0
MEA	2355 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
MEA	2332C Medical Finance and Insurance	4.0
MEAP	2714 Medical Insurance Billing	4.0
TOTAL MAJOR CORE QUARTER CREDIT HOURS		50.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2016 Oral Communications	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
AML	2000 Introduction to American Literature	4.0
PHIP	1001 Basic Critical Thinking	2.0
SCIP	1001 Environmental Science	4.0
TOTAL GENERAL EDUCATION CORE QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

PARALEGAL (AS, BS)

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; and 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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
CGS	2167C 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
TOTAL QUARTER CREDIT HOURS		14.0	22.0
MAJOR CORE REQUIREMENTS			
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 Worker'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
TOTAL QUARTER CREDIT HOURS		40.0	76.0
The Associate's 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	
TOTAL QUARTER CREDIT HOURS		8.0	
The Bachelor's degree 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
TOTAL QUARTER CREDIT HOURS			32.0

Continued

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.	
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
SPC	2016	Oral Communications	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAT	1033	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
CPO	4004	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AML	2000	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMH	2030	20th Century American History		4.0
		TOTAL QUARTER CREDIT HOURS	34.0	62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0		

PHARMACY TECHNICIAN (AS)

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 concepts. The degree prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies.

Program Outline

v 1-1 040405

COURSE CODE	COURSE NAME	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
OST 1141L	Keyboarding	2.0
CGS 2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS		20.0
MAJOR CORE REQUIREMENTS		
PTN 1702	Introduction to Pharmacy	4.0
PTN 1780C	Administrative Aspects of Pharmacy	4.0
PTN 1704	Professional Aspects of Pharmacy Technology	4.0
PTN 1703	Pharmaceutical Calculations	4.0
PTN 1733C	Pharmacy Operations	4.0
MEA 1231	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4.0
MEA 1235	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4.0
MEA 1247	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	4.0
MEA 1239	Medical Terminology	4.0
HSA 2113	Health Care Delivery Systems, Issues, and Transitions	4.0
MEA 2241	Pharmacology and Medical Math	4.0
MAR 2305	Customer Relations and Servicing	4.0
PTN 1740	Externship	5.0
TOTAL QUARTER CREDIT HOURS		53.0
GENERAL EDUCATION REQUIREMENTS		
PSY 2012	General Psychology	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SPC 2016	Oral Communications	4.0
PHIP 2100	Critical Thinking	4.0
TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		97.0

SURGICAL TECHNOLOGIST (AS)

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1390-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

The program consists of 98 quarter credit hours, including college core requirements, major core requirements, and general education requirements. Two of the courses within the major core involve students going out to the clinical sites and performing hands-on skills which they were taught in the classroom. These are referred to as "clinical rotations." During these rotations, which are completed both at the halfway point of the student's training and at the completion of the program, students are given the opportunity to observe and become part of the surgical team, as they gain hand-on practice working side-by-side surgeons and other operating room personnel. Students must document a total of eighty (80) procedures in the first scrub solo role or with assist and fifty-five (55) of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty five (25) remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition.

Program Outline

v 2-0 050605

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4.0
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS		
MEA 1239	Medical Terminology	4.0
STS 1001	Principles & Practices of Surgical Technology	4.0
MEA 1263	Anatomy & Physiology I	4.0
MEA 1233	Anatomy & Physiology II	4.0
MEA 1250	Diseases of the Human Body	4.0
MCB 2010	Microbiology & Infection Control	4.0
STS 2007	Surgical Pharmacology	4.0
STS 2171C	Surgical Technology I	4.0
STS 2172C	Surgical Technology II	4.0
STS 2173C	Surgical Procedures I	6.0
STS 2174C	Surgical Procedures II	6.0
STS 2175C	Clinical Rotation I	5.0
STS 2176C	Clinical Rotation II	11.0
TOTAL QUARTER CREDIT HOURS		64.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SCIP 1001	Environmental Science	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		98.0

GRADUATE CURRICULAR OFFERINGS

GRADUATE STUDIES MISSION

The basic mission of the graduate programs 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 (MBA)

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.

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.

Program Outline

v 1-1 051105

COURSE CODE	COURSE	Quarter Credit Hours
PREREQUISITES		
ACG 5027	Financial Accounting or	4.0
APA 2111	Principles of Accounting I* and	4.0
APA 2121	Principles of Accounting II*	4.0
ECO 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 for or be taken in lieu of meeting graduate prerequisite course requirements. Undergraduate prerequisites are not considered as credit toward the completion of the fifty-six (56) quarter credit MBA program.

COURSE CODE	COURSE	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS (to be taken by all majors)		
MAN 5245	Organizational Behavior	4.0
MAN 6307	Management of Human Resources	4.0
QMBP 5413	Quantitative Methods*	4.0
MAN 5910	Business Research	4.0
ISM 5026	Management Information Systems	4.0
MAN 5066	Managerial Ethics	4.0
FIN 6409	Financial Management*	4.0
ECP 5705	Managerial Economics*	4.0
MAR 5805	Marketing Management	4.0
MAN 6721	Business Policy and Strategy	4.0
TOTAL CREDIT HOURS		40.0

*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.

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

COURSE CODE	COURSE	Quarter Credit Hours	
ACCOUNTING CONCENTRATION*			
Students enrolled in the Accounting concentration take a minimum of 16 quarter credit hours from this list:			
ACG	5405	Accounting Information Systems	4.0
ACG	5216	Advanced Accounting Topics	4.0
TAX	6065	Tax Research and Planning	4.0
ACG	5647	Auditing II	4.0
ACG	5516	Governmental Accounting	4.0
TOTAL QUARTER CREDIT HOURS			16.0
HUMAN RESOURCES MANAGEMENT CONCENTRATION			
MAN	5140	Managerial Decision Making	4.0
MAN	5355	Managerial Assessment and Development	4.0
MAN	5266	Management of Professionals	4.0
MAN	5285	Organizational Development and Change	4.0
TOTAL QUARTER CREDIT HOURS			16.0
INTERNATIONAL BUSINESS CONCENTRATION			
MAN	5601	International Business	4.0
ECO	5709	International Economic Systems	4.0
FIN	5609	International Finance	4.0
MAR	5153	International Marketing	4.0
TOTAL QUARTER CREDIT HOURS			16.0
GENERAL MANAGEMENT CONCENTRATION			
Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking four 16 quarter credit hours from any combination of the courses listed for the areas of concentration above.			
TOTAL QUARTER CREDIT HOURS			16.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			56.0
*Students pursuing this concentration in anticipation of meeting state of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.			

MASTER OF SCIENCE IN CRIMINAL JUSTICE (MS)

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.

Program Outline

v 2-1 (FL) 121504

COURSE CODE	COURSE	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS		
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
CCJ 5781	Writing for Research at the Graduate Level	2.0
TOTAL QUARTER CREDIT HOURS		32.0
ELECTIVES		
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
TOTAL QUARTER CREDIT HOURS		16.0
Exit Vehicle: Choose one of the two options:		
CCJP 6000	Criminal Justice Capstone	6.0
OR		
Choose two additional courses from Electives, completing 8.0 quarter credit hours		8.0
TOTAL QUARTER CREDIT HOURS		6.0 – 8.0
TOTAL QUARTER CREDIT HOURS REQUIRED		54.0 – 56.0

ONLINE PROGRAMS

The information contained in the "Online Programs" section of the catalog pertains only to online degree programs (those programs available in their entirety for strictly online study) and not to the University's traditional on-ground programs. Students who are enrolled on-ground and take online courses are subject to the same regulations as those students who take all their classes on-ground. 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 those in 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 registration.
- 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
- Presenting material (oral or written)
- Participating in a field trip
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text, and instructor performance
- A tutorial session
- 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
- Completing a course assignment, including research, projects, and journalizing

Your success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Importance is placed on 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

Tuition and fees information can be found in Appendix B: Tuition and Fees in this catalog.

The tuition and fees listed in Appendix B 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 drop/add period by the then current tuition rate for that number of credit hours.

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 in Appendix B.

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 reentry 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 reentry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of readmission. The reentry student may petition the Online Student Services Coordinator for permission to reenter 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 Dean of Student Services.
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 that will give him/her an opportunity to present his/her position and supporting documentation. This hearing will be conducted 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 Dean of Student Services.
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

ONLINE PROGRAM
ACCOUNTING (AS, BS)

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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLSP	1130	Strategies for Success	4.0	4.0
CGS	2167C	Computer Applications	4.0	4.0
SLSP	1320	Career Skills	2.0	2.0
Associate's students choose 8 credits from the following:				
Bachelor's degree 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
OST	2335	Business Communications	4.0	4.0
BUSP	1000	Business Math	4.0	4.0
CGSP	2080	Applied Spreadsheets	4.0	4.0
TOTAL QUARTER CREDIT HOURS			18.0	20.0
MAJOR CORE REQUIREMENTS				
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
SLS	1392	Workplace Relationships		2.0
BUL	2131	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 -or-		
BUL	3242	Business Law II		4.0
MAN	3554	Workplace Continuity & Contingency Planning		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
ACG	2178	Financial Statement Analysis	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
TOTAL QUARTER CREDIT HOURS			48.0	90.0

Continued

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
GENERAL EDUCATION CORE REQUIREMENTS			
ENC 1101	Composition I	4.0	4.0
ENC 1102	Composition II	4.0	4.0
MAT 1033	College Algebra	4.0	4.0
PSY 2012	General Psychology	4.0	4.0
POS 2041	American National Government	4.0	4.0
AML 2000	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
ECO 3028	Microeconomics		4.0
AMH 2030	20 th Century American History		4.0
SYG 2000	Principles of Sociology		4.0
CPO 4004	Global Politics		4.0
SOP 4005	Social Psychology		4.0
STAP 3014	Statistics		4.0
ENCP 3211	Report Writing		4.0
TOTAL QUARTER CREDIT HOURS		30.0	62.0
APPROVED ELECTIVE REQUIREMENTS			
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
TOTAL QUARTER CREDIT HOURS			20.0
TOTAL PROGRAM CRDIT HOURS		96.0	192.0

ONLINE PROGRAM

BUSINESS (AS, BS)

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 a 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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLSP 1130	Strategies for Success	4.0	4.0
CGS 2167C	Computer Applications	4.0	4.0
SLSP 1320	Career Skills	2.0	2.0
Choose appropriate credits from the following list:		Associate's 8 credits	Bachelor's 10 credits
MAN 2031	Let's Talk Business	2.0	2.0
OST 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
TOTAL COLLEGE CORE CREDIT HOURS		18.0	20.0
MAJOR CORE REQUIREMENTS ALL CONCENTRATIONS			
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
Upper Division Major Core Requirements: All Concentrations			
SLS 1392	Workplace Relationships		2.0
MAN 3554	Workplace Continuity & Contingency Planning		4.0

Continued

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
Upper Division Business Administration Major Core				
FIN	3501	Investments		4.0
MAR	3310	Public Relations		4.0
MAN	3344	Principles of Supervision		4.0
MAN	4701	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
Choose 2 of the following courses:				
ACG	2178	Financial Statement Analysis	4.0	4.0
ACG	2021	Introduction to Corporate Accounting	4.0	4.0
SBM	2000	Small Business Management	4.0	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0	4.0
TOTAL MAJOR CORE CREDIT HOURS			48.0	90.0
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
SBM	2000	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
Upper Division Management Major Core				
MAN	3100	Human Relations in Management		4.0
MAN	3344	Principles of Supervision		4.0
ACG	3073	Accounting for Managers		4.0
MAN	4701	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
TOTAL MAJOR CORE CREDIT HOURS			48.0	90.0
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
SBM	2000	Small Business Management	4.0	4.0
Upper Division Marketing Major Core				
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	4200	Marketing Channels and Distribution		4.0
TOTAL MAJOR CORE CREDIT HOURS			48.0	90.0

Continued

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
Upper Division International Business Major Core				
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
TOTAL MAJOR CORE CREDIT HOURS			48.0	90.0
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
MAT	1033	College Algebra	4.0	4.0
PSY	2012	General Psychology	4.0	4.0
POS	2041	American National Government	4.0	4.0
AML	2000	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
AMH	2030	20th Century American History		4.0
STAP	3014	Statistics		4.0
ECOP	3013	Macroeconomics		4.0
ECO	3028	Microeconomics		4.0
SOP	4005	Social Psychology		4.0
CPO	4004	Global Politics		4.0
SYG	2000	Principles of Sociology		4.0
ENCP	3211	Report Writing		4.0
TOTAL QUARTER CREDIT HOURS			30.0	62.0
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. A minimum of 8.0 units must be selected from general business courses.				20.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0	192.0

ONLINE PROGRAM
COMPUTER INFORMATION SCIENCE (AS)

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 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.

Program Outline

v 1-5 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLSP	1130 Strategies for Success	4.0
SLSP	1320 Career Skills	2.0
CGS	2167C Computer Applications	4.0
Choose one of the following courses (students taking Web Design concentration must take CEN 1056C and MAN 2031):		
CEN	1056C Project Development	2.0
MAN	2031 Let's Talk Business	2.0
TOTAL QUARTER CREDIT HOURS		12.0
		for Web Design Students 14.0
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION		
APA	2111 Principles of Accounting I	4.0
APA	2121 Principles of Accounting II	4.0
BUL	2131 Applied Business Law	4.0
CEN	1509C Computer Networking Fundamentals	4.0
CGS	1763C Computer Operating Systems	4.0
CGS	1280C Computer Hardware Concepts	4.0
COP	2010 Programming Concepts	4.0
CGS	2461C Fundamental Programming Techniques	4.0
CIS	2325 Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0
Choose one of the two-course language sequences in Visual Basic or C++ (4 credits each).		8.0
COP	2170C Computer Programming – Visual Basic I	
COP	2171C Computer Programming – Visual Basic II	
COP	2224C Computer Programming – C++ I	
COP	2228C Computer Programming – C++ II	
PROGRAMMING MAJOR CORE		52.0

Continued

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION		
CGS	1763C Computer Operating Systems	4.0
CGS	1280C Computer Hardware Concepts	4.0
CEN	1509C Computer Networking Fundamentals	4.0
CEN	1561C Network Operating Systems-Client	4.0
CEN	1562C Network Operating Systems-Server	4.0
CET	1605C Network Routing I	4.0
CET	2607C Network Routing II	4.0
CTS	2320C Network Management	4.0
CEN	2327C Network Infrastructure	4.0
CTS	2303C Network Directory Services	4.0
CTS	2761C Implementing and Supporting E-mail Services	4.0
	Approved IT Electives*	8.0
	NETWORK ADMINISTRATION MAJOR CORE	52.0
MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION		
CEN	1509C Computer Networking Fundamentals	4.0
COP	2010 Programming Concepts	4.0
CGS	2461C Fundamental Programming Techniques	4.0
CGS	1800C Web Site Design Methodology	4.0
CGS	1821C Web Content Development	4.0
COP	2840C Content Generation – Scripting Languages	4.0
CGS	2820C Web Authoring	4.0
CGS	2877C Web Animation	4.0
GRA	2225C Graphic Design Using Adobe Photoshop	4.0
CGS	2177C E-Commerce Systems Administration	4.0
CGS	2910C Web Design Portfolio Project	2.0
	Approved IT Electives*	8.0
	WEB DESIGN MAJOR CORE	50.0
*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).		
GENERAL EDUCATION REQUIREMENTS		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
POS	2041 American National Government	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
AML	2000 Introduction to American Literature	4.0
	TOTAL QUARTER CREDIT HOURS	24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

ONLINE PROGRAM
COMPUTER INFORMATION SCIENCE (BS)

The Bachelor of Science degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and database 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.

Program Outline

v 1-5 121504

COURSE CODE	COURSE	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Choose one of the following courses:		
CEN 1056C	Project Development	2.0
MAN 2031	Let's Talk Business	2.0
TOTAL QUARTER CREDIT HOURS		12.0
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Systems	4.0
COP 2010	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2325	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0
COP 2170C	Computer Programming – Visual Basic I	
COP 2171C	Computer Programming – Visual Basic II	
COP 2224C	Computer Programming – C++ I	
COP 2228C	Computer Programming – C++ II	
COPP 2261	Computer Programming – Java I	
COP 2805C	Computer Programming – Java II	
REQUIRED UPPER DIVISION COURSES		
CIS 3345	Database Concepts I	4.0
COP 3764C	Structured Query Language	4.0
COP 4724C	Database Application Development	4.0
CISP 3610	Designing Secure Software	4.0
CIS 3303C	Object-Oriented Analysis and Design	4.0
CGS 4763	Survey of Operating Systems	4.0
CIS 4329C	Senior Project – Systems Analysis and Design	4.0
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0
PROGRAMMING MAJOR CORE		92.0
*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).		

Continued

APPROVED ELECTIVES			32.0
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.			
8 credits of the Approved Electives must be upper-division courses.			
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
POS	2041	American National Government	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
AML	2000	Introduction to American Literature	4.0
SYG	2000	Principles of Sociology	4.0
AMH	2030	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
CPO	4004	Global Politics	4.0
ENCP	3211	Report Writing	4.0
TOTAL QUARTER CREDIT HOURS			56.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			192.0

ONLINE PROGRAM
CRIMINAL INVESTIGATIONS (AS)

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.

Program Outline

V 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS		
SLSP 1130	Strategies for Success	4.0
SLSP 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS		
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
TOTAL QUARTER CREDIT HOURS		56.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
AMH 2030	20 th Century American History	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
PHIP 1001	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
SCIP 1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

ONLINE PROGRAM
CRIMINAL JUSTICE (AS, BS)

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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
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
CGS	2167C Computer Applications	4.0	4.0
SLS	1392 Workplace Relationships		2.0
TOTAL QUARTER CREDIT HOURS		10.0	14.0
MAJOR CORE REQUIREMENTS			
BUL	2131 Applied Business Law	4.0	4.0
CCJ	1017 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
TOTAL QUARTER CREDIT HOURS		40.0	76.0
Associate's degree students will take 12.0 credits from following courses:			
CJE	2100 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	
TOTAL QUARTER CREDIT HOURS		12.0	
Bachelor's degree students will take these additional 40.0 credits			
CJE	2100 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
TOTAL QUARTER CREDIT HOURS			40.0

Continued

GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
POS	2041	American National Government	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAT	1033	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
CPO	4004	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AML	2000	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMH	2030	20 th Century American History		4.0
TOTAL QUARTER CREDIT HOURS			34.0	62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0	192.0

ONLINE PROGRAM

HOMELAND SECURITY PROGRAM (AS, BS)

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.

Program Outline

v 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
SLSP 1130	Strategies for Success	4.0	4.0
SLSP 1320	Career Skills	2.0	2.0
SLS 1392	Workplace Relationships		2.0
CGS 2167C	Computer Applications	4.0	4.0
TOTAL QUARTER CREDIT HOURS		10.0	12.0
MAJOR CORE REQUIREMENTS			
CJL 1110	Civil & Criminal Justice	4.0	4.0
DSC 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
DSC 1030	Tactical Communications	4.0	4.0
DSC 1011	Domestic & International Terrorism I	4.0	4.0
DSC 1005	Domestic & International Terrorism II	4.0	4.0
HSSP 1610	Emergency Medical Services & Fire Operations I	4.0	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0	4.0
DSC 2812	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
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
TOTAL QUARTER CREDIT HOURS		52.0	120.0

Continued

GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
POS	2041	American National Government	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAT	1033	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
CPO	4004	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AML	2000	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
AMH	2030	20 th Century American History		4.0
TOTAL QUARTER CREDIT HOURS			34.0	62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0	192.0

ONLINE PROGRAM
MEDICAL INSURANCE BILLING AND CODING (AS)

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.

Program Outline

v 1-1 050505

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS	2167C Computer Applications	4.0
MAN	2031 Lets Talk Business	2.0
SLSP	1130 Strategies for Success	4.0
SLSP	1320 Career Skills	2.0
MAR	2305 Customer Relations and Servicing	4.0
TOTAL COLLEGE CORE QUARTER CREDIT HOURS		16.0
MAJOR CORE REQUIREMENTS		
MEA	2326C Computer Applications for Medical Billing and Coding	4.0
MEA	1239 Medical Terminology	4.0
MEA	1385 Medical Law and Ethics	2.0
MEA	1232 Anatomy and Physiology of Body Systems	4.0
MEAP	2337 Patient & Insurance Collection Strategies	4.0
MEA	2305 Medical Office Management and Compliance	4.0
MEA	2355 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
MEA	2332C Medical Finance and Insurance	4.0
MEAP	2714 Medical Insurance Billing	4.0
TOTAL MAJOR CORE QUARTER CREDIT HOURS		50.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
POS	2041 American National Government	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
AML	2000 Introduction to American Literature	4.0
PHIP	1001 Basic Critical Thinking	2.0
SCIP	1001 Environmental Science	4.0
TOTAL GENERAL EDUCATION CORE QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

**ONLINE PROGRAM
PARALEGAL (AS, BS)**

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; and 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.

Program Outline

V 1-1 121504

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
CGS 2167C	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
TOTAL QUARTER CREDIT HOURS		14.0	16.0
MAJOR CORE REQUIREMENTS			
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	Worker'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
TOTAL QUARTER CREDIT HOURS		40.0	82.0
The Associate's 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	
TOTAL QUARTER CREDIT HOURS		8.0	
In addition the Bachelor's degree student will take the following:			
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
TOTAL QUARTER CREDIT HOURS			32.0

Continued

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.	
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0
ENC	1102	Composition II	4.0	4.0
AMH	2030	20 th Century American History	4.0	4.0
SYG	2000	Principles of Sociology	4.0	4.0
MAT	1033	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
CPO	4004	Global Politics		4.0
ENCP	3211	Report Writing		4.0
PHIP	1001	Basic Critical Thinking	2.0	2.0
AML	2000	Introduction to American Literature	4.0	4.0
SCIP	1001	Environmental Science	4.0	4.0
SPC	4451	Conference Techniques		4.0
		TOTAL QUARTER CREDIT HOURS	34.0	62.0
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	96.0	192.0

ONLINE PROGRAM
PROPRIETARY SCHOOL MANAGEMENT (BS)

The Bachelor of Science degree is designed to prepare graduates to assume key leadership positions within Corinthian Colleges, Inc. schools. Coursework will provide graduates the opportunity to apply and integrate the knowledge and skills to develop a final professional product solving proprietary education challenges in four specific functional areas: Admissions, Academics, Finance, and Placement. **Note: Enrollment in the program is currently limited to employees of Corinthian Colleges, Inc.**

Program Outline

v 1-0 120904

COURSE CODE	COURSE	Bachelor Degree Quarter Credit Hrs
MAJOR CORE REQUIREMENTS – Six Week Courses		
PSMP 1011	Introduction to Marketing in Proprietary Education	6.0
PSMP 1030	Introduction to Business Enterprise in Proprietary Education	6.0
PSMP 2002	Adult Learning Theory & Professional Development	6.0
PSMP 2021	Management in Proprietary Education	6.0
PSMP 2100	Applied Business Law & Its Impact on Proprietary Education	6.0
PSMP 2111	Principles of Accounting in Proprietary Education	6.0
PSMP 2300	Introduction to Human Resources in Proprietary Education	6.0
PSMP 2305	Customer Relations & Servicing in Proprietary Education	6.0
PSMP 2727	Strategic Planning for Proprietary Education	6.0
PSMP 3006	Finance in Proprietary Education	6.0
PSMP 3100	Human Relations in Proprietary Education	6.0
PSMP 3233	Supervision in Proprietary Education	6.0
PSMP 3310	Public Relations in the Proprietary School Environment	6.0
PSMP 3501	Investments & Investors in Proprietary Education	6.0
PSMP 4734	Contemporary Management in Proprietary Education	6.0
PSMP 4764	Business Policy and Strategy in Proprietary Education	6.0
TOTAL QUARTER CREDIT HOURS		96.0
ADDITIONAL MAJOR CORE – 12 Week Project Courses		
PSMP 1003	Applied Project Management I – The Keys to Project Management	6.0
PSMP 2005	Applied Project Management II – Admissions, Customer Service, & HR	6.0
PSMP 3004	Applied Project Management III – Marketing & Public Relations	6.0
PSMP 3005	Applied Project Management IV – Academic Affairs & Career Services	6.0
PSMP 4003	Applied Project Management V – Regulatory Affairs	6.0
PSMP 4004	Applied Project Management VI – Finances in Proprietary Education	6.0
TOTAL QUARTER CREDIT HOURS		36.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SCIP 1001	Environmental Science	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SYG 2000	Principles of Sociology	4.0
ECOP 3013	Macroeconomics	4.0
ECO 3028	Microeconomics	4.0
STAP 3014	Statistics	4.0
AML 2000	Introduction to American Literature	4.0
AMH 2030	20 th Century American History	4.0
POS 2041	American National Government	4.0
ENCP 3211	Report Writing	4.0
CPO 4004	Global Politics	4.0
SOP 4005	Social Psychology	4.0
TOTAL QUARTER CREDIT HOURS		60.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		192.0

ONLINE PROGRAM
MASTERS OF BUSINESS ADMINISTRATION (MBA)

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.

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.

Program Outline

v 1-1 051105

COURSE CODE	COURSE	Quarter Credit Hours
PREREQUISITES		
ACG 5027	Financial Accounting or	4.0
APA 2111	Principles of Accounting I* and	4.0
APA 2121	Principles of Accounting II*	4.0
ECO 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 for or be taken in lieu of meeting graduate prerequisite course requirements. Undergraduate prerequisites are not considered as credit toward the completion of the fifty-six (56) quarter credit MBA program.

COURSE CODE	COURSE	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS (to be taken by all majors)		
MAN 5245	Organizational Behavior	4.0
MAN 6307	Management of Human Resources	4.0
QMBP 5413	Quantitative Methods*	4.0
MAN 5910	Business Research	4.0
ISM 5026	Management Information Systems	4.0
MAN 5066	Managerial Ethics	4.0
FIN 6409	Financial Management*	4.0
ECP 5705	Managerial Economics*	4.0
MAR 5805	Marketing Management	4.0
MAN 6721	Business Policy and Strategy	4.0
TOTAL CREDIT HOURS		40.0

*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.

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

Continued

COURSE CODE	COURSE	Quarter Credit Hours
HUMAN RESOURCES MANAGEMENT CONCENTRATION		
MAN 5140	Managerial Decision Making	4.0
MAN 5355	Managerial Assessment and Development	4.0
MAN 5266	Management of Professionals	4.0
MAN 5285	Organizational Development and Change	4.0
TOTAL QUARTER CREDIT HOURS		16.0

INTERNATIONAL BUSINESS CONCENTRATION		
MAN 5601	International Business	4.0
ECO 5709	International Economic Systems	4.0
FIN 5609	International Finance	4.0
MAR 5153	International Marketing	4.0
TOTAL QUARTER CREDIT HOURS		16.0
GENERAL MANAGEMENT CONCENTRATION		
Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking 16 quarter credit hours] from any combination of the courses listed for the areas of concentration above.		
TOTAL QUARTER CREDIT HOURS		16.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		56.0

**ONLINE PROGRAM
CRIMINAL JUSTICE (MS)**

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.

Program Outline

v 2-1 121504

COURSE CODE	COURSE	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS		
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
CJJ 5781	Writing for Research at the Graduate Level	2.0
CCJP 5000	Navigating Graduate School	2.0
TOTAL QUARTER CREDIT HOURS		32.0
ELECTIVES		
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:		
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
CCJ 5672	Women, Crime and Criminal Justice	4.0
CCJ 5667	Substance Use, Crime and Criminal Justice	4.0
CJJ 5028	Juvenile Justice System	4.0
TOTAL QUARTER CREDIT HOURS		16.0
CCJP 6000	Criminal Justice Capstone	6.0
	OR two additional electives	8.0
TOTAL QUARTER CREDIT HOURS		6.0 or 8.0
TOTAL QUARTER CREDIT HOURS REQUIRED		54.0 or 56.0

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's 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 numbers used in this catalog will be effective for all terms beginning July 18, 2005, and later. Some courses for terms beginning prior to this effective date used different course numbers that have been changed to reflect the Florida Standard Course Numbering System. The courses were unchanged other than to change the course number to reflect the Florida Standard Course Number. The courses using the old course numbers are equivalent to the courses in this catalog with the Florida Standard Course Number. For information related to the old course numbers, see the prior catalog.

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This numbering system is used by all public post-secondary institutions in Florida and thirty-two 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 number 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 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
SYG	1	0	1	0	
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 post-secondary institutions in Florida. 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 (non-transferring) 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

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among post-secondary 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 statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public post-secondary educational institutions, and participating non-public post-secondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection 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 Dr. Susan Gunn in the FMU Administrative Office, 3012 U.S. Highway 301 North, Suite 1000, Tampa, FL 33619, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427. 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 2178 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
- ACG 2551 Non-Profit Accounting** 4.0 Quarter Credit Hours
In this course the student explores 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 3073 Accounting for Managers** 4.0 Quarter Credit Hours
This course teaches the student how to use and interpret accounting information in 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. 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 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
- 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 which include 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. Prerequisite: None. 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
- ACG 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
- ACG 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. Prerequisite: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 5405 Accounting Information Systems** 4.0 Quarter Credit Hours
Development and application of accounting information system, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing students' abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system. ACG 3123 or equivalent. Lec. Hrs. 040 Lab. Hrs. 000 Other Hrs. 000
- ACG 5516 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: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 5647 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: ACG 3123 or equivalent. 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

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. Lec. Hrs. 040 Required externship hours: 180 hours total upon completion of Aging Issues, Part II. Prerequisite: HSC 1564 (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. Lec. Hrs. 040

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 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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 managers 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. Lec. Hrs. 040 Lab Hrs. 020 Other Hrs. 000

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 effect 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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: HSC 1564, ALAP1101. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180

ALAP X0002 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.

AMH 2030 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AMH 2070 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

AML 2000 Introduction to American Literature **4.0 Quarter Credit Hours**
This course concentrates on the major writers of modern American literature. Prerequisite: None. 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. Prerequisite: None. 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	
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. 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. Prerequisite: None. 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BUL 3241 Business Law I	4.0 Quarter Credit Hours
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	
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. Prerequisite: BUL 3241. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BUSP 1000 Business Math	4.0 Quarter Credit Hours
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CAP 2103 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: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1017 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 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 2250 Constitutional Law for the Criminal Justice Professional	4.0 Quarter Credit Hours
This course examines the United States Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. 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	
CCJ 2358 Criminal Justice Communications	4.0 Quarter Credit Hours
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

CCJ 2501 Juvenile Justice **4.0 Quarter Credit Hours**
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

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

CCJ 3215 Concepts of Criminal Law **4.0 Quarter Credit Hours**
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: CCJ 1024 (CJL 1110 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other hrs. 000

CCJ 3334 Alternatives to Incarceration **4.0 Quarter Credit Hours**
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

CCJ 3450 Criminal Justice Management **4.0 Quarter Credit Hours**
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: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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: CCJ 1024 (HSSP 2320 for HS Major) 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: CCJ 1024 (HSSP 2320 for HS Major) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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 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 Use, Crime, and Criminal Justice

4.0 Quarter Credit Hours

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 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. 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, thesis, or capstone. 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 5781 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

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 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: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 2288 Spanish for the Criminal Justice Professional

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

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

CCJP 5000 Navigating Graduate School in Justice Studies

2.0 Quarter Credit Hours

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

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 6000 Criminal Justice Capstone

6.0 Quarter Credit Hours

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

CEN 1056 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. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 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 1509C 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: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1561C 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: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 1562C 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: CEN 1509C. 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 1562C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CEN 2327C Network Infrastructure**4.0 Quarter Credit Hours**

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: CEN 1562C. 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 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 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: CGS 1280C and CGS 1763C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

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

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: CIS 2354C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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

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. Lec Hrs. 030 Lab hrs 020 Other Hrs. 000

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

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: CEN 1509C. Lec Hrs. 030 Lab Hrs. 020 Other Hrs 000

CET 2607C Network Routing II**4.0 Quarter Credit Hours**

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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1006C 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

CGS 1031C 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

CGS 1280C 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: CGS 2167C. 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

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

CGS 1763C 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: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1800C 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: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1821C 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: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 1822C 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

CGS 2167C Computer Applications**4.0 Quarter Credit Hours**

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. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2177C E-Commerce Systems Administration**4 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: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

- CGS 2461C 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: COP 2010. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2820C 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: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2877C 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: CGS 2820C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2910C 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: GRA 2225C and CGS 2877C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CGS 4702C Operating Systems Programming** **4.0 Quarter Credit Hours**
 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: COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 4763 Survey of Operating Systems** **4.0 Quarter Credit Hours**
 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: CGS 1763C Lec. Hrs. 040 Lab Hrs. 000 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
- CGSP 2080 Applied Spreadsheets** **4.0 Quarter Credit Hours**
 This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2176 Intermediate Database Management** **4.0 Quarter Credit Hours**
 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. 030 Lab Hrs. 020 Other Hrs. 000
- CGSP 2375 Advanced Web Development with FrontPage 2000** **4.0 Quarter Credit Hours**
 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: CGS 1822C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 2177C 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: CGS 2167C. Lec. Hrs. 030. Lab Hrs 020 Other Hrs. 000
- CIS 2252 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: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 2325 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: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 2354C Network Security Fundamentals** **4.0 Quarter Credit Hours**
 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: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 2356C Internet Security and Acceleration (ISA) Server** **4.0 Quarter Credit Hours**
 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: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 2513C 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: CIS 2325. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 2614 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: CIS 2325. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 3303C 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: CIS 2325 and COP 2170C or COP 2224C or COP 2261. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 3345 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: CIS 2325. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 3512 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: CIS 2325 and COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 4328C Senior Project: Systems Implementation & Integration **4.0 Quarter Credit Hours**
 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: CIS 3303C and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 4329C Senior Project: Systems Analysis & Design **4.0 Quarter Credit Hours**
 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: CIS 3303C and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: CIS 3303C and COP 2171C or COP 2228C or COP 2805C. Lec. Hrs. 040 Lab Hrs. 000 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: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CISP 4820 Information Systems Management **4.0 Quarter Credit Hours**
 This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CEN 1763C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJC 5328 Correctional Systems and Institutions **4.0 Quarter Credit Hours**
 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 Hours**
 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 2100 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

CJE 4668 Computer Crime

4.0 Quarter Credit Hours

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: CCJ 1024 (CGS 2167C for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 5428 Community Oriented Policing

4.0 Quarter Credit Hours

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 Hours

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

CJJ 5568 Juvenile Correctional Alternative

4.0 Quarter Credit Hours

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

CJL 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. 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

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

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

CLP 3005 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

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

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 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 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

COP 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: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

COP 2170C 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: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2171C Computer Programming - Visual Basic II

4.0 Quarter Credit Hours

This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2224C 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: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2228C Computer Programming - C++ II

4.0 Quarter Credit Hours

This course is a continuation of COP 2224C, 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: COP 2224C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2805C 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: COP 2261. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2812C 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: CGS 1821C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 2840C 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: CGS 1821C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 3764C 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: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

COP 4724C 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: COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: COP 2123. 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: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: COP 2164. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: COP 2228C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CPO 4004 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CRW 3010 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: ENC 1102. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CTS 2271C Intermediate Spreadsheets **4.0 Quarter Credit Hours**

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 1514C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2281C Advanced Spreadsheets **4.0 Quarter Credit Hours**

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: CTS 2271C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2303C Network Directory Services **4.0 Quarter Credit Hours**

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: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2304C Network Directory Design **4.0 Quarter Credit Hours**

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: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2320C Network Management **4.0 Quarter Credit Hours**

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: CEN 1561C AND CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2321C 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 a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: CGS 2167C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2431C Advanced Database Management **4.0 Quarter Credit Hours**

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: CGSP 2176. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2550C Advanced Presentations **4.0 Quarter Credit Hours**

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 1524C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2761C Implementing and Supporting E-Mail Services **4.0 Quarter Credit Hours**

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: CEN 1562C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

DEP 3305 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. Prerequisite: PSY 2012 General Psychology Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1005 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: DSC 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1011 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1030 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2812 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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	
ECO 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	
ECO 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	
ECOP 3013 Macroeconomics	4.0 Quarter Credit Hours
This course is a 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECP 5705 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 ECO 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 chance 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 Lab Hrs. 42 Other Hrs. 000	
ENC 1101 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 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: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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: ENC 1102. 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	4.0 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. In 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	
ENSP 1102 Conversation II - Level I	0.0 Quarter Credit Hours
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	
ENSP 1111 Comprehension I - Level I	0.0 Quarter Credit Hours
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	
ENSP 1112 Comprehension II - Level I	0.0 Quarter Credit Hours
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	
ENSP 1201 Conversation I - Level II	0.0 Quarter Credit Hours
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	
ENSP 1202 Conversation II - Level II	0.0 Quarter Credit Hours
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	
ENSP 1211 Comprehension I - Level II	0.0 Quarter Credit Hours
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	
ENSP 1212 Comprehension II - Level II	0.0 Quarter Credit Hours
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	
ENSP 1301 Conversation I - Level III	0.0 Quarter Credit Hours
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	

ENSP 1302 Conversation II - Level III	0.0 Quarter Credit Hours
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	
ENSP 1311 Comprehension I - Level III	0.0 Quarter Credit Hours
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	
ENSP 1312 Comprehension II - Level III	0.0 Quarter Credit Hours
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	
ENSP 1401 Conversation I - Level IV	0.0 Quarter Credit Hours
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	
ENSP 1402 Conversation 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	
ENSP 1411 Comprehension I - Level IV	0.0 Quarter Credit Hours
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	
ENSP 1412 Comprehension II - Level IV	0.0 Quarter Credit Hours
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	
EVSP 3060 Environmental Issues	4.0 Quarter Credit Hours
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	
FIL 1240 Film Production I	4.0 Quarter Credit Hours
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	
FIL 1241 Film Production II	4.0 Quarter Credit Hours
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	
FIL 1243C Production Techniques	4.0 Quarter Credit Hours
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: ENC 1101. 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. Prerequisite: None. 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. Prerequisites: 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 that 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	
FIN 5609 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	
FIN 6409 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: ACG 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. Prerequisite: None. 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. Prerequisite: None. 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. Prerequisite: None. 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
- 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: CGS 1031C. 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: CGS 1031C. 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 CGS 1031C. 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: CGS 1031C. 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: CGS 1031C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- GRA 2225C 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: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 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	
HSA 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. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 1211 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	
HSA 1221C 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. Lec. Hrs. 040 Lab Hrs. 020 Other Hrs. 000	
HSA 2113 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. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 2182 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 2422 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 dimensions 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 3140 Health Care Planning/Evaluation	4.0 Quarter Credit Hours
Introduces models for planning and program evaluation in a health care setting including methods for identifying, gathering, and utilizing data as information for decision making. Prerequisite: HSA 2182. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 3222 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-term care facilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

HSA 3344 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 4170 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	
HSA 4193C 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. 010 Other Hrs. 000	
HSA 4341 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 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	
HSA 4930 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: MAT 1033 and STAP 3014. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSC 1564 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
HSC 3553 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 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). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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: DSC 2210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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: HSS 2810. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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 Program Director is required if the students are not in their final 48 credit hours of the program. Lec. Hrs: 010 Lab Hrs. 000 Other Hrs. 000
- 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 Program Director is required if the students are not in their final 48 credit hours of the program. Lec. Hrs: 010 Lab Hrs. 000 Other Hrs. 000
- 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: DCS 1005 Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs: 40 Lab Hrs. 000 Other Hrs. 000
- 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 Program Director to enroll in this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

HUM 4474 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 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

INVP 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

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

INVP 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

ISM 5026 Management Information Systems **4.0 Quarter Credit Hours**

A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. 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. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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: Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LTCP 3206 Human Resources in Long Term Care **4.0 Quarter Credit Hours**

This course is the study of human resource administration and practice as 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LTC 3207 Ethics and Decision Making in Long Term Care **4.0 Quarter Credit Hours**

This course will provide students an overview of the issues related to ethical dilemmas and decision-making in long term care living facilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LTC 3208 Long Term Care Marketing and 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LTC 3209 Long Term Care Licensing Review **4.0 Quarter Credit Hours**

This course will provide students the opportunity to prepare and practice to take the long term care licensing exam. Students will spend time learning how to take the multiple choice exam, completing sections during each class and discussing the correct answers in the classroom. Prerequisite: None. Lec. Hr. 040 Lab Hrs. 000 Other Hrs 000

LTC 3210 Long Term Care Externship **10.0 Quarter Credit Hours**

This course is an out of classroom externship. Externship is a method and process in which the student can acquire firsthand knowledge and experience in the field while under the supervision of a faculty member, as well as under the direction of a long-term care administrator or assignee. Prerequisite: Major Core (LTC 3201, LTC 3202, LTC 3203). Lec. Hr. 000 Lab Hrs. 000 Other Hrs 300 (LTC 3201, LTC 3202, LTC 3203) Lecture Hours: 0.0. Lab Hours: 0.0. Other Hours: 300.0.

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: MAT 1033. Lec. Hrs. 030 Lab Hrs. 020 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. Prerequisite: None. 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. Prerequisite: None. 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. Prerequisite: None. 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. Prerequisite: None. 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 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. Prerequisite: None. 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 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 Program Director. 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 3344 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	
MAN 3554 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. Prerequisite: None. 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 4701 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. Prerequisite: None. 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 (None for HCA students). 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 Program Director. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
MAN 5066 Managerial Ethics	4.0 Quarter Credit Hours
This course is a comprehensive, integrated approach to business ethics which 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	
MAN 5140 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. Student acquires "hands-on" experience through the use of contemporary case studies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 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	
MAN 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	
MAN 5285 Organizational Development and Change	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	
MAN 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	
MAN 5601 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	
MAN 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	
MAN 6307 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	
MAN 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. 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. Prerequisite: None. 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
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. 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. Prerequisite: None. 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. Prerequisite: None. 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 4200 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. 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	
MAR 5153 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	
MAR 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	
MAT 0024 Basic Math Studies	4.0 Quarter Credit Hours
Comprehensive review of the mathematical skills and concepts required to prepare for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. In 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	
MAT 1033 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MCB 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 1006C Therapeutic Communication	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. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 1105 Domestic Violence	2.0 Quarter Credit Hours
This course 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 1207 Basic Clinical Procedures	4.0 Quarter Credit Hours
This course, which is designed to be taken concurrently with MEA 1207;, focuses on universal precautions in the medical environment,	

including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239. Corequisite: MLS 1207L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1207L Basic Clinical Procedures Lab

2.0 Quarter Credit Hours

This course is designed for students to practice and acquire the skills learned in MEA 1207, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1239. Corequisite: MEA 1207. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1226C Exams and Speciality Procedures

4.0 Quarter Credit Hours

This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and speciality procedures. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MLSP 2329. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1231 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. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1232 Anatomy and Physiology of Body Systems

4.0 Quarter Credit Hours

This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health. This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1233 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1235 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. Prerequisite: MEA 1239. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1239 Medical Terminology

4.0 Quarter Credit Hours

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1243L Pharmacology Lab

2.0 Quarter Credit Hours

In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are 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. Prerequisite: MEA 1263, MEA 1233, MEA 1250. Corequisite: MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1247 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. Prerequisite MEA 1239. 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. Prerequisite: MEA 1263, MEA 1233. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1263 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1304C Medical Office Procedures

4.0 Quarter Credit Hours

This course 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. Prerequisite: MEA1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

MEA 1385 Medical Law and Ethics

2.0 Quarter Credit Hours

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

MEA 2241 Pharmacology and Medical Math

4.0 Quarter Credit Hours

This course will include 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. Prerequisites: MEA 1239, MEA 1235, MEA 1231, PTN1703. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 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: MEA 1263, MEA 1233, and MEA1250. Corequisite: MEA1243L (No corequisite for PTN students). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- MEA 2245L Phlebotomy** **2.0 Quarter Credit Hours**
 This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLSP 2750. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- MEA 2257L Introduction to X-ray** **4.0 Quarter Credit Hours**
 This course assists the student in preparing to apply to take state licensure examinations at the "basic x-ray machine operator" level. Topics will include the basic concepts of radiation, radiation protection, radiological procedures and patient positioning. Prerequisite: MEA 1263, MEA 1233. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2260 Diagnostic Procedures** **4.0 Quarter Credit Hours**
 This course will present 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. Prerequisite: MEA 1263, MEA 1233, MEA 1250, MEA 1207, MEA 1207L. Corequisite: MLSP 2750. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2285L EKG Interpretation** **2.0 Quarter Credit Hours**
 This course enables the student 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 arrhythmias and EKG changes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 2305 Medical Office Management and Compliance** **4.0 Quarter Credit Hours**
 This course covers a broad area of topics that are essential to the Medical Office Manager. This course will prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice. Areas that will be discussed include; Personnel management, compliance, technology and the many roles of the office manager. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2326C 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: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- MEA 2332C 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: MEA 1239 for MA students, MEA 2714 for MIBC students. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- MEA 2346C 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. 010 Lab Hrs. 020 Other Hrs. 000
- MEA 2355 Introduction to Coding and Documentation** **4.0 Quarter Credit Hours**
 This course will cover the basic guidelines and coding conventions in ICD-9-CM, CPT-4 and HCPCS. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Prerequisite: MEA 1239, MEA 1232. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2561 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. Prerequisite: All medical classes. 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 2337 Patient and Insurance Collection Strategies** **4.0 Quarter Credit Hours**
 This course will be broken into two segments. First, advanced strategies for dealing with insurance carriers including EOB interpretation, follow-up practices and the appeal process. Second, convincing delinquent patients to remit payments is an art form. Developing an effective collection plan that will include reviewing your entire billing, insurance, managed care and collection process is essential to developing a successful plan. Prerequisite: MEA 2714. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 2340 Coding Cases I (Physician Professional Services)** **2.0 Quarter Credit Hours**
 This class is a hands-on coding practicum that will allow the student to perform practical application to the coding skills learned in the "Introduction to Coding" class. A review of the basic coding guidelines will be given, however, this class will focus on coding from case studies and operative reports using the ICD-9-CM Volume I and II, CPT-4 and HCPCS code books. Prerequisite: MEA 2355. Lec. Hrs. 000 Lab Hrs 040 Other Hrs. 000
- MEAP 2341 Introduction to Hospital Billing** **4.0 Quarter Credit Hours**
 This course will cover the hospital-billing environment, including the completion of the UB-92 claim form using the Medisoft Just Claims software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-92 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. Prerequisite: MEA 2714. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

- 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 2355 and MEA 2341.
- MEAP 2343 Government Payers** **4.0 Quarter Credit Hours**
This course will cover the billing guidelines from the various government payers that will include: Medicare; Medicaid; and Tricare. Medicaid is a state and federal program and may have different guidelines from state to state. This class will look at the Medi-Cal program model. Prerequisite: MEAP 2714. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEAP 2344 Workers' Compensation & Specialties** **4.0 Quarter Credit Hours**
This course will cover the workers' compensation system and its related terminology. A compensable injury under workers' compensation will be defined, as well as, how to report an injury. The various forms used by workers' compensation will be discussed. The OMFS (Official Medical Fee Schedule) will be covered. Prerequisite: MEAP 2714. 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. Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000
- MLSP 2329 Exams and Specialty Procedures Lab** **2.0 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in MEA 1226C, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MEA 1226C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MLSP 2750 Diagnostic Procedures Lab** **2.0 Quarter Credit Hours**
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. Prerequisite: MEA 1263, MEA 1233, MEA 1250, MEA 1207, MEA 1207L. Corequisite: MEA 2260. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- MMC 4602 Mass Media** **4.0 Quarter Credit Hours**
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
- OST 1141L Keyboarding** **2.0 Quarter Credit Hours**
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OST 1147C Speed-Building Skills** **2.0 Quarter Credit Hours**
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
- OST 1401C Office Operations** **2.0 Quarter Credit Hours**
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
- OST 2335 Business Communications** **4.0 Quarter Credit Hours**
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: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2711C Introduction to Word Processing** **2.0 Quarter Credit Hours**
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
- OST 2712C Intermediate Word Processing** **4.0 Quarter Credit Hours**
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 2711C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- OST 2724C Advanced Word Processing** **4.0 Quarter Credit Hours**
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 2712C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- OST 2813C 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 desktop publishing software tools. Prerequisite: CGS 2167C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- OST 2821C 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 desktop publishing software templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST 2822. Lec. Hrs. 10 Lab Hrs. 20 Other Hrs. 000

OSTP 1415 Electronic Communication

2.0 Quarter Credit Hours

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

OSTP 2725 Applied Word Processing

4.0 Quarter Credit Hours

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 2167C. Lec Hrs 030 Lab Hrs 020 Other Hrs: 0

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: CGS 1031C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PHI 3601 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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

PHIP 2100 Critical Thinking

4.0 Quarter Credit Hours

This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. 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

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0000

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 primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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. 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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 memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisite: PLA 2106. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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. Lec. Hrs. 040 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. 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLAP 4471 Worker'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 an understanding of work related injuries and legal consequences. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- 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
- POT 4064 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
- PSMP 1003 Applied Project Management I – The Keys to Project Management** **6.0 Quarter Credit Hours**
 This introductory management specialization project course covers the essential concepts of effective project management. In this first of six project courses, students will learn the process for defining and developing the objectives, schedules, and resources to complete business projects, as well as provide on-going managerial oversight to keep a project on schedule and on budget. Students will apply these principles to manage projects in future project courses. Co-requisite: Concurrent enrollment in another course with P- designation. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 1011 Introduction to Marketing in Proprietary Education** **6.0 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. Additional topics include considering the proprietary education marketplace, marketing research methods in proprietary education, marketing planning for proprietary education, and analyzing and adapting to the proprietary school's environment. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 1030 Introduction to Business Enterprise In Proprietary Education** **6.0 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. Additional topics include the business of proprietary education and academics as compared to traditional education. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 2002 Adult Learning Theory and Professional Development** **6.0 Quarter Credit Hours**
 This course offers an exploration of the theory of the adult learner, including goal directed orientations to learning, participation factors for adult learners, and adult learner demographics. Information on resulting outcomes assessment of adult learners is emphasized in teaching versus learning environments and ideas to improve learning efficiency. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 2005 Applied Project Management II – Admissions, Customer Service, Customer & Human Relations** **6.0 Quarter Credit Hours**
 This second project course covers the essential concepts of effective project management. Students will apply project management principles to develop an outline for a project that will serve as the basis for continued in-depth study. The focus of this project is a hypothetical scenario. Students will develop detailed solutions to problems within the Admissions area of proprietary education, and will focus on customer service, customer relations, and human relations. Prerequisite: PSMP 1003. Co-requisite: concurrent enrollment in another course with P- designation. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 2021 Management in Proprietary Education** **6.0 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. Additional topics include the history of proprietary education and a discussion of the management strategies used in the different functional departments of a proprietary school: Career Services, Academic Affairs, Admissions, and Finance. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000

- PSMP 2100 Applied Business Law and its Impact on Proprietary Education** **6.0 Quarter Credit Hours**
 This course is designed to provide the student 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. Topics include a discussion of the regulatory bodies that govern proprietary education. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 2111 Principles of Accounting in Proprietary Education** **6.0 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. Accounting and budgeting issues specific to the business of proprietary education are covered. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 2300 Introduction to Human Resources in Proprietary Education** **6.0 Quarter Credit Hours**
 This course is an introduction to the workings of the human resources aspects 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. Additional topics include a discussion of the Career Services department of a proprietary school, and the interactions between career services and local human resources departments. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 2305 Customer Relations and Servicing in Proprietary Education** **6.0 Quarter Credit Hours**
 This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Additional topics include understanding the consumers of proprietary education and how this understanding enhances customer service. The design of educational programs is also covered. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 2727 Strategic Planning for Proprietary Education** **6.0 Quarter Credit Hours**
 This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Additional topics include competition and SWOT analysis, ethics, and finance in the proprietary education environment. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 3004 Applied Project Management III - Marketing & Public Relations** **6.0 Quarter Credit Hours**
 In this course, students will continue to apply the principles of effective project management. Students will work on this project utilizing subject matter and knowledge gained from concurrent coursework in the major. This project focuses around problems encountered in a hypothetical scenario, and focuses on marketing and public relations in proprietary education. Prerequisite: PSMP 2005, PSMP 1011, and concurrent enrollment in another course with a P- designation. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 3005 Applied Project Management IV – Academic Affairs & Career Services** **6.0 Quarter Credit Hours**
 In this course, students will continue to apply the principles of effective project management. Students will work on this project utilizing subject matter and knowledge gained from concurrent coursework in the major. This project focuses around problems encountered in a hypothetical scenario, and focuses on academic affairs and career services in proprietary education. Prerequisite: PSMP 3004 and concurrent enrollment in another course with a P- designation. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 3006 Finance in Proprietary Education** **6.0 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. Additional topics include financing needs and goals, costs, and pricing in proprietary education. Prerequisite: PSM 2021. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 3100 Human Relations in Proprietary Education** **6.0 Quarter Credit Hours**
 A study of individual interpersonal, group, intergroup and intragroup problems in business organizations. Additional topics include a discussion of the Career Services department, and how good human relations skills help in career services and the other functional areas of a proprietary school. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 3233 Supervision in Proprietary Education** **6.0 Quarter Credit Hours**
 A study of various aspects of the supervisor's job in the proprietary education environment, including work-planning, organizing, leadership, decision-making, and effective communication. Topics include supervising the functional departments in a proprietary school: Academic Affairs, Admissions, Career Services, and Finance. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 3310 Public Relations In the Proprietary School Environment** **6.0 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. Additional topics include public relations in proprietary schools, and the interrelationship between marketing and public relations in a proprietary school. Prerequisite: PSMP 1011. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 3501 Investments and Investors in Proprietary Education** **6.0 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. Additional topics include information about proprietary schools for investors, and the reasons investors invest in proprietary education, and the information they need to know about the school. Prerequisite: None. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 4003 Applied Project Management V - Regulatory Affairs** **6.0 Quarter Credit Hours**
 In this course, students will continue to apply the principles of effective project management. Students will work on this project utilizing subject matter and knowledge gained from concurrent coursework in the major. This project focuses around problems encountered in a hypothetical scenario, and focuses on regulatory affairs and operations. Prerequisite: PSMP 3005 and concurrent enrollment in another course with a P- designation. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000
- PSMP 4004 Applied Project Management VI – Finances in Proprietary Education** **6.0 Quarter Credit Hours**
 In this course, students will continue to apply the principles of effective project management. Students will work on this project utilizing subject matter and knowledge gained from concurrent coursework in the major. This project focuses around problems encountered in a

hypothetical scenario, and focuses on the finances and financial aid within proprietary education. Prerequisite: PSMP 4003 and concurrent enrollment in another course with a P- designation. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000

PSMP 4734 Contemporary Management in Proprietary Education **6.0 Quarter Credit Hours**

This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision making. Additional topics include management of the Admissions department in Proprietary Education, and attracting and retaining students. Prerequisite: PSM 2021. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000

PSMP 4764 Business Policy and Strategy in Proprietary Education **6.0 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. Additional topics include quality, value, and satisfaction, and the delivery of educational services in proprietary education. Prerequisite: PSMP 2021. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000

PSY 2012 General Psychology **4.0 Quarter Credit Hours**

This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PTN 1702 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PTN 1703 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: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PTN 1704 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. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PTN 1733C 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. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 00

PTN 1740 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 program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

PTN 1780C Administrative Aspects of Pharmacy Technology **4.0 Quarter Credit Hours**

& Basic Pharmacy Applications

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. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

PTNP 2200 Pharmacy Technology Lab **2.0 Quarter Credit Hours**

This course is designed to provide students with practical hands-on experiences in the pharmacy lab. Designed for students to practice and acquire various skills learned in the pharmacy technician program, under the direct supervision of the pharmacy instructor. Students will be checked off of skills as they are mastered, including but not limited to receiving, interpreting and filling of prescriptions/medication orders for the inpatient and outpatient practice setting, I.V. Admixture of large volume and I.V. Piggyback, and syringe doses, using the laminar flow hood, inventory control systems, and patient information/profile systems. Skill competencies assigned by the instructor must be completed to pass the course. Prerequisite: MEA 1263, MEA 1233, MEA 1250, PTN 1780C, PTN 1703, PTN 1733C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

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 MAT 1033 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 – <i>may be taken concurrently with this course</i> . Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
SBM 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: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SCC 1102 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. Lec. Hrs. 040 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1392 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. Lec. Hrs. 020 Lab Hrs. 000 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. Prerequisite: None. 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. Prerequisite: None. 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SPC 4451 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	
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: ENC 1102 and SPC 2016. 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: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STS 1001 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STS 2007 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: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STS 2171C 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. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
STS 2172C 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. Prerequisite: STS 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
STS 2173C 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 general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: MEA 1263, MEA 1233 and MEA 1239. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	

STS 2174C Surgical Procedures II

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: STS 2173C. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000

6.0 Quarter Credit Hours**STS 2175C Clinical Rotation I**

This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete STS 2171C, STS 2173C, and MCB 2010 prior to taking this course). Prerequisite: STS 2171C, STS 2173C, MCB 2010. Lec. Hrs. 000 Lab Hrs. 150 Other Hrs. 000

5.0 Quarter Credit Hours**STS 2176C Clinical Rotation II**

This course is a continuation of the skills practiced in STS 2175C 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: STS 2175C. Lec. Hrs. 040 Lab Hrs. 350 Other Hrs. 000

11.0 Quarter Credit Hours**SYG 2000 Principles of Sociology**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**SYGP 2550 Addictions**

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

4.0 Quarter Credit Hours**SYPP 2200 Death and Dying**

This course examines the 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

4.0 Quarter Credit Hours**SYPP 3530 Crime and Delinquency**

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

4.0 Quarter Credit Hours**TAX 2000 Tax Accounting**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

4.0 Quarter Credit Hours**TAX 4001 Federal Taxation I**

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

4.0 Quarter Credit Hours**TAX 4011 Federal Taxation II**

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

4.0 Quarter Credit Hours**TAX 6065 Tax Research and Planning**

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

4.0 Quarter Credit Hours**WOH 2022 World History**

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

4.0 Quarter Credit Hours

FLORIDA METROPOLITAN UNIVERSITY, INC.

Florida Metropolitan University is comprised of:

- Florida Metropolitan University – Pompano Beach Pompano Beach, FL
- Florida Metropolitan University – Melbourne Melbourne, FL
- Florida Metropolitan University – North Orlando Orlando, FL
- Florida Metropolitan University – South Orlando Orlando, FL
- Florida Metropolitan University – Tampa Tampa, FL
- Florida Metropolitan University – Brandon Tampa, FL
- Florida Metropolitan University – Lakeland Lakeland, FL
- Florida Metropolitan University – Pinellas Clearwater, FL
- Florida Metropolitan University – Jacksonville Jacksonville, FL
- Florida Metropolitan University – Orange Park Orange Park, FL

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Florida Metropolitan University is owned and operated by Florida Metropolitan University, Inc., a Florida Corporation. Florida Metropolitan University, Inc., is a wholly owned subsidiary of Rhodes Colleges, Inc., a Delaware Corporation. Rhodes Colleges, Inc., is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

Florida Metropolitan University, Inc.

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

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Robert C. Owen	Treasurer and Assistant Secretary

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Bryman College Alhambra, CA Anaheim, CA City of Industry, CA Everett, WA Gardena, CA Hayward, CA Los Angeles (Wilshire), CA Lynnwood, WA New Orleans, LA Ontario, CA Port Orchard, WA Renton, WA Reseda, CA San Bernardino, CA San Francisco, CA San Jose, CA St. Louis (Earth City), MO Tacoma, WA Torrance, CA West Los Angeles, CA	Kee Business College Chesapeake, VA Newport News, VA	Parks College Arlington, VA Aurora, CO McLean (Tyson's Corners), VA Thornton, CO
Bryman Institute Brighton, MA Chelsea, MA Gahanna, OH Eagan, MN	Las Vegas College Henderson, NV	Rochester Business Institute Rochester, NY
Duff's Business Institute Pittsburgh, PA	Mountain West College Salt Lake City, UT	Springfield College Springfield, MO
Everest College Arlington, TX Dallas, TX Everest Online Fort Worth, TX Mesa, AZ Phoenix, AZ Rancho Cucamonga, CA	National Institute of Technology Austin, TX Cross Lanes, WV Dearborn, MI Detroit, MI Houston (Bissonnet), TX Houston (Galleria), TX Houston (Greenspoint), TX Houston (Hobby), TX Long Beach, CA San Antonio, TX Southfield, MI	Western Business College Portland, OR Vancouver, WA
		Wyo-Tech Technical Institute Bedford, MA Blairsville, PA Fremont, CA Laramie, WY Oakland, CA Sacramento, CA

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This campus is owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

DIRECTORS

David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS

David G. Moore
Jack D. Massimino
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chairman of the Board
Chief Executive Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATION

BRANDON

Olivia T. Fields	President
Wade Angel	Academic Dean
Diane Maloney	Director of Student Finance
Shandretta Pointer	Director of Admissions
Joycelyn Moore	Director of Career Services
Tracy Oliver	Business Manager
Marco DiBernardo	Associate Academic Dean
Phillip Gotner	Associate Academic Dean
Ingrid Zekan	Registrar
Madeline Lock	Library Director

ORANGE PARK

Bruce Jones	President
Christina Graham	Academic Dean
Mechelle Drake	Director of Finance
Jeff Sherman	Director of Admissions
Michael Willis	Director of Career Services

PINELLAS

David A. Podesta	President
Gary Hascall, D. Mgt.	Academic Dean
Claudine Raschi	Associate Dean
Sandra Williams	Director of Admissions
David DeStrooper	Business Manager
Rebeca Handsaker	Director of Finance
Nancy Hutchinson, J.D.	Director of Student Services
Henry Johnson III, Ed.D.	Graduate School of Business Chair/Associate Dean

JACKSONVILLE

Samuel Ortiz	President
Joanna Piotrowska	Academic Dean
Tameiko Allen	Associate Dean
Robin Manning	Director of Admissions
Vanessa Lewis	Director of Student Finance
Tracy Rizzo	Director of Career Services
Deborah Cinanni	Business Manager
Eva Hardrick	Student Success Coordinator
Holly Albanese	Librarian

POMPANO BEACH

Ilia Y. Martin	President
Fran Heaston	Director of Admissions
Laurie Freidman	Assistant Director of Admissions
Piera Brum	Manager of International Admissions
Romeo Liong-A-San	Business Manager
Marilyn Joseph	Director of Career Services
Carmen Freire	Director of Student Finance
Sandra Porter-Merida	Academic Dean
Thomas M. Ertner	Associate Academic Dean
Theresa Salantrie	Librarian
Carole Townsend	Senior Registrar
Astrid Cortez	Student Services Coordinator

LAKELAND

Silvina Lamoureux	President
Jodi De La Garza	Admissions Director
Open	Academic Dean
Atia McCray	Financial Aid Director
Jerilyn Smith	Business Manager
Patricia Sabol	Career Services Director
Patricia Sabol	Student Service Coordinator
Stephanie Andrews	Registrar
Kate Theodore	Night Coordinator
Betty Martinez	Librarian

SOUTH ORLANDO

Open	President
Steve Richards	Academic Dean
John Sticken	Associate Dean
Sherri Williams	Director of Student Finance
Annette Cloin	Director of Admissions
Patricia Jordan	Business Manager
Nancy Stewart	Director of Career Services
Andy Ali	Student Services Coordinator

MELBOURNE

Mark W. Judge	President
Jennie Lesser	Academic Dean
Deanne W. Otto, Ph.D.	Associate Dean
Rhonda Landolfi	Director of Student Finance
Tim Alexander	Director of Admissions
Catherine Mallozzi	Director of Career Services
Bryan Capps	Business Manager
Jeffrey James	Senior Registrar

TAMPA

Thomas M. Barlow	President
Charles Zaruba	Academic Dean
Theodora Eggleston	Associate Dean
Diana Farquharson	Associate Dean
Rod Kirkwood	Director of Student Finance
Donald Broughton	Director of Admissions
Kevin Buskirk	Admissions Manager
Richard Lokey	Business Manager
Bruce McCain	Director of Career Services
Julia Roth	Student Services Coordinator
Mary Weizmann	Online Coordinator
Marilyn Earhart	Senior Registrar
Glenn Hall	Master Librarian

NORTH ORLANDO

Ouida Kirby	President
Karen Oporto	Academic Dean
Phillip Reffitt	Associate Dean
JoAnn Weber	Director of Admissions
Linda Kaisrlik	Director of Student Finance
Christine Moran	Director of Career Services
Sharon Mendoza	Business Manager
Andy Braun	Director of Student Services
Jazmine Rivera	Online Coordinator

FACULTY

(Asterisk denotes program director)

BRANDON

Name	Discipline	Degree
Agrawal, Jagdish	Computer Information Science	PhD, Purdue University MS, Hath University of Windsor
Black, Charmaine	Paralegal	JD, Rutgers University BS John Jay University
Chinnery-Boynes, Shirlyn	Surgical Technology	BS, Florida A&M University
Conklin, Christina*	Medical Assisting/MIBC	AA, Sacred Heart College
Fay, Annette	Computer Information Science	MBA, University of South Florida BA, University of South Florida
Garcia, Jamie	Paralegal	JD, Barry University BS, University of South Florida
Harris, Linda	Business Administration	MSA, Central Michigan University BS, University of Central Florida
Helms, Richard	Business Administration	MBA, University of New Haven BS, University of Central Florida
Hicks, Gerladine	Paralegal	JD, University of Miami BS, Florida A&M University
Higgenbotham, Ray	Criminal Justice, adjunct	MS, Rollins College BS, Florida State University
Hudson, Shirlee	General Education	MA, University of South Florida BA, University of South Florida
Jahns, Christopher*	Surgical Technology	BS, State University of New York AS, Nassau Community College
Larsen, Gerald	Criminal Justice, adjunct	MS, American Technical Institute BS Central Texas University
Oman, Judith	Business Administration	MBA, University of Sarasota BS, Chadwick University
Parks, Thomas*	Paralegal Studies/Criminal Justice	JD, West Virginia University BS, Marshall University
Penrod, Philip	Pharmacy Technology	BS, South Illinois University AS, Community College of the Air Force AS, Community College of the Air Force
Pingel, James	Paralegal	JD, University of Detroit BS, Michigan State University
Quinby, Kimberly*	Massage Therapy	Humanities Center
Roberts, Bobby	Criminal Justice, adjunct	MS, Troy State University BS Troy State University
Samsell, Keith*	Computer Information Science/COTA	BA, Connecticut State University
Taylor, Scott*	Business/Accounting	MS, Embry Riddle University BS, St. Leo College
Voightman, Maynard*	General Education/Intensive English	MA - University Of Iowa BA - University of South Florida

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
Day, Richard	Criminal Justice	B.S. University of Alabama at Birmingham M.S. Troy State University B.A. Florida Atlantic University

Gnat, John	Criminal Justice	M.S.	Florida International University
Henderson, Michael	Business	B.S.	New York Institute of Technology
		Ed.D	California Coast University
		M.A.	Andrews University
		B.A.	University of Ottawa
Martin, Carmella	Library Science	A.A.	St. Paul's University
		M.L.S.	Florida State University
Midgett, Donald	Business	B.A.	University of North Florida
		M.B.A.	University of Mississippi
Miller, Dawn	Psychology	B.S.	Lambeth College
		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
		M.A.	University of North Florida
Olson, Paula	English	B.A.	University of North Florida
		A.A.	Donnelly College
		M.A.	Webster University
O'Neil, Nanci	Computer Information Science	B.S.	University of Central Florida
		B.A.	University of Central Florida
		M.A.	University of Northwest Florida
		B.A.	University of Northwest Florida
Peck, Mindy	Oral Communication	B.S.	University of Virginia
		M.A.	University of North Florida
Pugh, Donna	Medical Assisting	B.A.	University of North Florida
		B.S.	University of Virginia
Raburn, Jack	Criminal Justice	M.A.	University of North Florida
		B.A.	University of North Florida
Waddell, Cynthia	History	Ph. D.	Florida State University
		M.S.	Florida State University
		M.S.	Florida State University
Weiss, Jeremy	Mathematics	M.A.	Herbert H. Lehman College
Yoder, Gary	Business	B.A.	Columbia University
		D.B.A.	Nova Southeastern University
		M.P.A.	Troy State University
		B.S.	University of Maryland

LAKELAND

NAME	DISCIPLINE	DEGREE	
Chambers, Melissa	Massage	Certificate	Suncoast School of Massage
Costakis, Darlene	English	M.A.T.	Rollins College
		B.S.	University of Arizona
Craig, Tiffany	Legal	J.D.	Texas Southern University
		B.S.	Florida State University
DeJean, Sandra	Nursing	A.S.	Wayne Co Community College
Forbell, Michael	Criminal Justice	M.B.A.	John Jay CUNY
Glotfeldtly, Carmen	Medical	M.D.	University Autonoma de Guadalajara, Mexico
Johnson, Chad	Computers	M.S.	University of Phoenix
		M.B.A.	Florida Southern College
		B.S.	Central State University
		M.A.	North Carolina Central University
Jones, Keil	Computers	B.A.	University of North Carolina
		M.B.A.	Saint Leo University
Kepenach, Richard	Computers	B.S.	New Jersey Institute of Technology
		Certificate	Ridge Technical Institute
King, Barbara	Massage		
Lanier, Charity	Legal	J.D.	Levin College of Law at University of Florida
		B.A.	University of Florida
Leinonen, Christine	Legal	J.D.	University of Detroit
Mattison, Michael	Business, Marketing	B.A.	University of South Florida
		M.A.	Webster University
McCalip, Trinetta	Liberal Studies	B.S.	Webber College
		M.S.	University of South Florida
McKinley, Sandra	Marketing	B.A.	University of South Florida
		Phil	University of Strathclyde
		B.A.	University of Strathclyde

Noe, Mark	Criminal Justice, Human Resources, Instructor Technology	M.S. B.A. A.A.	University of Southern Mississippi University of Southern Mississippi Community College Air Force
Patterson, Robert	Computers	M.I.T. B.S. A.S.	American InterContinental University Florida Metropolitan University Florida Metropolitan University
Persuad, Neer	Accounting, Business	M.B.A. B.A. B.A.	Florida Southern College Florida Southern College Warner Southern College
Poonegar-Knight, Sharin Pugh, Dwight Rahmatian, Ali	Massage MOUS Criminal Justice	Certificate Certificate Ph.D. M.Ed. Psy. D. M.A.	Haney School of Massage Microsoft Office Applications Florida State University Florida A&M Newport University Oklahoma City University
Rice, Barbara Rogerson, Gwen	Biology Nursing	B.A. M.P.H. B.S. A.S.	SUNY Oswego University of North Carolina East Carolina University College of the Alsemarle
Russell, Jon	Human Resources, Public Admin	M.S. B.A.	St. Thomas University St. Thomas University
Samaro, Edward	Liberal Studies, Counseling	M.A. B.S.	Argosy University University of State of New York
Sida, Jessica Smith, Charles	Massage Criminal Justice, Physical Education	M.S. M.S. B.S.	New Center Holistic Health Rollins College Florida Southern College
Straszewski, Rae Theodore, Kate	Massage Office Technologies, Gen Ed	Certificate M.S. B.A.	Travis Technical School University of Tampa Florida Southern College
Williams, Alonzo	General Education	Ph.D. Ed.S.	Walden University Nova Unvisited
Woody-Loud, Sandra	General Eduation	M.S. B.A.	Florida A & M Florida A&M

MELBOURNE

Name	Discipline	Degree	
Bess, Kevin*	Accounting	M.B.A. B.S.	Auburn University Auburn University
Cook, Catherine*	Business, Graduate School of Business	Ph.D. M.B.A. B.A.	The Union Institute Fort Lauderdale College Florida State University
DeCaro, Nicole	Business Administration, Marketing	PhD. M.B.A. B.A.	Capella University Pace University St. Francis College
Jenkins, Karen*	Health Care Administration, Assisted Living, Medical Assisting, Pharmacy Technician, Medical Billing and Coding	M.S.	University of Central Florida
McKinney, William*	Computer Information Science	B.S. Ph.D.	Kent State University University of Illinois
Scrivener, Helen*	Criminal Justice, Paralegal	B.S. M.S.	Florida Institute of Technology University of Miami
Semerroz, Gloria	Library Science	B.A. A.M.L.S.	University of Connecticut University of Michigan
Smith, Janet*	General Education	B.A. M.A. B.A.	Central Michigan University Marshall University Marshall University
Wallen, Stephen*	Film/Video	M.F.A. M.A.	University of Southern California California State University, Long Beach
Welsh, James	Business Administration	D.P.A. M.S. B.A.	Nova University University of Miami University of Miami

NORTH ORLANDO

MEDICAL ASSISTANT INSTRUCTORS

Baker, Terrie	Medical Assisting/Health Care Administration	BSN, Florida Southern College ASN, Valencia Community College
DeSola, Edgar	Medical Assisting	MPH, University of South Florida MD, Central University School of Medicine (Venezuela) AS, Caribbean University
Jackson, Nicholas	Medical Assisting	
King, Diane*	Medical Assisting/Health Care Administration/Pharmacy Tech/Medical Billing & Coding	MHA, Georgia State University BA, Western Michigan University
Masten, Sandra	Medical Assisting	MS, BS, University of Central Florida AS, Seminole Community College
Miner, Mae	Medical Assisting	RN, York Hospital School of Nursing BSN, Millersville University
Youssef, Nagi	Medical Assisting	MD, Alexandria Medical School (Egypt) MD, ELFMG, Philadelphia

CRIMINAL JUSTICE/PARALEGAL INSTRUCTORS

Bartle, Ed*	Criminal Justice/Paralegal	MSCJ, BS, Rollins College
Cain, Clarence	Criminal Justice	MSCJ, BS, Rollins College AA, Seminole Community College
Craft, Kimberly	Criminal Justice	JD, John Marshall Law School MA, BA, DePaul University
DiConsiglio, Robert	Criminal Justice/Paralegal	JD, New York School of Law MA, BA, Seton Hall University
Graham, Lisa	Criminal Justice	MS, Troy State University BA, University of South Florida
Jefferson, Maia	Criminal Justice	MS, University of Central Florida BS, Florida A&M University
Kowalski, Susan	Criminal Justice	MPA, MS, BA, University of Central Florida
McPeck, Mitzi	Paralegal	JD, Valparaiso School of Law BA, Aquinas College
Roussell, Lori	Criminal Justice	MS, BA, University of Central Florida AA, Valencia Community College

COMMERCIAL ART INSTRUCTORS

Bonaventura, Michael	Commercial Art	BFA, University of North Florida
Clemente-Ferrazzano, Carol	Commercial Art	MA, William Patterson University BA, Fairleigh Dickinson University
Larson, Jessica	Commercial Art	BA, University of North Florida

MASTERS IN BUSINESS ADMINISTRATION INSTRUCTORS

Bono, Joseph	Graduate Studies	Ph.D, M.Ed, Georgia State University BA, Queens College, CUNY
Fletch, James	Graduate Studies	Ph.D, MBA, Florida State University BA, University of Virginia
Still, Wilfred	Graduate Studies	Ph.D, University of Florida M.Ed, Rollins College BS, Westchester University

COMPUTER INFORMATION SCIENCE/ WEB ENGINEERING INSTRUCTORS

Danesh, Shahab	Computer Information Science	MBA, Florida Institute of Technology BS, University of Southwestern Louisiana
Geran, G. Patrick *	Computer Information Science/Web Engineering	MBA, University of Detroit BS, Ferris State University
Ryan, Linda	Computer Information Science	MS, Florida Institute of Technology BA, Centenary College

ACCOUNTING INSTRUCTORS

Ebohon, Daniel	Accounting	MSC, Nova Southeastern University BSC, Florida Southern College
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Grand, Allyson	Accounting	MACC, Nova Southeastern University BS, Florida Metropolitan University
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FILM AND VIDEO INSTRUCTORS

Forman, Judson	Film and Video	BA, University of Central Florida
Gunter, Matthew	Film and Video	BA, University of Central Florida
Matyas, Eric*	Film and Video	BFA, New York University
Norden, Russell	Film and Video	MA, BA, University of Central Florida

BUSINESS ADMINISTRATION INSTRUCTORS

Buck, Bonnie	Business Administration	Ph.D, Nova Southeastern University Ed.S, Rollins College MA, BA, University of Central Florida MA, BA, University of Central Florida
Cherjovsky, Maria	Business Administration	
Giannoni, Vincent	Business Administration	MBA, University of Puerto Rico BA, University of Massachusetts MBA, Keller Graduate School of Management
Faust, Holly *	Business Administration/ Marketing/Management	BA, Boston University MBA, Mercer University BS, University of Miami AA, Miami Dade Community College
Heit, Steven	Business Administration	MS, Troy State University MBA, University of Sarasota
LeCroy, Carl	Business Administration	MS, Boston University MBA, University of Sarasota
LeCroy, Maura	Business Administration	MS, Rollins College BS, Indiana University
Malekzadeh, Dar	Business Administration	MA, BBA, Temple University
Serluco, Paul	Business Administration	

INTENSIVE ENGLISH INSTRUCTORS

Salwen, Lynda	Intensive English	MA, Columbia University BA, University of Puerto Rico
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MASSAGE THERAPY INSTRUCTORS

Cerillo, Elise	Massage Therapy	AAS., Rockledge Community College
Rodriguez, Mario	Massage Therapy	AS, Florida College of Natural Health
Ward, Kevin	Massage Therapy	BA, Florida State University AA, Tallahassee Community College
Weaver, Jeffrey	Massage Therapy	BA, Penn State University

GENERAL EDUCATION INSTRUCTORS

Alonso, Nora	General Education	MA, BA, College of New Rochelle
Cashen, Marguerite	General Education	MA, BA, University of Central Florida AA, Valencia Community College
Felipe, Ileana	General Education	MS, Carlos Albizu University BS, Miami Institute of Technology
Ingram, Delarris	General Education	MA, BA, Arkansas State University
Lynn, James	General Education	MA, Andrews University BA, Southern University
McCrum , Don	General Education	MA, Stetson University BA, University of Central Florida
Pinchevsky, Terri	General Education	MS, BS, University of Central Florida
Ziegler, Ronald	General Education	Ph.D., MA, BS, Wayne State University

ORANGE PARK

BUSINESS INSTRUCTORS

Samuel Carrol *	Business	ABD, Nova Southeastern University MPA, University of North Florida BBA, University of North Florida
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George Henefeld	Business	MBA, Georgia State University BS, Georgia Institute of Technology
Robert Orr	Business	MBA, Clark-Atlanta Business Administration BS, Bethune Cookman
Clarice Poitier	Business	MA, Webster University BS, Bethune Cookman

CRIMINAL INVESTIGATIONS AND CRIMINAL JUSTICE INSTRUCTORS

Ernie Dukes	Criminal Investigations and Criminal Justice	JD, Florida Coastal School of Law BS, Jacksonville University
Judge Harold Moroz*	Criminal Investigations and Criminal Justice	JD, University of The District of Columbia School of Law BS, University of the State of New York AA, University of the State of New York
Damarie Nix	Criminal Investigations and Criminal Justice	JD, University of North Florida BS, University of North Florida AA, Florida Community College at Jacksonville

GENERAL EDUCATION INSTRUCTORS

William Barnes	General Education	Ph.D, Pennsylvania State University MS, North Carolina University BA, Arizona State University
John Blunck	General Education	MA, Webster University BS, Southern Illinois University
Theresa Cruz	General Education	MA, Liberty University BS, Jacksonville Theological Seminary
Patricia Fiedler	General Education	MA, University of North Florida BA, University of North Florida AA, Florida Community College at Jacksonville
Jose Munoz	General Education	Ph.D, Holy Angel University MA, Holy Angel University BA, Holy Angel University
Dorothy Riggs	General Education	MS, Creighton University BS, Eastern New Mexico University
John Ziebell	General Education	MA, University of North Florida BA, University of Wisconsin

MEDICAL ASSISTING INSTRUCTORS

David Epperson	Medical Assisting	MBA, University of Phoenix BS, Southern Illinois University
Dr. Ralph Perkerson, Jr.	Medical Assisting	MD, Medical College of Georgia Medicine
Julie Smith	Medical Assisting	MA, University of North Florida BS, Northwest Missouri State University
Patricia Ann Ray*	Medical Assisting	MPA, Troy State University BS, University of Maryland RN, Jacksonville Memorial Hospital Nursing School
Jacquelyn Ellen Tompkins	Medical Assisting	BSN, University of Phoenix AS, Florida Community College at Jacksonville

PINELLAS

Name	Discipline	Degree	
Berube, Michelle	Accounting	M.Acct.	University of South Florida
		B.S.	University of South Florida
		B.A.	University of South Florida
Bruns, Bonnielee	Medical Assisting	B.S.	Dr. Martin Luther College
			CMAA and CBCS
Cozzolino, Chris	Criminal Justice	M.A.	Indiana University
Duckworth, Ron	Computer Information Science	B.A.	Indiana University
		B.A.	St. Leo University
		M.S.	University of Phoenix
Fuchs, Stephan	Criminal Justice	B.S.	University of Phoenix
		M.A.	John Jay College of Criminal Justice
		B.A.	Fordham University

Hull, John	Accounting	M.S. B.S.	University of New Haven University of Bridgeport
Jackson, Chris	Computer Information Science	M.S. B.S.	University of South Florida University of South Florida
Johnson III, Henry	General Education	Ed.D. Ed.S. M.Ed.	Florida Atlantic University Florida Atlantic University Florida Atlantic University
Lashbrook, Michael	General Education	B.A. M.A. B.S.	Florida Atlantic University University of South Florida University of South Florida
Miller, Chris	Library	M.L.S. B.A.	Louisiana State University Louisiana State University
Nolder, Sheila	Massage Therapy	LMT	Connecticut Center for Massage Therapy
Ream, Donna	Paralegal	J.D. B.A.	Stetson University School of Law George Mason University
Sych, Tetyana	General Education	M.S. B.S.	Kharkiv's University of Radioelectronics Kharkiv's University of Radioelectronics
Westerhof, Caroline	Business Administration	Ph.D. M.A. B.A.	New York University City College of New York Brandeis University

POMPANO BEACH

Name	Discipline	Degree	
Albarran, Marco*	Hospitality and Assisted Living	M.B.A. B.S.	Lynn University Lynn University
Campbell, Donald	Criminal Justice	M.S. B.S.	Florida International University North Carolina Wesleyan College
Carlson, Brian	General Education	M.A. B.A.	Northeastern Illinois University Northeastern Illinois University
Clare, Leroy*	Medical Assisting	M.T. B.S. C.C.B.S.	Kansas State University Kansas State University Academy for Certified Billing & Coding Specialists
Eisenberg, Allan*	Paralegal	J.D. L.Q.C.	State University of New York State University of New York
Harris, Sandra	Paralegal	D.B.A. M.B.A. B.S.	Nova Southeastern University Nova Southeastern University Fort Lauderdale College
Klein, Jay*	Accounting	M.A. B.S.	Nova Southeastern University Nova Southeastern University
Kronk, Barbara, C.P.A.	Accounting	M.A. B.S.	Nova University Auburn University
Long, Cheryl*	Intensive English/ESL	M.A. B.S.	Brooklyn College New York University
Mills, Karen*	Computer Information Systems	M.S.C. B.A.	Florida International University University of the West Indies
Oyer, David	Finance	M.B.A. B.S.	Nova University Berry College
Page, Susan*	Business	Ph.D. M.S. B.S.B.A.	University of Illinois University of Illinois University of Illinois
Ronan-Khessali, Lori*	Criminal Justice Graduate Program	Ph.D. M.S. B.S.	Lynn University Lynn University Loretta Heights College
Savar, Ronnie	Paralegal	J.D. B.S.Ed	Nova Southeastern University University of Florida
Schmit, Bernard	Business	M.B.A. B.S.B.A.	University of Miami Pepperdine University
Simon, Dennis*	Homeland Security/Crime Scene Investigation/Criminal Justice Paralegal	J.D. B.A.	Detroit College of Law Michigan State University
Simon, Lawrence	General Education	M.S. B.A.	Nova Southeastern University Eastern Michigan University
Taylor, Luther	General Education	M.A. B.A.	Michigan State University Dartmouth College

Vasquez, William*	Graduate School of Business	D.B.A. M.B.A. B.S.	Nova Southeastern University Nova Southeastern University Nova Southeastern University
Winkelman, John*	Online Coordinator	B.S.Ed.	East Texas State University

SOUTH ORLANDO

Name	Discipline	Degree	
Albert, Judith	General Education	M.A.	University of Wisconsin
		A.B.	Berkshire Christian College
Boodhoo, Ramesh	General Education	M.A.	Southern Nazarene University
		B.A.	Mid-America Nazarene University
Brothers, Peter	Homeland Security	M.A.	University of Phoenix
		B.A.	Buffalo State College
Callendar, David	Allied Health	M.S.	Mississippi State University
		B.S.	Mississippi State University
DeWitt, R. Peter	Graduate Studies	Ph.D	State University New York
		M.A.	San Diego State University
		B.A.	Penn State University
Gargan, Richard	General Education	Ph.D	Ohio State University
		M.A.	University of Cincinnati
		B.A.	Providence College
Henisse, Elizabeth	Allied Health	M.A.	Siena Heights University
Howlette, Paulette	Business Administration	M.B.A.	Webster University
		B.A.	South Ampton University
King, Diane	Allied Health	M.H.A.	Georgia State University
		B.A.	Western Michigan University
Lunsford, Warren	Business Administration	M.A.	Webster University
		B.A.	Warner Southern University
		A.S.	Northern Virginia Community College
		A.A.	Warner Southern College
Maldonado, Luis	Allied Health	M.S.	Florida Metropolitan University
		B.S.	Empire State College
		A.S.	Bronx Community College
Oesch, Nancy	Criminal Justice	M.S.	Michigan State University
		B.S.	Michigan State University
Philips, Michael	Business Administration	M.B.A.	Baldwin-Wallace College
		B.S.	University of Akron
Tarver, Alisa	Business Administration	M.B.A.	Nova University
		B.S.	Tuskegee University
Totsch, Alice	Paralegal	J.D.	University of Arkansas
		M.A.	Webster University
		B.A.	University Of Arkansas
Walker, James	Computer Information Science	M.B.A.	Webster University
		M.A.	Webster University
		B.S.	Bary University
Weber, Ronald	Business Administration	M.A.	Webster University
		B.S.	Southwest Missouri State

TAMPA

Name	Discipline	Degree	
Bartlett, Warren*	Computer Programs	M.S.	University of Montana
		M.B.A.	University of Montana
		B.A.	University of South Florida
Cohen, Dr. Reuven*	Medical Assisting, Pharmacy Technician	M.D.	Chicago College of Osteopathic Medicine
		M.A.	Nova Southeastern University
		B.A.	University of Michigan
Conrad, Ruby*	Intensive English	M.B.A.	Florida Metropolitan University
		B.A.	University of Calgary, Canada
		A.A.	St. John's, Belize
Drago, Victoria	Massage Therapy	L.M.T.	Suncoast School of Massage
Greenwood, James*	Commercial Art	B.A.	University of South Florida

Hartman, Dale*	Massage Therapy	J.D. M.A. B.A.	Florida State University University of North Carolina Bridgewater College
Hewes, Kenneth Komula, Mark	Massage Therapy Computer Information Science	L.M.T. M.B.A. M.S. B.A.	Bhakti Academy of Massage Chadwick University Capella University Andrews University
Newell, Dr. Jayna*	Business/Marketing/Accounting	D.B.A. M.A. B.S.	University of Sarasota Webster University University of Tampa
Occhipinti, Sharon*	General Education	M.A. B.A.	University of South Florida University of South Florida
Rarden, Barbara	General Education	M.S. B.S.	Cardinal Stritch University Marquette University
Ridinger, Bruce	Business Administration	M.S. M.A. B.A.	Florida Institute of Technology University of South Florida University of Tampa
Rockefeller, Randy	Computer Information Science	M.S. B.A.	University of Phoenix Chaminade University of Honolulu
Schreiber, Helayne*	Assisted Living/Medical Insurance Health Care Administration	M.S. B.A.	Nova Southeastern University Rollins College
Shea, J. Michael	Paralegal/Criminal Justice	J.D. B.A.	Florida State University University of South Florida
Skaer, David H.	General Education	Ph.D. M.S. M.A.	University of Miami University of Miami Michigan State University
Sullivan, June	General Education	B.A. M.A. B.A.	Tennessee Temple College University of South Florida University of South Florida
Swinney, Thomas A.	Management/Marketing	M.S. B.S. A.S.	Lesley College Southern Illinois University Community College of the Air Force
Valentine, Sheri*	Paralegal	J.D. B.A.	Pace University School of Law City University of New York at City College
Waugh, James*	Criminal Justice/Homeland Security/ Criminal Investigations	M.C.J. B.A.	Nova Southeastern University Fort Lewis College
Wehner, R. Patrick*	Graduate School of Business	M.P.A. B.A.	University of South Florida University of Wisconsin-Milwaukee
Whittle, Ed	Criminal Justice	J.D. B.A.	South Texas College of Law University of South Florida

ONLINE LEARNING

ONLINE LEARNING

Name:	Discipline:	Degree:	
Abbott, Laurie	General Education	M.A.	University of Colorado, Denver
Abell, Allison	Ecology and Evolution	B.A. Ph.D.	University of Colorado, Denver The University of Chicago
Abraham, Gail	Mathematics Medical Assistant	M.S. B.A.	The University of Chicago Yale College
Adelman, Deborah	Medical Assistant	M.S. B.S.	Saint Thomas University Barry University
Agee, Barbara	Medical Assistant	Ph.D. M.S. B.S.N.	University of Illinois at Champaign-Urbana University of Illinois College at Chicago University of Illinois College at Chicago
Albiston, Clayton	Management	M.S.N. B.S.N.	University of Southern California West Virginia University
Almarzooq, Taghreed	Computer Science	M.B.A. B.A.	University of Phoenix American University
Anantharamiah, Srinidhi	Economics	Ph.D. M.S. B.A.	University of Houston The University of Texas at Austin The University of Texas at Austin
		Ph.D. M.A. B.S.	Utah State University New Mexico State University Rutgers University

Anderson, Karen	General Education	Ph.D. M.A. M.S. B.A.	University of California, Irvine University of California, Irvine University of California, Los Angeles University of California, Irvine
Anderson, Rodney	Public Administration Public Affairs	M.S. B.S.	Shippensburg University of Pennsylvania Lincoln University
Ardovini-Brooker, Dale	Criminal Justice	M.A. B.S.	Western Michigan University State University of New York, Brockport
Armstrong-Henry, Kalena	Accounting Education Communication	M.A. Me.D. B.A.	Nova Southeastern University Wayne State University The University of Michigan
Ashcraft, Bill	General Education	M.A. B.S.	Vermont College of Norwich University Excelsior College
Atkins, Terrance	Computer Information science	M.S. BB.A.	University of Maryland Temple University
Ayodele, Charles	Marketing	M.B.A. B.S.	University of Oregon University of Oregon
Bakalar, Aaron	Business Administration	M.S. B.A.	California State University, Northridge University of California
Banks, Kara (Brunson)	Government	M.A. B.A.	American University Rutgers University
Barrett, Deborah M.	Criminal Justice	M.S. B.S.	University of Florida Western Carolina University
Bauerle, Graham	Accounting	M.B.A. B.A.	University of Pennsylvania University of Pennsylvania
Baugh, Clifford	Business Administration/Finance Management	D.B.A. M.B.A. B.S.	Nova Southeastern University University of Redlands San Jose State University
Beemer, Lynette S.	Business Administration	M.B.A. B.S.	University of Wyoming University of Wyoming
Benjamin, Doreen	Clinical Psychology, Psychology	Psy.D. M.A. B.S.	Illinois School of Professional Psychology Illinois School of Professional Psychology Illinois State University
Behnke, Philip	Marketing	M.B.A. B.B.A.	University of Denver University of Tampa
Benjamin Cohen), Michele	Education	M.A. B.A.	Ohio State University Ohio State University
Bentley, Mara	Psychology Business Administration HR Mgmt.	M.A. B.S.	Pepperdine University Cal State University Long Beach
Bergey, Lauren	Biology	M.S. B.S.	East Carolina University Millersville University
Bernard, Lance	History	Ph.D. M.A. B.A.	University of Nevada San Jose State University University of California, Santa Cruz
Bester, Matthew J.	Law	J.D. B.A.	Columbus School of Law Syracuse University
Boswell, James	Paralegal	J.D. B.A.	University of Georgia College of William and Mary
Bowling, James	Mathematics	Ph.D. M.A. B.S.	University of Virginia Wake Forest University Oglethorpe University
Boyer, Richard	Law	J.D. B.G.A.	University of Maine School of Law University of Nebraska at Omaha
Brandt, Joseph M.	Finance	Ed.D. M.S. B.A.	University of Northern Colorado Texas A&M University University of Houston
Brom, Joseph	General Education	M.A. B.S.	Duguesne University Townson University
Brown, Dawn	Criminal Justice Administrative Justice	M.C.J. B.A.	Boston University Southern Illinois University
Bryant, Gene Young	Business Computing Science Economics	M.S. M.S. B.S.	Texas A&M University Texas A&M University Texas A&M University
Burgh, Mark	English	M.F.A. B.A.	University of Arkansas University of Delaware
Burgos-Ruwe, Nydia	Management	M.A. B.A.	Webster University University of Central Florida

Burroughs, Connie	Law	J.D.	Saint Louis University
Burton, Catherine	English	B.A.	University of Missouri
	Criminal Justice	Ph.D.	Louisiana State University
Buxbaum, Gwen	Management	M.A.	University of South Carolina
	Marketing	B.A.	University of South Carolina
Byk, Lynn	Psychology	M.B.A.	University of California, Los Angeles
		B.S.	Syracuse University
Caldarola, Richard	Management Marketing	Ph.D.	New York University
		M.S.	Queens College
		M.A.	Queens College
		DB.A.	Nova Southeastern University
Caminotti, Enzo A.	Business Administration	M.B.A.	Friends University
		B.A.	La Salle University
Campbell, Harold	Criminal Justice	M.B.A.	University of Phoenix
		B.S.	Richard Stockton College of New Jersey
Campbell, Michael	Management	Ph.D.	Claremont Graduate University
		M.A.	Claremont Graduate University
		M.A.	Chapman University
		Ph.D.	Nova Southeastern University
Caracci, Christopher	Business Administration	M.A.S.S.	Florida A& M University
		B.S.	Florida A & M University
Carlson, Evelyn	Religious Studies Biology Economics	M.B.A.	Rollins College
		M.A.	University of Leuven
		B.S.	Saint Meinrad College
Carlson, Gary	Management	M.A.	University Illinois at Chicago
		B.S.	Northern Illinois University
Carlton, Lewis	Criminal Justice	M.B.A.	Rosary College
		M.S.	Rosary College
		B.S.	Charleston Southern College
Carter, James	Business Administration Management	M.S.	East Carolina University
		B.A.	North Carolina Wesleyan College
Cates, Anna	English	M.B.A.	Rivier College
		B.S.	Rivier College
Cetiner, Mete	Word Processing	Ph.D.	Indiana State University
		M.A.	Ashbury College
		B.A.	George Fox College
		M.S.	Claremont University
Chandler, Keith	Criminal Justice	M.S.	Middle East Tech
		B.S.	Gazi University
		M.A.	Western Illinois University
Chandran, Kumar	Accounting	B.S.	Michigan State University
		M.A.	Keller Graduate School
Chen, Abel	Law	M.A.	The Institute of Chartered Accountants of Sri Lanka
		B.S.	Lanka
Chen, Emily	Management	J.D.	Whittier School of Law
		B.A.	California State University, Northridge
Chin, Darian	Economics	M.A.	University of Phoenix
		B.S.	California Institute of Technology
Ciepiela, Traci C.	Criminal Justice Broadcasting	M.A.	California State University, Los Angeles
		B.A.	University of Southern California
		M.S.	Columbia College
Clark, Elizabeth Renee	Law Communication	B.A.	State University of New York College at Buffalo
		J.D.	Stetson University
Clark, Karen	Law Communication Arts	B.A.	University of State Florida
		J.D.	Temple University
Clearfield, Tammi A.	Law Criminal Justice	B.A.	Allegheny College
		J.D.	University of Miami
Connor, Martin	Law	M.S.	Florida International University
		B.A.	Florida Atlantic University
Conroy, James P.	Criminal Justice Criminal Justice	J.D.	University of North Dakota
		B.A.	University of Arizona
Coplen, Joshua	Management Finance	M.S.	University of Wisconsin Platteville
		B.S.	St. John's University
		M.B.A.	California State University, Chico
		B.S.	California State University, Chico

Coppelli, Mark	English & American Literature English	M.A. B.A.	Washington State University in St. Louis University at Buffalo, State University of New York
Coriell, Jennifer Lynn	Law History	J.D. B.A.	The Ohio State University Marietta College
Cornelius, Casey	Sociology Interdisciplinary Studies	M.A. B.A.	University of Toledo University of Toledo
Cornelius, Erwin	General Education	M.A. B.A.	University of Wisconsin University of Illinois, Urbana-Champaign
Corrales, Omar	Counseling Psychology Behavioral Science	M.A. B.A.	National University National University
Correia, Mark E.	Political Science Criminal Justice	Ph.D. M.A.	Washington State University Washington State University
Cosby, Kim	Computer Information science	B.A. M.S.	University of Alaska Utah State University
Courter, Jennie	Management	B.A. Med	Boise State University Georgian Court College
Cox, Tiffany	Law	B.A. J.D.	Kean College University of Utah College of Law
Cunningham, Diane	Economics	B.A. Ph.D.	University of Arizona University of California, Irvine
Curry, Janis E.	Criminology Psychology	M.A. M.A.	University of California, Irvine California State University, Fullerton
Curtis, Michael	Computer Information science	B.A. M.S.	University of California, Los Angeles Florida State University
Daniel, Elycia	Criminal Justice	B.A. M.S.	Piedmont College Nova Southeastern University
Daniels, Glenn	Communication Accounting	B.A. M.A.	Clark Atlanta University Auburn University
Davidson, Marlene	Management	B.A. M.B.A.	University of South Florida University of Texas, Dallas
Day, Danielle M.	Finance Business Management Criminal Justice	M.S. B.S.B.A.	Washington University Claremont Graduate University
De Cossio, Francisco J.	Liberal Arts & Sciences Business Administration Economics	Ph.D. M.S.	Claremont Graduate University Claremont Graduate University
Deese, Lisa L.	Criminal Justice	M.S. B.S.	Pepperdine University Pepperdine University
DeLancey, Dayle	History of Science, Technology & Medicine English & American Literature & Language	M.S. M.A.	Nova Southeastern University University of Florida
Delaney, Stephanie	History & Literature Law Environmental Studies	B.A. J.D.	University of South Carolina University South Carolina
Dell'Osso, Linda	Foreign Service Education Business Administration Math	Ph.D. M.S. B.S.	University South Carolina University South Carolina University South Carolina
Denny, Robert	Forensic science Criminology	M.S. M.S.F.S.	University of North Carolina at Charlotte University of North Carolina at Charlotte
Derwin, Ellen	Social Ecology Psychology	B.S. M.A.	The University of Manchester Harvard University
DeSantis, Jacqueline P.	Criminal Justice Paralegal	J.D. B.A.	Harvard University University of San Diego
Dingwell, Heath	Sociology Justice Studies Criminal Justice	M.S. Ph.D.	Vermont Law School Georgetown University
DiPonio, Gina	English	M.S. M.A. B.A.	Claremont Graduate University California State Polytechnic University California State Polytechnic University
			National University St. Leo University
			University California Irvine Denison University
			North Carolina Central University Pfeiffer University
			Washington State University Arizona State University
			Rochester Institute of Technology University of Chicago
			Norwich University

Dittman, Michael	General Education	M.A. B.A.	Slippery Rock University College of Wooster
Dolan, Jeanne	Business Administration	M.B.A. B.A.	University of Washington University of Washington
Dolan, Mary Ann	Psychology	Ph.D. M.A.	Claremont University California State University San Bernardino
Donham, Cindy	Engineering	B.A.	Fullerton College
	General Education	Ph.D. M.A.	University of California, Irvine University of California, Irvine
Dougherty Jr., Robert	Criminal Justice	B.A.	University of California, Davis
		M.S.	Saint Joseph's University
		B.A.	Temple University
Dukes, Nicole	Administration of Justice	A.A.S.	Delaware County Community College
	Speech & Interpersonal Communication	M.A.	New York University
Durbin, Don L.	Speech Communication & Black Studies	B.A.	California State University, Long Beach
	Criminal Justice	M.S.	Chicago State University
Duryea, Licia	Police Science	A.A.S.	McHenry County College
	Reading Teacher	M.S.	SUNY Cortland
Duwe, Grant	English	B.A.	The American University
	Criminology	Ph.D.	The Florida State University
	Criminology	M.S.	The Florida State University
Elfo, William James	Psychology	B.A.	University of Kansas
	Law	J.D.	Nova Southeastern University
	Criminal Justice	M.S.	Nova Southeastern University
Embar-Seddon, Ayn	Criminology	B.S.	Nova Southeastern University
		Ph.D.	Indiana University of Pennsylvania
		M.A.	Indiana University of Pennsylvania
Empie, Kristine	Criminology	B.A.	University of Pittsburgh
	Business Administration	Ph.D.	Indiana University of Pennsylvania
Eskey, Michael	Criminal Justice	M.B.A.	Southern New Hampshire University
	Criminal Justice	B.S.	Northeastern University
Ettinger, Blair	Criminal Justice	Ph.D.	Florida State University
		M.A.	University of Nebraska, Omaha
		B.S.	University of Nebraska, Lincoln
Farley, Joni	Proprietary Education	M.S.	Nova Southeastern University
		B.S.	Nova Southeastern University
Fekrat, Parviz	Statistics	A.A.S.	Miami Dade Community College
	Electrical Engineering	M.A.	University of Phoenix
Feldmann, James	General Education	B.A.	University of Phoenix
		M.A.	University of Missouri
Ferraro, Monique	General Education	M.S.	Nova University
	Law	B.A.	Southeastern College of the Assemblies of God
	Criminal Justice	J.D.	University of Connecticut
Fisher, Diana	Justice and Law Administration	M.S.	Northeastern University
	Speech	B.S.	Western Connecticut State University
Fisher, Maryln	Accounting	M.A.	Cal State University Los Angeles
		B.A.	Cal State University Los Angeles
Fisher, Robert	Tax	Ph.D.	Capella University
	Accounting	M.S.	American University
Fogel, Seth	Business	B.S.	University of Maryland
	System Mgt.	M.B.A.	University of Southern California
	Mechanical Engineering	M.S.	University of Southern California
Framan, Theodore	Marketing	B.S.	Rensselaer Polytechnic Inst.
		M.S.	California State University of Long Beach
Frazier, Rose	Medical Assistant	B.S.	University of California Berkeley
		M.B.A.	University of Texas
Freeman, Eric	Marketing	B.S.	University of Southern California
		M.B.A.	Dillard University
Ganza, William	Sociology, Psychology	B.S.	University of Portland
		M.S.	Portland State University
Ghose, Chanda	Management	B.S.	Illinois State University
		Ph.D.	Illinois State University
Ghose, Chanda	Technological Systems Management	B.S.	Georgia Institute of Technology
		M.S.	State University of New York at Stony Brook

Ghalambor, H.R.	Business Administration	M.B.A. B.S.	University of Phoenix Utah State University
Gianna, David Anthony	Business Administration Computer Science Electrical Engineering Technology	M.B.A. M.S. B.S.	Marist College Marist College Rochester Institute of Technology
Gil, Chaya	Law	J.D.	Northern Illinois University
Goodall, Jean	Business Law Management	D.B.A. M.A.	Barrington University Webster University
Goodwin, Kimberly	General Education	B.A. Ed.S. M.A. B.S.	University of Colorado, Boulder James Madison University James Madison University Virginia Polytechnic Institute
Goyden, Michael V.	Systems Technology Public Administration Behavioral Science	M.S. M.A. B.S.	Naval Postgraduate School University of Northern Colorado U.S. Air Force Academy
Graham, Juanita	Nursing	M.S. B.S.	University of Mississippi Medical Center University of Mississippi Medical Center
Gray, Dahli	Management	D.B.A. M.B.A. B.S.	George Washington University Portland State University Eastern Oregon State College
Greenfield, Charles Jr.	Accounting	B.S.	Virginia Commonwealth University
Gressier, Pamela	Law	J.D. M.A. B.A.	Western State University University of California, Irvine University of California, Irvine
Griff, Nathan	General Education	M.A. B.A.	Adams State College Baruch College
Gundlach, Kim	Law English	J.D. B.A.	Loyola Law School Pennsylvania State University
Gussis, Shelly	Creative Writing Literature Psychology	M.A.F M.A. B.S.	Roosevelt University Roosevelt University Bradley University
Guthrie, Kevin	Business Administration English	M.B.A. B.A.	Columbia Southern University Auburn University
Hacker, Geoffrey	Psychology	Ph.D. M.A. B.A.	University of South Florida University of South Florida University of South Florida
Hales, Myron L.	Industrial Arts Education	B.S.	University of Wyoming
Hall, Mary	Medical Assisting	M.H.A. B.A.	Montana State University California State University, Sanislaus
Hammond, Lois	Management	D.B.A. M.S. B.B.A.	Nova Southeastern University University of Arkansas University of Arkansas
Hammond, Scott	Business Administration Computer Information Systems	M.B.A. B.S. B.A.	Saint Leo University Saint Leo University Saint Leo University
Hargiss, Kathleen	Business Administration Paralegal	Ph.D. M.A. M.B.A.	University of Southern Florida Northwestern University University of Miami
Harper, Virginia	Education	B.S. M.A.Ed.	University of Illinois Stephen Austin State University
Hayes, Anne Marie	Law	J.D. B.S.	Texas A & M University Western Reserve University
Heinrichs, Glenn W.	Information Systems Electronics Engineering Technology	M.S. B.S.	Guilford College De Paul University
Heisler, Tom	English	M.F.A. B.A.	DeVry University Art Institute of Chicago Colorado College
Henderson, Steven C.	Law Zoology	J.D. B.A.	Florida State University Brigham Young University
Hill, John	Criminal Justice General Education	M.S. B.S.	New Jersey City College Thomas Edison State
Hill, Thomas Landon	Criminal Justice Social Science	M.S. B.S.	University of Alabama Gardner-Webb University
Hirsch, Bennett M.	Marketing Economics and History	M.B.A. B.A.	University of Memphis State University of New York Binghamton

Ho, Raymond	Accounting	D.B.A. M.B.A. B.S.	Nova Southeastern University Golden Gate University San Francisco State University
Ho, Sam	Economics	M.A. B.A.	California State University Long Beach California State University Long Beach
Hollis, Marianne	Medical Assisting	Ph.D. M.S. B.A.	University of South Carolina University of Tennessee University of Tennessee
Hornsby, Richard E.	Law Criminal Justice Political Science	J.D. M.S. B.A.	University of Florida College of Law University of Central Florida University of Florida
Hori, Takayuki	Tax	M.B.A. L.L.M. L.L.B.	Oklahoma City University University of San Diego Meiji University
Hosseini, Jamal	General Education	Ph.D. M.A. M.A. B.A.	University of Arizona University of Arizona University of Tehran University of Tehran
Howard, Daniel	Criminal Justice	M.S. B.A.	New Mexico State University The College of Wooser
Hu, Jerry	Mathematics	Ph.D. M.S.	University of Illinois University of Illinois
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	Law Criminal Justice Political Science	J.D. B.S. A.A.	Western State University California State University, Long Beach Fullerton College
Hutson, Pamela D.	Criminal Justice Paralegal	J.D. B.A.	Southern Methodist University University of Texas at Dallas
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
Jafari, Hamid	Engineering w/minor in Math Engineering	Ph.D. M.S. B.S.	North Carolina State University Iowa State University Pahlavi University
Jabbour, James	Forensic science Liberal Studies	M.S. B.S.	University of New Haven University of the State of New York
Jamsa, Kris	Computer Science, Business Admin. Education	Ph.D. M.A. M.B.A. M.S.	Arizona State University Aspen University San Diego State University University of Nevada
Jenkins, bill	Business Administration General Studies	B.A. M.B.A.	United States Air Force Academy Pfeiffer University
Joerg, Lisa	General Education	B.S. M.S.	Franklin Pierce Walden University
Jones, John	Business Education Masters of Arts	B.S. Ed.D.	Purdue University Temple University Seton Hall Montclair State
Joyner, Sheryl	Finance Management	M.B.A. M.S.W. B.A.	Southeastern University Howard University St. Mary's College of Notre Dame
Jung, Doranne	General Education	M.S. B.A.	Boston University Mills College
Kennedy, Margaret	Management	M.B.A. B.A.	Keller Graduate School of Management University of Northern Iowa
Kesten, Alan	Educational Psychology	Ph.D. B.S.	University of Texas University of Texas
Khashadourian, Edmund	Economics	Ph.D. M.S. B.S.	Shahid Beheshti University Shahid Beheshti University Shahid Beheshti University
Kim, Christopher	Law Criminal Justice	J.D. B.A.	Loyola School of Law University of Southern California

King, Patricia	Criminal Justice Counselor Education Psychology	Ph.D. Med B.A.	Sam Houston State University Texas Tech University Texas A&M University
Knapp, Jane E.	Biological Sciences Biology	Ph.D. M.S. B.S.	University of Rhode Island Worcester Polytechnic Institute Framingham State College
Kohls, Annette	English	M.A. B.A.	California State University, Long Beach Chapman University
Kopanic, Michael	History	Ph.D. M.A. B.A.	University of Pittsburgh University of Norte Dame Youngstown State University
Kovach, Bernard	Management	Ph.D. M.B.A. M.A. B.A.	Nova Southeastern University California State University, Dominguez Hills University of Minnesota, Minneapolis University of Minnesota, Duluth
Kwa, Rosemary	English	M.A. B.A.	University of California, Irvine Tufts University
Lauren, David	Law Education English	J.D. M. Ed B.A.	Franklin Pierce Law Center Keene State College New England College
Leatherbury, Linda C.	Accounting Taxation Accounting	Ph.D. M.S. B.S.	The Union Institute Widener University Drexel University
Lewis, Carlton R.	Criminal Justice Justice Studies	M.S. B.A.	East Carolina University North Carolina Wesleyan College
Lindquist, Robert	Management	M.B.A. B.S.	Northern Illinois University Northern Illinois University
Lloyd, Marshall	Law Criminal Justice	J.D. M.S. M.A.	Oklahoma City University School of Law Southwest Texas State University Texas A&M University – Corpus Christi
Locklear, Todd	Criminal Justice	M.S. B.S. M.A.	Georgia State University Georgia State University New York University
Lowery, Elizabeth	English	B.A.	University of Pennsylvania
Lunsford-Solis, Jean	Law Business Administration Social Studies	J.D. M.B.A. B.S.	Oklahoma City University University of Texas at El Paso West Virginia University
Lyncheski, Stephanie	Management Educational Psychology Communications	DM Med M.A.	University of Phoenix Northern Arizona University Marquette University
Lyncheski, Marc	Business Administration Communications Psychology	M.B.A. M.A. B.S.	University of Phoenix Marquette University Allegheny College
Lyon-Buchanan, David	General Education	Ph.D. M.A. B.A. M.B.A.	University of Minnesota Wayne State University Wayne State University Webster University
Machuca, Ana	Business Administration Accounting	B.S. M.S.	Florida Southern College University of Central Florida
MacLellan, Kathy Marie	Accounting Psychology	B.A. M.S.	University of Central Florida University of Phoenix
Mahoney, Kevin	Computer Science	B.A. Ph.D. M.A.	Thomas Edison State College University of Birmingham, UK Lancaster University
Manah, Stephen	Accounting Finance	B.S. J.D. B.A.	Fourah Bay College Hofstra University Hofstra University
Mandel, Scott	Law Psychology	M.S. M.S. B.S.	Lesley University Boston College Boston College
Mapes, Ginny	Management Medical Assisting	M.S. B.S. M.S.	Saint Joseph's University Temple University Oregon State University
Marco, Christopher	Criminal Justice	Ph.D. B.S. M.B.A.	University of Michigan, Ann Arbor New York University St. John's University
Margolis, William	General Education	B.B.A.	
Mason, William	Economics		

Matthews, John	Public Administration Print Journalist	M.P.A. B.A.	University of Southern California University of Southern California
Mausser, Steven	Criminal Justice	M.S. B.A.	California State University, Sacramento Union Institute
McCaffery, Jack	Law International Taxation Management	J.D. LLM B.A.	Barry University Saint Thomas University National-Louis University
McCarty, Patrick	Behavioral Science	M.A. B.A.	University of California, LA California State Dominguez Hills
McClain, Bruce	Law Tax	J.D. LLM B.A.	Case Western Reserve University New York University Hillsdale College
McDaniel, Molly	Criminal Justice Business & Organization Security Mgt.	M.S. M.A.	Michigan State University Webster University
McGill, Carla Ann	Criminal Justice English	B.S. Ph.D. M.A. B.A.	University of Detroit Marcy University California Riverside University California Riverside CA State College San Bernardino
McLaughlin, Shirley	Business Administration	D.B.A. M.S. B.A.	Nova Southeastern University Rollins College University of North Carolina, Greensboro
McQueeney, Ed	Law Criminal Justice, Paralegal	J.D. B.A.	New York University State University of New York, Buffalo
Meadows, Robert	Criminal Justice	Ph.D. Ed.D. M.S. B.S.	Claremont Graduate School Pepperdine University Pepperdine University Northern Arizona University
Mentor, Kenneth	Social Science, Law, Psychology	Ph.D. J.D. M.A. B.A.	Syracuse University Syracuse University Central Michigan University Central Michigan University
Merriam, Sandra	Organizational Leadership	Ed.D. M.A.	Pepperdine University Azusa Pacific University
Miller, James	Applied Management Finance Management	B.S. D.B.A. M.B.A. B.A.	Azusa Pacific University Nova Southeastern University Widener College Ursinus College
Miller, Monisha-Deneé	Criminal Justice	M.S. B.A.	California State University, Los Angeles University of California, Irvine
Miller, Shawn T.	Accounting Finance	MPA B.S. B.S.	The University of Texas at Austin University of Nevada, Las Vegas University of Nevada, Las Vegas
Miller, Stuart	Computer Information science	Eds M.S.	Nova Southeastern University Nova Southeastern University
Milne, Beth	Sociology Economics/Sociology	M.A. B.A.	Ball State University Indiana State University
Minyard, Donald	Accountancy Business Administration Accounting	Ph.D. M.B.A. B.S.	University of Illinois Auburn University Auburn University
Moore, Lynn	Educational Administration Human Resource Management Business Management	Ph.D. M.B.A. B.S.	University of Texas Baker College University of Phoenix
Moscardelli, Deborah	Management Business Administration Advertising	Ph.D. M.B.A. B.S.	International Education Research Foundation Central Michigan University Ferris State University
Mozia, Timothy	General Education	Ph.D. M.S. B.S.	University of Denver University of Benin, Nigeria University of Benin, Nigeria
Murphy, Elaine M. Musick, David	Law Sociology	J.D. Ph.D. M.A. B.A.	Touro College University of California, Riverside University of California, Riverside California State University, San Bernardino
Musick, Kristine	General Education	Ph.D. M.A. B.A.	University of Northern Colorado University of Northern Colorado University of Northern Colorado

Musil, Liz	Info. Technology Management Liberal Studies	M.I.T. M.A. B.A.	American Intercontinental University Antioch University Antioch University
Myers, Charles	History Computer Information Systems	M.A. B.S.	Valparaiso University Calumet College
Nanda, Seema	Finance	Ph.D. M.B.A. M.A.	New York University Baylor University University of Delhi
Nathanson, Craig	Human Development Telecommunications in Mgt. Human Relations and Org. Behavior	M.A. M.S. B.A.	The Fielding Grad. Institute Garden Gale University University of San Francisco
Oak, Mina	Psychology	Ph.D. M.S. B.A.	Pacific Graduate School of Psychology Pacific Graduate School of Psychology University of California, Santa Cruz
Ogg, Sherry	Science	Ph.D. M.S. B.S.	University of Maryland California State University Delaware Valley College
Ojo, David	Criminology Business Administration Sociology	M.S. M.B.A. B.S.	Indiana State University National University San Diego Anmadu Bello University
Orazi, Catherine E.	Law Psychology	J.D. B.A.	City University of New York State University of New York at Stony Brook
Oyer-Owens, Stephen	General Education	Ph.D. M.A. B.A.	University of Texas University of Chicago Loyola University
Palmer, Meredith	Law International Studies	J.D. B.A.	Stetson University Berry College
Palumbo, Ralph	Accounting	M.B.A. B.S.	Fairleigh Dickinson University Montclair State University
Parham, Vera	History	M.A. B.A. B.S.	University of San Diego University of Washington The University State of New York
Parker, Lorraine	Liberal Arts Chiropractic Biology Liberal Arts	D.C. M.S. B.S.	New York Chiropractic College University of Bridgeport The University State of New York
Patel, Sangita	Management	M.B.A. B.A.	San Jose State University University of California, Berkeley
Patterson, James	English	Ph.D. M.A. B.A.	Union Institute Arizona State University Grand Canyon University
Pearson, Jani	General Education	M.A. B.A.	California State University, Fullerton Concordia University
Peffley, Wendy	Accounting	Ph.D. M.S.A. B.S.A.	Virginia Common University East Carolina University East Carolina University
Picciolo, Vincent	Public Administration Management of Human Resources	MPA B.S.	Nova Southeastern University Palm Beach Atlantic University
Pilkington, Cyndra	Clinical Psychology Health Science Criminal Justice	Ph.D. M.A. M.H.S. M.S. B.S.	The Fielding Institute The Fielding Institute Armstrong Atlantic State University Georgia Southern University Armstrong Atlantic State University
Pinner, Raymond	Accounting Management	M.B.A. M.A. B.A.	Nova Southeastern University Nova Southeastern University Tulane University
Pleasant, Timothy	Criminal Justice	J.D. B.A.	Stetson University Vanderbilt University
Pouraryan, Siamak (Mike)	Business Administration	M.B.A. B.A.	University of Phoenix California State University, Los Angeles
Powers, Shawn	Business & Organizational Security Mgt. Liberal Arts	M.A. B.S.	Webster University Excelsior College
Prado-Guyer, Cynthia A.	Law Psychology	J.D. B.A.	University of Southern California University of Southern California
Rainwater, Christine Ann	Business Administration	M.B.A. M.A. B.A.	Walden University American Intercontinental University Randolph Macon Woman's College

Rayburn, Regan	Forestry Fishery and Wildlife Biology	Ph.D. M.S. B.S.	Stephen F. Austin State University Colorado State University Colorado State University
Redmond, Timothy A.	Criminal Justice	M.S. B.S.	Nova Southeastern University Florida International University
Reece, Patsy	Business Information Tech. Mgt. Business Administration	M.S. B.S.	John Hopkins University Mercy College
Reyburn, Stanley	Management	M.B.A. B.A.	University of Southern California Los Angeles State College
Rhodes, Kent	Management	Ed.D. M Ed B.A.	Pepperdine University Texas Tech University Lubbock Christian College
Riley, Lew	English	M.A. B.A.	California State University, Fullerton California State University, Fullerton
Robinson, Brian	Criminal Justice	M.S. B.S.	Ferris State University Ferris State University
Rodriguez, Kelly-Frann	General Education Management	D.B.A. M.A.	University of Sarasota Middle Tennessee State University
Rogina, Carla	Business Administration Speech Communication	M.B.A. B.A.	University of Phoenix California State University
Rongcal, Grace	Intl. Relations English	M.A. B.A.	University of San Diego University of Philippines
Rooks, Todd	Marketing Economics	M.B.A. B.S.	Auburn University Purdue University
Rose, Karen	English	Ph.D. M.A. B.A.	University of California, Los Angeles University of California, Los Angeles University of California, Los Angeles
Rose, Steven G.	Business Administration Finance	M.B.A. B.B.A.	Wayne State University University of Toledo
Rowley, Jean	General Education	M.S. B.S.	California State University, Long Beach University of California, San Diego
Ruggieri, Paul	Management	M.B.A. B.S.	Baruch College College of Staten Island
Ryan, Joanne	Accounting Management	M.B.A. B.S.	Webster University Saint Joseph's College
Ryan, Melissa (Hawn)	Clinical Psychology	M.A. B.A.	Roosevelt University St. Cloud State University
Sabolic, Paul	Management	M.B.A. B.A.	Pepperdine University University of Washington
Sahhar, Fady	Marketing	M.B.A. B.S.	University of Tennessee University of Tennessee
Saleh, Usama	Nursing	Ph.D. M.S.N B.S.N	University of Kentucky University of Kentucky Clarkson College
Sanai, Sean	Computer Information science	M.S. B.S.	California State University, Northridge California State University, Los Angeles
Sanders, Bob	Management Information Systems	M.S. B.S.	Bowie State University University of Maryland University College
Sangster, Andrew	Finance Management	Ph.D. M.S.B.A. M.B.A.	Claremont Graduate School University of Southern California California State University, Dominguez Hills
Sargsyan, Nara	Electrical Engineering	B.A. M.A.	Yerevan Polytechnic Institute Yerevan Polytechnic Institute
Satterlee, Brian	Management Voc. Tech. Occ. Education General Administration Construction Management	D.B.A. Ed.D. M.S. B.S.	University of Sarasota Nova Southeastern University Central Michigan University Southwest University
Schaub, Christina	Criminal Justice	M.S. B.S.	California State University, Sacramento California State University, Sacramento
Schier, Neil	Law Business Administration/Management American Studies	J.D. M.B.A. B.A.	The State University of Jersey Rutgers Boston University The University of North Carolina at Chapel Hill
Scott, Fran	Political Science	Ph.D. M.A. B.A.	Wayne State University California State University, Fullerton California State University, Fullerton

Scully, Anna B.	Clinical Psychology	Ph.D. M.A. M.A.	Princeton University Pepperdine University Princeton University
Searle, David	Business Administration Sociology	M.B.A. B.S.	University of Phoenix Arizona State University
Seward, Kate	Creative Writing English Computer Science	M.F.A. B.A. M.S.	New York University Yale University The City College of New York City University of New York
Shaw, Jaqueline A.		B.A.	City University of New York
Shelton, Doug	Business Administration	M.B.A. B.S.	University of Colorado Pennsylvania State University
Shull, Joseph	Marketing	M.S. B.S.	California State University, Northridge California State University, Northridge
Simon, Steven	Law Public Relations	J.D. B.S.	St. Thomas University School of Law University of Florida
Smith, Andy (Gerald)	Criminal Justice	M.S.	University of New Haven
Smith, Douglas	Business Administration	B.A. Ph.D.	University of Southern Mississippi Walden University
Smith, Gregory Dean	Law International Affairs Law Political science	M.B.A. L.L.M. M.A. J.D.	Keller Graduate School of Management American University American University American University
Smith, Stacy A.	Business Administration/Accounting	B.A. B.S. AS M.A.	University of Maryland University of Phoenix The Richard Stockton College Of New Jersey The Richard Stockton College Of New Jersey Goldey Beacon College Monmouth University
Smith-Silber, Carolyn L.	Criminal Justice Criminology	B.A. Ph.D.	Douglass Rutgers College California Institute of Integral Studies
Smith-Stoner, Marilyn	Medical Assisting	M.S. A.A.	California State University, Dominguez Hills College of the Desert
Smith, Victor	Management	D.B..A. M.B.A.	United States International University Golden Gate University
Snow, Kenneth	Management	B.G.S. M.B.A.	University of Nebraska at Omaha Florida Institute of Technology
Solomon, Gary	Management	B.S. M.B.A.	Athens State University National University
Spence, Mary Jane	Criminal Justice	B.B.A. M.A.	Temple University University of South Carolina
Spirtos, Georgianna	English	B.S. M.S. M.A.	University of South Carolina University of Southern California California State University, Northridge
Stephens, Christopher	English	B.A. M.A.	University of California, Los Angeles Salem State College
Stomper, Connie Marie	Education	B.A. Ed.D. M.A.	Salem State College Teachers College Columbia University Teachers College Columbia University
Suarez, Betty	English	B.A. M.A.	University of Illinois, Urbana-Champaign University of Michigan
Sullivan, Lois	Business Administration Liberal Arts	B.A. M.B.A.	Florida International University University of Sarasota
Taras, Debra	Psychology	B.S. Ph.D. M.S.	The University of Tennessee at Martin Immaculata University Adelphia University
Tatusko, Andrew	Education	B.A. Ph.D. Th.M. M.Div.	Temple University Seton Hall University Princeton Theological Seminary Princeton Theological Seminary
Terrell, Kenneth	Business Administration Administration Marketing	B.A. D.B.A. M.S.A. B.A.	Westminster College Nova Southeastern University Central Michigan University Southeastern Louisiana University

Thirtle, Michael	Policy Analysis	M.Phil.	The Rand Graduate School
	Finance	Ph.D.	The Rand Graduate School
	Social and Applied Economics	M.B.A.	Wright State University
	Biology	M.S.	Wright State University
Thomas, Christine	Creative Writing	B.S.	United States Air Force Academy
	English	M.A.	University of East Anglia
Thomas, Huey	Business Administration	B.A.	University of California, Berkeley
		M.B.A.	University of Phoenix
		B.S.	Southern Polytechnic State University
Thompson, Kenrick	Criminal Justice	Ph.D.	Ohio State University
		M.A.	Ohio State University
		B.A.	Ohio State University
Tischler, James	Management	M.B.A.	Indiana State University of Pennsylvania
		B.A.	Indiana State University of Pennsylvania
Titolo, Matthew	English	Ph.D.	University of California, Los Angeles
		M.A.	University of Texas at Austin
		B.A.	Baruch College/CUNY
Tomcho, Michael	Computer Science	M.A.	Montclair State University
		B.S.	Montclair State University
Tosh, Nancy Ramsey	Religious studies	Ph.D.	University of Santa Barbara
	Sociology	M.A.	University Southern Florida
	Art	B.A.	Flagler College
Tvorik, Stephen James	Management	Ph.D.	Walden University
	Business Administration	M.B.A.	University of La Verne
	Art Education Comp	B.S.Ed.	Ohio State University
	Photography	B.F.A.	Ohio State University
Uralman, Engin	General Education	M.A.	Truman State University
		B.S.	Truman State University
		B.A.	Truman State University
Uselding, Justine Marie	Psychology	Ph.D.	University of Nebraska, Lincoln
		M.A.	University of Nebraska, Lincoln
		B.A.	Grinnell College
Vasile, Robert	Information Systems Technology	M.S.	The University of North Carolina Charlotte
	Business Administration	B.S.	Concord College
Vaughan, Robert	Master of Divinity	M.Div.	George Fox College
	Religion Theology	B.A.	Azusa Pacific University
Vaughn, Brandon K.	Curriculum and Instruction	A.B.D.	University of West Florida
		Ed.S	University of West Florida
	Mathematics	M.A.	University of West Florida
		A.A.	Chipola College
Veincentotzs, Marilyne E.	Psychology	M.S.	National University
		B.A.	California State College Los Angeles
Vidic, Pat E.	Medical Assisting	A.A./LPN	Beverly Hospital School of Practical Nursing
Villena-Mata, Darling	Psychology	Ph.D.	Union Institute
		M.A.	Antioch University
		B.A.	University of California, Los Angeles
Von Wooster, Curt	Public Policy	M.A.	Regent University
	Education; Multicultural	M.A.	California State University, Dominguez Hills
	History - Lit. in English	B.A.	Excelsior College
Wahlster, Michael	Law	J.D.	Cleveland State University
		M.A.	University of Pittsburgh
		B.A.	University of Pittsburgh
Walton, Brien C.	Taxation	L.L.M.	Georgetown University
	Law	J.D.	University of the District of Columbia
	Psychology	B.A.	University of the District of Columbia
Watson, Robert	Finance	M.B.A.	Indiana University
	Marketing	B.S.	Brigham Young University
Weidinger, Alois	German Law	J.D.	Educational Credential Evaluators, Inc.
	Taxation	M.S.	University of Central Florida
Westover, Thomas	Management	M.B.A.	Pepperdine University
		B.S.	University of Wisconsin - Madison
Whitaker, Lisa	Mathematics	M.A.	DePaul University
	English	B.A.	Michigan State University
		B.A.	Michigan State University
White, Jason	General Education	A.B.D.	University of Missouri
	Management	M.B.A.	Rockhurst College
	Business Administration	B.S.	Northwest Missouri State University

Whitley, William R.	Education Management Business Administration	Ed.D. M.B.A. B.S.	University of Alabama University of Houston University of Alabama
Wilkerson, Monique M.	Criminal Justice	M.S. B.S.	Georgia State University Georgia State University
Wilkins, Penny Ann	Management	D.M. M.A. B.A.	University of Phoenix University of Phoenix University of Phoenix
Williams, Derrick	Criminal Justice	M.S. B.S.	Chicago State University Elmhurst College
Williams, Travis	Management	M.B.A. B.F.A.	University of Phoenix California Institute of the Arts
Williams, Victoria	Computer Information science	M.I.T. B.A.	American Intercontinental University Vanguard University
Wolf, Jody	Human Resource Management Business Administration	M.S. B.B.A.	Capella University Florida Metropolitan University
Wolusky, Tony	Law International Relations Career Guidance & Counseling International Affairs	J.D. M.A. MeD B.S.	Golden Gate University Salve Regina University Northern Montana College United States Air Force Academy
Wood, Kathy	Management	M.B.A. B.S.B.A.	Winthrop University Appalachian State University
Wyatt, Robert	Accounting	Ph.D. M.S.A. B.B.A.	University of Memphis University of Arkansas University of Central Arkansas
Yoak, John	Music Law Business Administration	B.A. J.D. M.B.A.	University of California, San Diego Stetson University Stetson University
Young, James	Education Business Administration	B.S. Ed.D. Ed.S. M.B.A.	University of Pittsburgh Auburn University Troy State University University of Maine
Zapalski, Christopher R.	Law Accounting Business Administration	B.S. J.D. M.A. M.B.A. B.S.	Ohio State University Nova Southeastern University Nova Southeastern University Nova Southeastern University Nova Southeastern University

APPENDIX B: TUITION AND FEES

ON-GROUND PROGRAMS

UNDERGRADUATE TUITION PER CREDIT HOUR PER TERM

PROGRAM	TUITION PER CREDIT HOUR
Film and Video, Commercial Art	\$285
Medical Assisting, Medical Insurance Billing & Coding, Pharmacy Technician	\$275
Computer Office Technologies	\$260
Surgical Technologist	\$305
All Other Undergraduate Programs	\$270

GRADUATE TUITION PER CREDIT HOUR PER TERM

Master of Science in Criminal Justice	\$410
Master of Business Administration	\$410

MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Textbooks/Materials (estimated)
Medical Insurance Billing & Coding	6 Modules	35	\$7,400	\$550
Massage Therapy	9 Modules	54	\$9,560	\$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. To be paid prior to the start of the term.
Reentry fee	\$25	Nonrefundable fee required of all applicants for re-enrollment in quarter-based programs 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, per term in addition to regular course tuition
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
Criminal background check (Allied Health students)	\$52	Required upon enrollment
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 Exam Fees	\$20	Testing Fee
	\$40	Computer exams testing fee (CGS 2167C, CGSP 2080, OSTP 2725)
	\$50	Per credit transfer fee. 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 Fees: Portfolio Application Fee	\$50	Payable upon portfolio submission. Cannot be paid from

Per Credit Transfer Fee	\$100	Title IV financial aid funds.
Appeal Fee	\$25	
Technology fee – Network Administration/Web Design	\$35	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 PROGRAMS

ONLINE TUITION (For programs of study conducted totally online):

PROGRAM	TUITION PER CREDIT HOUR
All Online Undergraduate Programs	\$287
Online Master's (MBA & MSCJ) Programs	\$436

ADDITIONAL ONLINE FEES:

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.

APPENDIX C: CALENDARS

ACADEMIC CALENDAR

2005-2006 CALENDAR				
EVENT				
Summer Term Starts	From:	July	18	2005
	To:	July	30	2005
Summer Term Add/Drop Deadline		July	30	2005
Mini-Term Starts	From:	August	29	2005
	To:	September	3	2005
Mini-Term Add/Drop Deadline		September	3	2005
Labor Day Holiday		September	5	2005
Summer Term Ends		October	8	2005
Fall Break	From:	October	10	2005
	To:	October	15	2005
Fall Term Start	From:	October	17	2005
	To:	October	29	2005
Fall Term Add/Drop Deadline		October	29	2005
Mini-Term Starts	From:	November	28	2005
	To:	December	3	2005
Mini-Term Add/Drop Deadline		December	3	2005
Thanksgiving Day Holiday	From:	November	24	2005
	To:	November	26	2005
Christmas Holiday	From:	December	23	2005
	To:	January	2	2005
Classes Resume		January	3	2006
Fall Term Ends		January	14	2006
M.L. King Jr. Birthday Holiday		January	16	2006
Winter Term Starts	From:	January	17	2006
	To:	January	28	2006
Winter Term Add/Drop Deadline		January	28	2006
Presidents' Day		February	20	2006
Mini-Term Starts	From:	February	27	2006
	To:	March	4	2006
Mini-Term Add/Drop Deadline		March	4	2006
Winter Term Ends		April	8	2006
Spring Vacation	From:	April	10	2006
	To:	April	15	2006
Spring Term Starts	From:	April	17	2006
	To:	April	29	2006
Spring Term Add/Drop Deadline		April	29	2006
Memorial Day Holiday		May	29	2006
Mini-Term Starts	From:	May	30	2006
	To:	June	3	2006
Mini-Term Add/Drop Deadline		June	3	2006
Spring Term Ends		July	8	2006
Independence Day Holiday		July	4	2006
Summer Vacation	From:	July	10	2006
	To:	July	15	2006

MODULAR CALENDARS

Massage Therapy Brandon and Lakeland		
START DATES	END DATES	Holiday, if applicable
08/29/05	09/23/05	
09/26/05	10/28/05	Break 10/10/05 - 10/16/05
10/31/05	12/02/05	Break 11/21/05 - 11/27/05
12/05/05	01/06/06	Break 12/26/05 - 01/03/06
01/17/06	02/10/06	Break 01/09/06 - 01/15/06
02/13/06	03/10/06	
03/13/06	04/07/06	
04/17/06	05/12/06	Break 04/09/06 - 04/16/06
05/15/06	06/09/06	
06/12/06	07/07/06	
07/17/06	08/11/06	Break 07/09/06 through 07/16/06

Massage Therapy and MIBC Jacksonville	
START DATES	END DATES
8/18/05	9/15/05
9/19/05	10/14/05
10/18/05	11/14/05
11/16/05	12/15/05
12/19/05	1/25/06
1/27/06	2/24/06
2/28/06	3/27/06
3/29/06	4/25/06
4/27/06	5/24/06
5/26/06	6/23/06

Massage Therapy Pinellas		
START DATES	END DATES	HOLIDAY, IF APPLICABLE
8/29/05	9/22/05	9/9/05 Labor Day
9/26/05	10/27/05	Break 10/10/05-10/15/05
10/31/05	11/23/05	
11/28/05	12/23/05	Christmas Break 12/26/05- 1/13/06
1-16-06	02-10-06	1/16/06 M.L. King Day
2-13-06	03-10-06	2/20/06 President's Day
3-13-06	04-07-06	
4-17-06	05-12-06	
5-15-06	06-09-06	5/29/06 Memorial Day
6-12-06	07-07-06	7/4/06 Independence Day

Massage Therapy North Orlando		
START DATES	END DATES	HOLIDAY, IF APPLICABLE
8/17/05	9/14/05	Sept 5 Labor Day
9/15/05	10/12/05	
10/13/05	11/9/05	
11/10/05	12/9/05	12/23/05 – 1/1/06 Break
12/12/05	1/17/06	Jan 16 M.L.King Day
1/18/06	2/14/06	
2/15/06	3/15/06	Feb. 20 President's Day
3/16/06	4/12/06	Break 4/13/06-4/16/06
4/17/06	5/12/06	
5/15/06	6/12/06	May 29 Memorial Day
6/13/06	7/11/06	July 4 Independence Day
7/12/06	8/8/06	

Massage Therapy South Orlando		
START DATES	END DATES	HOLIDAY, IF APPLICABLE
8/15/05	9/12/05	September 5 th , Labor Day
8/23/05	9/20/05	September 5 th , Labor Day
9/13/05	10/10/05	
9/21/05	10/18/05	
10/11/05	11/7/05	
10/19/05	11/15/05	
11/8/05	12/7/05	November 24 & 25, Thanksgiving
11/16/05	12/15/05	November 24 & 25, Thanksgiving
12/8/05	1/12/06	Dec. 24-Jan. 2 Christmas
12/16/05	1/23/06	Dec. 24-Jan. 2 Christmas
1/13/06	2/10/06	
1/24/06	2/21/06	February 20 th , President's Day
2/13/06	3/13/06	February 20 th , President's Day
2/22/06	3/21/06	

Tampa - Massage Therapy				
Day & Evening Schedule - Four Day Week Monday through Thursday				
Oct 2005 to Dec 2006				Comments
Start Dates		End Dates		
Sep 26, 2005	Monday	Oct 26, 2005	Thursday	
				Break week Oct 10 thru Oct 15
Oct 31, 2005	Monday	Dec 2, 2005	Thursday	Monday Nov 21 thru Thursday Nov 24, Holiday
Dec 5, 2005	Monday	Jan 6, 2006	Friday	Dec 23 thru Jan 2, Holidays
				Break Week Jan 9 thru Jan 14
Jan 17, 2006	Tuesday	Feb 9, 2006	Thursday	Monday Jan 16, Holiday
Feb 13, 2006	Monday	Mar 9	Thursday	Monday Feb 20, Holiday
Mar 13, 2006	Monday	Apr 6	Thursday	
				Break Week Apr 10 thru Apr 15
Apr 17, 2006	Monday	May 11, 2006	Thursday	
May 15, 2006	Monday	Jun 8, 2006	Thursday	May 29 Holiday
Jun 12, 2006	Monday	Jul 7, 2006	Friday	July 4 Holiday
				Break Week Jul 10 thru Jul 15
Jul 17, 2006	Monday	Aug 10, 2006	Thursday	
Aug 14, 2006	Monday	Sep 8, 2006	Friday	Sep 4 Holiday
Sep 11, 2006	Monday	Oct 5, 2006	Thursday	
				Break Week Oct 9 thru Oct 14
Oct 16, 2006	Monday	Nov 9, 2006	Thursday	
Nov 13, 2006	Monday	Dec 7, 2006	Thursday	Nov 23, Holiday

Brandon - Massage Therapy			
Day Schedule - Four Day Week Monday through Thursday			
2005			
Start Dates		End Dates	
8/29/2005	Monday	9/22/2005	Thursday
9/26/2005	Monday	10/27/2005	Thursday
10/31/2005	Monday	11/23/2005	Wednesday
11/28/2005	Monday	12/22/2005	Thursday
Brandon - Massage Therapy			
Evening Schedule I- Four Day Week Monday through Thursday			
2005			
Start Dates		End Dates	
8/29/2005	Monday	9/22/2005	Thursday
9/26/2005	Monday	10/27/2005	Thursday
10/31/2005	Monday	11/23/2005	Wednesday
11/28/2005	Monday	12/22/2005	Thursday

Massage Therapy – North Orlando				
Day and Evening Schedule				
Five-Day Week (Monday through Friday)				
Start Dates		End Dates		Student Breaks
7/20/05	Wed	8/16/05	Tues	
8/17/05	Wed	9/14/05	Wed	Labor Day 9/5
9/15/05	Thurs	10/12/05	Wed	
10/13/05	Thurs	11/9/05	Wed	
11/10/05	Thurs	12/9/05	Fri	
12/12/05	Mon	1/17/06	Tues	12/23-1/1 M.L. King Day: 1/16
1/18/06	Wed	2/14/06	Tues	
2/15/06	Wed	3/15/06	Wed	Presidents Day 2/20
3/16/06	Thurs	4/12/06	Wed	4/13-4/16
4/17/06	Mon	5/12/06	Fri	
5/15/06	Mon	6/12/06	Mon	Memorial Day 5/29
6/13/06	Tues	7/11/06	Tues	Independence Day 7/4
7/12/06	Wed	8/8/06	Tues	

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♦ **Addendum #1 - Effective October 25, 2005**

The MIBC Associate of Science degree program has been approved for the Pompano Beach Campus: The program location check box on page 36 should be amended accordingly.

TOEFL score requirements are changed, as below:

Undergraduate programs

1. TOEFL score of 450 (paper-based) or 133 (computer-based) or 45-46 (internet-based);
2. Completion of Level 107 from a designated English Language School Center (ELS);
3. Score of 5.0 on the International English Language Testing System exam (IELTS);
4. Score of 60 on Michigan English Language Assessment Battery (MELAB);
5. A certificate of completion of Intensive English 4 at FMU*;
6. Graduation from high school in the United States or an official copy of a GED;
7. Graduation from an American high school abroad where curriculum is delivered in English.

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

Graduate programs

1. TOEFL score of 550 (paper-based) or 213 (computer-based) or 79-80 (internet-based);
2. Score of 78 on Michigan English Language Assessment Battery (MELAB);
3. Score of 6.0 on the International English Language Testing System exam (IELTS);
4. Certificate of completion of Intensive English 5 at FMU**;
5. Earned Bachelor's degree from an accredited American post-secondary institution.
6. Provide sufficient evidence of proficiency in reading, writing, and speaking the English language to the Graduate Academic Committee. See "Graduate Admissions Requirements."

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

♦ **Addendum #2 - Effective October 27, 2005**

The following FMU campuses are no longer enrolling new students in the Assisted Living Administrator program:

Brandon
North Orlando
South Orlando
Lakeland
Tampa

♦ **Addendum #3 - Effective November 9, 2005**

The following Pharmacy Technician program is now being taught by the South Orlando campus:

See addendum 16 for the program outline and course descriptions.

Addendum #4 - Effective November 9, 2005

Olympia College, Merrionette Park, is added as a branch campus of Pompano Beach.

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Addendum #5 - Effective November 30, 2005

The following academic calendar is added:

FY 2007 Academic Calendar				
Summer Term Starts		July	17	2006
Summer Term Drop/Add Deadline		July	29	2006
Mini-Term Starts		August	28	2006
Mini-Term Drop/Add Deadline		September	2	2006
Labor Day Holiday		September	4	2006
Summer Term Ends		October	7	2006
Fall Break	From:	October	9	2006
	To:	October	14	2006
Fall Term Start		October	16	2006
Fall Term Drop/Add Deadline		October	28	2006
Thanksgiving Day Holiday	From:	November	23	2006
	To:	November	25	2006
Mini-Term Starts		November	27	2006
Mini-Term Drop/Add Deadline		December	2	2006
Winter Holiday	From:	December	23	2006
	To:	January	1	2007
Classes Resume		January	2	2007
Fall Term Ends		January	13	2007
M.L. King Jr. Birthday Holiday		January	15	2007
Winter Term Starts		January	16	2007
Winter Term Drop/Add Deadline		January	27	2007
Presidents' Day		February	19	2007
Mini-Term Starts		February	26	2007
Mini Term Drop/Add Deadline		March	3	2007
Winter Term Ends		April	7	2007
Spring Vacation	From:	April	9	2007
	To:	April	14	2007
Spring Term Starts		April	16	2007
Spring Term Drop/Add Deadline		April	28	2007
Memorial Day Holiday		May	28	2007
Mini-Term Starts		May	29	2007
Mini Term Drop/Add Deadline		June	2	2007
Independence Day Holiday		July	4	2007
Spring Term Ends		July	7	2007
Summer Vacation	From:	July	9	2007
	To:	July	14	2007

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Addendum #6 - Effective December 5, 2005 for anyone enrolling for classes that begin on or after January 1, 2006.

Tuition and fees for on-ground programs are updated as follows:

UNDERGRADUATE TUITION PER CREDIT HOUR PER TERM

PROGRAM	TUITION PER CREDIT HOUR
Commercial Art	\$285
Film and Video	\$300
Medical Assisting, Medical Insurance Billing & Coding, Pharmacy Technician	\$285
Computer Office Technologies	\$275
Surgical Technologist	\$320
All Other Undergraduate Programs	\$285

GRADUATE TUITION PER CREDIT HOUR PER TERM

Master of Science in Criminal Justice	\$438
Master of Business Administration	\$438

MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Textbooks/Materials (estimated)
Medical Insurance Billing & Coding	6 Modules	35	\$7,800	\$600
Massage Therapy	9 Modules	54	\$9,950	\$1,200

INTENSIVE ENGLISH COURSES (total tuition per course)

Advanced Intensive English - 6 weeks	\$905
Intensive English I - IV	\$1,710
Intensive English V	\$1,812

Addendum #7 - Effective December 7, 2005

The Orange Park Campus will now be offering the following Massage Therapy diploma program:

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 750-hour program consists of nine self-contained units of learning called modules, which includes an additional 30 hours (outside of the regular classroom training) of hands on training working in a massage clinic either on campus or in an off site clinic. Included in this program is 225 hours of Anatomy and Physiology, as well as an introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Students also learn pathology, hydrotherapy and allied modalities. 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.

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

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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	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	40	40	0	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	40	40	0	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MODULE D	Eastern Theory and Practice	40	40	0	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MODULE H	Clinical and Sports Massage	40	40	0	80	6.0
MODULE I	Health and Wellness	40	40	0	80	6.0
* MODULE J Clinic	Massage Therapy	0	0	30	30	1.0
PROGRAM TOTAL:		360	360	30	750	55.0

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

Course Content Compliance Requirements with the Florida Board of Massage Therapy:

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. This module introduces students to basic anatomy and physiology and a discussion of the components of the skeletal system, identification of bones, bony landmarks, and the muscular system. This module provides the student with the study of and an understanding of Florida massage law, including an examination of the regulatory requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes). Included in this module is a discussion on medical errors, their consequences, cost and prevention.

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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. A study of the structure and function of the human body and its systems, emphasis is placed on the functional relationships of the skeletal and muscular system. Also covered are muscles of the shoulder joint.

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 are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage. And understand the anatomy and physiology of the reproductive system. 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. Students will learn and understand the theory and principle between Eastern and Western paradigms. Included is Yin and Yang theory, Qi, and other applications of Asian bodywork. 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 sites 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. Also covered are joints of the Spine and Thorax. 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. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. 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. This module presents the students with

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information about HIV and AIDS in accordance with the content guidelines prepared by the U.S. Center for Disease Control (CDC) and the Federal Occupation Safety and Health Administration (OSHA). HIV/AIDS and other common blood-borne pathogens and communicable diseases are studied with emphasis on the modes of transmission prevention, universal precautions and engineering/work practice controls. In addition, the student will become familiar with the use of various means of hydrotherapy. Also covered are the circulatory and respiratory systems. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module J - Massage Clinic	1.0 Quarter Credit Hours
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This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.

The start date calendar for Massage Therapy for Orange Park and Lakeland follows:

Massage Therapy Orange Park, Lakeland		
START DATES	END DATES	Holiday, if applicable
01/17/06	02/10/06	Break 01/09/06 - 01/15/06
02/13/06	03/10/06	
03/13/06	04/07/06	
04/17/06	05/12/06	Break 04/09/06 - 04/16/06
05/15/06	06/09/06	
06/12/06	07/07/06	
07/17/06	08/11/06	Break 07/09/06 through 07/16/06

The title of PTN 1702 is changed

From: Introduction to Pharmacy

To: Administration of Medication and the History of Pharmacy

Addendum #8 - Effective December 19, 2005

The start date calendar for Massage Therapy for Brandon is as follows:

Massage Therapy - Brandon	
Start date	End Date
08/14/06	09/09/06
09/11/06	10/06/06
10/16/06	11/10/06
11/13/06	12/08/06
12/11/06	01/12/07

The start date calendar for Massage Therapy for South Orlando is as follows:

Massage Therapy - South Orlando		
Start Date	End Date	Holiday, if applicable

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12/16/05	1/23/06	12/24/05-1/2/06
1/24/06	2/21/06	
2/22/06	3/21/06	
3/22/06	4/25/06	4/17/06-4/21/06 Spring Break
4/26/06	5/23/06	
5/24/06	6/21/06	5/29/06 Memorial Day
6/22/06	7/20/06	7/4/06 Independence Day
7/21/06	8/17/06	
8/18/06	9/15/06	9/4/06 Labor Day
9/18/06	10/20/06	10/9/06-10/13/06 Fall Break
10/23/06	11/17/06	
11/20/06	12/19/06	11/23/06-11/24/06 Thanksgiving
12/20/06	1/25/07	12/25/06-1/2/07 Winter Break
		1/15/07 Martin L. King Day

Addendum #9 - Effective December 15, 2005

See addendum #15 for current tuition and fees for FMU online

Addendum #10 - Effective December 27, 2005

To correct an error in the 092705 catalog: The Film and Video program at Melbourne IS still enrolling new students.

The following Satisfactory Academic Progress charts are added to the 0505 catalog:

35 Quarter Credit Hours - The total credit that may be attempted (maximum program length) is 52 (150 % of 35)

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPC IS BELOW	SUSPENSION IF CGPC IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
0-8	62.5%	N/A	55%	N/A
9-16	65%	62.5%	66%	60%
17-24	70%	65%	66%	65%
25-35	70%	70%	66%	66%
36-52	N/A	70%	N/A	66%

47 Quarter Credit Hours - The total credits that may be attempted (Maximum program length) is 70 (150% of 47)

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPC IS BELOW	SUSPENSION IF CGPC IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-12	62.5%	N/A	55%	N/A
13-24	65%	62.5%	66%	60%
25-36	70%	65%	66%	65%
37-47	70%	70%	66%	66%
48-70	N/A	70%	N/A	66%

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54 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 81 (150% of 54).

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 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 56	2.00	1.75	66%	65%
57 - 81	N/A	2.00	N/A	66%

56 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 82 (150% of 56).

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
1-18	1.5	0*	50%	NA
19-28	1.65	1.25	60%	NA
29-37	1.8	1.5	65%	60%
38-46	2.0	1.75	67%	60%
47-64	2.0	1.85	67%	60%
65-82	2.0	2.0	67%	64%

62 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 93 (150% of 62).

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 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 93	N/A	2.00	N/A	66%

94 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 141 (150% of 94).

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%

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96 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 144 (150% of 96).

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%

97 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 145 (150% of 97).

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%

98 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 147 (150% of 98).

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%

192 Quarter Credit Hours - The total credits that may be attempted (maximum program length) is 288 (150% of 192).

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%

Addendum #11 - Effective January 13, 2006

--The Assisted Living Administrator program is no longer enrolling new students at North Orlando, South Orlando, Brandon, Lakeland, or Tampa. These campuses will teach out the existing students in the program.

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The Assisted Living Administrator program IS still enrolling new students at Melbourne and Pompano Beach.

--The following start date calendar is added for the Lakeland Campus:

Massage Therapy - Lakeland	
Start date	End Date
08/14/06	09/08/06
09/11/06	10/06/06
10/16/06	11/10/06
11/13/06	12/08/06
12/11/06	01/12/07

--Pompano Beach is not offering the diploma program in Crime Scene Technician or the Bachelor's degree program in Long Term Care Administration (addendum to the 0505 catalog).

Addendum #12 - Effective January 30, 2006

The following start dates are added for the Massage Therapy program at Orange Park:

ORANGE PARK CAMPUS
MASSAGE THERAPY
START DATES

START DATES	END DATES
January 26, 2006	February 23, 2006
February 28, 2006	March 27, 2006
March 29, 2006	April 25, 2006
April 27, 2006	May 24, 2006
May 30, 2006	June 26, 2006
June 28, 2006	July 26, 2006
July 31, 2006	August 24, 2006
August 28, 2006	September 25, 2006
September 27, 2006	October 24, 2006
October 30, 2006	November 27, 2006
November 29, 2006	

The following language is added pertaining to the Florida Statewide Course Numbering System:

Florida's 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 numbering system is used by all public postsecondary institutions in Florida and 33 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number 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 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
SYG	1	0	1	0	
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 35 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 complete 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 that 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.

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Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who 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 statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions 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 Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection 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
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory and vocational preparatory course 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 (Name of Institution Statewide Course Numbering System Contact) in the (Office where Institution Contact may be located) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427. For further information, contact Dr. Susan Gunn in the Florida Metropolitan University Regional Office, 3012 U.S. Highway 301 North, Suite 1000, Tampa, FL 33619, toll free: 877-727-0058.

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Addendum #13 – Effective February 7, 2006

The BS/AS degree Homeland Security program at the Brandon campus is no longer enrolling new students.

Addendum #14 – Effective February 21, 2006

The Lakeland campus will be offering the Pharmacy Technician diploma program starting March 13, 2006.

PHARMACY TECHNICIAN DIPLOMA PROGRAM

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

**PHARMACY TECHNICIAN DIPLOMA
PROGRAM OUTLINE**

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40	40	0	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40	40	0	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology	40	40	0	80	6.0

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	Pharmacy Practice					
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40	40	0	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40	40	0	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40	40	0	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40	40	0	80	6.0
MODULE X	Clinical Externship	0	0	160	160	5.0
PROGRAM TOTAL:		280	280	160	720	47.0

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. 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 are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System

6.0 Quarter Credit Hours

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice

6.0 Quarter Credit Hours

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This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses **6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System **6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, 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. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System **6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X - Clinical Externship **5.0 Quarter Credit Hours**

This 160-hour module 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" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites.
Prerequisite: Completion of the Didactic Program Students must successfully complete all other modules in the program in order to move on to the Clinical Externship. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

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Start dates for the Pharmacy Technician diploma program will parallel those of the Massage Therapy program

Tuition and fees are updated as follows:

MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Textbooks/Materials (estimated)
Medical Insurance Billing & Coding	6 Modules	35	\$7,400	\$550
Massage Therapy	9 Modules	54	\$9,560	\$1,200
Pharmacy Technician	9 Modules	47	\$10,000	\$550

■ **Addendum #15 - Effective May 30, 2006**

See addendum #17

■ **Addendum #16 - Effective April 19, 2006**

All 10 campuses of FMU will begin teaching the following Criminal Justice Bachelor of Science program with their spring term.

Bachelor of Science in Criminal Justice
Optional: Concentration in Criminal Investigations or Homeland Security

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

MAJOR CORE

QUARTER CREDITS

CCJ 1024	Introduction to Criminal Justice	4.0
CCJ 2160	Criminal Procedure and the Constitution	4.0
CCJ 1800	Criminal Investigations	4.0
CJL 2130	Criminal Evidence	4.0
CCJ 2306	Introduction to Corrections	4.0
CCJ 2560	Introduction to Interviews and Interrogation	4.0
CCJ 2260	Introduction to Terrorism	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 3450	Criminal Justice Management	4.0
CCJ 4656	Gang Activity and Drug Ops	4.0
CCJ 3334	Alternatives to Incarceration	4.0
HSSP3500	Catastrophic Event Response Planning	4.0
CJE 4668	Computer Crime	4.0

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CCJ 3215	Concepts of Criminal Law	4.0
CCJP4400	Criminal Justice Senior Capstone Experience	4.0
CCJ 3675	Women, Crime, and Criminal Justice	4.0
CCJ 3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0
CCJ 4120	Criminal Justice in the Community --or--	4.0
CCJP 4550	Criminal Justice Externship	
INVP3100	Theoretical Aspects of Conspiracy Investigations	4.0
INVP3500	Private Investigation I	4.0
INVP3300	Methodology of Economic Crimes	4.0
	TOTAL MAJOR CORE CREDIT HOURS:	92.0

GENERAL EDUCATION

SLSP3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
MAT 1033	College Algebra	4.0
PHIP 1001	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
SCI 1001	Environmental Science	4.0
	General Education Electives*	24.0

Must include at least one course from each of the following subject areas:

- Communications/Humanities
- Math/Science
- Social Science

TOTAL GENERAL EDUCATION CREDIT HOURS: 54.0

APPROVED ELECTIVE REQUIREMENT 46.0 46.0

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION: 192.0

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 --Principles and Applications of Adult Learning. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

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***General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENCP 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECOP 3013, ECO 3028
- Mathematics and Science
 - may include: STAP 3014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

Concentration in Investigations

Students completing the following courses as part of the degree will receive a concentration in Criminal Investigations. These courses may be taken to fulfill a portion of the elective requirement.

INVP	2410	Crime Scene Dynamics I	4.0
INVP	2420	Crime Scene Dynamics II	4.0
INVP	2210	Graphics and Documentation I	4.0
INVP	2220	Graphics and Documentation II	4.0
INVP	2510	Technology Crimes I	4.0
INVP	2520	Technology Crimes II	4.0
INVP	1510	Biological Evidence I	4.0
TOTAL			28.0

Concentration in Homeland Security

Students completing the following courses as part of the degree will receive a concentration in Homeland Security. These courses may be taken to fulfill a portion of the elective requirement.

CJL	1110	Civil & Criminal Justice	4.0
DSC	1030	Tactical Communications	4.0
DSC	1011	Domestic & International Terrorism I	4.0
SCC	1102	Business & Ethics for Security Specialists	4.0
DSC	2210	Emergency Planning & Security Measures I	4.0
HSSP	2310	Security: Principles, Planning & Procedures I	4.0
DSC	2812	Information Technology Security I	4.0
Total			28.0

Master of Science in Criminal Justice Bridge Program

The Criminal Justice Department offers eligible students the opportunity to accelerate the completion of both a Bachelor of Science in Criminal Justice and a Masters of Science in Criminal Justice. The Bridge Program is designed to improve access to graduate education and is intended to decrease the repetition of material learned in the undergraduate program. It provides students the opportunity to take graduate level coursework while pursuing the baccalaureate degree. Up to twelve graduate credits may be used toward the completion of the undergraduate degree.

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Students with a CGPA of 3.0 or better are eligible to apply to this program in their junior year. Qualified students in the program may take masters level courses during their senior undergraduate year. Students may apply by submitting a written request to their Department Chair. The approval of the campus Dean is required.

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students will be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core

CCJ 3666	Victimology	4
CCJ 4054	Criminal Justice Ethics and Liability	4
CCJ 3675	Women, Crime, and Criminal Justice	4

MS Bridge Courses

CCJ5665	Victimology	4
CCJ5489	Ethics in Criminal Justice	4
CJC5672	Women, Crime, and Criminal Justice	4

CRIMINAL JUSTICE BACHELOR'S DEGREE COMPLETION PROGRAM
Course Descriptions

Major Core Courses

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 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

CCJ 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

CCJ 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

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

CCJ 2358 Criminal Justice Communications **4.0 Quarter Credit Hours**

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This course will introduce the student 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

CCJ 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

CCJ 3215 Concepts of Criminal Law

4.0 Quarter Credit Hours

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: CCJ 1024 (CJL 1110 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 3334 Alternatives to Incarceration

4.0 Quarter Credit Hours

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

CCJ 3450 Criminal Justice Management

4.0 Quarter Credit Hours

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: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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: CCJ 1024 (HSS 2320 for HS Major). 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: CCJ 1024 (HSS 2320 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJP 4400 Criminal Justice Senior Capstone Experience

4.0 Quarter Credit hours

The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may

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play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisite: the student 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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJP 4550 Criminal Justice Externship

4.0 Quarter Credit Hours

This course provides the student 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. Lecture Hrs 000 Lab Hrs. Prerequisite: the student 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.
000 Other Hrs. 120

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

CJE 4668 Computer Crime

4.0 Quarter Credit Hours

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: CCJ 1024 (CGS 2167C for HS Major). 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

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INVP 3100 Theoretical Aspects of Conspiracy Investigations

4.0 Quarter Credit Hours

This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INVP 3300 Methodology of Economic Crimes

4.0 Quarter Credit Hours

This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

INVP 3500 Private Investigation I

4.0 Quarter Credit Hours

Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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ENC 1101 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. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 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: ENC 1101. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 1033 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. 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 020 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCI 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLSP 3130 Principles and Applications of Adult Learning

4.0 Quarter Credit Hours

This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. 040 Lab Hrs. 000 Other Hrs. 000

Concentration Courses

INVP 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

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

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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: INV 2210. 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: INV 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: INV 2510. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1011 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1030 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2210 Emergency Planning & Security Measures I

4.0 Quarter Credit Hours

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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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2812 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCC 1102 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

The following Bachelor of Science in Applied Management program will be offered by the North Orlando and Tampa campuses beginning with the spring term:

Bachelor of Applied Management

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

College Core		Credits
CGS 2167C	Computer Applications	4.0
MAN 2031	Let's Talk Business	2.0
Total College Core		6.0
Major Core		
MAN 2021	Principles of Management	4.0
FIN 1103	Introduction to Finance	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
MAN 3344	Principles of Supervision	4.0
MAN 3554	Workplace Continuity & Contingency Planning	4.0

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MAN 3100	Human Relations in Management	4.0
ACG 3073	Accounting for Managers	4.0
MAN 4701	Business Ethics	4.0
MAN 4302	Management of Human Resources	4.0
MAR 3310	Public Relations	4.0
MAN 4734	Contemporary Management	4.0
MANP 4501	Applied Management Senior Capstone Experience	4.0
Additional Major Core**		40.0

Total Major Core: 92.0

GENERAL EDUCATION

SLSP 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
PHIP 1001	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
SCI 1001	Environmental Science	4.0
General Education Electives		24.0

Must include at least one course from each of the following subject areas:

- Communications/Humanities
- Math/Science
- Social Science

TOTAL GENERAL EDUCATION CREDIT HOURS: 54.0

ELECTIVE REQUIREMENT 40.0 40.0**

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION: 192.0

General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENCP 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECOP 3013, ECO 3028
- Mathematics and Science
 - may include: STAP 3014

*Online students will replace this course with an additional General Education Elective course.

**Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 transferable major core credits will be required to select additional courses from the business and management areas.

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In the event that a student transfers more than 40 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.

College Core Courses

- CGS 2167C Computer Applications** **4.0 Quarter Credit Hours**
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. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 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. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

Major Core Courses

- ACG 3073 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
- 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
- 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 3100 Human Relations in Management** **4.0 Quarter Credit Hours**
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisites: MAN 2021. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- MAN 3344 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. Prerequisites: MAN 2021. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- MAN 3554 Workplace Continuity & 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. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- MAN 4302 Management of Human Resources**..... **4.0 Quarter Credit Hours**

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An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisites: MAN 2300 or MAN 3100. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MAN 4701 Business Ethics4.0 Quarter Credit Hours

This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

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. Prerequisites: MAN 2021. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MANP 4501 Applied Management Senior Capstone Experience4.0 Quarter Credit Hours

The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

MAR 1011 Introduction to Marketing4.0 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 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. Prerequisites: MAR 1011. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

SBM 2000 Small Business Management4.0 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. 0

General Education Courses

ENC 1101 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 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: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 1033 College Algebra4.0 Quarter Credit Hours

This course addresses 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

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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. Lec. Hrs. 020 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCI 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLSP 3130 Principles and Applications of Adult Learning.....4.0 Quarter Credit Hours

This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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. 040 Lab Hrs. 000 Other Hrs. 000

The Melbourne, South Orlando, North Orlando, Tampa and Brandon campuses are now offering the following Pharmacy Technician degree program:

PHARMACY TECHNICIAN DEGREE PROGRAM OUTLINE

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 concepts. The degree prepares the graduate for an entry-level position in health care facilities and/or retail establishments (i.e.: hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies).

The Pharmacy Technician program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician under the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program also provides skills and practice in computer skills; applicable pharmaceutical and medical terminology; and anatomy and physiology. The program emphasizes theory, as well as hands-on practice, followed by an externship that prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Program Description:

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare workforce. The need for highly-trained pharmacy technicians increases as pharmacy services continue to grow with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity.

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Many of the traditional pharmacy functions once performed by pharmacists are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned in the program.

Objectives:

The Pharmacy Technician program provides the student with the theory and hands-on applications related to:

- Understanding the basic principles and practices of pharmacy technology, including how it relates to the patient, the health care facility, and other members of the health care delivery team.
- Functioning at an entry-level competency as a certified, licensed or registered pharmacy technician assisting the licensed pharmacist in retail, hospital and/or other practice settings.
- Understanding duties and responsibilities of pharmacy technicians, including the standards of ethics and law as they pertain to the practice of pharmacy.
- Understanding pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications.
- Understanding trade and generic drug names, dosages, routes of administration, and dosage forms of medications.
- Performing necessary pharmaceutical conversations and calculations used in dosage determination and preparation of drugs as well as in pediatric, parenteral and IV dosages, admixtures, and compounding dosages.
- Performing the essential functions related to drug procurement and inventory control as well as understanding the manufacturing and packaging operations of drug dispensing (physical and chemical nature of drugs; packaging and labeling requirements).
- Understanding aseptic technique, parenteral admixtures, compounding procedures and microbiology as it applies to disease and in the healthcare field.
- Functioning at an entry-level competency with administrative and computer skills in a pharmacy setting
- Understanding requirements for CPR certification.
- Understanding the term "nonjudgmental duties," exploring various practice settings for pharmacy technicians, and describing current qualifications of technicians.
- Identifying professional organizations available to pharmacy technicians, understanding how to find State specific requirements for the technicians, and describing various aspects of the National Certification Examination.

PHARMACY TECHNICIAN DEGREE PROGRAM OUTLINE

COURSE NUMBER	COURSE NAME	LECTURE CONTACT HOURS	LAB CONTACT HOURS	EXTERN CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
College Core Requirements						
CGS 2167C	Computer Applications	30	20	0	50	4.0
MAN 2021	Principles of Management	40	0	0	40	4.0
OFT 1141L	Keyboarding	0	40	0	40	2.0
SLSP 1130	Strategies for Success	40	0	0	40	4.0
SLSP 1320	Career Skills	20	0	0	20	2.0
Total Quarter Hours:		130	60	0	190	16.0
Major Core Requirements						
HUN 1001	Basic Nutrition	20	0	0	20	2.0
MEA 1233	Anatomy and Physiology II	40	0	0	40	4.0
MEA 1239	Medical Terminology	40	0	0	40	4.0
MEA 1250	Diseases of the Human Body	40	0	0	40	4.0
MEA 1263	Anatomy and Physiology I	40	0	0	40	4.0
PTN 1702	Administration of Medication and the History of Pharmacy	40	0	0	40	4.0

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PTN 1703	Pharmaceutical Calculations	30	20	0	50	4.0
PTN 1704	Professional Aspects of Pharmacy Technology	30	20	0	50	4.0
PTN 1740	Externship	0	0	160	160	5.0
PTN 1780C	Administrative and Practical Aspects of Pharmacy Technology	30	20	0	50	4.0
PTNP 1200	Home Infusion Pharmacy	20	0	0	20	2.0
PTNP 1300	Communication Skills in Pharmacy	40	0	0	40	4.0
PTNP 2020	Pharmacology I	40	0	0	40	4.0
PTNP 2030	Pharmacology II	40	0	0	40	4.0
PTNP 2200	Pharmacy Technology Lab	0	40	0	40	2.0
Major Core Total Quarter Hours:		450	100	160	710	55.0
General Education Requirements						
ENC 1101	Composition I	40	0	0	40	4.0
ENC 1102	Composition II	40	0	0	40	4.0
MAT 1033	College Algebra	40	0	0	40	4.0
PHIP 1001	Basic Critical Thinking	20	0	0	20	2.0
PSY 2012	General Psychology	40	0	0	40	4.0
SCIP 1001	Environmental Science	40	0	0	40	4.0
SPC 2016	Oral Communications	40	0	0	40	4.0
General Education Total Quarter Hours:		260	0	0	260	26.0
Total Quarter Credit Hours Required for Graduation:		840	160	160	1160	97.0

Major Core Requirements

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. Lecture Hours: 20.0 Lab Hours: 00.0 Other Hours: 0.0

MEA 1233 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

MEA 1239 Medical Terminology

4.0 Quarter Credit Hours

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

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, symptoms, etiology, diagnosis, and treatment. Prerequisite: MEA 1263, MEA 1233. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

MEA 1263 Anatomy and Physiology I

4.0 Quarter Credit Hours

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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

PTN 1702 Administration of Medication and the History of 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 this 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. A brief overview of pharmacy calculations are covered and a overview of body systems. Requirements for prescription processing and over-the-counter medications are explained. In addition, aseptic technique, pharmacy stock and billing and professional organizations are reviewed. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

PTN 1703 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: PTN 1704. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

PTN 1704 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. Students will learn about the Ambulatory, Institutional and Home Care practice settings. Student will review pharmaceutical terminology, medical abbreviations, pharmaceutical dosage forms, and pharmaceutical calculations. Students are introduced to basic biopharmaceutics, pharmacokinetics, pharmacodynamics, understanding physiology, drug classifications and pharmacologic actions. Aseptic technique, sterile compounding, and intravenous admixture is discussed. Students will discuss medication errors and what can be done to prevent medication errors. The use of computer technology in today's pharmacies is discussed. Prerequisite: PTN 1702. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

PTN 1740 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" experiences 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 program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

PTN 1780C Administrative & Practical Aspects of Pharmacy Technology

4.0 Quarter Credit Hours

This course is designed to provide the student with an overall understanding of the practical aspects and hands-on applications involved in working in a pharmacy. Included in this course are practical aspects of pharmacy dispensing including reading and interpreting prescription and medication orders, labeling dispensed products, handling controlled substances, setting beyond-use dates for both manufactured and compounded products, patient consultation and drug utilization review, and general pharmaceutical calculations. As so reviewed in this course is the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medication errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control. This course emphasis in on pharmaceutical compounding including dosage forms and their usage instructions with a review of description of ingredients, calculations, procedures, compatibility and stability evaluations, quality control procedures, and patient consultations. Prerequisite: PTN 1702. Lecture Hours: 20.0 Lab Hours: 40.0 Other Hours: 0.0

PTNP 1200 Home Infusion Pharmacy

2.0 Quarter Credit Hours

This course will include a study of intravenous delivery of therapy in the home setting, as well as other therapies to include arterial, intraosseous, epidural, and intrathecal. It will focus on patients and their clinical needs, physician treatment plans, and the input of a variety of healthcare providers. The foundation of infusion therapy will be discussed, including anatomy, physiology, and infection control. Treatment modalities will include parenteral fluids, pharmacologic agents, nutritional solutions, and antineoplastic agents. Legal and ethical aspects of infusion practice will also be reviewed. Prerequisite: PTNP 2020, PTNP 2030. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 1300 Communication Skills in Pharmacy

4.0 Quarter Credit Hours

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This course is designed to provide the student with the foundation to define interpersonal communication and its various components. Student will better understand the complex process involved in effective communication. This course will provide a strong focus on the practical application of communication skills in pharmacy practice. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 2020 Pharmacology I

4.0 Quarter Credit Hours

This course will include a study of the introduction to pharmacology, biological factors affecting the action of drugs, the various medications prescribed for treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include math review and dosage calculations, geriatric pharmacology, drug effects on the nervous system, skeletal muscle relaxants, local anesthetics, antipsychotics, antiepileptics, antiparkinson agents, narcotic analgesics and anti-inflammatory drugs. Prerequisite: MEA 1233, MEA 1239, MEA 1263, PTN 1703. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 2030 Pharmacology II

4.0 Quarter Credit Hours

This course is designed to provide the student with an overall understanding and orientation of the variety of drugs and their effects on different systems, indications, adverse effects, and contraindications. This will include a study of antianginal drugs, pharmacology of vascular and renal systems, diuretics, antihypertensive drugs, anticoagulants, vitamins, minerals, hypolipidemic drugs, bile acid sequestrants, drugs that affect the respiratory system, therapy of gastrointestinal disorders, introduction to the endocrine system, antimicroorganism agents, and immunopharmacology. Prerequisite: MEA 1233, MEA 1239, MEA 1263, PTN 1703, PTNP 2020. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 2200 Pharmacy Technology Lab

2.0 Quarter Credit Hours

This course is designed to provide students with practical hands-on experiences in the pharmacy lab. Designed for students to practice and acquire various skills learned in the pharmacy technician program, under the direct supervision of the pharmacy instructor. Students will be checked off of skills as they are mastered, including but not limited to receiving, interpreting and filling of prescriptions/medication orders for the inpatient and outpatient practice setting, I.V. Admixture of large volume and I.V. Piggyback, and syringe doses, using the laminar flow hood, inventory control systems, and patient information/profile systems. Skill competencies assigned by the instructor must be completed to pass the course. Prerequisite: MEA 1239, PTN 1702, PTN 1703, PTN 1780C. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0

PTN 1704 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. Students will learn about the Ambulatory, Institutional and Home Care practice settings. Student will review pharmaceutical terminology, medical abbreviations, pharmaceutical dosage forms, and pharmaceutical calculations. Students are introduced to basic biopharmaceutics, pharmacokinetics, pharmacodynamics, understanding physiology, drug classifications and pharmacologic actions. Aseptic technique, sterile compounding, and intravenous admixture is discussed. Students will discuss medication errors and what can be done to prevent medication errors. The use of computer technology in today's pharmacies is discussed. Prerequisite: PTN 1702. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

PTN 1740 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" experiences 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 program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

PTN 1780C Administrative & Practical Aspects of Pharmacy Technology

4.0 Quarter Credit Hours

This course is designed to provide the student with an overall understanding of the practical aspects and hands-on applications involved in working in a pharmacy. Included in this course are practical aspects of pharmacy dispensing including reading and interpreting prescription and medication orders, labeling dispensed products, handling controlled substances, setting beyond-use dates for both manufactured and compounded products, patient consultation and drug utilization review, and general pharmaceutical calculations. As so reviewed in this course is the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medication errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control. This course emphasis is on pharmaceutical compounding including dosage forms and their usage instructions with a review of description of

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ingredients, calculations, procedures, compatibility and stability evaluations, quality control procedures, and patient consultations. Prerequisite: PTN 1702. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0

PTNP 1200 Home Infusion Pharmacy

2.0 Quarter Credit Hours

This course will include a study of intravenous delivery of therapy in the home setting, as well as other therapies to include arterial, intraosseous, epidural, and intrathecal. It will focus on patients and their clinical needs, physician treatment plans, and the input of a variety of healthcare providers. The foundation of infusion therapy will be discussed, including anatomy, physiology, and infection control. Treatment modalities will include parenteral fluids, pharmacologic agents, nutritional solutions, and antineoplastic agents. Legal and ethical aspects of infusion practice will also be reviewed. Prerequisite: PTNP 2020, PTNP 2030. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 1300 Communication Skills in Pharmacy

4.0 Quarter Credit Hours

This course is designed to provide the student with the foundation to define interpersonal communication and its various components. Student will better understand the complex process involved in effective communication. This course will provide a strong focus on the practical application of communication skills in pharmacy practice. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 2020 Pharmacology I

4.0 Quarter Credit Hours

This course will include a study of the introduction to pharmacology, biological factors affecting the action of drugs, the various medications prescribed for treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include math review and dosage calculations, geriatric pharmacology, drug effects on the nervous system, skeletal muscle relaxants, local anesthetics, antipsychotics, antiepileptics, antiparkinson agents, narcotic analgesics and anti-inflammatory drugs. Prerequisite: MEA 1233, MEA 1239, MEA 1263, PTN 1703. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 2030 Pharmacology II

4.0 Quarter Credit Hours

This course is designed to provide the student with an overall understanding and orientation of the variety of drugs and their effects on different systems, indications, adverse effects, and contraindications. This will include a study of antianginal drugs, pharmacology of vascular and renal systems, diuretics, antihypertensive drugs, anticoagulants, vitamins, minerals, hypolipidemic drugs, bile acid sequestrants, drugs that affect the respiratory system, therapy of gastrointestinal disorders, introduction to the endocrine system, antimicroorganism agents, and immunopharmacology. Prerequisite: MEA 1233, MEA 1239, MEA 1263, PTN 1703, PTNP 2020. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0

PTNP 2200 Pharmacy Technology Lab

2.0 Quarter Credit Hours

This course is designed to provide students with practical hands-on experiences in the pharmacy lab. Designed for students to practice and acquire various skills learned in the pharmacy technician program, under the direct supervision of the pharmacy instructor. Students will be checked off of skills as they are mastered, including but not limited to receiving, interpreting and filling of prescriptions/medication orders for the inpatient and outpatient practice setting, I.V. Admixture of large volume and I.V. Piggyback, and syringe doses, using the laminar flow hood, inventory control systems, and patient information/profile systems. Skill competencies assigned by the instructor must be completed to pass the course. Prerequisite: MEA 1239, PTN 1702, PTN 1703, PTN 1780C. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0

The Pinellas and Lakeland campuses will begin offering the Pharmacy Technician diploma program May 15, 2006. The start date calendar for the program follows:

Pharmacy Tech diploma program, Pinellas campus	
START	END
May 15	Jun 9
June 12	Jul 7
July 17	Aug 11
Aug 14	Sep 8
Sep 11	Oct 6
Oct 16	Nov 10

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Nov 13	Dec 8
Dec 11	Jan 12
Jan 16, 2007	

The following start calendar is added for North Orlando:

MASSAGE THERAPY NORTH ORLANDO		
START DATES	END DATES	Holiday, if applicable
3/16/06	4/12/06	BREAK 4/13/06-4/16/06
4/17/06	5/12/06	
5/15/06	6/12/06	MAY 29 MEMORIAL DAY
6/13/06	7/11/06	JULY 4 INDEPENDENCE DAY
7/17/06	8/11/06	7/12 -14
8/14/06	9/11/06	9/4
9/12/06	10/9/06	10/10-13
10/16/06	11/10/06	
11/13/06	12/12/06	11/23 - 24
12/13/06	1/18/07	12/25 - 31, 1/1, 1/15, 1/19
1/22/07	2/16/07	
2/20/07	3/19/07	2/19
3/20/07	4/16/07	
4/23/07	5/18/07	4/17 - 20
5/21/07	6/18/07	5/28
6/19/07	7/17/07	7/18-20
7/23/07	8/17/07	

The following start date calendar is added for the Tampa campus.

Massage Therapy - Tampa				
Day & Evening Schedule - Four-Day Week				
(Monday through Thursday)				
2006				
Start Dates		End Dates		Holidays & Breaks
12-Jun	Mon	7-Jul	Fri	July 3 & 4 Holidays
10-Jul	Mon	14-Jul	Fri	BREAK WEEK
17-Jul	Mon	10-Aug	Thur	
14-Aug	Mon	8-Sep	Fri	Sept 4 Holiday
11-Sep	Mon	4-Oct	Thur	
9-Oct	Mon	13-Oct	Fri	BREAK WEEK
16-Oct	Mon	9-Nov	Thur	
13-Nov	Mon	7-Dec	Thur	Nov 23 Holiday
11-Dec	Mon	11-Jan	Fri	Dec 22 to Jan 2 Holiday
Massage Therapy				
Day & Evening Schedule I- Four-Day Week				
Monday through Thursday				

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2007				
Start Dates		End Dates		Holidays & Breaks
16-Jan	Tues	8-Feb	Thur	Jan 15 Holiday
12-Feb	Mon	8-Mar	Thur	
12-Mar	Mon	5-Apr	Thur	
9-Apr	Mon	Fri 13	Fri	BREAK WEEK
16-Apr	Mon	10-May	Thur	
13-May	Mon	7-Jun	Thur	May 28 Holiday
11-Jun	Mon	6-Jul	Fri	July 4 Holiday
9-Jul	Mon	13-Jul	Fri	BREAK WEEK
16-Jul	Mon	9-Aug	Thur	
13-Aug	Mon	7-Sep	Fri	Sep 3 Holiday
10-Sep	Mon	4-Oct	Thur	
8-Oct	Mon	12-Oct	Fri	BREAK WEEK
15-Oct	Mon	8-Nov	Thur	
12-Nov	Mon	6-Dec	Thur	Nov 22 Holiday
10-Dec	Mon	20-Dec	Thur	(first 2 weeks of Module)
Christmas Holiday begins Mon Dec 24				

■ **Addendum #17 – Effective April 6, 2006**

The listing for the University Governing Board on page 134 of the catalog is removed.

The following language is added to the program description for the Surgical Technologist program:

Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

The following program outline is added to the catalog for the Bachelor of Science in Criminal Justice ONLINE program:

ONLINE PROGRAM
Bachelor of Science in Criminal Justice
Optional: Concentration in Criminal Investigations or Homeland Security

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits. Students also have the option to pursue a

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concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

MAJOR CORE	QUARTER CREDITS	
CCJ 1024	Introduction to Criminal Justice	4.0
CCJ 2160	Criminal Procedure and the Constitution	4.0
CCJ 1800	Criminal Investigations	4.0
CJL 2130	Criminal Evidence	4.0
CCJ 2306	Introduction to Corrections	4.0
CCJ 2560	Introduction to Interviews and Interrogation	4.0
CCJ 2260	Introduction to Terrorism	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 3450	Criminal Justice Management	4.0
CCJ 4656	Gang Activity and Drug Ops	4.0
CCJ 3334	Alternatives to Incarceration	4.0
HSSP3500	Catastrophic Event Response Planning	4.0
CJE 4668	Computer Crime	4.0
CCJ 3215	Concepts of Criminal Law	4.0
CCJP4400	Criminal Justice Senior Capstone Experience	4.0
CCJ 3675	Women, Crime, and Criminal Justice	4.0
CCJ 3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0
CCJ 4120	Criminal Justice in the Community	4.0
INVP3100	Theoretical Aspects of Conspiracy Investigations	4.0
INVP3500	Private Investigation I	4.0
INVP3300	Methodology of Economic Crimes	4.0
TOTAL MAJOR CORE CREDIT HOURS:		92.0

GENERAL EDUCATION		
SLSP3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PHIP 1001	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
SCI 1001	Environmental Science	4.0
General Education Electives*		28.0
Must include at least one course from each of the following subject areas:		
	Communications/Humanities	
	Math/Science	
	Social Science	
TOTAL GENERAL EDUCATION CREDIT HOURS:		54.0

APPROVED ELECTIVE REQUIREMENT	46.0	46.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:		192.0

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of

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general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 --Principles and Applications of Adult Learning. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

***General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 28 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENCP 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECOP 3013, ECO 3028
- Mathematics and Science
 - may include: STAP 3014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

Concentration in Investigations

Students completing the following courses as part of the degree will receive a concentration in Criminal Investigations. These courses may be taken to fulfill a portion of the elective requirement.

INVP	2410	Crime Scene Dynamics I	4.0
INVP	2420	Crime Scene Dynamics II	4.0
INVP	2210	Graphics and Documentation I	4.0
INVP	2220	Graphics and Documentation II	4.0
INVP	2510	Technology Crimes I	4.0
INVP	2520	Technology Crimes II	4.0
INVP	1510	Biological Evidence I	4.0
TOTAL			28.0

Concentration in Homeland Security

Students completing the following courses as part of the degree will receive a concentration in Homeland Security. These courses may be taken to fulfill a portion of the elective requirement.

CJL	1110	Civil & Criminal Justice	4.0
DSC	1030	Tactical Communications	4.0
DSC	1011	Domestic & International Terrorism I	4.0
SCC	1102	Business & Ethics for Security Specialists	4.0
DSC	2210	Emergency Planning & Security Measures I	4.0
HSSP	2310	Security: Principles, Planning & Procedures I	4.0

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DSC	2812	Information Technology Security I	4.0
Total			28.0

Master of Science in Criminal Justice Bridge Program

The Criminal Justice Department offers eligible students the opportunity to accelerate the completion of both a Bachelor of Science in Criminal Justice and a Masters of Science in Criminal Justice. The Bridge Program is designed to improve access to graduate education and is intended to decrease the repetition of material learned in the undergraduate program. It provides students the opportunity to take graduate level coursework while pursuing the baccalaureate degree. Up to twelve graduate credits may be used toward the completion of the undergraduate degree.

Students with a CGPA of 3.0 or better are eligible to apply to this program in their junior year. Qualified students in the program may take masters level courses during their senior undergraduate year. Students may apply by submitting a written request to their Department Chair. The approval of the campus Dean is required.

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students will be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core

CCJ 3666	Victimology	4
CCJ 4054	Criminal Justice Ethics and Liability	4
CCJ 3675	Women, Crime, and Criminal Justice	4

MS Bridge Courses

CCJ5665	Victimology	4
CCJ5489	Ethics in Criminal Justice	4
CJC5672	Women, Crime, and Criminal Justice	4

The following start date calendar is added for Massage Therapy at the Orange Park campus

Orange Park, Massage Therapy		
Start	End	Holidays, if applicable
1/26/2006	2/23/2006	2/20/2006
2/28/2006	3/27/2006	
3/29/2006	4/25/2006	
4/27/2006	5/24/2006	
5/30/2006	6/26/2006	
6/28/2006	7/26/2006	7/4/2006
7/31/2006	8/24/2006	
8/28/2006	9/25/2006	9/4/2006
9/27/2006	10/24/2006	
10/30/2006	11/27/2006	11/23/2006
11/29/2006	1/3/2007	12/25/06-01/01/07
1/8/2007	2/5/2007	1/15/2007
2/7/2007	3/7/2007	2/19/2007

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3/12/2007	4/5/2007	Spring Break will be
4/16/2007	5/10/2007	04/09/07-04-13/07
5/15/2007	6/12/2007	5/28/2007
6/14/2007	7/12/2007	7/4/2007

■ **Addendum #17 – Effective May 3, 2006**

Online tuition is updated as follows:

ONLINE TUITION (For programs of study conducted totally online):

PROGRAM	Tuition per Credit Hour
All Online Undergraduate	\$349.50
All Online Master's (MBA & MSCJ)	\$498.00

One time fee for Associate's degree in Criminal Investigation \$510.00 for Forensic Science Kit.

