



**2007 - 2008
CATALOG**

FMU011907

FLORIDA METROPOLITAN UNIVERSITY

BRANDON

(A Branch of the Tampa Campus)
3924 Coconut Palm Drive - Tampa, Florida 33619
(813) 621-0041; Fax (813) 623-5769

ORANGE PARK

(A Branch of the Tampa Campus)
805 Wells Road - Orange Park, FL 32073
(904) 264-9122; Fax (904) 264-9952

JACKSONVILLE

(A Branch of the Pinellas Campus)
8226 Philips Highway, Jacksonville, Florida 32256
(904) 731-4949; (877) 266-0103; Fax (904) 731-0599

PINELLAS

(Main Campus)
2471 McMullen Booth Road - Clearwater, Florida 33759
(727) 725-2688; (800) 353-3687; Fax (727) 796-3722

LAKELAND

(A Branch of the Pinellas Campus)
995 East Memorial Boulevard, Suite 110 - Lakeland, Florida 33801
(863) 686-1444; Fax (863) 688-9881

POMPANNO BEACH

(Main Campus)
225 North Federal Highway - Pompano Beach, FL 33062
(954) 783-7339; (800) 468-0168; Fax (954) 783-7964

MELBOURNE

(A Branch of the North Orlando Campus)
2401 North Harbor City Boulevard - Melbourne, Florida 32935
(321) 253-2929; (866) 355-2929; Fax (321) 255-2017

SOUTH ORLANDO

(A Branch of the North Orlando Campus)
9200 South Park Center Loop - Orlando, Florida 32819
(407) 851-2525; Fax (407) 851-1477

MELBOURNE LEARNING SITE

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

TAMPA

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

NORTH ORLANDO

(Main Campus)
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

FMU ADMINISTRATIVE OFFICES

3012 U.S. Highway 301 North, Suite 1000
Tampa, Florida 33619
(813) 635-1900, ext. 103
(813) 246-5226 (fax)

FMU ONLINE

Registrar's Office
10117 Princess Palm Ave., 4th Floor
Tampa, Florida 33610
(813) 594-1998 ext 179; (813) 594-1998 ext 451
(866).242-1101 (fax)

www.fmu.edu

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PRESIDENTS' 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.



David Splitstone, Brandon Campus



Mark Judge, Melbourne Campus



Ilia Martin, Pompano Beach Campus

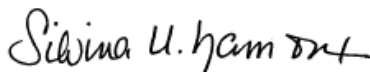


Samuel Ortiz, Jacksonville Campus



Ouida Kirby, North Orlando Campus

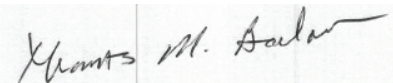
Open, South Orlando Campus



Silvina Lamoureux, Lakeland Campus



Bruce Jones, Orange Park Campus



Thomas M. Barlow, Tampa Campus



John Buck, Pinellas Campus



Janis Y. Schoonmaker, President and COO

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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, and 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., located in Tampa, Florida.

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.

Olympia College, Merrionette Park, is a branch of the Pompano Beach campus of FMU.

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, Suite 980, Washington, D.C. 20002-4241; (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, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (800) 224-6684

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). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, 727-210-2354 (fax), www.caahep.org. 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.

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).

PHYSICAL FACILITIES

The combined campus facilities of the University total over 400,000 square feet and are designed to provide an excellent learning environment, comfortable atmosphere, convenience, and accessibility. 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.

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.

FMU, Inc. houses administrative offices that provide campus support. These are located at 3012 U.S. Highway 301 North, Suite 1000, Tampa, Florida 33619.

BRANDON

The Brandon campus is located at 3924 Coconut Palm Drive in Tampa, Florida. The 49,000 square foot building houses 22 classrooms, two medical labs, a surgical tech lab, a massage therapy lab, and five computer labs. In addition, there is a learning resource center with Internet access to a variety of online educational resource services, and sufficient hard bound research and subject specific publications to meet the specific needs of the students. There are administrative offices for the academic program chairs, the dean and associate dean, financial and business offices, admissions department and other administrative staff personnel. There is a student lounge and a staff lounge and large outdoor courtyard for students and staff.

JACKSONVILLE

The Jacksonville campus is located at 8226 Philips Highway in Jacksonville, Florida. The physical facility incorporates two buildings. The main building has 21,000 square feet of classrooms, laboratories, library, staff and faculty offices, testing room, student and employee lounges, storage areas, restrooms and lobby. Building B has 8,000 square feet of classrooms, laboratories, restrooms and faculty offices. The parking lot is equipped with exterior lighting during evening hours. On-site security personnel are available during the evening hours from 6 pm to 11 pm. An alarm system provides security when the campus is closed.

LAKELAND

The Lakeland campus is located at 995 E. Memorial Blvd., Suite 110, in Lakeland, Florida. This facility encompasses 30,428 square feet and includes a library, a lobby, classrooms, medical and computer laboratories, staff and faculty offices, storage areas, and lounges for both students and employees.

MELBOURNE

The Melbourne campus is located at 2401 North Harbor City Blvd in Melbourne, Florida, across from the Intracoastal Waterway and ten minutes from the Atlantic Ocean. This facility, combined with the Sarno Learning Site, comprises more than 25,000 square feet and contains modern classrooms, computer labs, medical labs, video editing suites, a library, and student lounge areas, as well as administrative offices.

NORTH ORLANDO

The North Orlando campus is located at 5421 Diplomat Circle in Orlando, Florida. Two buildings totaling approximately 46,000 square provide space for administrative and faculty offices, 24 classrooms, 12 labs, library, student and employee lounges, and lobby. A security guard and alarm system provide security during evening and closed hours. All parking areas are lighted and patrolled by the security guard.

ORANGE PARK

The Orange Park campus is located at 805 Wells Road in Orange Park, Florida. The physical facility incorporates 28,000 sq. ft. of classrooms, laboratories, library, staff and faculty offices, testing room, student and employee lounges, storage areas, and lobby. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when the campus is closed.

PINELLAS

The Pinellas campus is located at 2471 McMullen Booth Road, Clearwater, Florida. The physical facility incorporates 30,734 square feet of classrooms, laboratories, library, staff and faculty offices, tutor room, student and employee lounges, storage areas, and lobby. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when the campus is closed.

POMPANO BEACH

The Pompano Beach campus is located at 225 North Federal Highway in Pompano Beach, FL. The physical facility is an attractive eight-story building and incorporates close to 55,000 square feet including twenty-one classrooms, four computer laboratories, 1 medical laboratories, bookstore, library, staff and faculty offices, testing room, one student lounges, staff lounge, conference rooms, restrooms, lobby and storage areas. The four-level, elevator equipped, parking garage is lighted and patrolled by security personnel. An alarm system provides security when campus is closed.

SOUTH ORLANDO

The Orlando South campus is located at 9200 Southpark Center Loop in Orlando, Florida. The physical facility is a large one story building and incorporates close to 70,000 square feet including 21 classrooms, six computer laboratories, two medical laboratories, a pharmacy tech laboratory, massage therapy laboratory, bookstore, library, staff and faculty offices, testing room, two student lounges, staff lounge, conference rooms, restrooms, lobby and storage areas. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when campus is closed.

TAMPA

The Tampa campus is located at 3319 W. Hillsborough Ave., Tampa, Florida, and its Learning Site, 2.5 miles north of the campus, is located at 3635 W. Waters Ave., Tampa. The two-story Hillsborough campus is about 30,000 square feet, and the one-story Learning Site is about 10,000 square feet. In those facilities, there are a total of 16 classrooms, 12 labs, a library, a student and career services suite, a bookstore, two student lounges, two reception areas, administrative offices and work spaces, and storage areas. Both locations are on major thoroughfares and are easily accessed by bus or car.

STATEMENT OF NON-DISCRIMINATION

Florida Metropolitan University does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital 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

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students beyond the age of compulsory school attendance are required to apply for admission to the College under the Ability to Benefit Provision (see 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 recognized 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. The CPAt is not required of 100% online students.

Transfer students who are high school graduates or GED holders (or other recognized 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 unless required for admission into a specific

program. 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. ATB students may not enroll in the associates' degree programs in nursing or surgical technology. ATB students cannot enroll in a Bachelor's degree program unless they have already earned their Associate's degree. ATB students are ineligible to become 100% online students.

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 reenrollment after not attending for a full academic term.

ASSOCIATE DEGREE NURSING PROGRAM

In order to be admitted into the Associate Degree Nursing Program, applicants must:

- Be a high school graduate or have a GED
- Pass the COMPASS entrance test
- Pass the PSB entrance test
- Write an essay as assigned by Campus Nursing Director
- Complete a personal interview with the Campus Nursing Director
- Physical Examination clearance by Physician
- Provide proof of immunizations as required by clinical agencies
- Pass a criminal background check and drug screen

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;
- ◆ 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.

PHARMACY TECHNICIAN PROGRAM

In order to be admitted into the Pharmacy Technician program, applicants must:

- ◆ Pass the CPAt entrance examination;
- ◆ Complete an interview with the Program Director;
- ◆ Be in good health.

Note: Although a high school diploma or GED is not required for admission into the program, you must have a high school diploma or GED to sit for the ASHP exam.

BACHELOR OF SCIENCE, CRIMINAL JUSTICE PROGRAM

Students may be admitted into this program who have previously completed 36 or more quarter (24 semester) transferable college credits. Students who do not have the requisite number of credits for direct admission into the Bachelors program will be admitted into the Criminal Justice associates program. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing. Refer to the Transfer Students section for more information regarding acceptance of prior college credits.

BACHELOR OF APPLIED MANAGEMENT PROGRAM

The Bachelor of Applied Management program 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. Students may be admitted into this program who have completed an approved certificate, diploma, AS, or AAS degree in a field of applied science. Refer to the Transfer Students section for more information regarding acceptance of prior post-secondary credits.

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., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, www.wes.org.
- ◆ Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, www.jsilny.com
- ◆ Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

APPLICATION PROCEDURE

Applicants to the University are encouraged to visit an FMU campus whenever possible. Applicants who determine that they would like to apply for admission will complete an enrollment agreement. Applicants will also be required to sign an “Attestation Regarding High School Graduation or Equivalency indicating 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 for 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) 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.

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 quarter-based program hours and 50% of all modular 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.

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admissions Committee.

Opportunities exist for Licensed Practical Nurses (LPN'S) with current unencumbered licenses to enter the ADN Program with advanced standing. Contact the Campus Nursing Director for additional information.

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.

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

Student success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Collaborative learning within the curriculum prepares the student 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.

Applies to All Degree Courses and Massage Therapy version 3-0

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
L	Leave of Absence (Massage Therapy v 3-0 only)	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

*The D grade is not used in Massage Therapy.

All Diploma Programs except Massage Therapy version 3-0 receive percentage grades.

EQUIVALENT GRADE	MEANING	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
P	Passing	
L	Leave of Absence	
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

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
I	N	Y	N
IP	N	Y	N
P	N	Y	Y
L	N	N	N
W	N	Y	N
WD	N	N	N
WZ	N	Y	N
CR	N	Y	Y
NC	N	Y	N
T/TR	N	Y	Y
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N

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."

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admissions Committee.

Opportunities exist for Licensed Practical Nurses (LPN'S) with current unencumbered licenses to enter the AND Program with advanced standing. Contact the Campus Nursing Director for additional information.

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 POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or

adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean.

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

EFFECTS OF LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- ◆ Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- ◆ They may have to wait for the appropriate module to be offered;
- ◆ They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- ◆ Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

VETERANS: LEAVE OF ABSENCE

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

The University does not permit leaves of absence for students enrolled in quarter-based programs. 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 Financial Aid 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. Financial Aid Office 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)/Cumulative Grade Average Percentage (CGAP) and the student's rate of progress toward completion of the academic program. These are outlined below.

EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is evaluated at the end of every 12 week quarter in quarter-based programs. Satisfactory academic progress is evaluated at the end of every third module, or remainder thereof, i.e., every 12 weeks, in modular programs.

GPA AND CGPA CALCULATIONS (QUARTER-BASED PROGRAMS ONLY)

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.

GAP AND CGAP CALCULATIONS (MODULAR PROGRAMS ONLY)

A grade average percentage (GAP) is calculated for students enrolled in modular programs instead of a grade point average, with the exception of the 55-credit modular massage therapy program.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

In addition to the CGPA/CGAP 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/CGAP requirements. As with the determination of CGPA/CGAP, the percentage completion requirements will be reviewed at the end of each academic quarter for quarter based programs or at the end of every third module, or remainder thereof, for modular programs, 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 tables.

SATISFACTORY ACADEMIC PROGRESS TABLES FOR MODULAR PROGRAMS

35 Quarter Credit Hour Modular Program. Total credits that may be attempted: 52 (150% of 35).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program. Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Modular Program. Total credits that may be attempted: 82 (150% of 55).				
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
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-82	2.0	2.0	N/A	66.7%

SATISFACTORY ACADEMIC PROGRESS TABLES FOR QUARTER-BASED PROGRAMS

96 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 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	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 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	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

98 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 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	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-147	N/A	2.0	N/A	66%

192 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 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	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-288	N/A	2.0	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.

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 Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office 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.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

ASSIGNMENT/TEST GRADES

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

FINAL COURSE GRADES

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

ATTENDANCE VIOLATIONS

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

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.)

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., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, www.wes.org.
- ◆ Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, www.jsilny.com
- ◆ Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

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 CREDIT'S 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 – 84	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). The maximum number of credits that may be attempted for a 56-credit graduate program is 84 (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.

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. Please be reminded that this policy applies to students as well as employees.

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 on most campuses.

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 education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution 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 institution 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 institution to amend a record that they believe is inaccurate or misleading. They should write the institution

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 institution decides not to amend the record as requested by the student, the institution 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 education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

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 or by email at studentservices@cci.edu or contact Jan Schoonmaker, President and Chief Operating Officer, FMU, 3012 U.S. Highway 301 North, Suite 1000, Tampa, Florida, 33619, 813-635-1900, ext. 103, 813-246-5226 (fax).

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	Florida Commission for Independent Education Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 (800) 224-6684
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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/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004).

Students enrolling in certain allied health 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 uncompleted 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. It is the student's responsibility to contact Intellisense to verify conditions. The University cannot contact Intellisense.

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.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/meagan.htm>.

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% 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.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any University activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Academic Dean or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

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 Financial Aid Office personnel 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 Financial Aid Office 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 Financial Aid Office personnel 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. Financial Aid Office 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 Financial Aid 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 Financial Aid 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 Financial Aid 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 Financial Aid Office, an exit interview will be mailed.

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).

FINANCIAL AID PROGRAMS

The Federal Student Guide, which provides a detailed description of these programs, is distributed by the Financial Aid Office at the school without cost or obligation. *The Federal 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 Financial Aid 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 Financial Aid 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 funds available per student and the number of students who may receive FWS 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 Financial Aid 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 Financial Aid Office or from the lender.

For additional deferment information, contact the Financial Aid 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 Financial Aid Office or from the lender.

For deferment information, contact the Financial Aid 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 Financial Aid Office for a complete information package (including current interest rates and loan services).

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 Financial Aid 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 for active duty personnel and their dependent spouse and children. 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 15% of tuition charged for the term. Applications may be requested from the Admissions Office.

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.

Continuing Education Scholarships (FMU Online only)

Applicants must be graduates of a Corinthian Colleges Inc. School System (other than employees) with a degree that matriculate into a FMU Online undergraduate or graduate level program. Applicants must have achieved a cumulative grade point average of 2.5 or higher, meet eligibility requirements for program of study, submit application for scholarship which may be obtained from the admissions office; and provide proof of degree completion (official transcripts, diploma, letter from registrar) prior to the start of the term. The scholarship will include a quarterly tuition stipend from funds set at the beginning of each fiscal year. Scholarship funds are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 15% of the tuition charged for the term. The scholarship may be renewed and awarded from quarter to quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average. Additionally, dependent spouse, children, and siblings of graduates from a Corinthian Colleges, Inc. School System (other than employees) may also apply for scholarship funds not to exceed 15% of the term, providing entrance and eligibility requirements are met for program of study. Proof of dependent status required prior to the initial term; must meet provisions above for renewal award of quarterly scholarship.

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.

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.

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	X	
MEDICAL INSURANCE BILLING & CODING									X		
PHARMACY TECHNICIAN						X		X			
ASSOCIATE'S DEGREES											
ACCOUNTING	X	X	X	X	X	X	X	X	X		X
ASSISTED LIVING ADMINISTRATOR	X**	X	X**	X**	X**		X**				
BUSINESS	X	X	X	X	X	X	X	X	X	X	X
WITH CONCENTRATIONS*** 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*** Programming Network Administration Web Design											
COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS					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
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	X
NURSING					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
APPLIED MANAGEMENT	X	X	X	X	X	X	X	X	X	X	X
BUSINESS	X	X	X	X	X	X	X	X	X	X	X
WITH CONCENTRATIONS*** 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**			
HIGHER EDUCATION MANAGEMENT											X
HOMELAND SECURITY	X			X**	X**		X**	X**			X
HOSPITALITY MANAGEMENT	X										
PARALEGAL	X	X	X	X	X		X	X			X
MASTER'S DEGREES											
BUSINESS ADMINISTRATION	X	X	X	X	X		X	X	X		X
WITH CONCENTRATIONS*** 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

***Concentrations offered vary by campus; please see the Academic Dean for information on the concentrations offered at a particular campus.

DIPLOMA PROGRAMS

MASSAGE THERAPY

Diploma Program

36 Weeks / 750 Clock Hours / 55.0 Credit Units

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

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. 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 bodywork, pathology, 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. 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. Massage Therapists may be employed in urban, suburban, and rural areas.

Program Outline:

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Module Code	Module Title	Contact Hours	Quarter Credit Units
Prerequisite course:			
MTD100	Introduction to Massage Therapy	80	6.0
Modular courses:			
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic	30	1.0
PROGRAM TOTAL:		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:

MTD100 – Introduction to Massage Therapy

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

MTD201 – 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: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD237 – 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 an understanding of the anatomy and physiology of the reproductive system. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD263 – 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: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD220 – 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: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD282 – 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: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD214 – 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: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD246 – 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: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD295 – 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: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

MTD278 – Massage Therapy Clinic

1.0 Quarter Credit Hour

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.

MEDICAL INSURANCE BILLING & CODING

Diploma Program

24 Weeks / 560 Clock Hours / 35.0 Credit Units

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing/Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry-level positions as medical insurance billers/coders in today's health care offices, clinics, and facilities. Students will 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 also be introduced and studied.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

Program Outline

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Module Code	Module Title	Contact Hours	Quarter 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 (All campuses except Jacksonville)	*160	*5.0
Module XP	Externship/Practicum (Jacksonville campus only)	*160	*5.0
PROGRAM TOTAL		560	35

*At the Jacksonville campus only, students can choose either the Externship or the Practicum but not both.

MAJOR EQUIPMENT

Calculators

Personal Computers

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, 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. Prerequisite: Successful completion of Modules A-E.

PHARMACY TECHNICIAN

Diploma Program

32 Weeks/720 Clock Hours /47.0 Credit Units

The Pharmacy Technician diploma 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 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 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).

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.

Program Outline

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Module Code	Module Title	Contact Hours	Quarter Credit Units
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	160	5.0
PROGRAM TOTAL:		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 prescriptions 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 of 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

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. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

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

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Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	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	
MTB	1103	Business Math	4.0		4.0	
OST	1141L	Keyboarding	2.0		2.0	
CGS	2510C	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			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:						
CGS	2510C	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-			4.0	
BUL	3241*	Business Law I -OR-				
BUL	3242*	Business Law II				
MAN	3554	Workplace Continuity and Contingency Planning			4.0	
TOTAL QUARTER CREDIT HOURS				48.0		90.0

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	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
ECO	3015	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	
ENC	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 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						

APPLIED MANAGEMENT (BS)

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.

Program Outline

v 1-1

Course Code	Course	Quarter Credit Units	
COLLEGE CORE			
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 and Contingency Planning	4.0	
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	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 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 ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, 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.

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.

ASSISTED LIVING ADMINISTRATOR (AS)

No longer enrolling new students at Pompano Beach, North Orlando, South Orlando, Brandon or Tampa

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

Course Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	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
HSC	1565	Aging Issues II	4.0
HSA	1810L	Externship I	6.0
HSA	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
HSA	1902L	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
SLS	1505	Basic Critical Thinking	2.0
SPC	2016	Oral Communications	4.0
MAT	1033	College Algebra	4.0
EVS	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

Course Code			Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	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	
CGS	2510C	Applied Spreadsheets	4.0		4.0	
MTB	1103	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	
Bachelor of Science Upper Division Major Core Requirements: All Concentrations						
SLS	1392	Workplace Relationships			2.0	
MAN	3554	Workplace Continuity & Contingency Planning			4.0	

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	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AMH	2030	20th Century American History			4.0	
STAP	3014	Statistics			4.0	
ECO	3015	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	
ENC	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	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

v 0-0

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	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	
GRA	1852C	Illustration Design	4.0	
GRA	1117C	Typography	4.0	
GRA	1171C	Advertising Design I	4.0	
GRA	1172C	Advertising Design II	4.0	
GRA	2111C	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	2890C	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

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	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	1056C	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	2010C	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
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	2010C	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, COP, CTS and CET 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

Course Code		Course	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	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 Concepts	4.0	
COP	2010C	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		
COP	2250C	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	
CIS	3615	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).				
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	
ECO	3015	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	
ENC	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

v 0-0

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
MTB	1103	Business Math	4.0	
SLS	1105	Strategies for Success	4.0	
CGS	1700C	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 Communications 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	
OST	1791C	Electronic Communication	2.0	
OST	2813C	Introduction to Desktop Publishing	2.0	
OST	2821C	Desktop Publishing Skills	4.0	
CGS	1882C	Beginning Web Development with FrontPage 2000	4.0	
CGS	2823C	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

Course Code		Course	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
CJE	1640	Criminalistics I	4.0	
CJE	1641	Criminalistics II	4.0	
CJE	2673	Graphics & Documentation I	4.0	
CJE	2602	Graphics & Documentation II	4.0	
INVP	2310	Fingerprints Classification & Latents I	4.0	
INVP	2320	Fingerprints Classification & Latents II	4.0	
CJB	1712	Crime Scene Photography I	4.0	
CJB	1714	Crime Scene Photography II	4.0	
CJE	2676	Biological Evidence I	4.0	
CJE	2682	Biological Evidence II	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
The student will select 16 additional credits from the following courses:				
CJE	2678	Crime Scene Dynamics I	4.0	
CJE	2679	Crime Scene Dynamics II	4.0	
CJE	2690	Technology Crimes I	4.0	
CJE	2691	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	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

CRIMINAL JUSTICE (AS)

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

Program Outline

v 1-1

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
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	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
TOTAL QUARTER CREDIT HOURS				12.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

CRIMINAL JUSTICE PROGRAM (BS)

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.

Program Outline

v 2-1

Course Code	Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
CCJ 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	Introduction to Interviews and Interrogation	4.0	
DSC 2002	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 Operations	4.0	
CCJ 3334	Alternatives to Incarceration	4.0	
DSC 3214	Catastrophic Event Response Planning	4.0	
CJE 4668	Computer Crime	4.0	
CJL 3215	Concepts of Criminal Law	4.0	
CCJP 4400	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 4127 [Ⓜ]	Criminal Justice in the Community --OR--	4.0	
CCJP 4550	Criminal Justice Externship		
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0	
INVP 3500	Private Investigation I	4.0	
INVP 3300	Methodology of Economic Crimes	4.0	
	TOTAL MAJOR CORE CREDIT HOURS:		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	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 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
[Ⓜ] Online students must take CCJ 4127 and are not eligible for CJ Externship			

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.

***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 ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, 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. *⚠ These courses may be available only online.*

CJE	2678	Crime Scene Dynamics I	4.0
CJE	2679	Crime Scene Dynamics II	4.0
CJE	2673	Graphics and Documentation I	4.0
CJE	2602	Graphics and Documentation II	4.0
CJE	2690	Technology Crimes I	4.0
CJE	2691	Technology Crimes II	4.0
CJE	2676	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. *⚠ These courses may be available only online.*

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
DSC	2008	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.

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			
CCJ	5665	Victimology	4
CCJ	5489	Ethics in Criminal Justice	4
CJC	5672	Women, Crime, and Criminal Justice	4

CRIMINAL JUSTICE (BS)

NOTE: We are no longer enrolling new students in this version of the program. New students in this program will be enrolled in version 2-1, which is found on the preceding pages. The program outline and course descriptions for this version of the program are presented here for informational purposes for existing students who are finishing this program.

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

Course Code		Course	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
MAN	2031	Let's Talk Business	2.0	
CGS	2167C	Computer Applications	4.0	
SLS	1392	Workplace Relationships	2.0	
TOTAL QUARTER CREDIT HOURS				14.0
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	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	4127	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	
DSC	3214	Catastrophic Event Response Planning	4.0	
TOTAL QUARTER CREDIT HOURS				76.0
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	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	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	
CJL	3215	Concepts of Criminal Law	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
GENERAL EDUCATION CORE REQUIREMENTS				

ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
ECO	3015	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	
ENC	3211	Report Writing	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
AMH	2030	20 th Century American History	4.0	
		TOTAL QUARTER CREDIT HOURS		62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				192.0

FILM AND VIDEO (AS)

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

v 0-0

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	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	1034	History of Motion Pictures	4.0	
FIL	2724C	Computer Graphics I	4.0	
FIL	1421	Film Production I	4.0	
FIL	2246C	Post Production I	4.0	
FIL	1801	Film Criticism I	2.0	
FIL	1802	Film Criticism II	2.0	
FIL	2743C	Advanced Video Techniques	4.0	
FIL	2247C	Post Production II	4.0	
FIL	1430	Film Production II	4.0	
FIL	2104	Script Development I	4.0	
FIL	1610	Business Management of Film and Video	4.0	
In addition to common courses, Melbourne Campus students will take the following:				
FIL	1390	Special Effects and Makeup I	4.0	
FIL	2360	Documentary Production	4.0	
In addition to common courses, North Orlando Campus students will take the following:				
FIL	2482	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	2482	Directing and Acting	4.0	
FIL	2360	Documentary Production	4.0	
FIL	2732C	Computer Graphics II	4.0	
FIL	2105	Script Development II	4.0	
FIL	2530	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

Course Code		Course	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	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	
HSA	4121	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
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	
SYP	2742	Death and Dying	4.0	
STAP	3014	Statistics	4.0	
SOP	4005	Social Psychology	4.0	
ENC	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

Course Code		Course	Associate's Degree Quarter Credit Hours		Bachelor's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	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	
DSC	2008	Security: Principles, Planning & Procedures I	4.0		4.0	
DSC	2010	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			4.0	
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			4.0	
HSSP	3400	Anti-Terrorism Risk Assessment			4.0	
HSSP	4400	Communications and Technology Security			4.0	
CJE	4668	Computer Crime			4.0	
DSC	3214	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:						
DSC	2211	Emergency Planning & Security Measures II	4.0		4.0	
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0		4.0	
CCJ	1610	Criminal Investigations	4.0		4.0	
CCJP	2288	Spanish for the Criminal Justice Professional	4.0		4.0	
CCJ	2679	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

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	
CJL	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	
ECO	3015	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	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	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

v 0-0

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	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	
ECO	3015	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	
ENC	3211	Report Writing			4.0	
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.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This degree program prepares graduates to fill entry-level to mid-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Program Outline

v 1-1

Course Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
OST 1141L	Keyboarding	2.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
TOTAL QUARTER CREDIT HOURS			12.0
MAJOR CORE REQUIREMENTS			
MEA 1239	Medical Terminology	4.0	
MEA 1263	Anatomy and Physiology of the Integumentary, Skeletal, Muscular, Nervous, Special Senses, and Endocrine Systems	4.0	
MEA 1233	Anatomy and Physiology of the Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary and Reproductive Systems	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	
MEA 1226L	Exams and Specialty Procedures (Lab)	2.0	
MEA 2260	Diagnostic Procedures	4.0	
MLS 2260L	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	Medical Externship	5.0	
Student will select 4.0 credits from the following courses:			
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	
SYP 2742	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	
EVS 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.

This program consists of 96 quarter credit hours including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 120-hour externship prior to graduation from the program.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of an A.S. Degree

Program Outline

v2-0

Course Code	Course	Associate's Degree Quarter Credit Hours	
College Core Requirements			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	Total Quarter Credit Hours:		10.0
Major Core Requirements			
MEA 2326C	Computer Applications for Medical Billing/Coding	4.0	
MEA 1239	Medical Terminology	4.0	
MEA 1385	Medical Law and Ethics	2.0	
MEA 2232	Anatomy and Physiology of the Body Systems	4.0	
MEA 2305	Medical Office Management and Compliance	4.0	
MEA 2348C	Introduction to Hospital Billing	4.0	
MEA 1250	Diseases of the Human Body	4.0	
MEA 2332C	Medical Finance and Insurance	4.0	
MEA 2335	Medical Insurance Billing	4.0	
MEAP 1301	Introduction to ICD-9 Coding	4.0	
MEAP 1305	Introduction to CPT Coding	4.0	
MEAP 2346	Advanced CPT Coding	4.0	
MEAP 2345	Third Party Payers	4.0	
MEAP 2348	Abstract Case Coding	2.0	
MEA 2246	Pharmacology for MIBC	4.0	
MEAP 2808	Externship for MIBC	4.0	
	Total Quarter Credit Hours:		60.0
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	
SLS 1505	Basic Critical Thinking	2.0	
EVS 1001	Environmental Science	4.0	
	Total Quarter Credit Hours:		26.0
	Program Total		96.0

* Online students take POS 2041 American National Government

MEDICAL INSURANCE BILLING AND CODING (AS)

NOTE: We are no longer enrolling new students in this version of the program. New students in this program will be enrolled in version 2-0, which is found on the preceding page. The program outline and course descriptions for this version of the program are presented here for informational purposes for existing students who are finishing this program.

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

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
OST	1141L	Keyboarding	2.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	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	2232	Anatomy and Physiology of Body Systems	4.0	
MEA	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	
MEA	2340	Coding Cases I (Physician Professional Services)	2.0	
MEA	2348C	Introduction to Hospital Billing	4.0	
MEA	2349L	Coding Cases II (Hospital Billing)	2.0	
MEA	2388	Government Payers	4.0	
MEA	2344	Workers' Compensation & Specialties	4.0	
MEA	2332C	Medical Finance and Insurance	4.0	
MEA	2335	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	
SLS	1505	Basic Critical Thinking	2.0	
EVS	1001	Environmental Science	4.0	
TOTAL GENERAL EDUCATION CORE QUARTER CREDIT HOURS				30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

NURSING (AS)

Philosophy/Purpose: The Nursing Faculty of the Associate Degree Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that fosters health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science and nurses provide nursing care within their scope of practice. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a holistic being (Bio-psycho-social-spiritual). Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Associate Degree nurses provide care within their scope of practice. The nursing process is used for the assessing, diagnosing, planning, implementing, and evaluating of health care services and care of the individual. Since the delivery of health care is dynamic, the registered nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

The associate degree nurse is expected to develop necessary skills for collaboration with members of the health care team including the client, family and/or significant others.

Teaching-Learning Process: Learning is a continuous, active lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, nursing faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their ability to deliver nursing care. The Nursing Faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimal experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of nursing.

Conceptual Framework: Based on the philosophy the Nursing Faculty has selected the following concepts in which the nursing program is structured.

- ❖ **Therapeutic Nursing Interventions** -- The process in which nurses use their skills to assist a diverse population of clients across the lifespan with health promotion and disease prevention. These nursing actions are performed independently and collaboratively.
- ❖ **Critical Thinking** -- The process which employs (or utilizes) reasoning and creativity in the assessment, interpretation, analysis, synthesis, evaluation, and inference as a basis for professional nursing practice.
- ❖ **Communication** -- The medium by which information is received, interpreted, and transmitted as written, verbal and non-verbal interactions.
- ❖ **Health promotion** -- Activity by the learner that facilitates optimal health states for individuals, families and communities that sustain or increase wellness.
- ❖ **Professional Role** -- The developmental process by which the student learns about the standards and rules of the nursing profession established by the code of ethics, professional organizations and state regulatory agencies.

In this Associate Degree Nursing program, utilizing the conceptual framework which is based on the 5 concepts the student is introduced to the care of individuals with special and more complex needs throughout the life span. This program will prepare the nursing student to assume the role of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care and outcomes management. A graduate of this nursing program will be prepared to assume the role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients. At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse.

Program Outcomes:

Upon graduation the student is prepared to:

1. Integrate principles from natural sciences, humanities, social sciences and nursing when providing care to clients throughout the lifespan with diverse needs in a variety of health care settings.
2. Apply the nursing process to provide safe and competent nursing care for culturally diverse clients throughout the lifespan.
3. Implement professional communication principles with diverse client populations and the healthcare team.
4. Utilize therapeutic nursing interventions that promote wellness and assist in the prevention of illness across the lifespan.
5. Display accountability and professional values by practicing within the prescribed ethical and legal standards.
6. Demonstrate critical thinking in providing care for culturally diverse clients throughout the lifespan.

Course Code	Course	Lecture Contact Hrs	Clinical/Lab Contact Hrs	Total Hrs	Quarter Credit Hrs
Quarter I					
MEA 1263	Anatomy & Physiology of Integumentary, Skeletal, Muscular, Nervous, Special Senses and Endocrine Systems	40	0	40	4.00
PSY 2012	General Psychology	40	0	40	4.00
MAT 1033	College Algebra	40	0	40	4.00
SLS 1105	Strategies for Success	40	0	40	4.00
	Total Hours Quarter I	160	0	160	16
Quarter II					
MEA 1233	Anatomy & Physiology of Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, And Reproductive Systems.	40	0	40	4.00
ENC 1101	English Composition I	40	0	40	4.00
NSGP 1010	Fundamentals of Nursing	30	0	30	3.00
NSGP 1015	Fundamentals of Nursing Clinical	0	58/32	90	3.00
HUN 1001	Basic Nutrition	20	0	20	2.00
	Total Hours Quarter II	130	58/32	220	16
Quarter III					
NSGP 1026	Nursing Pharmacology	30	0	30	3.00
NSGP 1020	Care of Adult Client I	40	0	40	4.00
NSGP 1025	Care of Adult Client I Clinical	0	100/20	120	4.00
MCB 2000	Microbiology and Infection Control	40	0	40	4.00
	Total Hours Quarter III	110	100/20	230	15
Quarter IV					
ENC 1102	English Composition II	40	0	40	4.00
DEPP 2053	Developmental Psychology	40	0	40	4.00
NSGP 1030	Maternal Child Nursing	40	0	40	4.00
NSGP 1035	Maternal Child Nursing Clinical	0	104/16	120	4.00
	Total Hours Quarter IV	120	104/16	240	16
Quarter V					
SYG 2000	Sociology	40	0	40	4.00
NSGP 2010	Mental Health Nursing	30	0	30	3.00
NSGP 2015	Mental Health Nursing Clinical	0	82/8	90	3.00
NSGP 2020	Contemporary Nursing in Comm. Settings	30	0	30	3.00
NSGP 2025	Contemporary Nursing in Comm. Settings Clinical	0	82/8	90	3.00
	Total Hours Quarter V	100	164/16	280	16
Quarter VI					
CGS 2167C	Computer Applications	40	0	40	4.00
MEA 1006C	Therapeutic Communications	20	0	20	2.00
NSGP 2030	Care of Adult Client II	40	0	40	4.00
NSGP 2035	Care of Adult Client II Clinical	0	104/16	120	4.00
	Total Hours Quarter VI	100	104/16	220	14
Quarter VII					
NSGP 2040	Advanced Nursing Care	40	0	40	4.00
NSGP 2045	Advanced Nursing Care Clinical	0	104/16	120	4.00
NSGP 2050	Nursing Leadership & Management	30	0	30	3.00
NSGP 2055	Nursing Leadership & Mgmt Clinical	0	82/8	90	3.00
NSGP 2060	NCLEX Review	10	0	10	1.00
	Total Hours Quarter VII	80	186/24	290	15
	Total Program Hours	800	716/124	1640	108

PARALEGAL (AS, BS)

NOTE: New students in the Paralegal BS program at the Pinellas, Pompano Beach, Brandon and North Orlando campuses will be enrolled in v. 2-0 of the program. See page 79 for information.

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

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	
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	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	
PLA	2363	Criminal Procedure and the Constitution	4.0		4.0	
PLA	1105	Legal Research and Writing I	4.0		4.0	
PLA	2106	Legal Research and Writing II	4.0		4.0	
PLA	2201	Civil Litigation I			4.0	
PLA	2224	Civil Litigation II			4.0	
PLA	2273	Torts	4.0		4.0	
PLA	2423	Contract Law	4.0		4.0	
PLA	2600	Wills, Trusts, and Probate	4.0		4.0	
PLA	2800	Family Law	4.0		4.0	
PLA	2763	Law Office Management	4.0		4.0	
PLA	2203	Civil Procedure	4.0		4.0	
PLA	3115	Legal Research and Writing III			4.0	
PLA	3570	International Law			4.0	
PLA	4473	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			
PLA	2930	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:						
PLA	4523	Law and Medicine			4.0	
PLA	2460	Bankruptcy			4.0	
PLA	2483	Introduction to Administrative Law			4.0	
PLA	2930	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
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	
ECO	3015	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	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	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

PARALEGAL (BS)

Offered at the Pinellas, Pompano Beach, Brandon and North Orlando campuses only

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

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.

Program outline

v 2.0

Course Code		Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE				
Lower division				
PLA	1003	Introduction to Paralegal	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2201	Civil Litigation I	4.0	
PLA	2224	Civil Litigation II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
Major Core Lower Division				32.0
Upper division				
PLA	3115	Legal Research and Writing III	4.0	
PLA	3570	International Law	4.0	
PLA	4473	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	4523	Law and Medicine	4.0	
PLAP	4483	Administrative Law	4.0	
PLAP	3210	Elder Law	4.0	
PLA	4470	Employment Law	4.0	
CJL	3215	Concepts of Criminal Law	4.0	
CCJ	4054	Criminal Justice Ethics and Liability	4.0	
CCJ	4129	Cultural Diversity for Criminal Justice Professional	4.0	
INVP	3500	Private Investigations I OR	4.0	
PLAP	4450	Paralegal Senior Externship*		
PLAP	4400	Paralegal Senior Capstone Experience	4.0	
Major Core Upper Division				60.0
TOTAL MAJOR CORE CREDIT HOURS				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	
SLS	1505	Basic Critical Thinking	2.0	
PSY	2012	General Psychology	4.0	
EVS	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
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:				192.0

*Not offered online. Online students will replace SPC 2016 with a General Education elective.

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.

****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.**

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 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).

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.

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.

Program Outlines

v 1-0

Course Code	Course	Associate's Degree Quarter Credit Hours	
College Core Requirements			
CGS 2167C	Computer Applications	4.0	
MAN 2021	Principles of Management	4.0	
OST 1141L	Keyboarding	2.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	Total Quarter Credit Hours:		16.0
Major Core Requirements			
HUN 1001	Basic Nutrition	2.0	
MEA 1233	Anatomy and Physiology of the Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary and Reproductive Systems	4.0	
MEA 1239	Medical Terminology	4.0	
MEA 1250	Diseases of the Human Body	4.0	
MEA 1263	Anatomy and Physiology of the Integumentary, Skeletal, Muscular, Nervous, Special Senses, and Endocrine Systems	4.0	
PTN 1702	Administration of Medication and the History of Pharmacy	4.0	
PTN 1703	Pharmaceutical Calculations	4.0	
PTN 1704	Professional Aspects of Pharmacy Technology	4.0	
PTN 1740	Externship	5.0	
PTN 1780C	Administrative and Practical Aspects of Pharmacy Technology	4.0	
PTNP 1200	Home Infusion Pharmacy	2.0	
PTNP 1300	Communication Skills in Pharmacy	4.0	
PTNP 2020	Pharmacology I	4.0	
PTNP 2030	Pharmacology II	4.0	
PTNP 2200	Pharmacy Technology Lab	2.0	
	Major Core Total Quarter Credit Hours:		55.0
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
SPC 2016	Oral Communications	4.0	
	General Education Total Quarter Credit Hours:		26.0
	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.

Student activities associated with the curriculum must be educational. 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.

Program Outline

v 1-2

Course Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	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 of the Integumentary, Skeletal, Muscular, Nervous, Special Senses, and Endocrine Systems	4.0	
MEA 1233	Anatomy & Physiology of the Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary and Reproductive Systems	4.0	
MEA 1250	Diseases of the Human Body	4.0	
MCB 2000	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	
EVS 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** program enhances 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. In addition, a graduate student may include an area of concentration by completing four (4) courses, from any one concentration category listed: Accounting, Human Resources Management, International Business or General Management.

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

NOTE: 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

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	
ECO	3015	Macroeconomics *	4.0	
QMB	5305	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. 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	
QMB	5355	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. Please note that there are no electives in the MBA program.

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)

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.

The CPAt is not a requirement for 100% on line students. Ability to Benefit students are ineligible to become 100% online students.

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	• A tutorial session
• Computer-assisted instruction	• Instructor lecture or demonstration
• Presenting material (oral or written)	• Attending a guest lecture
• Participating in a field trip	• Participating in role play activities
• Simulations	• Library research
• Viewing instructional media	• Mid-term assessment performed by faculty to evaluate student progress
• A survey evaluating the course material, text, and instructor performance	• 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. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover tuition cost 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 down payment will be charged to all students their first quarter. The first quarter fee must be paid by cash, check, or credit card. 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 or email studentservices@cci.edu.

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

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	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	
MTB	1103	Business Math	4.0		4.0	
CGS	2510C	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			4.0	
BUL	3241	Business Law I -OR				
BUL	3242	Business Law II				
MAN	3554	Workplace Continuity & Contingency Planning			4.0	
Choose two courses from the following:						
CGS	2510C	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	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
ECO	3015	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	
ENC	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 CREDIT HOURS				96.0		192.0

ONLINE PROGRAM

APPLIED MANAGEMENT (BS)

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.

Program Outline

v 1-1

Course Code	Course	Quarter Credit Units	
College Core			
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	
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	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 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 ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, 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.

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.

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			
Course code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	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	
CGS	2510C	Applied Spreadsheets	4.0		4.0	
MTB	1103	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	
Bachelor of Science Upper Division Major Core Requirements: All Concentrations						
SLS	1392	Workplace Relationships			2.0	
MAN	3554	Workplace Continuity and 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 Strategies			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	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AMH	2030	20th Century American History			4.0	
STAP	3014	Statistics			4.0	
ECO	3015	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	
ENC	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	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

COURSE CODE	COURSE				Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS					
SLS	1105	Strategies for Success			4.0
SLS	1321	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	2010C	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).					
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
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	2010C	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, COP CTS and CET 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

Course Code		Course	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	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 Concepts	4.0	
COP	2010C	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		
COP	2250C	Programming Languages – Java I		
COP	2805C	Programming Languages– 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	
CIS	3615	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, COP, CTS and CET prefixes).				
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	
ECO	3015	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	
ENC	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

Course Code		Course	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
CJE	1640	Criminalistics I	4.0	
CJE	1641	Criminalistics II	4.0	
CJE	2673	Graphics & Documentation I	4.0	
CJE	2602	Graphics & Documentation II	4.0	
INVP	2310	Fingerprints Classification & Latents I	4.0	
INVP	2320	Fingerprints Classification & Latents II	4.0	
CJB	1712	Crime Scene Photography I	4.0	
CJB	1714	Crime Scene Photography II	4.0	
CJE	2676	Biological Evidence I	4.0	
CJE	2682	Biological Evidence II	4.0	
CJE	2678	Crime Scene Dynamics I	4.0	
CJE	2679	Crime Scene Dynamics II	4.0	
CJE	2690	Technology Crimes I	4.0	
CJE	2691	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	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	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)

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

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
Associate's degree students will take 12.0 credits from following courses:				
CJE	2100	Policing in America	4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
TOTAL QUARTER CREDIT HOURS				12.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
POS	2041	American National Government	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

ONLINE PROGRAM

CRIMINAL JUSTICE (BS)

--No longer enrolling new students--

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

Course Code		Course	Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
MAN	2031	Let's Talk Business	2.0	
CGS	2167C	Computer Applications	4.0	
SLS	1392	Workplace Relationships	2.0	
TOTAL QUARTER CREDIT HOURS				14.0
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	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	4127	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	
DSC	3214	Catastrophic Event Response Planning	4.0	
TOTAL QUARTER CREDIT HOURS				76.0
Bachelor's degree students will take these additional 40.0 credits				
CJE	2100	Policing in America	4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	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	
CJL	3215	Concepts of Criminal Law	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
POS	2041	American National Government	4.0	
SYG	2000	Principles of Sociology	4.0	

MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
ECO	3015	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	
ENC	3211	Report Writing	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
AMH	2030	20 th Century American History	4.0	
		TOTAL QUARTER CREDIT HOURS		62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				192.0

ONLINE PROGRAM

CRIMINAL JUSTICE (BS)

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.

Program outline

v 2-1

Course Code	Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
CCJ 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	Introduction to Interviews and Interrogation	4.0	
DSC 2002	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 Operations	4.0	
CCJ 3334	Alternatives to Incarceration	4.0	
DSC 3214	Catastrophic Event Response Planning	4.0	
CJE 4668	Computer Crime	4.0	
CJL 3215	Concepts of Criminal Law	4.0	
CCJP 4400	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 4127 [Ⓜ]	Criminal Justice in the Community	4.0	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0	
INVP 3500	Private Investigation I	4.0	
INVP 3300	Methodology of Economic Crimes	4.0	
TOTAL MAJOR CORE CREDIT HOURS:			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	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 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
[Ⓜ] Online students must take CCJ 4127 and are not eligible for CJ Externship.			

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.

***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 ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, 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.

CJE	2678	Crime Scene Dynamics I	4.0
CJE	2679	Crime Scene Dynamics II	4.0
CJE	2673	Graphics and Documentation I	4.0
CJE	2602	Graphics and Documentation II	4.0
CJE	2690	Technology Crimes I	4.0
CJE	2691	Technology Crimes II	4.0
CJE	2676	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
DSC	2008	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.

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			
CCJ	5665	Victimology	4
CCJ	5489	Ethics in Criminal Justice	4
CCJ	5672	Women, Crime, and Criminal Justice	4

ONLINE PROGRAM

HIGHER EDUCATION MANAGEMENT (BS)

This Bachelor of Science degree program is designed to provide successful graduates with the knowledge and tools needed to assume leadership positions within the private post-secondary school industry. The program combines coverage of general concepts common to the administration of schools in the higher education environment with coursework focusing on the management of a proprietary education college. Students have the opportunity to apply and integrate the knowledge and skills learned in the program through a series of project courses that address the typical challenges facing school managers in key functional areas, including Admissions, Academics, Placement, and Finance. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing and may complete the Bachelors program by earning an additional 96 credits. Note: Enrollment in the program is currently limited to employees of Corinthian Colleges, Inc.

Course Code	Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
MAN 2021	Principles of Management	4.0	
BUL 2131	Applied Business Law	4.0	
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
MAN 2300	Introduction to Human Resources	4.0	
MAR 1011	Introduction to Marketing	4.0	
MAR 3310	Public Relations	4.0	
MAN 3100	Human Relations in Management	4.0	
FIN 3006	Principles of Finance	4.0	
MAN 4701	Business Ethics	4.0	
PSMP 2535	Introduction to Proprietary Education	4.0	
PSMP 3105	Higher Education Regulatory Environment	4.0	
PSMP 3200	Student Services and Retention in Proprietary Education	4.0	
PSMP 3300	Admissions and Public Relations for Proprietary Education	4.0	
PSMP 3400	Career Services in Proprietary Education	4.0	
PSMP 3600	Academic Affairs and Faculty Development	4.0	
PSMP 3510	Proprietary Education Financial Management	4.0	
PSMP 4100	Finance and Investments in Proprietary Education	4.0	
PSMP 4200	Proprietary Education Management and Leadership	4.0	
PSMP 4470	Business Policy and Strategy in Proprietary Education	4.0	
PSMP 4325	Project – Admissions and Public Relations	4.0	
PSMP 4425	Project – Academic Affairs and Placement	4.0	
PSMP 4525	Project – Finance, Strategy, and Org. Leadership	4.0	
TOTAL MAJOR CORE QUARTER CREDIT HOURS			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	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 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 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. 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 SPC 2016, ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, 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.

Students may complete the requirements for the degree through a combination of transfer credit, coursework taken through the University, credit earned through the submission of an experiential learning portfolio, and credit by exam. Upon admittance to the program, the student will meet 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.

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 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

Course Code		Course	Associate's Degree Quarter Credit Hours		Bachelor's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	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	
DSC	2008	Security: Principles, Planning & Procedures I	4.0		4.0	
DSC	2010	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			4.0	
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			4.0	
HSSP	3400	Anti-Terrorism Risk Assessment			4.0	
HSSP	4400	Communications and Technology Security			4.0	
CJE	4668	Computer Crime			4.0	
DSC	3214	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:						
DSC	2211	Emergency Planning & Security Measures II	4.0		4.0	
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0		4.0	
CCJ	1610	Criminal Investigations	4.0		4.0	
CCJP	2288	Spanish for the Criminal Justice Professional	4.0		4.0	
CCJ	2679	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

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	
CJL	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	
ECO	3015	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	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	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

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

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	
SLS	1105	Strategies for Success	4.0	
SLS	1321	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/Coding	4.0	
MEA	1239	Medical Terminology	4.0	
MEA	1385	Medical Law and Ethics	2.0	
MEA	2232	Anatomy and Physiology of Body Systems	4.0	
MEA	2337	Patient and Insurance Collection Strategies	4.0	
MEA	2305	Medical Office Management and Compliance	4.0	
MEA	2355	Introduction to Coding and Documentation	4.0	
MEA	2340	Coding Cases I (Physician Professional Services)	2.0	
MEA	2348C	Introduction to Hospital Billing	4.0	
MEA	2349L	Coding Cases II (Hospital Billing)	2.0	
MEA	2388	Government Payers	4.0	
MEA	2344	Workers' Compensation & Specialties	4.0	
MEA	2332C	Medical Finance and Insurance	4.0	
MEA	2335	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	
SLS	1505	Basic Critical Thinking	2.0	
EVS	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

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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	
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
LIS	2004	Introduction to Internet Research			2.0	
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		14.0		16.0
MAJOR CORE REQUIREMENTS						
PLA	1003	Introduction to Paralegal	4.0		4.0	
PLA	2363	Criminal Procedure and the Constitution	4.0		4.0	
PLA	1105	Legal Research and Writing I	4.0		4.0	
PLA	2106	Legal Research and Writing II	4.0		4.0	
PLA	2201	Civil Litigation I			4.0	
PLA	2224	Civil Litigation II			4.0	
PLA	2273	Torts	4.0		4.0	
PLA	2423	Contract Law	4.0		4.0	
PLA	2600	Wills, Trusts and Probate	4.0		4.0	
PLA	2800	Family Law	4.0		4.0	
PLA	2763	Law Office Management	4.0		4.0	
PLA	2203	Civil Procedure	4.0		4.0	
PLA	3115	Legal Research and Writing III			4.0	
PLA	3570	International Law			4.0	
PLA	4473	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	
HSSP	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			
PLA	2930	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:						
PLA	4523	Law and Medicine			4.0	
PLA	2460	Bankruptcy			4.0	
PLA	2930	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

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	
ECO	3015	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	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	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

MASTERS OF BUSINESS ADMINISTRATION (MBA)

The **Master of Business Administration** program enhances 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. In addition, a graduate student may include an area of concentration by completing four (4) courses, from any one concentration category listed: Accounting, Human Resources Management, International Business or General Management.

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

NOTE: 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

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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	
ECO	3015	Macroeconomics *	4.0	
QMB	5305	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	
QMB	5355	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	
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				
COURSE CODE	COURSE		Quarter Credit Hours	
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

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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	
CCJ	5781	Writing for Research at the Graduate Level	2.0	
CCJP	5000	Navigating Graduate School in Justice Studies	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

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.

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	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General	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.

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 not offered by the receiving institution
- B. Courses with the last three digits ranging from 900-999 (e.g., ART 2905)
- C. College preparatory and vocational preparatory courses
- D. Internships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999
- E. Applied performance or studio courses in Art, Dance, Interior Design, Music and Theatre
- F. Skills courses in Criminal Justice
- G. Graduate courses
- H. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. Susan Gunn, Manager Transfer Center, 813-635-1910 or Toll Free: 877-727-0058 in the Tampa Campus Support Center 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, SunCom 205-0427 or via the Internet at <http://scns.fldoe.org>.

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 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	
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 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	
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 1610 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 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	
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 2679 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	
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 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 (DSC 2010 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 (PLA 1003 for Paralegal major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4127 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 (DSC 2010 for HS Major; PLA 1003 for Paralegal 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 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 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 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. Lecture Hrs: 000 Lab Hrs: 000 Other Hrs: 120	
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 1056C Project Development	2.0 Quarter Credit Hours
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. 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 1700C Introduction to Windows 98	4.0 Quarter Credit Hours
This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CGS 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 1882C 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. Lecture Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0	
CGS 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 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, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2510C 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	
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 2823C 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 1882C. 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 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	
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 2250C. 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 3615 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	
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 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: CGS 1763C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJB 1712 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	
CJB 1714 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: CJB 1712. 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	
CJD 2250 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	
CJE 1640 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	
CJE 1641 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: CJE 1640. 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 2602 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: CJE 2673. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 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	
CJE 2673 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	
CJE 2676 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	
CJE 2678 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	
CJE 2679 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: CJE 2678. Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000	

CJE 2682 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: CJE 2676. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2690 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	
CJE 2691 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: CJE 2690. 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 Lab Hrs. 000 Other Hrs. 000	
CJL 2134 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	
CJL 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; PLA 1003 for Paralegal major). 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 2010C 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 2250C 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	
COP 2805C Programming Languages - Java II	4.0 Quarter Credit Hours
This course is a continuation of COP 2250C. 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 2250C. 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 COPP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COPP 2123. 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: COPP 2164. 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	
DEPP 2053: Developmental Psychology	
This course will explore the physical, cognitive and social- emotional processes across the life span. Prerequisites: PSY 2012. Lecture Hrs. 40.0 Lab Hrs. 0.0 Other Hrs.0.0	
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 2002 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	
DSC 2008 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: 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2010 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: DSC 2008. 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 2211 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	
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	
DSC 3214 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	
ECO 3015 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	
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: ECO 3015. 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: ECO 3015. 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 ECO 3015 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: ECO 3015. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ELSP 0181 Structures & Writing I - Level I	0.0 Quarter Credit Hours
This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0182 Structures & Writing II - Level I	0.0 Quarter Credit Hours
This course is a continuation of ELSP 0181. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0281 Structures & Writing I - Level II	0.0 Quarter Credit Hours
This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as the student practices through composition of multi-paragraph essays. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0282 Structures & Writing II - Level II	0.0 Quarter Credit Hours
This course is a continuation of ELSP 0281. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0381 Structures & Writing I - Level III	0.0 Quarter Credit Hours
This is a grammar and writing course that progresses beyond the level covered in Levels I and II. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0382 Structures & Writing II - Level III	0.0 Quarter Credit Hours
This course is a continuation of ENSP 0381. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0481 Structures & Writing I - Level IV	0.0 Quarter Credit Hours
This is an advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0482 Structures & Writing II - Level IV	0.0 Quarter Credit Hours
This course is a continuation of ELSP 0481. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 1900 Advanced Intensive English	0.0 Quarter Credit Hours
This course will enable the student from a non-English speaking country to enhance his or her English skills. It is designed to prepare individuals to successfully achieve a minimum score of 550 on the TOEFL examination providing that they have already taken the TOEFL exam and achieved a minimum of 500 or its equivalent on a comparable test, such as the Michigan Test. Lec. Hrs. 180 Lab Hrs. 084 Other Hrs. 000	
ELSP 1900-A Advanced Intensive English	0.0 Quarter Credit Hours
This course is a continuation of ELSP 1900 and is designed to provide students with additional skills development and practice so that they can successfully achieve a minimum score of 550 written on the Institutional TOEFL examination. Students will be required to take the Institutional TOEFL examination for assessment of skill level during this course. This course will not count toward degree completion. Prerequisite: Must achieve a minimum of 500 TOEFL (written), 173 TOEFL (computer), 5.5 IELTS. Lec. Hrs. 90 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	
ENC 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	
ENC 4213 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: ENC 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	
EVS 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	
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 1034 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 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 1390 Special Effects and Makeup I 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	4.0 Quarter Credit Hours
FIL 1421 Film Production I 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	4.0 Quarter Credit Hours
FIL 1430 Film Production II Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisites: FIL 1421 and FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
FIL 1610 Business Management of Film and Video 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	4.0 Quarter Credit Hours
FIL 1801 Film Criticism I 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	2.0 Quarter Credit Hours
FIL 1802 Film Criticism II 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	2.0 Quarter Credit Hours
FIL 2104 Script Development I 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	4.0 Quarter Credit Hours
FIL 2105 Script Development II 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	4.0 Quarter Credit Hours
FIL 2246C Post Production I 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	4.0 Quarter Credit Hours
FIL 2247C Post Production II 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	4.0 Quarter Credit Hours
FIL 2360 Documentary Production This course explores the uses and analysis of the non-fiction film. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
FIL 2482 Directing and Acting 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	4.0 Quarter Credit Hours
FIL 2530 Sound 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	4.0 Quarter Credit Hours
FIL 2621 Multimedia and Desktop 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 2732C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hours
FIL 2724C Computer Graphics I 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	4.0 Quarter Credit Hours
FIL 2732C Computer Graphics II 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 2724C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hours
FIL 2743C Advanced Video Techniques 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	4.0 Quarter Credit Hours
FIL 2942C Film/Video Production Workshop Guidance, instruction and evaluation of film/video projects from initial concept through release. Prerequisite: FIL 2245C or FIL 1430. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hours
FIL 2945 Film/Video Externship 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	4.0 Quarter Credit Hours
FILP 2200 Film Production III 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 1430 and Approval of Academic Advisor or Academic Dean. Lec. Hrs. 030 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours

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 1117C 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	
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: GRA 1117C and GRA 1852C. 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 1852C 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	
GRA 2111C 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: GRA 1117C and GRA 1852C. 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 2111C 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 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 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 1810L 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, HSC 1565. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180	
HSA 1902L 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. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180	
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 in 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 4121 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	
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. 020 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 A health care management topic is selected by the instructor based upon its impact in the health care industry. Other Hrs. 000	2.0 Quarter Credit Hours Lec. Hrs. 020 Lab Hrs. 000
HSC 1564 Aging Issues I 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.	4.0 Quarter Credit Hours
HSC 1565 Aging Issues II 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).	4.0 Quarter Credit Hours
HSC 3553 Legal Aspects/Legislation in Health Care 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	4.0 Quarter Credit Hours
HSSP 1610 Emergency Medical Services & Fire Operations I 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	4.0 Quarter Credit Hours
HSSP 1620 Emergency Medical Services & Fire Operations II 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	4.0 Quarter Credit Hours
HSSP 2820 Information Technology Security II 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: DSC 2812. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
HSSP 3100 Critical Incident Management 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	4.0 Quarter Credit Hours
HSSP 3200 Facilitating Psychological Support for Catastrophic Events 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	4.0 Quarter Credit Hours
HSSP 3301 Case Study 1 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	1.0 Quarter Credit Hours
HSSP 3302 Case Study 2 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	1.0 Quarter Credit Hours
HSSP 3400 Anti-Terrorism Risk Assessment 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: DSC 1005 Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
HSSP 3600 Homeland Security Retreat Option 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	4.0 Quarter Credit Hours
HSSP 4100 Post Catastrophic Event Documentation and Reporting 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	4.0 Quarter Credit Hours
HSSP 4200 Critical Issues in Hostage Negotiations 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	4.0 Quarter Credit Hours

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 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 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	
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	
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 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. 000	2.0 Quarter Credit Hours
LTC 3207 Ethics and Decision Making in Long Term Care 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	4.0 Quarter Credit Hours
LTC 3208 Long Term Care Marketing and Outreach 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	4.0 Quarter Credit Hours
LTC 3209 Long Term Care Licensing Review 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	4.0 Quarter Credit Hours
LTC 3210 Long Term Care Externship 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	10.0 Quarter Credit Hours
LTCP 3201 Introduction to Long Term Care Administration 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	4.0 Quarter Credit Hours
LTCP 3202 Nursing Care of Older Adults in LTC 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	4.0 Quarter Credit Hours
LTCP 3203 Aging Issues, Part I 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	4.0 Quarter Credit Hours
LTCP 3204 Aging Issues, Part II 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	4.0 Quarter Credit Hours
LTCP 3205 Nursing Home Federal Guidelines 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	4.0 Quarter Credit Hours
LTCP 3206 Human Resources in Long Term Care 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	4.0 Quarter Credit Hours
MACP 3100 Discrete Mathematics 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	4.0 Quarter Credit Hours
MAN 1030 Introduction to Business Enterprise 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	4.0 Quarter Credit Hours
MAN 1733 Management Today 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	4.0 Quarter Credit Hours
MAN 2021 Principles of Management 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	4.0 Quarter Credit Hours
MAN 2031 Let's Talk Business 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	2.0 Quarter Credit Hours
MAN 2300 Introduction to Human Resources 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	4.0 Quarter Credit Hours
MAN 2604 Introduction to International Management 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	4.0 Quarter Credit Hours
MAN 2727 Strategic Planning for Business 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	4.0 Quarter Credit Hours

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 Hrs. 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 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	4.0 Quarter Credit Hours
MAN 5601 International Business 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	4.0 Quarter Credit Hours
MAN 5910 Business Research An in-depth study of business research methods and practices vital to the business professional. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
MAN 6307 Management of Human Resources 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	4.0 Quarter Credit Hours
MAN 6721 Business Policy and Strategy 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	4.0 Quarter Credit Hours
MANP 4501 Applied Management Senior Capstone Experience 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	4.0 Quarter Credit Hours
MAR 1011 Introduction to Marketing 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	4.0 Quarter Credit Hours
MAR 2141 Introduction to International Marketing 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	4.0 Quarter Credit Hours
MAR 2305 Customer Relations and Servicing 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	4.0 Quarter Credit Hours
MAR 2323 Advertising 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	4.0 Quarter Credit Hours
MAR 2721 Marketing on the Internet 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.	4.0 Quarter Credit Hours
MAR 3142 Global Marketing 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	4.0 Quarter Credit Hours
MAR 3231 Retailing 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	4.0 Quarter Credit Hours
MAR 3310 Public Relations 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	4.0 Quarter Credit Hours
MAR 3400 Salesmanship 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	4.0 Quarter Credit Hours
MAR 3503 Consumer Behavior 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	4.0 Quarter Credit Hours
MAR 4156 International Marketing Analysis 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	4.0 Quarter Credit Hours

MAR 4200 Marketing Channels and Distribution 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	4.0 Quarter Credit Hours
MAR 4333 Promotional Policies and Strategies 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	4.0 Quarter Credit Hours
MAR 4613 Marketing Research 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	4.0 Quarter Credit Hours
MAR 4804 Marketing Administration 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	4.0 Quarter Credit Hours
MAR 5153 International Marketing 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	4.0 Quarter Credit Hours
MAR 5805 Marketing Management 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	4.0 Quarter Credit Hours
MAT 0024 Basic Math Studies 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	4.0 Quarter Credit Hours
MAT 1033 College Algebra 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	4.0 Quarter Credit Hours
MCB 2000 Microbiology and Infection Control 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 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	4.0 Quarter Credit Hours
MEA 1006C Therapeutic Communication This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.	2.0 Quarter Credit Hours
MEA 1105 Domestic Violence 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	2.0 Quarter Credit Hours
MEA 1207 Basic Clinical Procedures This course, which is designed to be taken concurrently with MEA 1207L, 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: MEA 1207L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
MEA 1207L Basic Clinical Procedures Lab 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	2.0 Quarter Credit Hours
MEA 1226C Exams and Specialty Procedures This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MEA 1226L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
MEA 1226L Exams and Specialty Procedures Lab 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	2.0 Quarter Credit Hours
MEA 1231 Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems 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	4.0 Quarter Credit Hours
MEA 1233 Anatomy and Physiology of the Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary and Reproductive Systems 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 (Medical Assisting program) or MEA 1263 (Nursing program) Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	4.0 Quarter Credit Hours

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. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
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 is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisites MEA 1263, MEA 1233 (MEA 2232 for MIBC students). Lecture Hours 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
MEA 1263 Anatomy and Physiology of the Integumentary, Skeletal, Muscular, Nervous, Special Senses, and Endocrine Systems	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 (Medical Assisting program) Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
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 2232 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 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 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, MLS 2260L. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
MEA 2246 Pharmacology for MIBC	4.0 Quarter Credit Hours
Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well. Lecture Hrs 40.0 Lab Hrs 0.0 Other Hrs 0.0	
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: MLS 2260L. 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 2335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
MEA 2335 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: MEA 1239. Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000	
MEA 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 2335. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 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	
MEA 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: MEA 2335. Lec. Hrs. 040 Lab Hrs. 000 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 2348C 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. ICD-9 procedural coding and prospective payment systems are introduced. Prerequisite: MEA 1301 and MEA 2335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
MEA 2349L 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 2348C. Lec. Hrs. 000 Lab Hrs. 040 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 2388 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: MEA 2335. 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 1301	4.0 Quarter Credit Hours
This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity. Prerequisite: MEA 1239 and MEA 2232. May be taken with co-requisite of MEA 1250. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	

MEAP 1305 Introduction to CPT Coding	4.0 Quarter Credit Hours
This course will cover the basic guidelines and coding conventions in CPT. 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 procedure codes and associated modifiers. Prerequisite: MEA 1239, MEA 1250, and MEA 2232. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEAP 2345 Third Party Payers	4.0 Quarter Credit Hours
This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding students, an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario. Prerequisite: MEA 2335. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEAP 2346 Advanced CPT Coding	4.0 Quarter Credit Hours
This course will cover advanced guidelines and coding conventions in CPT. 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 1305. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEAP 2348 Abstract Case Coding	2.0 Quarter Credit Hours
This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. 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 cross coding diagnoses with procedures. Prerequisite: MEA 2346.. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
MEAP 2808 Externship for MIBC	4.0 Quarter Credit Hours
This course is 120 hours of unpaid, supervised, practical, and in-service in a medical coding position at a medical clinic, medical office or billing service setting in which the student practices direct application of all administrative and coding functions of the medical biller and coder. Prerequisite: All classes in the MIBC CORE must be completed prior to enrollment. Lecture Hrs 0.0 Lab Hrs 0.0 Other Hrs 120	
MLS 2260L 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	
MTB 1103 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	
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	
NSGP 1010: Fundamentals of Nursing	
This course is designed to introduce the student to the art and science of nursing. The focus will be on the development of a beginning understanding of the nursing process and the development of fundamental nursing skills essential to the provision of professional nursing care. Prerequisite: Admission to the Nursing program and completion of MEA 1263, PSY 2012, MAT 1033 and SLS 1105. Lecture Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 1015: Fundamentals of Nursing Clinical	
The clinical portion of the course integrates the theory in both on-campus labs and practice in various health care agencies. Prerequisites: MEA 1263, PSY 2012, MAT 1033 and SLS 1105. Co-requisites: NSGP 1010, MEA 1233, ENC 1101 and HUN 1001. Lecture Hrs. 0.0 Lab Hrs. 32.0 Other Hrs. 58.0	
NSGP 1020: Care of the Adult Client I	
This course addresses the standards of practice for adults requiring less complex nursing care and focuses on the use of the nursing process in assisting clients to adapt to their ever-changing health needs. Prerequisites: NSG 1010, 1015, MEA, 1233, MEA 1263, PSY 2012, MAT 1033, and HUN 1001. Co-requisites: NSGP 1025, 1026, and MCB 2000. Lecture Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 1025: Care of the Adult Client I Clinical	
The clinical portion of the course integrates the theory in a variety of settings with consultation and availability of multiple health care resources. Prerequisites: NSG 1010, 1015, MEA 1233, 1263, PSY 2012, MAT 1033 and HUN 1001. Co-requisites: NSGP 1020, 1026, and MCB 2000. Lecture Hrs. 0.0 Lab Hrs. 100.0 Other Hrs. 20.0	
NSGP 1026: Nursing Pharmacology	
This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Prerequisites: NSG 1010, 1015, MEA, 1233, MEA 1263, PSY 2012, MAT 1033 and HUN 1001. Co-requisites: NSG 1020, 1025 and MCB 2000. Lecture Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 1030: Maternal and Child Nursing	
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development, and the family are integrated. Prerequisites: NSG1026, 1020, 1025, MCB 2000. Co-requisites: NSGP 1035, ENC 1102, DEPP 2053. Lecture Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 1035: Maternal and Child Nursing Clinical	
The clinical portion of the course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools, and in simulated experiences in the nursing computer and skills lab. Prerequisites: NSG1026, 1020, 1025, MCB 2000. Co-requisites: NSGP 1030, ENC 1102, DEPP 2053. Lecture Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0	

NSGP 2010: Mental Health Nursing	
This course is a study of the dynamic relationship between adjustment mechanisms, stress, and their effect on the personality with a focus on the role of the nursing in mental health and illness throughout the life span. Prerequisites: NSG 1030, NSG 1035, DEPP 2053. Co-requisites: NSGP 2015, 2020, 2025 and SYG 2000. Lecture Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2015: Mental Health Nursing Clinical	
The clinical portion of the course integrates the theory in various community mental health agencies. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Prerequisite: NSG 1030, 1035 and DEPP 2053. Co-requisites: NSGP 2010, 2020, 2025 and SYG 2000. Lecture Hrs. 0.0 Lab Hrs. 8.0 Other Hrs. 82.0	
NSGP 2020: Contemporary Nursing in Community Settings	
This course focuses on the nursing role in the community. Emphasis is on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Prerequisites: DEPP 2053, NSG 1030, and 1035. Co-requisites: NSGP 2010, 2015, 2025, and SYG 2000. Lecture Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2025: Contemporary Nursing in Community Clinical	
This clinical portion of the course integrates the theory in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Prerequisites: DEPP 2053, NSG 1030, and 1035. Co-requisite: NSGP 2020, NSG 2010, NSG 2015, and SYG 2000. Lecture Hrs. 0.0 Lab Hrs. 8.0 Other Hrs. 82.0	
NSGP 2030: Care of the Adult Client II	
This course builds on the course content of NSG 1020 and focuses on the nursing care of adults with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Prerequisites: NSG 2010, 2015, 2020, 2025, and SYG 2000. Co-requisites: MEA 1006C, CGS 2167C, and NSGP 2035. Lecture Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2035: Care of the Adult Client II Clinical	
The clinical portion of the course integrates the theory in caring for the adult client in multiple clinical sites. Prerequisites: NSG 2010, 2015, 2020, 2025, and SYG 2000. Co-requisite: NSGP 2030, MEA 1006C, and CGS 2167C. Lecture Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0	
NSGP 2040: Advanced Nursing Care	
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with and clinical practice. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2045, 2050, 2055, and 2060. Lecture Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2045: Advance Nursing Care Clinical	
The clinical portion of the course integrates the theory in by focusing on providing complex care of clients in multiple clinical sites. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2050, 2055, and 2060. Lecture Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0	
NSGP 2050: Nursing Leadership and Management	
This course is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2055 and 2060. Lecture Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2055: Nursing Leadership and Management Clinical	
The clinical portion of the course integrates the theoretical aspects of nursing leadership and management in a variety of settings. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2050 and 2060. Lecture Hrs. 0.0 Lab Hrs. 8.0 Other Hrs. 82.0	
NSGP 2060: NCLEX Review	
This course provides a systematic review of nursing material that will prepare the student for the NCLEX-RN. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2050, and 2055. Lecture Hrs. 10.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2035: Care of the Adult Client II Clinical	
The clinical portion of the course integrates the theory in caring for the adult client in multiple clinical sites. Prerequisites: NSG 2010, 2015, 2020, 2025, and SYG 2000. Co-requisite: NSGP 2030, MEA 1006C, and CGS 2167C. Lecture Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0	
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 1791C 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	
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 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: 000	
PGY 2890C 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 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 2201 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	

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 2224 Civil Litigation II	4.0 Quarter Credit Hours
This course follows PLA 2201, 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: PLA 2201. 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 2363 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	
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 2930 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	
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 area 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	
PLA 4473 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 and understanding of work related injuries and legal consequences. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 4523 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 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 4400 Paralegal Senior Capstone Experience	4.0 Quarter Credit Hours
This course is designed to equip students for transition from matriculation to legal employment. Focus is placed on the completion and assembly of court and client documents that will be the basis of a portfolio representing the principle components of a Paralegal's scope of work. Documents are prepared in the various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. Prerequisite: student must be in final two quarters of the program. Lecture Hrs: 40 Lab Hrs: 0 Other: 0.	
PLAP 4450 Paralegal 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 law office or other suitable location in which Paralegals are typically employed. Lec. Hours: 00. Lab Hours: 00. Other Hours: 120 hours.	
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 2535 Introduction to Proprietary Education	4.0 Quarter Credit Hours
This course introduces the student to the area of proprietary education, and lays the foundation for a greater understanding of how each of the areas within this type of education work together for the success of the student. In this class, the student will learn about the history of proprietary education, differences between this type of education and traditional post secondary schools, and the impact of the internet on education in general. Lecture Hours: 40. Lab Hours: 0.	
PSMP 3105 Higher Education Regulatory Environment	4.0 Quarter Credit Hours
This course focuses on the higher education regulatory environment and issues relating to it. Regulatory issues will be covered, and these include programmatic accreditation, readiness/compliance factors, self-studies, accreditation visits, and other factors as well. Lecture Hours: 40. Lab Hours: 0.	
PSMP 3200 Student Services and Retention in Proprietary Education	4.0 Quarter Credit Hours
This course focuses on the Student Services and retention issues within a proprietary education environment. Course content is focused on retention strategies for students, student services such as advising and handling complaints, value added services, and prevention of student problems with focus on student success. Lecture Hours: 40. Lab Hours: 0.	
PSMP 3300 Admissions and Public Relations for Proprietary Education	4.0 Quarter Credit Hours
This course focuses on the Admissions department and its role within a college. Attention is paid toward the importance of the relationship of the college to the community, as well as effective interaction with the local and national media. Salesmanship is also reviewed as well as admissions management issues as they relate to ethical standards within the discipline. Lecture Hours: 40. Lab Hours: 0.	
PSMP 3400 Career Services in Proprietary Education	4.0 Quarter Credit Hours
This course focuses on building relationships with the business community and successful student placement within these businesses. Additional attention is given to teaching mentoring skills to assist students in this process, job search techniques - both traditional and internet based, participation in job fairs in the local community, and other types of student support activities. Lecture Hours: 40. Lab Hours: 0.	

PSMP 3510 Proprietary Education Financial Management	4.0 Quarter Credit Hours
This course focuses on financial operations and management within a proprietary school. This includes basic administration issues, campus budgetary concerns, student financing, AR management and program cost and pricing (tuition). Additional attention is paid toward financial assistance programs including private funding sources available to proprietary schools and students. Any fees and costs above and beyond tuition are also reviewed to include their impact on students in the short and long-term. Lecture Hours: 40. Lab Hours: 0.	
PSMP 3600 Academic Affairs and Faculty Development	4.0 Quarter Credit Hours
This course focuses on core areas of academic affairs and faculty development in the college environment. Areas of concentration include faculty hiring and development, understanding the role of the Registrar's office, and student retention management. Additional attention is given to curriculum development and administration, regulatory compliance, and effective reporting. This course concludes with a review and application of academic oversight and the impact of Program Advisory Committees on academic quality. Lecture Hours: 40. Lab Hours: 0.	
PSMP 4100 Finance and Investments in Proprietary Education	4.0 Quarter Credit Hours
This course focuses on finance and investment issues within the proprietary school environment. The role and history of for-profit education is reviewed as well as the historic view of investment within the proprietary education community. In addition, the financial needs and goals of a proprietary school are explored, as well as management issues relating to maintaining positive relations with both community members, and regulatory bodies. Lecture Hours: 40. Lab Hours: 0.	
PSMP 4200 Proprietary Education Management and Leadership	4.0 Quarter Credit Hours
This course focuses on successful management issues as they relate to a proprietary school environment. Students will study the various aspects of the supervisor's job in the proprietary education environment, including work-planning, organizing, leadership, goal setting, decision-making, and effective communication. Supervising the functional departments in a proprietary school, including academic affairs, admissions, career services, and finance is also covered. Lecture Hours: 40. Lab Hours: 0.	
PSMP 4325 Project – Admissions and Public Relations	4.0 Quarter Credit Hours
This course focuses on the Admissions and Public Relations functions in a Proprietary School environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges in this functional area. Through critical analysis, students learn to apply effective techniques and best practices for the successful administration and management of these activities. Prerequisite: PSM 3300. Lecture Hours: 40. Lab Hours: 0.	
PSMP 4425 Project – Academic Affairs and Placement	4.0 Quarter Credit Hours
This course focuses on the effective management of Academic Affairs and Placement in a proprietary school environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges commonly related to these departments. In addition, students learn to apply various techniques and best practices for the successful administration and management of these activities. Prerequisites: PSM 3400 and PSM 3600. Lecture Hours: 40. Lab Hours: 0.	
PSMP 4470 Business Policy and Strategy in Proprietary Education	4.0 Quarter Credit Hours
This course focuses on the policy and strategy of maintaining an effective proprietary school campus in today's business environment. Issues covered include defining and delivering quality, value and satisfaction to the student, faculty, and administration, creating mission statements, promoting and fostering an ethical business environment, developing both short and long term strategic business plans, and understanding the political context and dimensions of decision-making within a school/campus. Lecture Hours: 40. Lab Hours: 0.	
PSMP 4525 Project – Finance, Strategy, and Org. Leadership	4.0 Quarter Credit Hours
This course focuses on finance, strategy, and organizational leadership in a proprietary school environment. Focus is given to learning components and best practices that are critical to the successful management of each of these activities, including the integration of related legal and regulatory considerations. Final project integrates what's been learned in these areas so that students can apply this knowledge to the solution of a real world problem in the proprietary school environment. Prerequisite: PSM 4100 and PSM 4470. Lecture Hours: 40. Lab Hours: 0.	
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 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 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: PTN 1704. 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: PTN 1702. 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 and Practical Aspects of Pharmacy Technology	4.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Prerequisite: PTN 1702. Lec. Hrs. 030 Lab Hrs.020 Other Hrs. 000	
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: 020 Lab Hours: 000 Other Hours: 000	
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: 040 Lab Hours: 000 Other Hours: 000	
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: 040 Lab Hours: 000 Other Hours: 000	
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: 040 Lab Hours: 000 Other Hours: 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	
QMB 5305 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	
QMB 5355 Quantitative Methods	4.0 Quarter Credit Hours
Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMB 5305 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 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	
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	
SLS 1105 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	
SLS 1321 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	

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	
SLS 1505 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	
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	
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 360 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	
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	
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	6.0 Quarter Credit Hours
This course is designed to provide students with an overall understanding of the theory and hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 2173C. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	
STS 2175C Clinical Rotation I	5.0 Quarter Credit Hours
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 2000 prior to taking this course). Prerequisite: STS 2171C, STS 2173C, MCB 2000. Lec. Hrs. 000 Lab Hrs. 150 Other Hrs. 000	
STS 2176C Clinical Rotation II	11.0 Quarter Credit Hours
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. 000 Lab Hrs. 350 Other Hrs. 000	
SYG 2000 Principles of Sociology	4.0 Quarter Credit Hours
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

SYGP 2550 Addictions	4.0 Quarter Credit Hours
An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalities of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYP 2742 Death and Dying	4.0 Quarter Credit Hours
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	
SYPP 3530 Crime and Delinquency	4.0 Quarter Credit Hours
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 2000 Tax Accounting	4.0 Quarter Credit Hours
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
TAX 4001 Federal Taxation I	4.0 Quarter Credit Hours
A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 4011 Federal Taxation II	4.0 Quarter Credit Hours
A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisite: TAX 4001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 6065 Tax Research and Planning	4.0 Quarter Credit Hours
A study of the legislative, administrative, and judicial sources of federal tax law. Emphasis on the use of tax research tools in locating, interpreting, and communicating tax law and on the complementary relationship between legal research and quantitative decision making. Prerequisite: TAX 4011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
WOH 2022 World History	4.0 Quarter Credit Hours
This course provides an understanding of the major historical events, which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilization. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

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 San Bernardino, CA (main campus)
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Brighton, MA (main campus)
 Chelsea, MA (branch of Bryman College, Alhambra, CA)

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Arlington, TX (branch of Everest Institute, Rochester, NY)
 Arlington, VA (branch of Everest College, Thornton, CO)
 Aurora, CO (branch of Everest College, Thornton, CO)
 Colorado Springs, CO (main campus)
 Dallas, TX (branch of Everest College, Portland, OR)
 Everest Online
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
 Hayward, CA (main campus)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Phoenix, AZ (main campus)
 Portland, OR (main campus)
 Salt Lake City, UT (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Bryman College, Bremerton, WA)
 Thornton, CO (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)

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Austin, TX (branch of Everest Institute, Southfield, MI)
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 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Gahanna, OH (branch of Bryman College, Ontario, CA)
 Houston (Bissonnet), TX (branch of Bryman College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)

Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Pittsburgh, PA (main campus)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Florida Metropolitan University

Tampa (Brandon), FL (branch of FMU Tampa, FL)
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of FMU, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of FMU, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of FMU, North Orlando, FL)
 Tampa, FL (main campus)

Georgia Medical Institute

Atlanta (Downtown), GA (main campus)
 Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Jonesboro, GA (branch of GMI, Atlanta, GA)
 Marietta, GA (branch of GMI, Atlanta, GA)
 Norcross, GA (branch of Bryman College, Gardena, CA)

Kee Business College

Chesapeake, VA (branch of Kee Business College, Newport News, VA)
 Newport News, VA (main campus)

Las Vegas College

Henderson, NV (main campus)

National Institute of Technology

Long Beach, CA (main campus)

National School of Technology

Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Hialeah, FL (branch of NST, Miami, FL)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)

Olympia Career Training Institute

Grand Rapids, MI (main campus)
 Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)

Olympia College

Burr Ridge, IL (branch of Olympia College, Skokie, IL)
 Chicago, IL (branch of Everest College, San Francisco, CA)
 Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)
 North Aurora, IL (branch of Bryman College, Brighton, MA)
 Skokie, IL (main campus)

WyoTech

Bedford, MA (main campus)
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

FLORIDA METROPOLITAN UNIVERSITY, INC.

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

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
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Vice Chairman of the Board
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President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Executive Vice President, Admissions
Executive Vice President, Legislative and Regulatory Affairs
Executive Vice President, Marketing
President, CDI Post Secondary Division
President, CSI Division
President, Pegasus Division
President, RCI Division
President, TSI Division
Senior Vice President, General Counsel and Corporate Secretary
Senior Vice President, Real Estate
Senior Vice President, Chief Accounting Officer and Assistant Secretary
Senior Vice President, Investor Relations & Corporate Communications
Senior Vice President, Academic Affairs
Senior Vice President and Chief Information Officer
Senior Vice President, Human Resources

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Robert C. Owen

TITLE

President and Chief Executive Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

FLORIDA METROPOLITAN UNIVERSITY, INC.

DIRECTORS

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Jack D. Massimino
Beth A. Wilson

OFFICERS

Jack D. Massimino
Janis Schoonmaker
Kenneth S. Ord
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chief Executive Officer
President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATION

BRANDON

David Splitstone	President
Wade Angel	Academic Dean
Diane Maloney	Business Manager
Shandretta Pointer	Director of Admissions
Millie Reed	Director of Career Services
Jose Nieves	Director of Financial Aid
Phillip Gotner	Associate Academic Dean
Ingrid Zekan	Registrar
Madeline Lock	Library Director

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Robert F. Landry	Academic Dean
Tameiko Allen Grant	Associate Dean
Robin Manning	Director of Admissions
Ashley Manker	Director of Student Finance
Tracy Rizzo Vastola	Director of Career Services
Donna Wilhelm	Director of Student Accounts
Eva Hardrick	Re-entry Coordinator
Chantel Whidbee	Student Services Coordinator
Michael Henderson	Online Coordinator
Judy Stuck	Librarian

LAKELAND

Silvina Lamoureux	President
Jodi De La Garza	Admissions Director
Charity Lanier, J.D.	Academic Dean
Atia McCray	Director of Student Finance
Carlota Rojas	Business Manager
Patricia Sabol	Career Services Director
Miriam Wilson	Student Success Coordinator
Stephanie Andrews	Registrar
Betty Martinez	Librarian

MELBOURNE

Mark W. Judge	President
Jennie Lesser	Academic Dean
Sharon Davis	Director of Student Finance
Tim Alexander	Director of Admissions
Catherine Mallozzi	Director of Career Services
Bryan Capps	Business Manager
Tammy Bagdasarian	Senior Registrar

NORTH ORLANDO

Ouida Kirby	President
Janet K. Boye	Academic Dean
Holly Faust	Associate Dean
JoAnn Weber	Director of Admissions
Linda Kaisrlik	Director of Student Finance
Christine Moran	Director of Career Services
Sharon Mendoza	Business Manager
Open	Director of Student Services
Jazmine Rivera	Online Coordinator
Open	Vice President

ORANGE PARK

Bruce Jones	President
Mechelle Drake	Director of Finance
Jeff Sherman	Director of Admissions
Michael Willis	Director of Career Services
Tracy Oliver	Business Manager

PINELLAS

John Buck	President
Claudine Raschi, M.S.	Academic Dean
Nancy Hutchinson, J.D.	Associate Dean
Henry Johnson III, Ed.D.	Assoc. Dean/ Graduate School of Business Department Chair
Kevin Buskirk	Director of Admissions
David DeStrooper	Business Manager
Becky Handsaker	Director of Finance
Marty Tschiderer	Director of Career Services
Barbara Hester	Registrar
Chris Miller	Library Resource Center Director

POMPANO BEACH

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Fran Heaston	Director of Admissions
Romeo Liong-A-San	Director of Student Accounts
Marilyn Joseph	Director of Career Services
Kristin Ervolina	Director of Student Finance
Anic Bonilla	Academic Dean
Helaine Blum	Associate Academic Dean
Ella Galbreath	Librarian
Marilyn Perez	Re-entry Coordinator
John Ferrari, Jr.	Student Services Coordinator
Anthony Mondesire	Online Coordinator

SOUTH ORLANDO

Karen Oporto	Acting President
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John Sticken	Associate Dean
Michael Phillips	Associate Dean
Sherri Williams	Director of Student Finance
Annette Cloin	Director of Admissions
Louis Narvaez	Business Manager
Andy Ali	Director of Career Services
Erin Holloran	Student Services Coordinator
Carmen Monserrate	Registrar
Maria Rodriguez	Online Coordinator

TAMPA

Thomas M. Barlow	President
Charles Zaruba	Academic Dean
Mary Weizmann	Associate Academic Dean
Open	Associate Academic Dean
Rod Kirkwood	Financial Aid Director
Donald Broughton	Director of Admissions
Open	Admissions Manager
Richard Lokey	Business Manager
Bruce McCain	Director of Career Services
Julia Roth	Student Services Coordinator
Open	Re-Entry Coordinator
Open	Senior Registrar
Keri Enterline	Librarian

FACULTY

(Asterisk denotes program director)

BRANDON

Name	Discipline	Degree
Agrawal, Jagdish	Computer Information Science	PhD, Purdue University MS, Hath University of Windsor
Chinnery-Boynes, Shirlyn*	Surgical Technology	BS, Florida A&M University
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
Higgenbotham, Ray	Criminal Justice, adjunct	MS, Rollins College BS, Florida State University
Larsen, Gerald	Criminal Justice, adjunct	MS, American Technical Institute BS Central Texas 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	Suncoast Center for Natural Health
Roberts, Bobby	Criminal Justice, adjunct	MS, Troy State University BS Troy State University
Taylor, Scott*	Business/Accounting	MS, Embry Riddle University BS, St. Leo College
Voightmann, Maynard*	General Education/Intensive English	MA - University Of Iowa BA - University of South Florida

JACKSONVILLE

PROGRAM DIRECTORS

Bernadette Hebb	Program Director, MEA	M.S.N. University of Phoenix; B.S.N., Florida Southern College RN – State of Florida
H.L. Jack Raburn	Program Director, Criminal Justice & Paralegal	M.S.C.J., University North Florida B.S.C.J., University North Florida A.S., Community College of the Air Force
Michael Henderson, Ed.D.	Online Learning Coordinator	Ed. D., California Coast University M.A. Ed., Andrews University B.A. Soc. Comm., University of Ottawa
Gail Williams	MIBC Program Coordinator	Certified Coder
Diane Moorman	Business	M.A., HRM - Webster University M.A., Management - Webster University
Raymond Chasse	Massage Therapy Program Coordinator	LMT
Lenore Huskey	Pharmacy Tech Program Director	A.A. FCCJ; Certified Pharmacy Technician (PTCB)

INSTRUCTORS

Name	Discipline	Degree/Certification
Laura Davis	Business	MBA - UNF
Keith Faust	Business	MBA – Loyola U.
Melanie Ferren	Business	M.B.A. – Eastern Michigan University
David Fish	Business	MBA – Webster U.
Donald Midgett	Business	M.B.A. University of Mississippi B.S. Lambeth College
Robert Nagoda	Business	M.B.A., B.S., University of Arizona
Robert Orr	Business	M.B.A., Atlanta University B.S. Bethune-Cookman College
James Artley	Business	M.B.A. Nova Southeastern

		B.S. University of North Florida
Nanci O'Neil	Computer Information Science	M.A., Webster University M.A., Webster University
John Gnat	Criminal Justice	M.S.C.J., Florida International University B.S.C.J., New York Tech
Roger Butler	Criminal Justice	M.S.C.J., University North Florida B.S., University of North Florida
Joseph McMahon	Criminal Justice	M.S., Webster University M.S., Mount Alphonsus
Steve Farley	Criminal Justice	M.S., Webster University B.S.C.J., Florida State University
Tanya Braswell	Criminal Justice	M.S.C.J., University North Florida B.A., University North Florida
George Ramos	Criminal Justice	M.S.C.J., Nova Southeastern University B.S.C.J., Florida International University
Jerry Stewart, Ed.D.	Criminal Justice	Ed D, University North Florida M.S.C.J., University North Florida B.A., University North Florida
Steven Keels	Economics	M.A. – Univ of Georgia
Jose Munoz	English	Ph.D., English – Holy Angels Univ.
Sam Vargo	English	M.A., English – Youngstown State Univ.
Tom Rich	Environmental Science	M.S., Engineering – UF MBA, UF
Dennis Wylie	Environmental Science	M.S. EnvSci - FTI
Diane Adams	Massage Therapy	LMT
Antonio Collazo	Massage Therapy	LMT
Ellen Tompkins	Medical Assistant and Pharmacy Technician	B.S.N., University of Phoenix RN - State of Florida
Rose Burke	MIBC	Certified Coder
Leslie Rodriguez	MIBC	Certified Coder
La-Tonia Walker	MIBC	Certified Coder AAPC Certified Medical Coder
Loria Howell	MIBC	Certified Coder
Mindy Peck	Oral Communications	M.A., University of West Florida B.A., University of West Florida
David Braun, J.D.	Paralegal	J.D., Stetson University College of Law B.S., University of South Florida
John Hug, J.D.	Paralegal	J.D., Brooklyn Law School B.S., Manhattan College
Stuart Spivak	Political Science	M.A., PoliSci – Rutgers Univ.
Dawn Miller	Psychology	Ed.S., University of Florida M.Ed., University of Florida B.S., University of Florida
Adele Sheppard	Psychology	M.S., Tennessee State University B.S., Excelsior College
Beth Brown	Sociology	M.S. Sociology, VCU B.A. Education, VCU

LAKELAND

Name	Discipline	Degree	Degree Institution
Costakis, Darlene	General Education	MAT	Rollins College
		BS	University of Arizona
Dalmasi, Orlando	Computer Information Science	MS	University of Central Texas
		BS	SUNY College of Environmental Science & Forestry
Ellison, Jameka*	Legal Studies	JD	University of Florida
		BA	University of Florida
Green, Kayla	Pharmacy Technology	Certificate	Certified Pharmacy Technician
Hoffman, William*	Business Administration	MBA	Webster University
		BS	Regis College
King, Barbara	Massage Therapy	Certificate	Ridge Technical Institute
Parnell, Jeannie	Pharmacy Technician	Certificate	Certified Pharmacy Technician
Patel, Bhamini	Medical Billing & Coding	Certificate	North Orange County Occupation Program
		BA	Leicester University

Reyes, Wanda	Massage Therapy	Certificate	Traviss Technical Center
Rice, Barbara*	Massage Therapy	BA	SUNY Oswego
Roush, Karla*	Medical Assisting	AS CMA	Greenfield Community College
Seiber, Debbie	Massage Therapy	Certificate	Traviss Technical Center
Sida, Jessica	Massage Therapy	MS	New Center Holistic Health
Straszewski, Rae	Massage Therapy	Certificate	Traviss Technical Center

MELBOURNE

Name	Discipline	Degree	
Cook, Catherine*	Accounting, Business, Graduate School of Business	Ph.D.	The Union Institute
		M.B.A.	Fort Lauderdale College
		B.A.	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 Billing and Coding	M.S.	University of Central Florida
		B.S.	Kent State University
Kevin Price	Criminal Justice, Paralegal	J.D.	Franklin Pierce Law Center
		M.S.	University of Idaho
		B.S.	Virginia Military Academy
McKinney, William*	Computer Information Science	Ph.D.	University of Illinois
		B.S.	Florida Institute of Technology
Ostroff-Bologna, Niccole	Medical Assisting	B.S.	University of Central Florida
		A.S.	Florida Metropolitan University
		A.A.	Brevard Community College
Scrivener, Helen*	Criminal Justice, Paralegal	M.S.	University of Miami
		B.A.	University of Connecticut
Semeroz, Gloria	Library Science	A.M.L.S.	University of Michigan
		B.A.	Central Michigan University
Smith, Janet*	General Education	M.A.	Marshall University
		B.A.	Marshall University
Wallen, Stephen*	Film/Video	M.F.A.	University of Southern California
		M.A.	California State University, Long Beach
Open*	Medical Assisting, Pharmacy Technician	TBD	TBD

NORTH ORLANDO

ALLIED HEALTH 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)
Guedes, Christopher	MIBC	MBAm /Stetson University BS, University of Phoenix
Johnson, Dawn	MIBC	Certified Coder AA, Herzing College
Ridler, Richard	Medical Assisting	BS, University of Osteopathic Medicine & Health Science
Miner, Mae	Medical Assisting	RN, York Hospital School of Nursing BSN, Millersville University
Youssef, Nagi *	Medical Assisting/Health Care Administration/Pharmacy Tech/Medical Billing & Coding	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
Daniels, Brian	Criminal Justice	MS, University of Central Florida BS, Georgia College & State University
DiConsiglio, Robert	Criminal Justice/Paralegal	JD, New York School of Law MA, BA, Seton Hall University

McPeck, Mitzi	Paralegal	JD, Valparaiso School of Law BA, Aquinas College
COMMERCIAL ART INSTRUCTORS		
Clemente-Ferrazzano, Carol	Commercial Art	MA, William Patterson University BA, Fairleigh Dickinson University
MASTERS IN BUSINESS ADMINISTRATION INSTRUCTORS		
Bono, Joseph	Graduate Studies	Ph.D, M.Ed, Georgia State University BA, Queens College, CUNY
Buck, Bonnie	Graduate Studies	Ph.D, Nova Southeastern University Ed.S, Rollins College MA, BA, University of Central Florida
Nagoda, Robert	Graduate Studies	Phd, University of Arizona MBA, University of Arizona BS, University of Arizona
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
McAlpin, Michael	Computer Information Science	MS, Fairleigh Dickinson University BS, New York Institute of Technology
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
White, Richard	Accounting	MS, Roosevelt University BS, University of Central Florida
FILM AND VIDEO INSTRUCTORS		
Forman, Judson	Film and Video	BA, University of Central Florida
Gunter, Matthew*	Film and Video	BA, University of Central Florida
BUSINESS ADMINISTRATION INSTRUCTORS		
Alderman, Gary	Business Administration	MS, Webster University BS, University of Central Florida
LeCroy, Carl	Business Administration	MS, Troy State University MBA, University of Sarasota
LeCroy, Maura	Business Administration	MS, Boston University MBA, University of Sarasota
Malekzadeh, Dar	Business Administration	MS, Rollins College BS, Indiana University
Richardson-Larson, Neva*	Business Administration	MS, Florida Institute of Technology BS, Florida Southern College IAAPA Executive Management Course, Cornell University
INTENSIVE ENGLISH INSTRUCTORS		
Berman, Sandra	Intensive English	BS, Hofstra University
Neeves, Liliana	Intensive English	Med, Framingham State College BA, Catholic University of Rio de Janeiro
MASSAGE THERAPY INSTRUCTORS		
Cintron, Jennifer	Massage Therapy	AS, Florida College of Natural Health
Crawford, Gayle	Massage Therapy	MS, National College of Oriental Medicine BS, National College of Oriental Medicine
Montante, Anthony	Massage Therapy	BS, State University of New York at Utica/Roma BA, State University of New York at Buffalo
Pierce, Melissa	Massage Therapy	Certificate, Florida College of Natural Health
Rumer, Karen	Massage Therapy	Diploma, Florida College of Natural Health
Rodriguez, Mario	Massage Therapy	AS, Florida College of Natural Health
Ward, Kevin*	Massage Therapy	BA, Florida State University AA, Tallahassee Community College
White, Nancy	Massage Therapy	BA, Mercer University
GENERAL EDUCATION INSTRUCTORS		

Buskey, Earlyne	General Education	MS, Troy State University MS, Walden University BS, Alabama State College
Cashen, Marguerite	General Education	MA, BA, University of Central Florida AA, Valencia Community College
DiConsiglio, Mark	General Education	MS, Florida State University BS, Florida State University
Felipe, Ileana	General Education	MS, Carlos Albizu University BS, Miami Institute of Technology
Grant, Nigel	General Education	MA, Syracuse University BS, University of the West Indies
Ingram, Delarris	General Education	MA, BA, Arkansas State University
Kane, Aisling	General Education	MS, University of London BS, Trinity College, Dublin
Kuguoglu, Akin	General Education	PhD, The University of Akron MS, Case Western Reserve University
McCrum, Don	General Education	MA, Stetson University BA, University of Central Florida
Presutti, Sheri	General Education	MA, Webster University BA, University of Central Florida
Rubens, Pamela	General Education	MA, Emerson College BA, George Washington University
Ziegler, Ronald	General Education	Ph.D., MA, BS, Wayne State University

ORANGE PARK

DEPARTMENT CHAIRS

Harold Ronald Moroz	Department Chair of Criminal Justice and Criminal Investigations	JD, University of the District of Columbia School of Law Certificate in International Law and Diplomacy BS, University of the State of New York AA, University of the State of New York
Samuel Carrol	Department Chair of Business	ABD, Nova Southeastern University MPA, University of North Florida BBA, University of North Florida
John Ziebell	Department Chair of General Education	MA, University of North Florida BA, University of Wisconsin
Patricia Ann Ray	Department Chair of Medical Assisting	MPA, Troy State University BS, University of Maryland Diploma RN, Jackson Memorial Hospital School of Nursing

BUSINESS INSTRUCTORS

Samuel Carrol	Department Chair of Business	ABD, Nova Southeastern University MPA, University of North Florida BBA, University of North Florida
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CRIMINAL JUSTICE AND CRIMINAL INVESTIGATIONS INSTRUCTORS

Thomas Brady	Criminal Justice	MFS, George Washington University BS, Northeastern University
Michael Kahoe	Criminal Justice and Criminal Investigations	JD, University of Baltimore
Kathe Loeffler	Criminal Justice and Criminal Investigations	JD, Wake Forest University School of Law MA, University of North Florida BA, Boston University
Arnold Mount	Criminal Justice and Criminal Investigations	JD, Barry University School of Law BSED, Valdosta State University AS, City University
Damarie Nix	Criminal Justice and Criminal Investigations	JD, University of Florida BS, University of North Florida AA, Florida Community College at Jacksonville

GENERAL EDUCATION INSTRUCTORS

Ruth Anderson	General Education	MS, Hahnemann Medical College
William J. Barnes	General Education	Certification, Brewton Parker College PhD, The Pennsylvania State University MS, North Carolina State University BS, Arizona State University
John Blunck	General Education	MA, Webster University BS, Southern Illinois University
Theresa Cruz	General Education	MA, Liberty University

Sherry Doub	General Education	BA, Jacksonville Theological Seminary MS, University of Phoenix BBA, University of North Florida AA, Florida Community College at Jacksonville
Patricia Fiedler	General Education	MA, University of North Florida BA, University of North Florida AA, Florida Community College at Jacksonville
Jose Munoz	General Education	PhD, Holy Angel University MA, Holy Angel University BA, Holy Angel University
MASSAGE THERAPY INSTRUCTORS		
Mark Graham	Massage Therapy	Certificate in Massage Therapy, Jacksonville School of Massage
Julie Smith	Massage Therapy	MA, University of North Florida Certificate of Completion, Southern School of Neuro and Massage BS, Northwest Missouri State University
MEDICAL ASSISTING INSTRUCTORS		
David Epperson	Medical Assisting	MBA, University of Phoenix BS, Southern Illinois University
Katrina Lee	Medical Assisting	MHA, University of North Florida BS, University of North Florida AA, Florida Community College at Jacksonville AS, Florida Community College at Jacksonville
Judith Stebler	Medical Assisting	MS, Central Michigan University BS, Columbia Union College
Jacquelyn Ellen Tompkins	Medical Assisting	BS, 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
Cozzolino, Chris	Criminal Justice	M.A.	Indiana University
		B.A.	Indiana University
Cuppari, Cher	Accounting	M.S.	Nova University
		B.A.	Nova University
Duckworth, Ron	Computer Information Science	M.S.	University of Phoenix
		B.S.	University of Phoenix
		B.A.	St. Leo University
Fuchs, Stephan	Criminal Justice	M.A.	John Jay College of Criminal Justice
		B.A.	Fordham University
Hull, John	Accounting	M.S.	University of New Haven
		B.S.	University of Bridgeport
Hutchinson, Nancy	Paralegal	J.D.	University of Denver
		B.A.	University of South Florida
Johnson III, Henry	General Education	Ed.D.	Florida Atlantic University
		Ed.S.	Florida Atlantic University
		M.Ed.	Florida Atlantic University
		B.A.	Florida Atlantic University
Lashbrook, Michael	General Education	M.A.	University of South Florida
		B.S.	University of South Florida
Miller, Chris	Library	M.L.S.	Louisiana State University
		B.A.	Louisiana State University
Ream, Donna	Paralegal	J.D.	Stetson University School of Law
		B.A.	George Mason University
Smith, Greg	Massage Therapy	L.M.T.	EduTech Centers
Syeh, Tetyana	General Education	M.S.	Kharkiv's University of Radioelectronics
		B.S.	Kharkiv's University of Radioelectronics

POMPANNO BEACH

Name	Discipline	Degree	
Eisenberg, Allan	Paralegal	J.D.	State University of New York
		L.Q.C.	State University of New York
Golding, Alston*	Business Administration	B.A.	University of Technology

		M.B.A. D.B.A.	Nova Southeastern University Nova Southeastern University
Goodman, Mary*	Intensive English/ESL	M.A. B.S.	Espiritu Santo University American University
Little, Kerry*	General Education	M.S. B.A.	Palm Beach Atlantic University Palm Beach Atlantic University
Mondesire, Anthony*	Computer Information Systems	M.B.A.. B.I.T. A.S	City College American Intercontinental University American Intercontinental University
Oyer, David	Business	M.B.A. B.S.	Nova University Berry College
Rowe, Marina	General Education	Ph.D. B.S.	St. Petersburg State University St. Petersburg State University
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
Haynes, Lydiah*	Paralegal	J.D. B.S.	Miami University School of Law Nova Southeastern University
Simon, Dennis*	Homeland Security/Crime Scene Investigation/Criminal Justice	J.D. B.A.	Detroit College of Law Michigan State University
Smith, Gilda	General Education	M.S. B.S.E.	Ateneo de Manila University Immaculate Concepcion College
Taylor, Luther	General Education	M.A. B.A.	Michigan State University Dartmouth College
Thompson, Heidi*	Criminal Justice	M.S. B.S.	Florida Atlantic University Florida Atlantic University
Valdes, Fernando*	Medical Assisting Medical Billing & Coding	M.D.	University of Seville
Vinson, Keith*	Business	M.B.A.	University of Miami

SOUTH ORLANDO

Name	Discipline	Degree	
Albert, Judith	General Education	M.A. A.B.	University of Wisconsin 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
DeWitt, R. Peter	Graduate Studies	Ph.D M.A. B.A.	State University New York San Diego State University Penn State University
Gargan, Richard	General Education	Ph.D M.A. B.A.	Ohio State University University of Cincinnati 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
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. B.S. A.S.	Florida Metropolitan University Empire State College Bronx Community College
Oesch, Nancy	Criminal Justice	M.S. B.S.	Michigan State University Michigan State University
Philips, Michael	Business Administration	M.B.A. B.S.	Baldwin-Wallace College University of Akron
Tarver, Alisa	Business Administration	M.B.A. B.S.	Nova University 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. M.A. B.S.	Webster University Webster University Bary University
Weber, Ronald	Business Administration	M.A. B.S.	Webster University Southwest Missouri State

TAMPA

Name	Discipline	Degree	
Bartlett, Warren*	Computer Information Science	M.S. M.B.A. B.A. A.A.	University of Montana University of Montana University of South Florida St. Petersburg Junior College
Bernstein, Linda, L.M.T.	Massage Therapy	Diploma	Bhakti Academy School of Massage
Cohen, Dr. Reuven*	Medical Assisting, Pharmacy Technician	D.O. M.S. A. B.	Chicago College of Osteopathic Medicine Nova Southeastern University University of Michigan
Conrad, Ruby	Intensive English	M.B.A. B.A. A.A.	Florida Metropolitan University University of Calgary, Canada St. John's College, Belize
Drago, Victoria, L.M.T.	Massage Therapy	Diploma	Suncoast School of Massage Therapy
Erwin, David, L.M.T.	Massage Therapy	Diploma	Erwin Technical Center
Hartman, Dale, L.M.T. *	Massage Therapy	J.D. M.A. B.A. Diploma	Florida State University University of North Carolina Bridgewater College Sarasota School of Natural Healing Arts
Hewes, Kenneth, L.M.T.	Massage Therapy	Diploma	Bhakti Academy School of Massage
Komula, Mark	Computer Information Science	M.B.A.	Chadwick University
		M.S. B.A.	Capella University Andrews University
Mason, Jennifer	Intensive English	M.A. B.A.	Southern Illinois University Murray State University
Namiuchi, Teppei, L.M.T.	Massage Therapy	Diploma Diploma	Suncoast Center for Natural Health Florida Institute of Traditional Chinese Medicine
Occhipinti, Sharon*	General Education	M.A. B.A. A.A.	University of South Florida University of South Florida Hillsborough Community College
Padron, Maria, L.M.T.	Massage Therapy	Diploma	Suncoast Center for Natural Health
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
Sullivan, June	General Education	M.A. B.A.	University of South Florida University of South Florida
Swinney, Thomas A.	Business	M.S. B.S. A.S.	Lesley College Southern Illinois University Community College of the Air Force
Wagh, James*	Criminal Justice, Homeland Security, Criminal Investigations	M. S. B.A.	Nova Southeastern University Fort Lewis College
Wehner, R. Patrick*	Business	M.P.A. B.A.	University of South Florida University of Wisconsin-Milwaukee
Wright, Kerwin, L.M.T.	Massage Therapy	Diploma	Boca Raton Institute

ONLINE LEARNING

INSTRUCTOR'S NAME:	MAJOR:	DEGREE:	INSTITUTION:
Abbott, Laurie	General Education	MA BA	University of Colorado, Denver University of Colorado, Denver
Abell, Allison	Ecology and Evolution	PhD MS	The University of Chicago The University of Chicago
	Mathematics	BA	Yale College
Abraham, Gail	Medical Assistant	MS BS	Saint Thomas University Barry University
Aikman, Jamie	Education	MS	Purdue University

		BS	University of Illinois
Albiston, Clayton	Management	MBA	University of Phoenix
		BA	American University
Almarzooq, Taghreed	Computer Science	PhD	University of Houston
		MS	The University of Texas at Austin
		BA	The University of Texas at Austin
Anantharamiah, Srinidhi	Economics	PhD	Utah State University
		MA	New Mexico State University
		BS	Rutgers University
Anderson, Karen	General Education	PhD	University of California, Irvine
		MA	University of California, Irvine
		MS	University of California, Los Angeles
		BA	University of California, Irvine
Ardovini-Brooker, Dale	Criminal Justice	PhD	Sam Houston State University
	Sociology	MA	Western Michigan University
	Criminal Justice	BS	State University of New York, Brockport
Arduini, Sandra Merriam	Organizational Leadership	EdD	Pepperdine University
		MA	Azusa Pacific University
	Applied Management	BS	Azusa Pacific University
Armstrong-Henry, Kalena	Accounting	MA	Nova Southeastern University
	Education	MeD	Wayne State University
	Communication	BA	The University of Michigan
Arshad-Snyder, Siti	Computer Systems Management	MS	Creighton University
	Business Administration	BS	Creighton University
Arthur, Chandra	Business Administration	MBA	Eastern University
	Public Administration	BA	Keuka College
Ashcraft, Bill	General Education	MA	Vermont College of Norwich University
		BS	Excelsior College
Atkins, Terrance	Computer Information science	MS	University of Maryland
		BBA	Temple University
Ayodele, Charles	Marketing	MBA	University of Oregon
		BS	University of Oregon
Babb, Danielle	Information Technology Management	PhD	Capella University
	Information Systems	MBA	University of Redlands
	Business Administration	BS	University of California, Riverside
Bagshaw, Cheryl E.	Engineering	MS	University of Central Florida
		BS	University of Central Florida
Bailey, Phyllis	Nursing	MS	University of Tennessee
		BS	Central Missouri State College
	Education	BS	Southwest Missouri State College
Baity, Kristie (Flynt)	Social Science Education	MA	Appalachian State University
	Criminalistics	BS	E. Carolina University
Bakalar, Aaron	Business Administration	MS	California State University, Northridge
		BA	University of California
Baker, Paula	Criminology	PhD	Indiana University of Pennsylvania
	Criminal Justice	MS	University of Cincinnati
		BS	University of Cincinnati
Baker, William P.	Business Administration	MBA	Drexel University
	Business Administration	BS	Widener University
Baral, Anil	Environmental Science	PhD	Arkansas State University
	Chemistry	MS	Asian Institute of Technology
		MS	Tribhuvan University
Barrett, Deborah M.	Criminal Justice	MS	University of Florida
		BS	Western Carolina University
Barrios, Manuel	Business Administration	MBA	Keller Graduate School
	Project Management	MPM	Keller Graduate School
	CIS	BS	Devry University
Bass, Celine Santiago	Ecology and Evolution	PhD	Rutgers University
	Environmental Science	MS	New Jersey Institute of Technology
		BS	Rutgers University
Bauerle, Graham	Accounting	MBA	University of Pennsylvania

		BA	University of Pennsylvania
Beemer, Lynette S.	Business Administration	MBA	University of Wyoming
		BS	University of Wyoming
Benjamin, Doreen	Clinical Psychology, Psychology	PsyD	Illinois School of Professional Psychology
		MA	Illinois School of Professional Psychology
		BS	Illinois State University
Behnke, Hayden	International Management	MIM	University of Denver
		BA	Vanderbilt University
Behnke, Philip	Marketing	MBA	University of Denver
		BBA	University of Tampa
Benjamin Cohen, Michele	Education	MA	Ohio State University
		BA	Ohio State University
Bentley, Mara	Psychology	MA	Pepperdine University
	Business Administration HR Mgmt.	BS	Cal State University Long Beach
Bergey, Lauren	Biology	MS	East Carolina University
		BS	Millersville University
Bernard, Lance	History	PhD	University of Nevada
		MA	San Jose State University
		BA	University of California, Santa Cruz
Bester, Matthew J.	Law	JD	Columbus School of Law
		BA	Syracuse University
Bevli, Sandeepa	Criminal Justice	MS	Cal State Los Angeles
		BA	Cal State Fullerton
Bingham, Robert	English	MA	California State University, Fullerton
		BA	University of California, Irvine
Boswell, James	Paralegal	JD	University of Georgia
		BA	College of William and Mary
Bowling, James	Mathematics	PhD	University of Virginia
		MA	Wake Forest University
		BS	Oglethorpe University
Boyd, Courtney	Clinical Psychology, Psychology	PhD	Forest Institute of Professional Psychology
	Clinical Psychology, Psychology	MA	Forest Institute of Professional Psychology
		BA	Central Methodist College
Boyd, Kimberly	Sociology	MA	College of William and Mary
	English	BA	College of William and Mary
Boykin-Givehand, Kiala	Curriculum, Instruction, Technology	EdS	Nova Southeastern University
	English Education	MA	Nova Southeastern University
	Eng. Education/Sociology	BA	Florida State University
Brashear, Romica	Information Systems	MS	George Washington University
	Computer Science	BS	Morgan State University
Brom, Joseph	General Education	MA	Duguesne University
		BS	Townson University
Brown, Dawn	Criminal Justice	MCJ	Boston Unviersity
	Adminstrative Justice	BA	Southern Illinois University
Brunson, Kara Leslie (Banks)	Government	MA	American University
		BA	Rutgers University
Bungard, Patrick	Management	MA	California State University, San Bernardino
		BA	California State University San Bernardino
Burgos-Ruwe, Nydia	Management	MA	Webster University
		BA	University of Central Florida
Burks, Jennifer	Clinical Psychology, Psychology	MA	Pepperdine University
	Education	MA	Pepperdine University
	Sociology	BA	University of California
Burroughs, Connie	Law	JD	Saint Louis University
	English	BA	University of Missouri
Burton, Catherine	Criminal Justice	PhD	Louisiana State University
		MA	University of South Carolina
		BA	University of South Carolina
Buxbaum, Gwen	Management	MBA	University of California, Los Angeles
	Marketing	BS	Syracuse University
Byk, Lynn	Psychology	PhD	NewYork University
		MS	Queens College

		MA	Queens College
Cain, Nicole	Criminal Justice	MS	Saint Leo University
Caldarola, Richard	Management	DBA	Nova Southeastern University
	Marketing	MBA	Friends University
		BA	La Salle University
Callahan, Kelli (Lauber)	Forensic Science	MFS	National University
	Psychology	BS	Boise State University
	Anthropology	BA	Boise State University
Caminotti, Enzo A.	Business Administration	MBA	University of Phoenix
		BS	Richard Stockton College of New Jersey
Campbell, Harold	Criminal Justice	PhD	Claremont Graduate University
		MA	Claremont Graduate University
		MA	Chapman University
Campbell, Michael	Management	PhD	Nova Southeastern University
		MASS	Florida A& M University
		BS	Florida A & M University
Caracci, Christopher	Business Administration	MBA	Rollins College
	Religious Studies	MA	University of Leuven
	Biology	BS	Saint Meinrad College
Cardott, Autumn	Educational Counseling	MA	University of Phoenix
		BA	University of Wyoming
Carlson, Evelyn	Economics	MA	University Illinois at Chicago
		BS	Northern Illinois University
Carlson, Gary	Management	MBA	Rosary College
		MS	Rosary College
		BS	Charleston Southern College
Carlton, Lewis	Criminal Justice	MS	East Carolina University
		BA	North Carolina Wesleyan College
Carney, Janet	Clinical Psychology, Psychology	MA	Antioch University
		BS	State University of New York
Carter, James	Business Administration	MBA	Rivier College
	Management	BS	Rivier College
Cates, Anna	English	PhD	Indiana State University
		MA	Ashbury College
		BA	George Fox College
Cetiner, Mete	Word Processing	MS	Claremont University
		MS	Middle East Tech
		BS	Gazi University
Chandler, Keith	Criminal Justice	MA	Western Illinois University
		BS	Michigan State University
Cheeks, James	Telecommunications Management	MS	Keller Graduate School
	Business Administration	MBA	Keller Graduate School
	Computer Information Systems	BS	Devry University
Chen, Abel	Law	JD	Whittier School of Law
		BA	California State University, Northridge
Chen, Emily	Management	MA	University of Phoenix
		BS	California Institute of Technology
Chin, Darian	Economics	MA	California State University, Los Angeles
		BA	University of Southern California
Ciccione, Joseph	Education	EdD	Nova Southeastern University
	Criminal Justice	MS	Jersey City State College
	Criminal Justice/Fire Safety	BS	Jersey City State College
Ciepiela, Traci C.	Criminal Justice	MS	Columbia College
	Broadcasting	BA	State University of New York College at Buffalo
Clark, Elizabeth Renee	Law	JD	Stetson University
	Communication	BA	University of State Florida
Clark, Karen	Law	JD	Temple University
	Communication Arts	BA	Allegheny College
Clay, Adam	Creative Writing	MFA	University of Arkansas
	English	MA	University of Southern Mississippi
		BA	University of Southern Mississippi

Clearfield, Tammi A.	Law	JD	University of Miami
	Criminal Justice	MS	Florida International University
		BA	Florida Atlantic University
Cleary, Daniel	Business Administration	MBA	University of Michigan
	Mechanical Engineering	BS	University of Michigan
Cochrane, Michael	Environmental Science	MS	Western Washington University
		BA	Western Washington University
Collie, Fred	Public Administration	MPA	University of Texas, Arlington
	Security Studies	MA	Naval Postgraduate School
	Criminal Justice	BS	University of Texas, Tyler
Conaway, Tracy	Marketing	MBA	Argosy University
		BS	University of Denver
Connor, Martin	Law	JD	University of North Dakota
		BA	University of Arizona
Conroy, James P.	Criminal Justice	MS	University of Wisconsin Platteville
	Criminal Justice	BS	St. John's University
Coplen, Joshua	Management	MBA	California State University, Chico
	Finance	BS	California State University, Chico
Coppelli, Mark	English & American Literature	MA	Washington State University in St. Louis
	English	BA	University at Buffalo, State University of New York
Coriell, Jennifer Lynn	Law	JD	The Ohio State University
	History	BA	Marietta College
Cornelius, Erwin	General Education	MA	University of Wisconsin
		BA	University of Illinois, Urbana-Champaign
Corrales, Omar	Counseling Psychology	MA	National University
	Behavioral Science	BA	National University
Correia, Mark E.	Political Science	PhD	Washington State University
	Criminal Justice	MA	Washington State University
		BA	University of Alaska
Cosby, Kim	Computer Information science	MS	Utah State University
		BA	Boise State University
Courter, Jennie	Management	Med	Georgian Court College
		BA	Kean College
Cox, Tiffany	Law	JD	University of Utah College of Law
		BA	University of Arizona
Crume, Randall	Management	MA	University of Southern California
		BS	California State University Long Beach
Cuevas, Josephine	Business Administration	MBA	Keller School of Management Online
	Telecommunications	BS	Devry University
	Liberal Arts	AA	Mount San Antonio College
Cunningham, Diane	Economics	PhD	University of California, Irvine
		MA	University of California, Irvine
		MA	California State University, Fullerton
		BA	University of California, Los Angeles
Curry, Janis E.	Criminology	MS	Florida State University
	Psychology	BA	Piedmont College
Curtis, Michael	Computer Information science	MS	Nova Southeastern University
		BA	Nova Southeastern University
Dacheux, Stacy E.	Writing and Poetics	MFA	Naropa University
		BA	University of Alabama
Daniel, Elycia	Criminal Justice	MA	Clark Atlanta University
		BA	Auburn University
	Communication	BA	University of South Florida
Daniels, Glenn	Accounting	MBA	University of Texas, Dallas
		MS	University of Texas, Dallas
		BSBA	Washington University
Davis, Mark	Law	JD	University of Denver
	Arts & Science	AB	Ohio University
Day, Danielle M.	Criminal Justice	MS	Nova Southeastern University
	Liberal Arts & Sciences	BA	University of Florida
De Cossio, Francisco J.	Business Administration	PhD	University South Carolina

	Economics	MA	University South Carolina
		BS	University South Carolina
Deese, Lisa L.	Criminal Justice	MS	University of North Carolina at Charlotte
		BS	University of North Carolina at Charlotte
DeLancey, Dayle	History of Science, Technology & Medicine	MS	The University of Manchester
	English & American Literature & Language	MA	Harvard University
	History & Literature	BA	Harvard University
DeLancey, Frenzella Elaine	English	PhD	Temple University
	English	MA	Temple University
	English	BA	Temple University
Delaney, Stephanie	Law	JD	University of San Diego
	Environmental Studies	MS	Vermont Law School
	Foreign Service	BS	Georgetown University
Dell'Osso, Linda	Education	PhD	Claremont Graduate University
	Business Administration	MS	California State Polytechnic University
	Math	BS	California State Polytechnic University
De Luca, Peter	Information Systems	MBA	Keller Graduate School
	Economics	BA	Columbia University
Del Carmen, Alejandro	Criminology	PhD	Florida State University
	Criminology	MS	Florida State University
	Criminal Justice	BS	Florida International University
Denny, Robert	Forensic science	MSFS	National University
	Criminology	BS	St. Leo University
Derwin, Ellen	Social Ecology	MA	University California Irvine
	Psychology	BS	Denison University
DeSantis, Jacqueline P.	Criminal Justice	JD	North Carolina Central University
	Paralegal	BA	Pfeiffer University
Diel, Scott	Creative Writing	MA	University of Arkansas
	Business Administration	BS	University of Kansas
Dittman, Michael	General Education	MA	Slippery Rock University
		BA	College of Wooster
Dolan, Jeanne	Business Administration	MBA	University of Washington
		BA	University of Washington
Dolan, Mary Ann	Psychology	PhD	Claremont University
		MA	California State University San Bernardino
	Engineering	BA	Fullerton College
Dollens, James	Computer Science	PhD	Nova Southeastern University
		MS	University of Maryland
		BS	Wayne State University
Donham, Cindy	General Education	PhD	University of California, Irvine
		MA	University of California, Irvine
		BA	University of California, Davis
Dorzweiler, Carla	Business Administration	MBA	University of Phoenix
	Speech Communication	BA	California State University
Dougherty Jr., Robert	Criminal Justice	MS	Saint Joseph's University
		BA	Temple University
	Administration of Justice	AAS	Delaware County Community College
Dukes, Nicole	Speech & Interpersonal Communication	MA	New York University
	Speech Communication & Black Studies	BA	California State University, Long Beach
Durbin, Don L.	Criminal Justice	MS	Chicago State University
	Police Science	AAS	McHenry County College
Durham, Brandy	Political Science	MA	Texas A&M University
		BA	St. Mary's University
Duwe, Grant	Criminology	PhD	The Florida State University
	Criminology	MS	The Florida State University
	Psychology	BA	University of Kansas
Echols, Melvin Jr.	Sociology	MA	California State University Fullerton
	Sociology	BA	California State University Fullerton
	English	BA	California State University Fullerton

Elfo, William James	Law	JD	Nova Southeastern University
	Criminal Justice	MS	Nova Southeastern University
		BS	Nova Southeastern University
Embar-Seddon, Ayn	Criminology	PhD	Indiana University of Pennsylvania
		MA	Indiana University of Pennsylvania
		BA	University of Pittsburgh
Empie, Kristine	Criminology	PhD	Indiana University of Pennsylvania
	Business Administration	MBA	Southern New Hampshire University
	Criminal Justice	BS	Northeastern University
English, Donna	Behavioral Science	MS	California State University, Dominguez Hills
	Business/Management	BS	University of Phoenix
Eskey, Michael	Criminal Justice	PhD	Florida State University
		MA	University of Nebraska, Omaha
		BS	University of Nebraska, Lincoln
Ettinger, Blair	Criminal Justice	MS	Nova Southeastern University
	Legal Studies	BS	Nova Southeastern University
		AAS	Miami Dade Community College
Farley, Joni	Proprietary Education	MA	University of Phoenix
		BA	University of Phoenix
Farrow, Jamie	Biology	MS	Maryland University
		BS	North Carolina State University
Fekrat, Parviz	Statistics	MA	University of Missouri
	Electrical Engineering	BA	University of Missouri
Feldmann, James	General Education	MS	Nova University
		BA	Southeastern College of the Assemblies of God
Fernandez, Tristan Lynn	Human Services	MS	Capella University
	Sociology	BS	Vanguard University
Ferraro, Monique	Law	JD	University of Connecticut
	Criminal Justice	MS	Northeastern University
	Justice and Law Administration	BS	Western Connecticut State University
Fish, Thomas	Creative Writing	MFA	Antioch University
	Counseling	MA	Central Michigan University
	Education	BS	Central Michigan University
Fisher, James	Business Administration	PhD	Northcentral University
	MIS	MBA	Northcentral University
	Sociology	BS	University of Maryland
Fisher, Maryln	Accounting	PhD	Capella University
	Tax	MS	American University
	Accounting	BS	University of Maryland
Fisher, Robert	Business	MBA	University of Southern California
	System Mgt.	MS	University of Southern California
	Mechanical Engineering	BS	Rensselaer Polytechnic Inst.
Fogel, Seth	Criminal Justice	MS	California State University of Long Beach
		BS	University of California Berkeley
Framan, Theodore	Marketing	MBA	University of Texas
		BS	University of Southern California
Freeman, Eric	Marketing	MBA	University of Portland
		BS	Portland State University
Ganza, William	Sociology, Psychology	MS	Illinois State University
		BS	Illinois State University
Garmon, Jennifer Rebecca	Environmental Science	MS	University of Oregon
	Environmental Science	BS	University of California, Santa Barbara
Garmon, John Oliver	Leadership and Human Behavior	PhD	United States International University (Alliant Int'l Univ.)
	Business Administration	MBA	University of Redlands
	Management	BA	University of Redlands
Gentles, Junior	Information Systems	MS	Keller Graduate School
	Organizational Leadership	BS	Hope International University
Ghose, Chanda	Management	PhD	Georgia Institute of Technology
	Technological Systems Management	MS	State University of New York at Stony Brook
Ghalambor, H.R.	Business Administration	MBA	University of Phoenix
		BS	Utah State University

Gianna, David Anthony	Business Administration	MBA	Marist College
	Computer Science	MS	Marist College
	Electrical Engineering Technology	BS	Rochester Institute of Technology
Gil, Chaya	Law	JD	Northern Illinois University
Gillis, Kimberly	Forensic science	MS	University of New Haven
	Psychology	BS	University of Alabama
Goar, James	Writing and Poetics	MFA	Naropa University
		BA	University of Arizona
Goetz, Agnes	Education	MA	Azusa Pacific University
		BS	California State University, Fullerton
Goodall, Jean	Business Law	DBA	Barrington University
	Management	MA	Webster University
		BA	University of Colorado, Boulder
Goodwin, Kimberly	General Education	Ed.S	James Madison University
		MA	James Madison University
		BS	Virginia Polytechnic Institute
Gold, Stuart Samuel	Business Administration	PhD	North Central University
	Business Administration	MBA	Loyola University
	Liberal Arts, Mathematics & Physics	BA	Northeastern University
Goyden, Michael V.	Systems Technology	MS	Naval Postgraduate School
	Public Administration	MA	University of Northern Colorado
	Behavioral Science	BS	U.S. Air Force Academy
Graham, Juanita	Nursing	MS	University of Mississippi Medical Center
		BS	University of Mississippi Medical Center
Gray, Dahli	Management	DBA	George Washington University
		MBA	Portland State University
		BS	Eastern Oregon State College
Gray, Laura Virginia	Creative Writing	MFA	University of Arkansas
	English	MA	University of Montevallo
	Political Science	BA	University of North Alabama
Gray-Baker, LaQuita	Public Administration	DPA	University of La Verne
	Management	MA	University of La Verne
		BA	CSU Dominguez Hills
Green, James	Mathematics	MS	University of Charleston
		BS	University of Charleston
Greenfield, Charles Jr.	Accounting	BS	Virginia Commonwealth University
Gressier, Pamela	Law	JD	Western State University
		MA	University of California, Irvine
		BA	University of California, Irvine
Griff, Nathan	General Education	MA	Adams State College
		BA	Baruch College
Gundlach, Kim	Law	JD	Loyola Law School
	English	BA	Pennsylvania State University
Gussis, Shelly	Creative Writing	MAF	Roosevelt University
	Literature	MA	Roosevelt University
	Psychology	BS	Bradley University
Hacker, Geoffrey	Psychology	PhD	University of South Florida
		MA	University of South Florida
		BA	University of South Florida
Hales, Myron L.	Industrial Arts Education	BS	University of Wyoming
Hall, Mary	Medical Assisting	MHA	Montana State University
		BA	California State University, Stanislaus
Hammond, Lois	Management	DBA	Nova Southeastern University
		MS	University of Arkansas
		BBA	University of Arkansas
Hammond, Scott	Business Administration	MBA	Saint Leo University
	Computer Information Systems	BS	Saint Leo University
		BA	Saint Leo University
Hanna, Michael	Law	JD	Creighton University
		MS	Central Missouri State University
Hargiss, Kathleen	Business Administration	PhD	University of Southern Florida
	Paralegal	MA	Northwestern University

		MBA	University of Miami
		BS	University of Illinois
Harper, Virginia	Education	MAEd	Stephen Austin State University
		BS	Texas A & M University
Havens, Brandy Miller	Accounting	MBA	High Point University
	Accounting	BS	High Point University
Hayes, Anne Marie	Law	JD	Western Reserve University
		BS	Guilford College
Heisler, Tom	English	MFA	Art Institute of Chicago
		BA	Colorado College
Henderson, Steven C.	Law	JD	Florida State University
	Zoology	BA	Brigham Young University
Henry, Sally Lee	Education	MA	Northern Arizona University
	Justice Studies	BS	Arizona State University
Herman, Lisa	Integral Studies	PhD	California Institute of Integral Studies
	Counseling	MS	California State University Hayward
		BA	York University
Hill, John	Criminal Justice	MS	New Jersey City College
	General Education	BS	Thomas Edison State
Hill, Thomas Landon	Criminal Justice	MS	University of Alabama
	Social Science	BS	Gardner-Webb University
Hirsch, Bennett M.	Marketing	MBA	University of Memphis
	Economics and History	BA	State University of New York Binghamton
Ho, Raymond	Accounting	DBA	Nova Southeastern University
		MBA	Golden Gate University
		BS	San Francisco State University
Hodge, Marcie	Counseling/Psychology	MA	Holy Names University
		BA	California State University, Hayward
Hollis, Marianne	Medical Assisting	PhD	University of South Carolina
		MS	University of Tennessee
		BA	University of Tennessee
Hornsby, Richard E.	Law	JD	University of Florida College of Law
	Criminal Justice	MS	University of Central Florida
	Political Science	BA	University of Florida
Hori, Takayuki	Tax	MBA	Oklahoma City University
		LLM	University of San Diego
		LLB	Meiji University
Horodner, Barry	Mathematics	MS	Lehman University
		BA	Lehman University
Hosseini, Jamal	General Education	PhD	University of Arizona
		MA	University of Arizona
		MA	University of Tehran
		BA	University of Tehran
Hu, Jerry	Mathematics	PhD	University of Illinois
		MS	University of Illinois
Hughey, Grace	Accounting	MA	University of California, Los Angeles
		BA	University of Southern California
Hull, Kurt	Management	MBA	Providence College
		BS	Providence College
Humaciu, Matthew	General Education	MS	California State University, Los Angeles
		BA	Whittier College
Huskey, Jason	Law	JD	Western State University
	Criminal Justice	BS	California State University, Long Beach
	Political Science	AA	Fullerton College
Hutson, Pamela D.	Criminal Justice	JD	Southern Methodist University
	Paralegal	BA	University of Texas at Dallas
Idlet, Gabrielle	Creative Writing	MFA	University of Arkansas
	Human Literature	BA	Antioch University
Iglesias, Steven	General Education	MFA	School of the Arts Institute
		MA	California State University, Northridge
		BA	Cal Poly San Luis Obispo
Jafari, Hamid	Engineering w/minor in Math	PhD	North Carolina State University

	Engineering	MS	Iowa State University
		BS	Pahlavi University
Jabbour, James	Forensic science	MS	University of New Haven
	Liberal Studies	BS	University of the State of New York
Jamsa, Kris	Computer Science, Business Administration	PhD	Arizona State University
	Education	MA	Aspen University
		MBA	San Diego State University
		MS	University of Nevada
		BA	United States Air Force Academy
Jedruszczak, Boguslaw	Computer Information Systems	MS	University of Phoenix
		BS	University of California Irvine
Jenkins, Bill	Business Administration	MBA	Pfeiffer University
	General Studies	BS	Franklin Pierce
Jenkins, Nancy	Applied Mathematics	MS	University of Illinois
		BS	University of Illinois
Jennings, Patrick	Law	JD	Howard University
		BS	Western Michigan University
Joerg, Lisa	Psychology	PhD	Walden University
	General Education	MS	Walden University
		BS	Purdue University
Jones, Jack R.	Educational Administration	EdD	Seton Hall
	Business Education	CAGS	Temple University
	Education	MA	Seton Hall
	Business Education	BA	Montclair State
Joubert, Scott	Criminal Justice	MS	Boston University
	History	BA	Worcester State College
Joyner, Sheryl	Finance	MBA	Southeastern University
	Management	MSW	Howard University
		BA	St. Mary's College of Notre Dame
Jung, Doranne	General Education	MS	Boston University
		BA	Mills College
Kemp, James	Information Systems	MS	Keller Graduate School
		BS	Devry University
Kennedy, Margaret	Management	MBA	Keller Graduate School of Management
		BA	University of Northern Iowa
Kennedy, Peter	Environmental Science	MS	West Coast University
		BA	University of Virginia
Kesten, Alan	Educational Psychology	PhD	University of Texas
		BS	University of Texas
Khashadourian, Edmund	Economics	PhD	Shahid Beheshti University
		MS	Shahid Beheshti University
		BS	Shahid Beheshti University
Kim, Christopher	Law	JD	Loyola School of Law
	Criminal Justice	BA	University of Southern California
Knapp, Jane E.	Biological Sciences	PhD	University of Rhode Island
	Biology	MS	Worcester Polytechnic Institute
		BS	Framingham State College
Kohls, Annette	English	MA	California State University, Long Beach
		BA	Chapman University
Kopanic, Michael	History	PhD	University of Pittsburgh
		MA	University of Norte Dame
		BA	Youngstown State University
Kovach, Bernard	Management	PhD	Nova Southeastern University
		MBA	California State University, Dominguez Hills
		MA	University of Minnesota, Minneapolis
		BA	University of Minnesota, Duluth
Kuhstoss, Shelia	Biotechnology	MS	Johns Hopkins University
	Computer Science/Biology	BS/BS	Mary Washington College
Kwa, Rosemary J.	Comparative Literature	PhD	University of California, Irvine
		MA	University of California, Irvine
	Philosophy	BA	Tufts University

Ladner, Debora	Biology	MS	University of South Alabama
		BS	William Carey College
Lauren, David	Law	JD	Franklin Pierce Law Center
	Education	M. Ed	Keene State College
	English	BA	New England College
La Vergne, Debra	Education	MA	N. Arizona University
		BS	University of Phoenix
Lavery, Kenneth	Taxation	MS	Grand Valley State University
	Accounting	BA	Purdue University
Leatherbury, Linda C.	Accounting	PhD	The Union Institute
	Taxation	MS	Widener University
	Accounting	BS	Drexel University
Lewis, Carlton R.	Criminal Justice	MS	East Carolina University
	Justice Studies	BA	North Carolina Wesleyan College
Lewis, Mike	CJ Administration	MS	Tiffin University
	Criminal Justice	BA	Myers University
Lindgren, John	Biology	MS	California State University, Long Beach
		BA	University California Santa Cruz
Lindquist, Robert	Management	MBA	Northern Illinois University
		BS	Northern Illinois University
Lloyd, Marshall	Law	JD	Oklahoma City University School of Law
	Criminal Justice	MS	Southwest Texas State University
		MA	Texas A&M University – Corpus Christi
Lo, Katherine	English	MA	California State University, Fullerton
		BA	Wellesley College
Locklear, Todd	Criminal Justice	MS	Georgia State University
		BS	Georgia State University
Lothyan, Kimberly	Business Administration	MS	Western Washington University
	International Finance	BS	Brigham Young University
Lowery, Elizabeth	English	MA	New York University
		BA	University of Pennsylvania
Lunsford-Solis, Jean	Law	JD	Oklahoma City University
	Business Administration	MBA	University of Texas at El Paso
	Social Studies	BS	West Virginia University
Lyncheski, Stephanie	Management	DM	University of Phoenix
	Educational Psychology	Med	Northern Arizona University
	Communications	MA	Marquette University
Lyncheski, Marc	Business Administration	MBA	University of Phoenix
	Communications	MA	Marquette University
	Psychology	BS	Allegheny College
Lyon-Buchanan, David	General Education	PhD	University of Minnesota
		MA	Wayne State University
		BA	Wayne State University
Lyons, Brenda	English Language & Literature	PhD	Balliol College, University of Oxford
	English	MA	University of Massachusetts
		BA	University of Massachusetts
Machuca, Ana	Business Administration	MBA	Webster University
	Accounting	BS	Florida Southern College
MacLellan, Kathy Marie	Accounting	MS	University of Central Florida
	Psychology	BA	University of Central Florida
Manah, Stephen	Accounting	PhD	University of Birmingham, UK
	Finance	MA	Lancaster University
		BS	Fourah Bay College
Mandel, Scott	Law	JD	Hofstra University
	Psychology	BA	Hofstra University
Mapes, Ginny	Management	MS	Lesley University
	Medical Assisting	MS	Boston College
		BS	Boston College
Marco, Christopher	Criminal Justice	MS	Saint Joseph's University
		BA	Temple University
Margolis, William	General Education	PhD	Oregon State University
		BS	University of Michigan, Ann Arbor

Martin, Robert	Physical Education	PhD	Univeristy of Southern California
	School Counseling	MS	University of La Verne
	Physical Education	MS	Cal State University Fullerton
	Psychology	BA	Cal State University Fullerton
Mason, William	Economics	MBA	New York University
		BBA	St. John's University
Matthews, John	Public Administration	MPA	University of Southern California
	Print Journalist	BA	University of Southern California
Mauser, Steven	Criminal Justice	MS	California State University, Sacramento
		BA	Union Institute
McCaffery, Jack	Law	JD	Barry University
	International Taxation	LLM	Saint Thomas University
	Management	BA	National-Louis University
McCarty, Patrick	Behavioral Science	MA	University of California, LA
		BA	California State Dominguez Hills
McClain, Bruce	Law	JD	Case Western Reserve University
	Tax	LLM	New York University
		BA	Hillsdale College
McDaniel, Molly	Criminal Justice	MS	Michigan State University
	Business & Organization Security Mgt.	MA	Webster University
	Criminal Justice	BS	University of Detroit Marcy
McGill, Carla Ann	English	PhD	University California Riverside
		MA	University California Riverside
		BA	CA State College San Bernardino
McLaughlin, Shirley	Business Administration	DBA	Nova Southeastern University
		MS	Rollins College
		BA	University of North Carolina, Greensboro
Meadows, Robert	Criminal Justice	PhD	Claremont Graduate School
		EdD	Pepperdine University
		MS	Pepperdine University
		BS	Northern Arizona University
Mentor, Kenneth	Social Science, Law, Psychology	PhD	Syracuse University
		JD	Syracuse University
		MA	Central Michigan University
		BA	Central Michigan University
Milazzo, Thomas	Information Systems	MS	Keller Graduate School of Management
	Project Management	MS	Keller Graduate School of Management
	Business Administration	MBA	Keller Graduate School of Management
Miller, James	Finance	DBA	Nova Southeastern University
	Management	MBA	Widener College
		BA	Ursinus College
Miller, Monisha-Deneé	Criminal Justice	MS	California State University, Los Angeles
		BA	University of California, Irvine
Miller, Shawn T.	Accounting	MPA	The University of Texas at Austin
		BS	University of Nevada, Las Vegas
	Finance	BS	University of Nevada, Las Vegas
Miller, Stuart	Computer Information science	Eds	Nova Southeastern University
		MS	Nova Southeastern University
Milne, Beth	Sociology	MA	Ball State University
	Economics/Sociology	BA	Indiana State University
Mohabir-McKinley, Sandra Namoni	Marketing	MP	University of Strathclyde
		BA	University of Strathclyde
Moore, Lynn	Educational Administration	PhD	University of Texas
	Human Resource Management	MBA	Baker College
	Business Management	BS	University of Phoenix
Moscardelli, Deborah	Management	PhD	International Education Research Foundation
	Business Administration	MBA	Central Michigan University
	Advertising	BS	Ferris State University
Mozia, Timothy	General Education	PhD	University of Denver
		MS	University of Benin, Nigeria
		BS	University of Benin, Nigeria

Mullen, Kenneth Lee	Criminal Justice	Ph.D	SUNY
	Criminal Justice	MS	Cal State Long Beach
	Criminal Justice	BS	Cal State Long Beach
Murphy, Elaine M.	Law	JD	Touro College
Musick, David	Sociology	PhD	University of California, Riverside
		MA	University of California, Riverside
		BA	California State University, San Bernardino
Musick, Kristine	General Education	PhD	University of Northern Colorado
		MA	University of Northern Colorado
		BA	University of Northern Colorado
Musil, Liz	Info. Technology	MIT	American Intercontinental University
	Management	MA	Antioch University
	Liberal Studies	BA	Antioch University
Myers, Charles	History	MA	Valparaiso University
	Computer Information Systems	BS	Calumet College
Nanda, Seema	Finance	PhD	New York University
		MBA	Baylor University
		MA	University of Dehli
Nathanson, Craig	Human Development	MA	The Fielding Grad. Institute
	Telecommunications in Mgt.	MS	Garden Gale University
	Human Relations and Org. Behavior	BA	University of San Francisco
Nawrocki, Amy	Creative Writing	MFA	University of Arkansas
		BA	Sarah Lawrence College
Nelson, Dena	Counseling	MA	Chapman University
	History/Political Science	BA	Concordia University
Novotnak, Suzanne	Social Work	MA	University of Oklahoma
		BS	Oklahoma Wesleyan University
Oak, Mina	Psychology	PhD	Pacific Graduate School of Psychology
		MS	Pacific Graduate School of Psychology
		BA	University of California, Santa Cruz
Oakley, Jared	Marketing	MBA	University of Memphis
		BS	University of Texas
O'Bryant, Robert	Information Systems	MBA	University of Redlands
		BS	Southern Illinois University
Ogg, Sherry	Science	PhD	University of Maryland
		MS	California State University
		BS	Delaware Valley College
Ojo, David	Criminology	MS	Indiana State University
	Business Administration	MBA	National University San Diego
	Sociology	BS	Anmadu Bello University
Orazi, Catherine E.	Law	JD	City University of New York
	Psychology	BA	State University of New York at Stony Brook
Orner, Randell	Information Technology Management	MS	Touro University International
	Business and Technology	BS	Charter Oak State College
Oyer-Owens, Stephen	General Education	PhD	University of Texas
		MA	University of Chicago
		BA	Loyola University
Palmer, Meredith	Law	JD	Stetson University
	International Studies	BA	Berry College
Palumbo, Ralph	Accounting	DBA	Argosy University
		MBA	Fairleigh Dickinson University
		BS	Montclair State University
Parham, Vera	History	MA	University of San Diego
		BA	University of Washington
	Liberal Arts	BS	The University State of New York
Parker, Lorraine	Chiropractic	DC	New York Chiropractic College
	Biology	MS	University of Bridgeport
	Liberal Arts	BS	The University State of New York
Patel, Sangita	Management	MBA	San Jose State University
		BA	University of California, Berkeley
Patterson, James	English	PhD	Union Institute

		MA	Arizona State University
		BA	Grand Canyon University
Paynter, Stephen	Business Management	MA	Central Michigan University
	Mathematics	BS	Fort Hays State University
Pearson, Jani	General Education	MA	California State University, Fullerton
		BA	Concordia University
Peck, Danielle	Health Administration	MA	Cornell University
	Sociology	BA	University of California, Irvine
Peffley, Wendy	Accounting	PhD	Virginia Common University
		MSA	East Carolina University
		BSA	East Carolina University
Pettler, Laura	Criminal Justice	MS	Youngstown State University
	Pre Professional Psychology	BS	Geneva College
Picciolo, Vincent	Public Administration	MPA	Nova Southeastern University
	Management of Human Resources	BS	Palm Beach Atlantic University
Pierce, Gary	Computer Information Systems	MS	Georgia State University
		BBA	Clayton State University
Pilien, Dennis	Biology/ecology	MA	California State University
		BA	California State University
Pilkington, Cyndra	Clinical Psychology	PhD	The Fielding Institute
		MA	The Fielding Institute
	Health Science	MHS	Armstrong Atlantic State University
	Criminal Justice	MS	Georgia Southern University
		BS	Armstrong Atlantic State University
Pinner, Raymond	Accounting	MBA	Nova Southeastern University
	Management	MA	Nova Southeastern University
		BA	Tulane University
Pouraryan, Siamak (Mike)	Business Administration	MBA	University of Phoenix
		BA	California State University, Los Angeles
Powers, Shawn	Business & Organizational Security Mgt.	MA	Webster University
	Liberal Arts	BS	Excelsior College
Prado-Guyer, Cynthia A.	Law	JD	University of Southern California
	Psychology	BA	University of Southern California
Prince, Adam	Creative Writing	MFA	University of Arkansas
	English	BA	Vassar College
Rainwater, Christine Ann	Business Administration	MBA	Walden University
		MA	American Intercontinental University
		BA	Randolph Macon Woman's College
Rardon, Barbara	Education	MS	Cardinal Stritch College
		BS	Marquette University
Rayburn, Regan	Forestry	PhD	Stephen F. Austin State University
	Fishery and Wildlife Biology	MS	Colorado State University
		BS	Colorado State University
Raymond-Embry, Gina	Clinical Psychology	MA	Pepperdine University
		BA	UCLA
Redmond, Timothy A.	Criminal Justice	MS	Nova Southeastern University
		BS	Florida International University
Reece, Patsy	Business Information Tech. Mgt.	MS	John Hopkins University
	Business Administration	BS	Mercy College
Reyburn, Stanley	Management	MBA	University of Southern California
		BA	Los Angeles State College
Rhodes, Kent	Management	EdD	Pepperdine University
		M Ed	Texas Tech University
		BA	Lubbock Christian College
Riley, Lew	English	MA	California State University, Fullerton
		BA	California State University, Fullerton
Ritter, Wallace	Education	PhD	Claremont Graduate School
	Business	MBA	California State Polytechnic University
	History	BA	California State Polytechnic University
Roach, Erica	Business Administration	MBA	John Hopkins University
	Public Management	MA	University of Maryland

	Political Science	BA	State University of New York
Robison, Brian	Criminal Justice	MS	Ferris State University
		BS	Ferris State University
Rodriguez, Kelly-Frann	General Education	DBA	University of Sarasota
	Management	MA	Middle Tennessee State University
Rollins, John	Law	JD	Washington College of Law
	Criminal Justice	BS	Fayetteville State University
Rongcal, Grace	Intl. Relations	MA	University of San Diego
	English	BA	University of Phillipines
Rose, Karen	English	PhD	University of California, Los Angeles
		MA	University of California, Los Angeles
		BA	University of California, Los Angeles
Rose, Steven G.	Business Administration	MBA	Wayne State University
	Finance	BBA	University of Toledo
Rosenthal, Lynne M.	English/Comparative Literature	PhD	Columbia University
		MA	Columbia University
		BA	The City College of New York City University of New York
Rowley, Jean	General Education	MS	California State University, Long Beach
		BS	University of California, San Diego
Ruggieri, Paul	Management	MBA	Baruch College
		BS	College of Staten Island
Ryan, Joanne	Accounting	MBA	Webster University
	Management	BS	Saint Joseph's College
Ryan, Melissa (Hawn)	Clinical Psychology	MA	Roosevelt University
		BA	St. Cloud State University
Sabolic, Paul	Management	MBA	Pepperdine University
		BA	University of Washington
Sahhar, Fady	Marketing	MBA	University of Tennessee
		BS	University of Tennessee
Saleh, Usama	Nursing	PhD	University of Kentucky
		MSN	University of Kentucky
		BSN	Clarkson College
Sinay, Shahriar	Computer Information science	MS	California State University, Northridge
		BS	California State University, Los Angeles
Sanders, Bob	Management Information Systems	MS	Bowie State University
		BS	University of Maryland University College
Sargsyan, Nara	Electrical Engineering	BA	Yerevan Polytechnic Institute
		MA	Yerevan Polytechnic Institute
Satterlee, Brian	Management	DBA	University of Sarasota
	Voc. Tech. Occ. Education	EdD	Nova Southeastern University
	General Administration	MS	Central Michigan University
	Construction Management	BS	Southwest University
Schaub, Christina	Criminal Justice	MS	California State University, Sacramento
		BS	California State University, Sacramento
Schonder, Annette	Sociology	MA	George Mason University
	Psychology	BA	George Mason University
Sconyers, Novella	Urban Planning Studies	MA	Roosevelt University
		BA	Northwestern University
Scott, Fran	Political Science	PhD	Wayne State University
		MA	California State University, Fullerton
		BA	California State University, Fullerton
Scully, Anna B.	Clinical Psychology	PhD	Princeton University
		MA	Pepperdine University
		MA	Princeton University
Searle, David	Business Administration	MBA	University of Phoenix
	Sociology	BS	Arizona State University
Seward, Kate	Creative Writing	MFA	New York University
	English	BA	Yale University
Shahin, Ali	Mechanical Engineering	PhD	Purdue University
	Mathematics	MS	Purdue University
	Mechanical Engineering	MS	Purdue University

Shaw, Jaqueline A.	Computer Science	MS	The City College of New York City University of New York
		BA	City University of New York
Shelton, Doug	Business Administration	MBA	University of Colorado
		BS	Pennsylvania State University
Shull, Joseph	Marketing	MS	California State University, Northridge
		BS	California State University, Northridge
Shumate, Stormy Gail	Social Science/Education	MA	Appalachian State University
	Social Science	BS	Gardner-Webb University
Simon, Steven	Law	JD	St. Thomas University School of Law
	Public Relations	BS	University of Florida
Smith, Andy (Gerald)	Criminal Justice	MS	University of New Haven
		BA	University of Southern Mississippi
Smith, Douglass	Applied Management	PhD	Walden University
		MBA	Keller Graduate School of Management
		BGS	University of Michigan
Smith, Gregory Dean	Law	LLM	American University
	International Affairs	MA	American University
	Law	JD	American University
	Political science	BA	University of Maryland
Smith, Rose Mary	Counseling/Human Services	MA	University of Colorado
	Psychology	BS	University of Maryland
Smith, Stacy A.	Business Administration/Accounting	MBA	University of Phoenix
		BA	The Richard Stockton College Of New Jersey
		BS	The Richard Stockton College Of New Jersey
		AS	Goldey Beacon College
Smith-Silber, Carolyn L.	Criminal Justice	MA	Monmouth University
	Criminology	BA	Douglass Rutgers College
Smith-Stoner, Marilyn	Medical Assisting	PhD	California Institute of Integral Studies
		MS	California State University, Dominguez Hills
		AA	College of the Desert
Smith, Victor	Management	DBA	United States International University
		MBA	Golden Gate University
		BGS	University of Nebraska at Omaha
Snow, Kenneth	Management	MBA	Florida Institute of Technology
		BS	Athens State University
Solomon, Gary	Management	MBA	National University
		BBA	Temple University
Spirtos, Georgianna Ravenna	English	MS	University of Southern California
		MA	California State University, Northridge
		BA	University of California, Los Angeles
Starr, Judy	Adult Education	MA	University of Phoenix
		BA	Cal State Long Beach
Stephens, Christopher	English	MA	Salem State College
		BA	Salem State College
Stern, Sabrina	Nursing	MS	University of Phoenix
	Liberal Studies	BS	SUNY, Albany
Stomper, Connie Marie	Education	EdD	Teachers College Columbia University
		MA	Teachers College Columbia University
		BA	University of Illinois, Urbana-Champaign
Stroll, John	Education	MBA	PACE Graduate School of Business
	Business Administration	BA	Columbia University
Suarez, Betty	English	MA	University of Michigan
		BA	Florida International University
Sull, Errol Craig	English	MA	Niagara University
		BA	SUNY, Buffalo
Sullivan, Lois	Business Administration	MBA	University of Sarasota
	Liberal Arts	BS	The University of Tennessee at Martin
Tait, Bruce	Criminal Justice	MA	University of Massachusetts
	Criminal Justice	BA	Curry College
Tanaka, Debbie	Sociology	MA	University of Nevada
		BA	University of Hawaii

Taras, Debra	Psychology	PhD	Immaculata University
		MS	Adelphia University
		BA	Temple University
Tatusko, Andrew	Education	PhD	Seton Hall University
		ThM	Princeton Theological Seminary
		Mdiv	Princeton Theological Seminary
		BA	Westminster College
Terrell, Kenneth	Business Administration	DBA	Nova Southeastern University
	Administration	MSA	Central Michigan University
	Marketing	BA	Southeastern Louisiana University
Thomas, Christine	Creative Writing	MA	University of East Anglia
	English	BA	University of California, Berkeley
Thomas, Huey	Business Administration	MBA	University of Phoenix
		BS	Southern Polytechnic State University
Thornton, Amanda	Criminal Justice	MA	Indiana University , Bloomington
	Criminal Justice	BS	University of Nebraska
Timmons, Alysha	Computer Science	MS	California State University, San Bernardino
		BS	California State University, San Bernardino
Tischler, James	Management	MBA	Indiana State University of Pennsylvania
		BA	Indiana State University of Pennsylvania
Tisserand, Cedric	Business Administration	MBA	University of La Verne
	Marine Biology	BA	Pitzer College
Titus (Jr.), Lynn	Criminal Justice	MA	Boston University
	Political science	BA	University of Minnesota
Tomcho, Michael	Computer Science	MA	Montclair State University
		BS	Montclair State University
Tosh, Nancy Ramsey	Religious studies	PhD	University of Santa Barbara
	Sociology	MA	University Southern Florida
	Art	BA	Flagler College
Tvorik, Stephen James	Management	PhD	Walden University
	Business Administration	MBA	University of La Verne
	Art Education Comp	BSEd	Ohio State University
	Photography	BFA	Ohio State University
Uralman, Engin	General Education	MA	Truman State University
		BS	Truman State University
		BA	Truman State University
Uselding, Justine Marie	Psychology	PhD	University of Nebraska, Lincoln
		MA	University of Nebraska, Lincoln
		BA	Grinnell College
Vasile, Robert	Information Systems Technology	MS	The University of North Carolina Charlotte
	Business Administration	BS	Concord College
Vaughan, George	Mathematics	MA	University of California, Santa Barbara
		BA	Harvey Mudd College, Claremont
Vaughan, Robert	Master of Divinity	M.Div.	George Fox College
	Religion Theology	BA	Azusa Pacific University
Vaughn, Brandon K.	Curriculum and Instruction	ABD	University of West Florida
		Ed.S	University of West Florida
	Mathematics	MA	University of West Florida
		AA	Chipola College
Veinentotzs, Marilyn E.	Psychology	MS	National University
		BA	California State College Los Angeles
Vidic, Pat E.	Medical Assisting	AA/LPN	Beverly Hospital School of Practical Nursing
Villena-Mata, Darling	Psychology	PhD	Union Institute
		MA	Antioch University
		BA	University of California, Los Angeles
Vincent, Ray J.	Education	Med	Azusa Pacific University
	Master of Divinity	Mdiv	Abilene Christian University
	Missiology	MA	Abilene Christian University
	Bible Studies	BA	Life Bible College
Voje, Jonathan	Network Security	MS	Capitol College
	History	BS	Oregon State University
Volker, Jamie	English	MA	Northern Arizona University, Flagstaff

	Journalism	BS	Northern Arizona University, Flagstaff
Wahlster, Michael	Law	JD	Cleveland State University
		MA	University of Pittsburgh
		BA	University of Pittsburgh
Walker, James	Educational HR Development	PhD	Texas A&M University – Corpus Christi
	Criminal Justice	MS	Sam Houston University
		BA	University of South Carolina
Walton, Brien C.	Taxation	LLM	Georgetown University
	Law	JD	University of the District of Columbia
	Psychology	BA	University of the District of Columbia
Warnock, Stephanie	Law	JD	Texas Tech University
	Nursing	BS	University of Texas
Watson, Robert	Finance	MBA	Indiana University
	Marketing	BS	Brigham Young University
Weber, Gretchen	Journalism	MA	New York University
	Anthropology	BA	Yale University
Weidinger, Alois	German Law	JD	Educational Credntial Evaluators, Inc.
	Taxation	MS	University of Central Florida
Wiener, Karen	Clinical Psychology	MA	Pepperdine University
	Speech Communications	BA	California State University, Long Beach
Weiss, Dena	Administration of Justice	MS	Virginia Common University
	Chemistry and Sociology	AB	Mary Baldwin College
West, Brian	Information Systems Technology	MS	Tarleton State University
		BS	Tarleton State University
Westover, Thomas	Management	MBA	Pepperdine University
		BS	University of Wisconsin - Madison
Whitaker, Lisa	Mathematics	MA	DePaul University
	English	BA	Michigan State University
		BA	Michigan State University
White, Jason	General Education	PhD	University of Missouri
	Management	MBA	Rockhurst College
	Business Administration	BS	Northwest Missouri State University
Whitley, William R.	Education	Ed.D	University of Alabama
	Management	MBA	University of Houston
	Business Administration	BS	University of Alabama
Wietrecki, Andrew	Law	JD	Hamline University School of Law
	Administration	MA	Hamline University School of Law
	English	BA	St. Thomas Aquinas College
Wilkerson, Monique M.	Criminal Justice	MS	Georgia State University
		BS	Georgia State University
Wilkins, Penny Ann	Management	DM	University of Phoenix
		MA	University of Phoenix
		BA	University of Phoenix
Williams, Bryan	Educational Counseling	MA	Loyola University
		BA	San Diego State University
Williams, Derrick	Criminal Justice	MS	Chicago State University
		BS	Elmhurst College
Williams, Travis	Management	MBA	University of Phoenix
		BFA	California Institute of the Arts
Williams, Victoria	Computer Information science	MIT	American Intercontinental University
		BA	Vanguard University
Wissa, Mike	Business Administration	MBA	Keller Graduate School of Management
Wolf, Jody	Human Resource Management	MS	Capella University
	Business Administration	BBA	Florida Metropolitan Universitt
Wolusky, Tony	Law	JD	Golden Gate University
	International Relations	MA	Salve Regina University
	Career Guidance & Counseling	MeD	Northern Montana College
	International Affairs	BS	United States Air Force Academy
Wood, Kathy	Management	PhD	Capella University
		MBA	Winthrop University
		BSBA	Appalachian State University
Wyatt, Robert	Accounting	PhD	University of Memphis

		MSA	University of Arkansas
		BBA	University of Central Arkansas
	Music	BA	University of California, San Diego
Yoak, John	Law	JD	Stetson University
	Business Administration	MBA	Stetson University
		BS	University of Pittsburgh
Young, James	Education	Ed.D	Auburn University
		Ed.S	Troy State University
	Business Administration	MBA	University of Maine
		BS	Ohio State University
Zapalski, Christopher R.	Law	JD	Nova Southeastern University
	Accounting	MA	Nova Southeastern University
	Business Administration	MBA	Nova Southeastern University
		BS	Nova Southeastern University
Zupan, John	Computer Science	MS	California State University
		BS	Charleston Southern University

APPENDIX B: TUITION AND FEES

ON-GROUND PROGRAMS

UNDERGRADUATE TUITION PER CREDIT HOUR PER TERM – EFFECTIVE DECEMBER 1, 2006

PROGRAM	TUITION PER CREDIT HOUR
Commercial Art	\$285
Film and Video	\$315
Medical Assisting, Medical Insurance Billing & Coding, Pharmacy Technician	\$299
Computer Office Technologies	\$289
Nursing	\$333
Surgical Technologist	\$336
All Other Undergraduate Programs	\$299

GRADUATE TUITION PER CREDIT HOUR PER TERM - EFFECTIVE DECEMBER 1, 2006

Master of Science in Criminal Justice	\$460
Master of Business Administration	\$460

MODULAR PROGRAMS - EFFECTIVE JANUARY 1, 2007

Program	Program Length	Credit Units	Tuition	Textbooks/Materials (estimated)
Medical Insurance Billing & Coding	6 Modules	35	\$8,190	\$600
Massage Therapy	9 Modules	54/55	\$10,448	\$1,200
Pharmacy Technician	9 Modules	47	\$10,500	\$550

INTENSIVE ENGLISH COURSES (total tuition per course) EFFECTIVE JANUARY 1, 2007

Advanced Intensive English – 6 weeks	\$950
Intensive English I – IV	\$1,796
Intensive English V	\$1,903

FEES AND PENALTIES

Registration fee	\$25	Required of all students each quarter except totally online.
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 Title IV financial aid funds.
Per Credit Transfer Fee	\$100	
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	\$349.50
All Online Masters (MBA & MSCJ)	\$498.00

One time fee for Associate's degree in Criminal Investigation \$510.00 for Forensic Science Kit will be charged in the student's second year of the program.

Tuition includes cost of books and online technical fees.

ADDITIONAL ONLINE FEES (For Hybrid Students Only)

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.

New Tuition Option Available for On-Ground Undergraduate Students Enrolled in Quarter-Based Programs

Note: To qualify for this new tuition option, you must (1) be a full-time student in a quarter-based undergraduate program this term; (2) have a cumulative grade point average of 2.0 if you are a currently enrolled student; and (3) be otherwise in good standing (e.g., all FMU bills paid).

At FMU, we charge from \$289 to \$336 per quarter credit hour. However, to encourage full-time attendance and faster completion of your educational program so that you can get into the work force and achieve your career goals, we are now reducing the tuition for all credits taken in excess of 12 credits in a term. If you qualify for this option, your tuition will be calculated as in the table below.

Program	Tuition per quarter credit hour for credits 1-12 in a term	Tuition per quarter credit hour for credits 13 and over in the same term*
Computer Office Technologies	\$289	\$144.50
Commercial Art, Medical Assisting, Medical Insurance Billing and Coding, Pharmacy Tech and all other quarter-based undergraduate programs	\$299 (Except Commercial Art for \$285)	\$149.50 (Except Commercial Art for \$142.50)
Film and Video	\$315	\$157.50
Surgical Technologist	\$336	\$168

* To qualify for the new tuition option, you must (1) be a full-time student this term; (2) have a cumulative grade point average of 2.0 if you are a currently enrolled student; and (3) be otherwise in good standing (e.g., all FMU bills paid).

For example, a student enrolled in the Medical Assisting program (which has a tuition of \$299/quarter credit hour) who takes 12 quarter credit hours in a term would have a tuition of \$3588 (\$299 x 12). If the student takes 16 quarter credit hours instead, his tuition would be \$4186 (12 quarter credit hours times \$299, plus four quarter credit hours times \$149.50). Compared to our previous tuition policy, this would effectively reduce his tuition by \$598 for the additional credits taken.

APPENDIX C: CALENDARS

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

FY 2008 Academic Calendar				
Summer Term Starts		July	16	2007
Summer Term Drop/Add Deadline		July	28	2007
Mini-Term Starts		August	27	2007
Mini-Term Drop/Add Deadline		September	1	2007
Labor Day Holiday		September	3	2007
Summer Term Ends		October	6	2007
Fall Break	From:	October	8	2007
	To:	October	13	2007
Fall Term Start		October	15	2007
Fall Term Drop/Add Deadline		October	27	2007
Thanksgiving Day Holiday	From:	November	22	2007
	To:	November	24	2007
Mini-Term Starts		November	26	2007
Mini-Term Drop/Add Deadline		December	1	2007
Winter Holiday	From:	December	24	2007
	To:	January	1	2008
Classes Resume		January	2	2008
Fall Term Ends		January	12	2008
Winter Term Starts		January	14	2008
M.L. King Jr. Birthday Holiday		January	21	2008
Winter Term Drop/Add Deadline		January	26	2008
Presidents' Day		February	18	2008
Mini-Term Starts		February	25	2008
Mini Term Drop/Add Deadline		March	1	2008
Winter Term Ends		April	5	2008
Spring Vacation	From:	April	7	2008
	To:	April	12	2008
Spring Term Starts		April	14	2008
Spring Term Drop/Add Deadline		April	26	2008
Memorial Day Holiday		May	26	2008
Mini-Term Starts		May	27	2008
Mini Term Drop/Add Deadline		May	31	2008
Independence Day Holiday		July	4	2008
Spring Term Ends		July	5	2008
Summer Vacation	From:	July	7	2008
	To:	July	12	2008

MODULAR CALENDARS

BRANDON

Massage Therapy Brandon		
START DATES	END DATES	Holiday, if applicable
12/11/06	01/12/07	
01/16/07	02/08/07	
02/12/07	03/08/07	
03/12/07	04/05/07	
04/09/07	04/13/07	Break Week
04/16/07	05/10/07	
05/13/07	06/07/07	May 28 Holiday
06/11/07	07/06/07	July 4 Holiday
07/09/07	07/13/07	Break Week
07/16/07	08/09/07	
08/13/07	09/07/07	Sept 3 Holiday
09/10/07	10/04/07	
10/08/07	10/12/07	Break Week
10/15/07	11/08/07	
11/12/07	10/06/07	Nov 22 Holiday
12/10/07	12/20/07	First Half of Module
12/24/07		Christmas Holiday

JACKSONVILLE

Massage Therapy & MIBC Modular Programs		
Start Date	End Date	Dates Off
12/28/06	1/25/07	1/26/07
1/29/07	2/26/07	2/27/07
2/28/07	3/27/07	3/28/07
3/29/07	4/25/07	4/26/07
4/27/06	5/24/07	5/25/07
5/29/07	6/25/07	6/26/07
6/27/07	7/25/07	7/26/07
7/27/07	8/23/07	8/24/07
8/27/07	9/24/07	9/25/07
9/26/07	10/23/07	10/24/07
10/25/07	11/21/07	11/26/07
11/27/07	12/27/07	12/28/07
12/31/07	1/28/08	1/29/08
1/30/08	2/27/08	2/28/08
2/29/08	3/27/08	3/28/07
3/31/08		

LAKELAND

Massage Therapy and Pharmacy Technician Lakeland, 2007		
START DATES	END DATES	Holiday, if applicable
12/11/06	01/12/07	
01/16/07	02/09/07	
02/12/07	03/09/07	
03/12/07	04/06/07	
04/16/07	05/11/07	

05/14/07	06/08/07	
06/11/07	07/06/06	
07/16/07	08/10/07	
08/13/07	09/07/07	

NORTH ORLANDO

Massage Therapy North Orlando		
START DATES	END DATES	Holiday, if applicable
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	

ORANGE PARK

Massage Therapy Orange Park		
Start	End	Holidays, if applicable
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
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
07/17/2007	08/13/2007	
08/15/2007	09/12/2007	Labor Day Sept. 3
09/17/2007	10/11/2007	
10/16/2007	11/12/2007	
11/14/2007	12/12/2007	Thanksgiving Nov. 22

PINELLAS

Massage Therapy Start Dates 2007		
Start Date	End Date	
Jan 16	Feb 8	Jan 15 Holiday
Feb 12	Mar 8	
Mar 12	Apr 5	
Apr 9-13		Break Week
Apr 16	May 10	
May 13	Jun 7	May 28 Holiday
Jun 11	Jul 6	Jul 4 Holiday
Jul 9-13		Break Week
Jul 16	Aug 9	
Aug 13	Sep 7	Sep 3 Holiday
Oct 8-12		Break Week
Oct 15	Nov 8	
Nov 12	Dec 6	Nov 22 Holiday
Dec 10	Dec 20	First 2 weeks of Module

Pharmacy Technician Start Dates 2007		
Start Date	End Date	
Jan 16	Feb 8	Jan 15 Holiday
Feb 12	Mar 8	
Mar 12	Apr 5	
Apr 9-13		Break Week
Apr 16	May 10	
May 13	Jun 7	May 28 Holiday
Jun 11	Jul 6	Jul 4 Holiday
Jul 9-13		Break Week
Jul 16	Aug 9	
Aug 13	Sep 7	Sep 3 Holiday
Oct 8-12		Break Week
Oct 15	Nov 8	
Nov 12	Dec 6	Nov 22 Holiday
Dec 10	Dec 20	First 2 weeks of Module

SOUTH ORLANDO

Massage Therapy – South Orlando		
Start Date	End Date	Holiday, if applicable
12/20/06	1/25/07	12/25/06-1/2/07 Winter Break
		1/15/07 Martin L. King Day
1/29/07	2/26/07	2/19 President's Day
2/27/07	3/26/07	
3/27/07	4/23/07	
4/24/07	5/21/07	Break 5/22 - 5/28
5/29/07	6/25/07	
6/26/07	7/30/07	Break 7/2 - 7/6
7/31/07	8/27/07	
8/28/07	9/25/07	Labor Day 9/3/07
9/26/07	10/23/07	
10/24/07	11/20/07	Break 11/21 - 11/25

TAMPA

Massage Therapy				
Day & Evening Schedule - Four-Day Week				
Monday through Thursday				
2007				
Start Dates		End Dates		Holidays & Breaks
11-Dec '06	Mon	11-Jan	Fri	Dec 22 to Jan 2 Holiday
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

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