2010 - 2011
KEISER UNIVERSITY
www.keiseruniversity.edu

Keiser University, Ft. Lauderdale
1500 NW 49th Street
Fort Lauderdale, Florida 33309
(954) 776-4456

Online Division
1900 W Commercial Blvd, Suite 100
Fort Lauderdale, Florida 33309
Local (954) 351-4040
Toll Free (888) 4-KEISER (US only)

Off-Campus Site
Datong Building 12F-1208
197 West Huaihai Road
Shanghai, China 200050
+86 21 5230 8152

Additional Locations

Keiser University, Daytona
1800 Business Park Boulevard
Daytona Beach, Florida 32114
(386) 274-5060

Keiser University, Orlando
5600 Lake Underhill Road
Orlando, Florida 32807
(407) 273-5800

Keiser University, Ft. Myers
3800 Colonial Boulevard
Ft. Myers, Florida 33966
(239) 277-1336

Keiser University, Pembroke Pines
12520 Pines Boulevard
Pembroke Pines, Florida 33027
(954) 431-4300

Keiser University, Jacksonville
6430 Southpoint Parkway, Suite 100
Jacksonville, Florida 32216
(904) 296-3440

Keiser University, Port St. Lucie
10330 South U.S. 1
Port St. Lucie, Florida 34952
(772) 398-9990

Keiser University, Kendall
8505 Mills Drive
Miami, Florida 33183
(305) 596-2226

Keiser University College of Golf
(Off-Campus Site)
1860 SW Fountainview Boulevard
Port St. Lucie, Florida 34986
(772) 446-8361

Keiser University, Lakeland
2400 Interstate Drive
Lakeland, Florida 33805
(863) 682-6020

Keiser University, Sarasota
6151 Lake Osprey Drive
Sarasota, Florida 34240
(941) 907-3900

Keiser University, Melbourne
900 South Babcock Street
Melbourne, Florida 32901
(321) 409-4800

Keiser University, Tallahassee
1700 Halstead Boulevard
Tallahassee, Florida 32309

(850) 906-9494   (813) 885-4900

Keiser University, West Palm Beach
2085 Vista Parkway
Keiser University, Tampa   West Palm Beach, Florida 33411
5225 Memorial Highway   (561) 471-6000
Tampa, Florida 33634

University-Wide Catalog and Announcement Bulletin August, 2010, Volume 10, No. 1

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The University reserves the right to change regulations, policies, fees and calendars and to revise curricula as deemed necessary and desirable. Since the information contained herein is subject to change, this catalog should not be considered a contract between Keiser University and students.

Keiser University main campus – Ft. Lauderdale, FL

General Information

MISSION STATEMENT

Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a "students first" philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education, and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

GOALS

The following goals are integral to the mission of the University:

1. To continually change, improve and ensure the effectiveness of the University's programs in preparing students for successful careers.
2. To engage and maintain a faculty that is well-qualified academically, possesses current technical and professional knowledge and experience and has the ability to convey this knowledge to students.
3. To improve written and verbal competencies of students as well as analytical and technical skills.
4. To provide facilities that support educational programs and enable students to develop profession-specific skills.

5. To engage and maintain a staff who is caring, provides student support and meets the University's educational goals and objectives.
6. To attract qualified students of diverse backgrounds.
7. To provide a collegiate atmosphere of academic freedom that encourages open exchange of ideas.
8. To provide distance learning activities through Web-based courses and degrees.
9. To provide a commitment to research at the doctoral level.

PHILOSOPHY

In today's society, there is a genuine need for a University that offers its students quality academic and career education in an atmosphere of personalized attention. Keiser University offers career educational programs that prepare them to enter their chosen career field upon graduation. Other students utilize Keiser University programs as a stepping-stone to further education. Other students may be community residents or business members who attend contract training or University-sponsored seminars.

At Keiser University, each student is considered an individual, and the University strives to be aware at all times of the needs of each member of its student body. The faculty of Keiser University believes that career education instruction is an art as well as a science. It is a dynamic process that develops both the skill and the intellect of career-minded individuals in its community. Career education is an interactive process on which the future of society depends. Graduates become technicians, professionals and clinicians who are critical for future economic growth.

Keiser University's goal is to train career-minded individuals by offering an education that produces an employable, skilled, responsible and accountable person. Keiser University students are prepared to provide professional skills necessary to meet the projected needs of society. Inherent in the goals established for Keiser University is the belief that learning takes place in a variety of ways. For this reason, Keiser University curricula are flexible and incorporate previous knowledge and skills.

Keiser University affirms that all members of the academic community share responsibility for establishing, implementing and evaluating its educational programs. Further, Keiser University believes that members of business and industry must also participate in this process.

Finally, it is the philosophy of Keiser University that no person shall be denied admission to any program, be excluded from any training, be denied the benefits of training, or be subjected to discrimination in any hiring practice or activity of the University because of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or religious belief.

HISTORY

Keiser University, established by the Keiser family in 1977, is a regionally accredited, private, career university offering master's, baccalaureate and associate degrees. The founders, Dr. Arthur Keiser and Mrs. Evelyn Keiser, felt that South Florida needed a private career college providing realistic hands-on training in a caring, conscientious and professional manner. The Keiser School opened its doors to medical and dental assisting students in 1978. In 1980, the Keiser School applied for and received accreditation from the Accrediting Bureau of Health Education Schools, as well as from the National Association of Trade and Technical Schools. In 1981, the Keiser School added a Medical Laboratory Technician program and a Nursing Assistant program.

In 1982, the Keiser School expanded its scope of career education to include Computer Information Systems/Management, Computer Programming, Computer Repair Technology and Paralegal Studies. To more effectively represent its mission, the Keiser School changed its name to Keiser Institute of Technology.

In 1984, Keiser Institute of Technology applied for and was granted accreditation through the Southern Association of Colleges and Schools Commission on Occupational Educational Institutions, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500. The Institute subsequently developed general education/academic courses to give students a more rounded education. In 1986, Keiser Institute of Technology received approval from the Florida State Board of Independent Colleges and Universities to offer associate of science degrees. Once again, Keiser changed its name to more accurately reflect its offerings and became Keiser College.

In 1989, Keiser College received candidacy for accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award the associate degree. Also, in 1989, the College established a second campus in Melbourne, Florida and added a Computer Aided Drafting and Design program to the curricula at both campuses.

In 1991, Keiser College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500) to award associate degrees.

In 1992, the College expanded by establishing a third campus in Tallahassee, Florida.

In 1994, Keiser College was granted accreditation for its Medical Laboratory Technician program.

In 1995, Keiser College established new campuses in Daytona Beach and Sarasota, Florida. Keiser College was granted accreditation for its Radiologic Technology program.

In 1998, Keiser College established and received accreditation for the Occupational Therapy Assistant program and, in 2000, the Physical Therapist Assistant program received its accreditation, expanding the College's commitment to the health care industry. The Diagnostic Medical Sonography specialty was incorporated and accredited.

In 2000, Keiser College opened a new campus in Lakeland, Florida   In 2001, another campus was opened in Kendall, Florida and in 2002, one in Orlando, Florida. In 2003, Keiser College opened a new campus in Jacksonville, Florida.

In 2002, Keiser College was accredited by the Commission on Colleges of the Southern Associate of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award baccalaureate degrees.

In 2004, Keiser College opened new campuses in Port St. Lucie, West Palm Beach and Pembroke Pines, Florida, and, in 2005, a new campus in Tampa, Florida.

In 2006, Keiser College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award master's degrees. Keiser changed its name to more accurately reflect its offerings and became Keiser University.

In 2009, Keiser University attained Level V approval from the Commission on Colleges of the Southern Association of Colleges and Schools to award doctoral degrees.

In 2010, Keiser University opened a new branch campus in Ft. Myers, Florida, and off-campus sites in Port St. Lucie, Florida (College of Golf), and Shanghai, China.

The University has grown rapidly over the past decades and has received numerous awards and recognition for its achievements in furthering career education in Florida.

LICENSURE AND ACCREDITATION

Keiser University is licensed by means of accreditation by the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free number (888)224-6684 in the State of Florida.

Keiser University has met the standards of accreditation by the following recognized accreditation commissions:

- Keiser University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and degrees at the associate, baccalaureate, masters, and doctoral levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Keiser University.

- Keiser University Center for Culinary Arts, Tallahassee and Melbourne campuses, are accredited by the American Culinary Federation Inc., 180 Center Place Way, St. Augustine, Florida 32095, (940) 824-4468, www.acfchefs.org.

- Keiser University's Diagnostic Medical Sonography, Daytona Beach (general concentration), and Fort Lauderdale (general and vascular concentrations) campuses, are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727-210-2350) on recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

- Keiser University's Coordinated Program (CP) in Dietetics and Nutrition at the Daytona Beach, Lakeland, Pembroke Pines and Port St. Lucie campuses is currently granted candidacy for accreditation, by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext 5400. Students enrolled are considered graduates of an accredited program on successful completion of the program.

- Keiser University's Histotechnology program, Orlando campus, has completed all requirements for recognition as a Serious Applicant for Initial Accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880, (773) 714-8886 (fax), info@naacls.org, http://www.naacls.org.

- Keiser University's Medical Assisting program, Ft. Lauderdale, Lakeland, Pembroke Pines, Tallahassee, Melbourne and Sarasota campuses are accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503.

- Keiser University's Associate of Science degree in Medical Assisting, Daytona Beach campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

- Keiser University's Medical Laboratory Technician program, Ft. Lauderdale campus, is accredited by the National Accrediting Agency

for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, 773-714-8880.

- Keiser University's Nursing program, Ft. Lauderdale, Jacksonville, Kendall, Lakeland, Melbourne, Orlando, Sarasota, Tallahassee, Tampa, and West Palm Beach campuses, have full approval by the Florida Board of Nursing, 4052 Bald Cypress Way, BIN C02, Tallahassee, Florida 32399-3252, (850) 245-4125, MQANursing@doh.state.fl.us.

- Keiser University's Nursing program, Jacksonville, Ft. Lauderdale, Kendall, Lakeland, Melbourne, Sarasota, Tallahassee and West Palm Beach campuses, is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, 1-866-747-9965 (toll free #), www.nlnac.org.

- Keiser University's Occupational Therapy Assistant program, Ft. Lauderdale, Kendall, Melbourne, Orlando, Pembroke Pines, Jacksonville and Daytona campuses, are fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE can be reached at Accreditation Council for Occupational Therapy Education, 4720 Montgomery Lane, or P.O. Box 31220, Bethesda, Maryland 20824-1220, (301) 652-AOTA, www.acoteonline.org

- Keiser University's Physical Therapist Assistant program, Ft. Lauderdale campus, is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association. The APTA Department of Accreditation can be reached at Department of Accreditation for Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, Virginia 22314, (703) 684-2782.

- Keiser University's Physician Assistant program, Fort Lauderdale campus, is provisionally accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), 12000 Findley Road, Suite 240, Johns Creek, GA 30097, (770) 476-1224, www.arc-pa.org Provisional accreditation is the status awarded to new programs that meet the rigorous standards established by the ARC-PA.

- Keiser University's Radiologic Technology program, Daytona, Ft. Lauderdale, Kendall, Lakeland, Melbourne and Sarasota campuses, is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, www.jrcert.org.

- Keiser University's Surgical Technology program, Port St. Lucie campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, Phone 727-210-2350.

- The Keiser University Respiratory Therapy program, Fort Lauderdale campus, holds a Letter of Review from the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on

Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

(Accreditation licenses and approvals are available at the University for inspection during regular business hours.)

AMERICANS WITH DISABILITIES ACT

Keiser University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Keiser University campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is Keiser University's Section 504 Coordinator:

Gery Hochanadel, Ph.D.
Vice Chancellor of Academic Affairs
Office of the Chancellor
1900 W. Commercial Boulevard, Suite 180
Ft. Lauderdale, Florida 33309
Tel: (954) 776-4476
geryh@keiseruniversity.edu

Students with Disabilities

A student who feels they have not been treated fairly under Keiser University's stated federal policies has the right to file a written complaint. A complaint should be submitted to the President of the campus. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.
- Within 15 business days after acknowledging receipt of the handicapped policy complaint, the President of the campus will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with Keiser University in the event that students believe the University has not followed its policies. The grievance procedures are described in this catalog.

EQUAL OPPORTUNITY STATEMENT

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

MEMBERSHIPS AND APPROVALS

Association Memberships

- American Culinary Federation
- American Institute of Graphic Arts
- American Nurses/Florida Nurse Association
- Association of Educators in Imaging and Radiologic Science
- Career College Association
- First Coast Black Nurses Association
- First Coast Higher Education Alliance
- First Coast Nurse Leaders Consortium
- First Coast Student Max Program
- Florida Association of Postsecondary Schools and Colleges
- Florida Cooperative Education and Placement Association
- Florida Restaurant and Lodging Association
- Florida Police Chiefs Association
- Great 100 Nurses of Northeast Florida
- Human Resource Association of Tallahassee
- Jacksonville Blueprint for Prosperity
- Jacksonville Society of Radiologic Technologists
- Media Relations Committee for the Tallahassee 25
- National Association of Colleges and Employers
- National Association of Health Career Schools
- National Association of Legal Assistants, Inc.
- National Association of Student Employment Administrators
- National Council of Teachers of English
- National League for Nursing
- National Science Teachers Association
- Sarasota Human Resources Association
- Southern Association of Student Employment Administrators
- Uptown Business Association

- Volusia Manufacturers Association

Chamber of Commerce Memberships
- Brandon
- Brevard County
- Cocoa Beach
- DeLand
- Ft. Lauderdale/Broward County
- Greater Orlando Area Chamber of Commerce
- Greater Sarasota
- Halifax/Daytona
- Jacksonville
- Lakeland
- Manatee Chamber of Commerce
- Melbourne/Palm Bay
- Miramar/Pembroke Pines
- Palm Beach County
- Port St. Lucie
- Tallahassee
- Tampa
- West Kendall

Approvals
- Brevard County Private Industry Council
- Broward Employment and Training Administration
- Flagler Volusia Workforce Development Board
- Florida Department of Labor and Employment Security Division of Vocational Rehabilitation
- Florida Department of Veterans Affairs, Bureau of State Approving for Veterans Training (not all programs or locations)
- U.S. Department of Education (for Title IV federal financial aid programs)

Other Affiliations
- Brevard Economic Development Commission
- Business Development Board of the Palm Beaches
- Emerge Lakeland
- Higher Education Partnership in South East Florida
- Lakeland Economic Development Council
- Lakewood Ranch Business Alliance
- Leon County Economic Development Council
- Manatee Economic Development Council
- Metro Orlando Economic Development Commission
- Polk County Workforce Development Board
- Sarasota Economic Development Corporation

- Sarasota Workforce Development Committee
- Suncoast Education Alliance
- Tallahassee Work Force Development Board
- Work Force Alliance, Palm Beach County

GOVERNANCE

Keiser University is a privately held, domestic corporation incorporated in the State of Florida. Keiser University is managed and controlled by the Keiser University Board of Governors which is the legal entity responsible for policy and procedure promulgation, review and amendment.

Board of Governors
Chair:
Andrew Wright, President, On-Rite Corporation
Vice Chair:
Jose Lopez, President, Latin Chamber of Commerce
Members:
Tom Foster, President, ComputerNet Corporation
Evelyn C. Keiser, Co-Founder of Keiser University
Silvia Handwerker, MBA, Vice President of Finance at H.G. Laser Group, LLC
Arthur Keiser, Ph.D. Chancellor and CEO, Co-Founder of Keiser University
Thea Scott, CDA, Alumna
Nathan Burrell, President/Founder Honey Project

Descriptions of Facilities and Equipment

Keiser University, Ft. Lauderdale

The main campus of Keiser University is located in uptown Ft. Lauderdale approximately one mile west of Interstate 95. The building has six floors and encompasses over 100,000 square feet of laboratories, classrooms and offices. The University has a library, student lounge, six computer laboratories, seven medical laboratories, a sport and fitness laboratory and a large auditorium. Keiser University provides free parking and is on a major bus line. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.
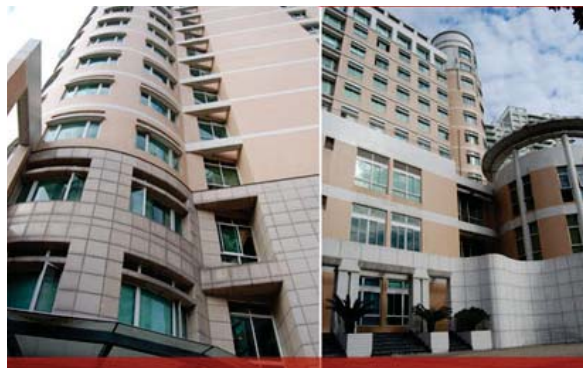
Keiser University, Shanghai, China (off-campus site)

The Shanghai off-campus site is located in the Xujiahui business district of Shanghai in the People's Republic of China. The site has over 55,000 square feet of classrooms, offices, and meeting and conference rooms, with a library, student lounge, and wireless computer network. There is a fee-based parking service system around the campus. The City of Shanghai also has an excellent public transportation system with easy access to the campus buildings. All equipment is comparable to industry standards and effectively meets program objectives.
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Keiser University, Daytona Beach

The Daytona Beach campus is located one mile north of the Daytona International Speedway. Its 38,000 square-foot building has ample parking and is on a bus line. The campus has 15 classrooms, 4 computer laboratories and individual laboratories for massage therapy, medical assisting, radiologic technology, diagnostic medical sonography, occupational therapy, sports medicine and fitness and crime scene technology,. The University has a library, student lounge and auditorium. All equipment used at Keiser University is comparable to industry standards and effectively meets all program objectives.

Keiser University, Fort Myers

The Fort Myers campus is located at 3800 Colonial Blvd. The 10,000 square-foot campus is located in a two-story building and has free, adjacent parking. The Fort Myers campus has a library, student lounge, 3 classrooms, a computer laboratory, a medical assisting laboratory, and a crime scene technology laboratory. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Jacksonville

The Jacksonville campus is located in south Jacksonville at The Summit at Southpoint, 6430 Southpoint Parkway. The 46,000 square-foot campus, located in a three-story building, has free parking. The Jacksonville campus has a library, writing center and mathematics lab, student lounge, 18 classrooms, auditorium with seating for 104 people, five medical laboratories, three computer laboratories, two radiology x-ray rooms and a crime scene technology laboratory. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Kendall

The Kendall campus is located at Kendall Drive and S.W. 117th Avenue, one block east of the Florida Turnpike. The two-story building has over 25,000 square feet and free adjacent parking. The facility houses 13 classrooms, three medical laboratories and three computer laboratories. A similar 4,000 square-foot building houses additional educational facilities for Kendall's nursing program. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Lakeland

The Lakeland campus is located in the Interstate Business Park at Exit 31 from Interstate 4. The **two facilities (comprised of one** 42,000 square-foot building **and one 26,000 square-foot building) contain 31** classrooms, **fifteen** allied health laboratories, two natural science laboratories, **six** computer laboratories, **a dietetics laboratory,** and a massage therapy laboratory. It has a student library, multiple student common areas, an auditorium and free adjacent parking. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Melbourne

The Melbourne campus is approximately three miles east of Interstate 95 between the Eau Gallie and US 192 exits. The two-story building has approximately 62,000 square feet with 24 classrooms, eight medical laboratories, six computer laboratories and offices. It has a library and student lounge. Keiser University provides adjacent free parking. The building houses facilities for Culinary Arts students, including a production kitchen, three kitchen laboratories, classrooms and a multi-use facility for banquets, seminars and special functions. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Orlando

The Orlando campus is located approximately five miles east of downtown Orlando at the intersection of Semoran Blvd (State Road 436) and Lake Underhill Road. The facilities consist of 55,000 square feet of medical and computer laboratories, classrooms, offices and a library. There is free parking adjacent to the building. Orlando also has an excellent bus system with two stops directly in front of the building. All equipment is comparable to industry standards and effectively meets program objectives.

Keiser University, Pembroke Pines

The Pembroke Pines campus is approximately one mile east of the interchange of Interstate 75 and Pines Blvd. The building has over 34,000 square feet of classrooms, laboratories and offices. It includes 19 classrooms, three medical laboratories, six computer laboratories, a library and a 152-seat auditorium. An adjacent 4,000 square-foot building contains additional educational facilities including classrooms and a clinic for the massage therapy program, as well as free adjacent parking. All equipment used at the University is comparable to industry standards and effectively meets program objectives.

Keiser University, Port St. Lucie

The Port St. Lucie campus is located on U.S. 1 two miles north of Port St. Lucie Boulevard. The building contains over 48,000 square feet of classrooms, computer laboratories, medical laboratories and administrative offices. It also contains a library, student lounge and an auditorium with theater-style seating. Free adjacent parking is provided. All equipment used at the University is comparable to industry standards and effectively meets program objectives.

Keiser University College of Golf (off-campus site)

The Keiser University College of Golf is located adjacent to I-95 at exit 121 off St. Lucie West Blvd. The 23,000 square foot building contains seven classrooms, offices, laboratories, an indoor golf instruction area, a student lounge area, a sport medicine and fitness laboratory, a library, and a computer laboratory. There is free parking adjacent to the building. All equipment used at the Keiser University College of Golf is comparable to industry standards and effectively meets program objectives.

Keiser University, Sarasota

The Sarasota campus is at Interstate 75 and University Parkway. The three-story building has over 75,000 square feet and adjacent free parking. The facility has 28 classrooms, two medical laboratories, five large computer labs, a library with a study area, and a large auditorium. A similar 75,000 square-foot building houses facilities for a variety of programs including Culinary Arts, which includes a production kitchen, three kitchen laboratories, and an additional 14 classrooms, two medical laboratories, and a conference room in a multi-use facility for banquets, seminars and special functions. All equipment used at the University is comparable to industry standards and effectively meets program objectives.

Keiser University, Tallahassee

The Tallahassee campus is at Interstate 10 at the Capital Circle N.E. exit. It comprises five buildings that encompass 50,000 square feet of laboratories, classrooms and offices. Included is the Keiser University Center for Culinary Arts, a 16,000 square-foot, modern culinary facility providing Culinary Arts students with a production kitchen, four instructional kitchen laboratories, classrooms and a multi-use facility spacious enough for banquets, seminars and special functions. The Tallahassee complex also has 27 classrooms, four medical laboratories, six computer laboratories, multiple student lounges, a computer center and a library. Keiser University provides free parking that is

adjacent to classrooms. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Tampa

The Tampa campus is located on Memorial Highway three miles west of the Tampa International Airport. The campus is accessible to several major interstate highways. The three-story building provides over 28,000 square feet of classrooms, computer and medical laboratories and offices. The University has a library, student lounge and more than 200 adjacent free parking spaces. All equipment used at the campus is comparable with industry standards and effectively meets all program objectives.

Keiser University, West Palm Beach

The West Palm Beach campus is located one mile west of the intersection of The Florida Turnpike, Okeechobee Blvd. and Jog Road. It is ten miles west of Interstate 95 in the Vista Business Center. It consists of more than 47,000 square feet of classrooms, laboratories and offices and provides free adjacent parking. It has 21 classrooms, seven medical laboratories, five computer laboratories, a library, career center, student lounge and a large auditorium. All equipment used at the University is comparable to industry standards and effectively meets program objectives.

Admissions

GENERAL ADMISSIONS REQUIREMENTS

Applicants desiring to enter Keiser University must contact the Admissions Office to obtain an application. Applications should be submitted well in advance of entry date. This permits proper scheduling and assures availability of classroom space. Applications for Winter, Spring or Fall semesters should be made as early as possible, as these entry dates are normally the time of greatest enrollment. Applicants are encouraged to visit the University in person. The Admissions Office is open Monday through Thursday from 9:00 a.m. to 8:00 p.m. and on Fridays from 9:00 a.m. to 5:00 p.m. (with other times by appointment). To be considered for enrollment at Keiser University, all applicants must supply:

- Verification of high school graduation (transcript, diploma, etc.)

<div align="center">or</div>

- Verification of GED completion (GED scores or GED diploma)

<div align="center">or</div>

- Proof of graduation from a foreign institution comparable to a United States secondary school

Applicants will not be required to provide proof of high school graduation when they provide the following:

- Verification (official transcript) of an earned degree from an accredited institution recognized by United States Secretary of Education,
- An evaluation of an official transcript by an approved educational evaluator service attesting that the degree is equivalent a degree earned at a regionally accredited institution of higher education in the United States.

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Home-schooled applicants who have a high school diploma are considered for admission. Home-schooled applicants should submit their SAT or ACT scores with their application.

An applicant must make arrangements to take Keiser University's entrance examination (administered at the University) or provide results of his/her Scholastic Aptitude Test (SAT) or American College Testing examination (ACT). Applicants who have earned an associate degree from a regionally-accredited institution of higher education do not have to take this entrance examination.

University requirements for admission are a combined score of 1420 on the SAT (or 800 on the previously used SAT examination), a composite score of 17 on the ACT or successful passing score on the University entrance examination.

It is a policy of Keiser University that candidates seeking general admission to the University are not required to take the general admission test upon providing written proof of an associate or higher degree earned from a regionally accredited college. Candidates with an associate degree or a higher degree from a regionally accredited college seeking entry into the University's allied health programs must have a cumulative grade point average of 3.0 to be considered. Candidates must meet all other general and allied health program-specific admission requirements.

Keiser University reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores but who request admission based on other criteria. An appeal letter and accompanying documentation is reviewed by the Dean of Academic Affairs and the Campus President. If the appeal is approved, a waiver letter is placed in the applicant's academic file.

ACADEMIC PLACEMENT DETERMINATION

Entering students are tested for English and mathematics placement using diagnostic tests provided by Keiser University. Upon completion of the examination, students are notified which English and mathematics courses they must take.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

Additional entrance examinations or other requirements may apply to specific programs. These requirements are listed in the Program Descriptions for the individual programs.

INTERNATIONAL STUDENTS

Keiser University is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants are asked to furnish proof that they can read, write and speak English fluently. The University accepts only F-1

visas based upon a student's program of study. International student applicants must meet the following requirements for admission to Keiser University:

1. Successful completion of a secondary school program that is equivalent to high school in the United States. (Official records must be evaluated by an approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States.)
2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.
3. If an applicant's primary language is not English, a TOEFL score of 500 or higher on a paper-based examination, a score of 225 on a computer-based examination or an iBT of 64.

Applications for international students can be obtained through the Admissions Office. Applications should be submitted at least two months prior to the start of a program.

English Proficiency Requirements
Applicants whose native language is not English are required to submit the results of a test of English proficiency to the Office of International Studies. Students who are exempt from submitting a test of English proficiency are those from Canada (excluding Quebec), Bermuda, the Bahamas, the United Kingdom, Ireland, Australia and New Zealand.

Applicants who have previously attended a high school, college or university in the United States for more than two years and have earned passing grades in English courses may be exempt from an English proficiency exam.
The following exams are accepted as proof of proficiency in English:

TOEFL

Internet-based:	61	or	higher
Computer-based:	173	or	higher

Paper-based: 500 or higher
IELTS
5.0 or higher

Conditional Admissions
Students who are academically prepared to pursue a university program but are unable to meet the minimum English proficiency requirement may apply to the intensive English language program offered by the Keiser ESOL at Keiser University's Fort Lauderdale Campus. Upon successful completion of ESOL level 4, students may enroll to a degree program and the conditional status shall be removed.

English Proficiency Placement Examination
Upon matriculation to Keiser University, ALL new international undergraduate and graduate students, except for those who are exempted, will be tested once again for English proficiency during orientation. New international students

should not assume that they are exempt from taking this English test even though they have had many years of English education in their home countries or abroad or met the above English proficiency requirements.

UNDERGRADUATE TRANSFER OF CREDIT POLICY

General Information

For students enrolling at Keiser University, credit for courses or degrees completed at another institution is subject to approval by the Dean of Academic Affairs. These courses or degrees must be similar in content and duration to those offered in the program for which an applicant has applied. The Dean of Academic Affairs makes a temporary evaluation from unofficial transcripts. However, only courses listed on official transcripts receive permanent official transfer credit. (To grant such credit, Keiser University must receive official transcripts---those mailed directly to Keiser University by the previous institution---by the end of a student's first semester.)

Keiser University requires that, at a minimum, a student complete the final 25% of a program through the University. Transfer students are informed in writing of any credits accepted as transferable. Preliminary notification is presented, in most cases, prior to enrollment but in no case later than the end of a transfer student's first semester. Students are responsible for having official transcripts sent to Keiser University from their former institution(s).

It may be necessary for students to forfeit some previously earned credit in the transfer process since college philosophies, objectives and programs may vary and change from year to year. Therefore, Keiser University makes no blanket statement or promise of acceptance of credits from any other institution.

Conversion of Clock Hours for Transfer Credit

Courses in clock hours are evaluated using the following formulas:

> 15 lecture clock hours = 1 semester credit hour
> 30 laboratory clock hours = 1 semester credit hour
> 45 externship clock hours = 1 semester credit hour

Transfer from Regionally Accredited Institutions

Keiser University accepts transfer credits applicable to an applicant's program of study from regionally accredited institutions. Transfer credit is granted only for courses in which a letter grade of "C" or higher was earned (2.0 on a 4.0 scale). Keiser University accepts transfer of associate degrees that, upon evaluation, include the appropriate major course distribution without time limitations. Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Keiser University faculty member.

Transfer from Non-Regionally Accredited Institutions

Credit for courses from non-regionally accredited institutions which are substantially equivalent in content to Keiser University courses and are applicable to an applicant's program of study may be granted on a course-by-course basis. The acceptance of courses from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content of the course to be transferred. Transfer credits are granted only for courses in which a grade of "C" or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Keiser University faculty member.

Transfer from International Institutions

Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. The Dean **must** receive an evaluation of official transcripts by an approved educational evaluator service attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of "C" or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Keiser University faculty member.

Transfer of Credits from Keiser University

Students who are interested in continuing their education at an institution other than Keiser University should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Keiser University cannot assure transfer of credit; however, Keiser University has entered into articulation agreements with some local colleges and universities. Students should contact the Dean of Academic Affairs for specific information.

Veteran Transfer of Credits

A Veterans Administration benefit recipient has responsibility to report all previous education and training to Keiser University. The University evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Transfer of degrees to Keiser University in Relation to Undergraduate Degree General Education Requirements

Objective: To clarify the process of transferring general education credits to Keiser University for students with completed degrees from an accredited institution. This pertains solely to general education, and does not exempt

students from meeting specific major course requirements for their program major.

Transfer Students with an Associate of Arts degree from an Institution Which Follows the Florida Common Course Numbering System

Students who possess an Associate in Arts degree from an accredited Institution which follows the Florida Common Course Numbering System and has at least a 2.00 cumulative grade point average will be considered to have met **ALL** the lower division general education requirements of the University.

Transfer Students with an Associate of Arts degree from a Florida Community College under the State-Wide Articulation Agreement with Florida Division of Community Colleges and Keiser University

Students, who possess an associate of arts degree from a Florida public community college, and at least a 2.00 cumulative grade point average, will be considered to have met **ALL** the lower division general education requirements of the University.

Transfer Students with Bachelor Degrees

Students who possess a Bachelors of Science or Bachelor of Arts degrees from an accredited institution and who wish to pursue an additional undergraduate degree will be considered to have met **ALL** the general education requirements of the University.

All references to a 2.0 GPA are on a 4.0 scale.

Individual programmatic requirements supersede these general education transfer guidelines.

Transfer of Credit Procedures

The Dean of Academic Affairs evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

1. Official transcripts must be received directly from the former institution within a student's first semester or no transfer credits are officially granted,
2. Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that parallel course content and duration of Keiser University courses. Courses in a student's major must meet the same general course objectives as Keiser University courses.
3. Only courses with a grade of "C" or higher are considered for transfer credit.
4. Credit value accepted by Keiser University follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.

5. Approved articulation agreements with other colleges are recognized for transfer of credit.
6. Decisions are made so that a student's academic program provides the most professional training.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY

Since many college students are adults without an opportunity to enter an advanced-placement program but have broad and varied backgrounds, Keiser University will consider results of the CLEP for credit by examination. This program, as described in CLEP's descriptive brochure, was developed "to provide a national program of examinations that can be used to evaluate nontraditional college-level education, specifically including independent study and correspondence work."

College credit may be awarded for acceptable scores at or above the 50th percentile on college sophomore norms of the College Level Examination Program (CLEP) of the College Entrance Examination Board. A maximum of 18 semester hours of credit may be awarded, based on General Examination or Subject Examination scores. To receive the maximum benefits, it is suggested that students take advantage of this program prior to their initial registration. Credit cannot be awarded in an area covered by the CLEP General Examination when it would duplicate credit already awarded to a student for successful completion of college-level work.

Keiser University welcomes a variety of students of all ages to its campuses; many students bring a depth of knowledge to specific subjects. It recognizes and honors such knowledge by accepting the full range of College Level Examination Program (CLEP) tests. Assuming that an acceptable grade (see list below) is attained on a CLEP examination, Keiser University grants credit toward degree completion.

Credit-Granting Scores

Examinations	Credit	Score	Score Replaces
English Composition (with or without essay)	6	460	ENC1101 English Composition I ENC2102 English Composition II
Humanities	6	460	AML1000 American Literature ENL1000 English Literature
Mathematics	6	460	MAT1033 Intermediate Algebra MAC2105 College Algebra MGF2106 College Math
Natural Sciences	6	460	BSC1010 General Biology BSC1011 Advanced Biology BSC1030 Environmental Science CHM1045 General Chemistry CHM1046 Advanced Chemistry

Social Sciences/History	6	460	AMH1010 American History Pre 1876
			AMH1020 American History Since 1876
			POS1041 Political Science

Subject Examinations

Business

Information Systems and Computer Applications	3	50	CGS1000 Introduction to Computers
Principles of Management	3	50	MAN1021 Principles of Management
Principles of Accounting	6	50	ACG1001 Accounting Principles I
			ACG2011 Accounting Principles II
Introduction to Business Law	3	51	BUL1240 Business Law
Principles of Marketing	3	50	MAR1011 Introduction to Marketing

Composition and Literature

American Literature	3	50	AML1000 American Literature
English Literature	3	50	ENL1000 English Literature

Computers

Introduction to Computers	3	50	CGS1000 Introduction to Computers

Foreign Languages

Spanish Level I	3	50	SPN1210 Conversational Spanish

History and Social Sciences

American History I: Early Colonization to 1877	3	50	AMH1010 American History Pre 1876
History of the United States II: 1865 to Present	3	50	AMH1020 American History Since1876
Principles of Macroeconomics	3	50	ECO2013 Macroeconomics
Principles of Microeconomics	3	50	ECO1023 Microeconomics
Introductory Psychology	3	50	PSY1012 Introduction to Psychology
Introductory Sociology	3	50	SYG1000 Sociology

Science and Mathematics

Algebra	3	50	MAT1033 Intermediate Algebra
General Biology	6	50	BSC1010 General Biology
			BSC1010L General Biology Lab
General Chemistry	6	50	CHM1045 General Chemistry
			CHM1045L General Chemistry Lab

Students who wish to receive credit for CLEP examinations (general or subject) are responsible for having CLEP transcripts mailed to the University by the

College Entrance Examination Board, and they are responsible for ordering and paying any fees associated with CLEP transcripts. The Dean must receive the transcript directly from the CEEB.

ADVANCED PLACEMENT POLICY

Keiser University participates in the Advanced Placement Program agreement administered by high schools through the College Entrance Examination Board (CEEB). Under this system, a student entering Keiser University presents a nationally graded examination as evidence of his/her completion of a college-level course taken in high school. To be eligible for an award of credit, a student must present official score reports with a valid score of 3, 4, or 5. Consult the Dean of Academic Affairs for specific credit awards.

POLICY ON TRANSFER CREDIT FOR MILITARY TRAINING AND EDUCATION

Keiser University recognizes and utilizes the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services. Keiser University will award college credit for appropriate learning acquired in military service at levels consistent with the ACE Guide recommendations and/or those transcripted by the Community College of the Air Force when applicable to a servicemember's program.

Procedures:

The transferring student must meet the following:

- Keiser University's admissions requirements
- Successfully complete at least eighteen (18) semester credit hours at Keiser University with a grade of "C" or better to have the equivalency credit awarded on the official Keiser University transcript. (The credits will be held in escrow until successful completion of the required 18 semester hours).

CREDIT FOR LIFE EXPERIENCE POLICY

To receive credit for life experience, a student must have documented experience related to specific objectives for a course as outlined in that course's Course Control Document and syllabus.

Student Participation

A student must obtain credit for the course he/she is challenging at least 30 days before that course is scheduled to be offered at the University. A student is assigned a portfolio advisor to ensure prior experiential learning does not duplicate credit already awarded or remaining courses planned.

Credit Earned

A student is awarded credit based on the completion and acceptance of a portfolio for each course within a specified time frame. Credit earned can be up to 15 credits for lower level degree and 15 credits for upper level. Keiser

University requires that, at a minimum, students complete the final 25% of a program through the University. A grade of Pass/Fail is awarded for completed portfolios submitted within the specified time frame.

Students fill out a Request for University Credit by Portfolio Form for each course for which they wish to obtain credit and submit it to the Dean of Academic Affairs together with a current resumé. The request must be submitted at least 90 days prior to when the course for which they wish to obtain credit is scheduled to be offered at the University.

A student submits one completed draft for review to the portfolio advisor before a final portfolio is submitted. The draft must be submitted 60 days prior to when a course is scheduled to be offered at the University. The final portfolio and one copy is submitted in a three-ring binder with tabbed dividers at least 30 days prior to when the course is scheduled to be offered at the University. The portfolio advisor discusses with the student the effort needed to create a portfolio. The advisor also establishes deadlines for portfolio completion.

The Dean of Academic Affairs determines if a student is eligible for the credit, ensures that the credit does not duplicate credit already awarded and that the final 25% of a program can be completed through Keiser University. After the portfolio advisor has reviewed the portfolio, the original is returned to the student. The University keeps a copy for historical purposes. After the portfolio advisor reviews the portfolio and completes the Portfolio Check-Off Sheet, a grade of Pass/Fail is granted. The Dean then updates the Request for University Credit by Portfolio Form.

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 (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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 "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	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 freshman composition skills course is offered by 58 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills 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, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain 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 participating 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to

receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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. **NOTE**: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

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
Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. 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. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Courses at Nonregionally Accredited Institutions
The Statewide Course Numbering System makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. David Kreitner, Director of Quality Enhancement and Compliance in the Office of the Chancellor at (954) 776-4476 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at http://scns.fldoe.org.

Financial Services

GENERAL INFORMATION

The Financial Aid Department at Keiser University provides assistance to students who need financial aid in order to pay tuition expenses at the University. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Keiser University believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Keiser University examines the total cost associated with attending the University including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Keiser University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSA instructions to complete on the web may be obtained in the Financial Services Department.

Keiser University maintains a full-time Director of Financial Aid at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Administrator to ensure they obtain the funding needed for their college investment. The United States Department of Education has determined that Keiser University is an institution eligible to participate in Federal Title IV financial aid programs.

The University has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Keiser University is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

GRANTS

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Keiser University Satisfactory Academic Progress Policy.

Federal Pell Grant

A Federal Pell Grant is an award to assist needy undergraduates in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors. Students complete a Free Application for Federal Student Aid (FAFSA) and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. Students with a bachelor's degree are not eligible for Federal Pell Grants.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG provides additional grant assistance to students. Funds are limited and priority is given to Pell-eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor's degree are not eligible for Federal SEOG.

Florida Student Assistance Grant (FSAG)

The FSAG program is funded by the State of Florida and granted to needy students enrolled in bachelor degree or associate degree programs. To be considered for an FSAG Grant, applicants must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester. They must complete a Free Application for Federal Student Aid which must be processed and contain a valid Expected Family Contribution (EFC) by the cutoff date set by the University for each of the Fall terms.

Florida ABLE Grant

The Access to Better Learning and Education Grant program (ABLE) provides tuition assistance to Florida undergraduate students enrolled in bachelor degree programs at eligible private Florida colleges and universities. To be considered for an ABLE Grant, applicants must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester.

LOANS

Keiser University offers a variety of low interest loans that enable students to meet their educational costs. Educational loans MUST BE PAID BACK. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

The William D. Ford Federal Direct Loan Program

Keiser University was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program as one of its initial 104 institutions. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Keiser University processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

Subsidized Direct Loan

Federal Direct Loan Subsidized Program repayment begins six (6) months after a student drops below half-time status. The loan has a variable interest rate that is determined each year by the federal government. If a student qualifies, the maximum amount of a Subsidized Stafford Loan is $3,500 for first-year students, $4,500 for second-year students and $5,500 for third-year and fourth-year students.

Unsubsidized Direct Loan

Federal Direct Loan Unsubsidized Program interest rate is determined each year by the federal government. If a student qualifies, the amount of an Unsubsidized Stafford Loan is $6,000 for first- and second-year students, $7,000 for third- and fourth-year students. Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. Interest is charged throughout the life of the loan.

Federal Direct PLUS Loan

The Federal PLUS Loan (PLUS) programs provide non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS begins within (60) sixty days after the final loan disbursement. These loans have variable interest rates determined annually by the federal government.

Federal Graduate/Professional PLUS Loan

Graduate and professional degree students are eligible to apply for the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in the Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans also apply to the Graduate/Professional PLUS loans. The requirements include a determination the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 7.9 percent in the Direct Loan Program. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate/Professional PLUS loan.

Federal Perkins Loan
The Federal Perkins Loan is a fixed 5% interest loan that assists needy students in paying their educational costs. Funds are limited and eligibility is based on financial need. Repayment begins nine months from a student's last date of attendance.

Federal Work Study (FWS)
The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Keiser University provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. Part of this program is community service.

SCHOLARSHIPS

Keiser University Scholarship Programs
Keiser University offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the University. Recipients must be enrolled in an associate or bachelor degree program.

Private Scholarships
Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities. A partial list of scholarships includes but is not limited to:

- Fort Lauderdale Jaycees High School Achievement Scholarships
- National Association for the Advancement of Colored People Scholarship (NAACP)
- Florida Bright Future Scholarship
- Florida Association of Private Schools and Colleges Scholarship

The Financial Aid department can provide a listing of web sites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information.

Additional information on financial aid programs offered at Keiser University is available by contacting the Financial Aid department on the campus a student plans to attend.

STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation

of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is given a Free Application for Federal Student Aid at the time of enrollment. To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)

FINANCIAL AID PROCEDURES

Prospective Keiser University students who seek financial assistance must complete a Free Application for Federal Student Aid (FASFA). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. Forms are available in the Financial Aid Department on each campus. Students must complete a FASFA and an appointment must be made with a Financial Aid Administrator.

During a student's financial aid interview, a computerized need analysis is completed. This need analysis indicates the amount a family is expected to contribute to educational costs as well as the amount of financial aid a student can expect to receive. After the Free Application for Federal Student Aid is processed, the University receives an electronic Institutional Student Information Record (ISIR) and a student receives a Student Aid Report (SAR) from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student, spouse, and/or parents (whichever is applicable). The Financial Aid Department explains the verification procedure if the situation arises.

A Financial Aid Administrator submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete

and accurate. Financial Aid is the liaison between the lenders/servicing agencies and a student. The Director of Financial Aid ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each year.

NOTE: <u>A student's financial aid is solely the responsibility of the student</u>. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the University while a student is in school, the student is responsible for all tuition and fees due to the University.

STUDENT RIGHTS

All Keiser University students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the University's accreditation or licensing.
- Information about Keiser University programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information about Federal Work-Study jobs
  o What kind of job it is
  o What hours a student must work
  o What job duties are
  o What the rate of pay is
  o How and when payroll is issued.
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the University determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.

- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the University, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.
- Information concerning the University's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all University personnel.
- Access to their student records.
- Freedom of academic expression.

STUDENT RESPONSIBILITIES

It is the responsibility of each Keiser University student to:

- Abide by the Keiser University student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about University programs prior to enrollment.
- Pay special attention to the Free Application for Federal Student Aid, complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the University of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the University if they receive a Federal Perkins Loan, Federal Stafford Loan or Federal PLUS loan, or Federal Unsubsidized Stafford Loan.
- Notify the University and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
- Satisfactorily perform the work agreed upon in a Federal Work-Study program.

- Understand the University refund policy which is stated on the Application for Admission and in this catalog.
- Read the contents of the Application for Admission carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain University property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.

Tuition, Fees and Other Costs

COSTS

The tuition and fee schedules for all undergraduate courses at Keiser University, including distance learning programs, have been calculated on a semester basis and are subject to annual review and modification.

Effective Fall term, August 31, 2009:

Initial Fees

Application Fee (one-time charge)	$ 50.00
Registration Fee (one-time charge)	$ 145.00
Transcript Fee	$ 5.00

Tuition per Semester

Full Time	12 credits +	$6,688.00
Three-Quarter Time	9 to 11.99	$5,016.00
Half Time	6 to 8.99	$3,344.00
Quarter Time	Up to 5.99	$1,672.00

Education Fee per Semester (except Culinary Arts, Baking and Pastry Arts, and Golf Management)
Day, Evening and Online .... $ 400.00

Education Fee per Semester for Culinary Arts $1,350.00

Education Fee per Semester for Baking and Pastry Arts $1,100.00

Education Fee per Semester for Culinary Arts and Baking and Pastry Arts Externships .... $ 650.00

Education Fee per Semester for College of Golf $1690.00

Tuition Charge per Semester for Life Experience Credit
Tuition for a life experience course is 25% of normal tuition for a term.

Other Fees

Withdrawal Fee	$ 100.00
Re-Entry Fee	$ 150.00

Majors that have a kit are assessed a fee accordingly

Majors that have certification testing are assessed a fee accordingly

Textbooks average $600.00 per semester

Tuition and fees are due the first day of the billing semester, unless other arrangements have been made.

Cash Payment Late Fee Charge is $5.00 per month for each month past due.

Keiser University reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of administration that students or the University will benefit. Such changes may be made without further notice.

Uniforms, Tests, Supplies, and Special Fees

Students in allied health programs are required to wear medical scrubs to class each day while in their major courses. These medical uniforms are available through the Campus Bookstore. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries, as well as tape recorders (if permitted).

Special courses, workshops and seminars may be held throughout the year for various interest groups, including business and industry. The fee for this type of course is published as far in advance as practical and is non-refundable.

University Interruption

In the event the operation of the University is suspended at any time due to any "Act of God", strike, riot, disruption, or any other reason beyond the control of the University, there will be no refund of tuition, fees, charges, or any other payment made to the University.

Student Withdrawals

It is the responsibility of all students, upon withdrawal from Keiser University, to return library books and pay all fines, fees and monies that are owed to the University.

CANCELLATION AND REFUND POLICY

Tuition and Fee Disclosure

Tuition is computed on the assumption that a student remains throughout the academic year. Since a place in class has been reserved for each student, tuition is refunded in accordance with the University refund policy. A student

withdrawing from the University must comply with proper clearance procedures as outlined in the catalog. Reductions in indebtedness are made solely at the discretion of the University for withdrawals necessitated by conditions beyond a student's control such as an emergency acceptable to the University. Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form. Students are obligated for all charges (tuition/fees/books/supplies) for the semester they are currently attending plus any prior account balance. A semester of sixteen (16) weeks consists of four (4) consecutive four (4) week terms of instruction. A $100 administrative fee is charged when a student withdraws prior to the end of a semester. A student who has withdrawn and wishes to re-enter is charged a $150 reentry fee.

Return of Title IV Funds (R2T4)

A pro-rata portion of any Federal Title IV funds received are returned to the appropriate program for a student who withdraws prior to the completion of a term in the semester that is prior to reaching the 60% point of a semester. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to financial aid programs. Order of refund is: 1) Unsubsidized Loan; 2) Subsidized Loan; 3) Perkins Loan; 4) PLUS/Grad Loan; 5) PLUS; 6) Pell Grant; 7) ACG; 8) SMART; 9) FSEOG; and 10) Teach.

Cancellation/Withdrawal Calculation

Cancellation at any time from the date of a student's registration to the day before the first scheduled day of a semester – 100% refund of tuition and education fees. (The University retains the $50 application fee and $5 transcript fee.)

- Withdrawal at any time during the first week of the semester – 90% refund of tuition only.
- Withdrawal at any time during the second week of the semester – 85% refund of tuition only.
- Withdrawal at any time during the third week of the semester – 80% refund of tuition only.
- Withdrawal at any time during the fourth week of the semester – no refund.

Any funds paid for supplies, books or equipment which can be and are returned to the University, are refunded to a student who withdraws prior to the start of a semester, providing the student returns said items that can be resold. The University reserves the right to determine if above-mentioned items are returnable. All registration fees are refunded if a student is not accepted into his/her particular program. Students must notify the University in writing of cancellation. All monies paid by an applicant are refunded if cancellation occurs within three business days after signing the University's Application for Admission and making an initial payment. If cancellation occurs after three

business days from the signing of the University's <u>Application for Admissions</u>, all application and registration fees in excess of $100 are refunded to the student. Refunds are made within thirty days from the date of determination of a student's withdrawal. All balances owed the University due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation are billed to the student. No official academic transcript is issued to any student who owes a balance to the University at the time of the request. Upon payment of an outstanding debt, a transcript may be issued.
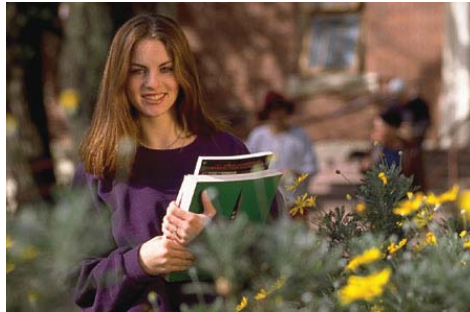
Student Services

ORIENTATION

The orientation program, held prior to the first day of each term, is designed to facilitate the students' transition to the University and to help familiarize new students with the organization and operation of the University. During orientation, students review the mission, traditions, rules, and regulations of the University. Additionally, study techniques, academic standards, and counseling resources are discussed. All new and transfer students are encouraged to attend orientation.

CAREER SERVICES

Through the Department of Student Services, students are able to participate in student activities, organizations, honor societies, leadership programs, as well career development resources. Through Keiser University's academic departments, students learn the requisite skills for their career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, career fairs, and professional networking. An online career center is available 24 hours a day. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and lifetime job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Keiser University's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills

and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Keiser University's Web-based career center at www.collegecentral.com/keiser and successful completion of the University's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current resumé and to maintain satisfactory attendance. Additionally, all students must complete an exit interview before their graduation date. Although career services assistance is provided, Keiser University cannot promise or guarantee employment

Keiser University fully complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send resumés to potential employers as part of a graduate's job search program.

Part-Time Employment
The University maintains a placement listing service to assist current full-time students in finding part-time employment. Each campus has a bulletin board, job book, or online career center database of part-time jobs that provides information on employment opportunities. International students must have proper documentation to seek employment in the United States. Although Keiser University provides employment assistance for part-time work, it cannot promise or guarantee employment.

Full-Time Employment
The Department of Student Services offers assistance to all Keiser University graduates preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, job opportunities. The Department also provides businesses with, applicant screening as well as referrals for local businesses and industries. Career Development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis.

Career and leadership development seminars are offered on an on-going basis. Topics such as effective resumé writing and how to prepare for an interview assist students in conducting a professional job search. Workshops including time management, financial success strategies, professionalism, and study skills, prepare students to succeed in college and in life.

The Student Services Departments creates many opportunities for students to interact with employers. Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. Employer visits in the classroom provide students with opportunities to hear first-hand what it takes to succeed in a chosen field of study. By providing these services, the

University prepares a work force that is not only knowledgeable in its field, but also prepared to meet the needs of a demanding job market.

STUDENT ORGANIZATIONS

Alpha Phi Sigma Criminal Justice Honor Society (APS)

Alpha Phi Sigma (APS) recognizes the academic achievements of students working to achieve a bachelor degree in Criminal Justice. Prospective candidates must have completed one-third of their credit hours required for graduation in the Bachelor of Arts or Masters Program, including the completion of seven criminal justice courses at the Bachelor's level and four criminal justice courses at the Master's level. Students must also have a minimum 3.2 GPA both cumulatively and in their Criminal Justice courses at the Bachelor's level; a cumulative 3.4 GPA is required at the Master's level.

Joining APS helps solidify a student's place in the field of criminal justice. The honor society has been in existence since 1942 and is recognized by the Association of College Honor Societies, The American Correctional Association, The American Society of Criminology, and the Academy of Criminal Justice Sciences. The United States Government also recognizes membership in APS as a requirement for entrance at the GS-7 level in the Federal Service. If you are interested in becoming a member of the Alpha Phi Sigma Kappa Delta Epsilon chapter, please contact the Department of Student Services.

Lambda Nu

Lambda Nu is a national honor society for the radiologic and imaging sciences. The objectives of the organization are to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship. Individuals who have achieved academic honors are welcome to apply for acceptance to their local chapter of Lambda Nu. National criteria requires a 3.0 grade point average, A/B average, or equivalent academic measure after one full-time semester of a professional program, although school chapters may set higher standards. If you are interested in becoming a member of Lambda Nu, please contact the Department of Student Services.

Phi Theta Kappa International Honor Society (PTK)

Phi Theta Kappa (PTK) recognizes the scholarly achievements of students working to achieve an associate degree. Minimum grade average, credit hours required, and membership fee varies by Chapter. The four hallmarks of PTK are Scholarship, Leadership, Service, and Fellowship and serve as the foundation of all activities. Students interested in becoming a member of the Phi Theta Kappa International Honor Society should contact the Department of Student Services.

Sigma Beta Delta International Honor Society (SBD)

Sigma Beta Delta (SBD) recognizes scholarship achievements of students working toward a baccalaureate degree. The purpose of this society is to encourage and recognize scholastic accomplishment for students of business management and administration, and to promote personal and professional improvement toward a life notable for honorable service to humankind. It is organized exclusively for charitable and educational purposes. The membership of the society is composed of persons of high scholarship and good moral character. A student interested in becoming a member of the Sigma Beta Delta International Honor Society, should contact the Faculty Advisor of Sigma Beta Delta at their local campus or see their Department of Student Services.

Student Government Association (SGA)

The purpose of student government is to promote the general welfare of the student body; provide programs of educational, cultural, recreational and social value to the University community; promote a spirit of harmony among administration, faculty, staff, and students; meet the responsibilities of self-government; assure students that their rights as stated in the "statement of student rights" are protected; and provide students with an organization through which their concerns may be registered within a representative and democratic governance. Students at each campus select representatives. Officers are elected from within. Student government may assist in the planning of social, fund-raising, sporting and community-service activities. Interested students should contact the Department of Student Services for more information regarding membership and meeting times.

Student Nurses Association (SNA)

The purpose of the Student Nurses Association (SNA) is to aid in the preparation of students for the assumption of professional responsibilities, contribute to nursing education to provide the highest quality health care, and assist in the development of the whole person and that person's responsibility for the health care of people in all walks of life. To become a member of SNA, you must pursue an Associate's or Bachelor's degree in Nursing. If you are interested in becoming a member of the Student Nurses Association, please contact the Department of Student Services.

ALUMNI ASSOCIATION

The Department of Student Services maintains a list of alumni. Activities are planned on a campus-by-campus basis. Keiser University believes that the return of alumni for special events encourages a cohesive student body and promotes community involvement.

COUNSELING

Counseling is available to all students for career and academic reasons. Counseling is sincere, friendly and always confidential. The University maintains contacts with various community organizations and agencies to help meet students' personal needs. Please contact the Director of Student Services for additional information. Reverend Dr. Louise Morley, Keiser University's Ombudsman, can be reached toll free at 1-866-549-9550.

HOUSING

The University provides information about local apartments and rental opportunities for students interested in living near campus. Students should first contact their campus Admissions Department. All University campuses are located along major traffic arteries to allow easy commuting for students.

HEALTH INSURANCE

Student health insurance is available through independent providers. Students in allied health fields who are required to complete externships for academic coursework need health insurance coverage prior to participating in this part of the curriculum.

GRADUATION

Keiser University commencement ceremonies are held annually. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. In order to graduate from Keiser University and participate in commencement exercises, students are required to meet with the Department of Student Services to complete a graduation application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.
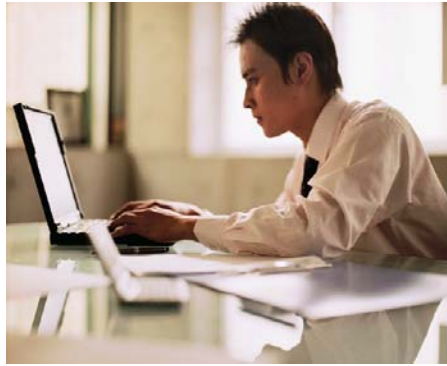
Distance Learning

OBJECTIVES

Keiser University understands and supports the educational needs of adult learners and those who cannot attend on-campus classes. Toward that end, many Keiser University programs are offered online.

It is important to understand what online classes are and what they are not. On-line classes are not easy substitutes for on-campus classes. In fact, students find online classes as rigorous and demanding as on-campus classes. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

An online student is expected to be computer literate and familiar with the Internet. An orientation course is available to help students improve these skills.

An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty), and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, subjective and objective tests, including pre- and post-tests, group and individual projects and case studies.

ADMISSIONS REQUIREMENTS FOR ENROLLMENT IN ONLINE LEARNING

Admissions requirements for distance learning programs are the same as admissions requirements for on-campus programs.

FACULTY/STUDENT INTERACTION

Given the unique nature of online learning, faculty/student interaction is critical for success. Online classes offer several opportunities for interaction, both

faculty/student and student/student interaction. Some methods of interaction include online lectures, e-mail, document sharing, threaded discussions and chat rooms. Students are required to log in and participate in an online class a specified number of times per week. Faculty members review, respond and reply to students within a 24-hour time period. More traditional methods of contact are also available, including phone (toll free for those out of area), fax and office visits when feasible.

FACILITIES AND EQUIPMENT

Keiser University has computer labs with Internet access available for student use. The University provides technical services and training through its online platform.

STUDENT SERVICES

Student services are provided three ways: electronically, telephonically or in person. Adequate personnel are provided by the University to meet student service needs. Distance education students receive the same services as on-campus students. (See the Student Services section elsewhere in this catalog for services provided.)

ACADEMIC ADVISING

Students are assigned a faculty member to provide academic advising. To encourage successful completion of a program, staff members' e-mail addresses are available to assist with academic concerns.

Keiser University's distance learning activities are a one-on-one activity. Faculty members provide appropriate tutoring based on individual needs. Each faculty member can be contacted 24 hours per day, 7 days per week via his or her e-mail account. Response time per student request is within twenty-four (24) hours. If a student needs help in understanding electronic platforms or utilization of the University's website, 24 hours per day, 7 days per week service is provided by the Help Desk, which is available by telephone (toll free or via e-mail).

TESTING

Keiser University's technical and academic programs provide for a variety of testing services. Tests are provided online through the University's distance learning platform. A variety of tests can be administered electronically, telephonically or in person if practical. In certain cases, students may be assigned to local test centers where local proctors or professional test sites have been secured.

DELIVERY OF BOOKS

The University's Bookstore is online for professional use. Books can be ordered through telephone or at a campus site. If a student plans to visit a campus to

obtain his/her textbooks, he/she should call prior to a visit to confirm that books are available. Once ordered, books are delivered via UPS in five to seven business days. Orders should be placed as far in advance as possible.

LEARNING RESOURCES

On-line students have access to Keiser University's library and can search the library's catalog and its array of database resources online. Training sessions are provided to students early in their programs of study and are available upon demand via on-line tutorial to maximize students' effectiveness in using the library's vast online resources. Keiser University Students have access to a comprehensive online library of database resources including the following:

Bowker's Books In Print
EBSCO A to Z
EBSCO CINAHL Plus with Full-text & Medical
EBSCO MedLine with Full-text
E-Library
InfoTrac Academic Onefile
InfoTrac Business and Company Resource Center with PROMT and Newsletters
InfoTrac Computer Database
InfoTrac Custom Newspapers
InfoTrac Expanded Academic ASAP
InfoTrac Gale Virtual Reference Library
InfoTrac General Business File ASAP
InfoTrac Health Reference Center Academic
InfoTrac Health and Wellness Resource Center and Alternative Health Module
InfoTrac Criminal Justice Collection
InfoTrac OneFile
InfoTrac LegalTrac
InfoTrac Literature Resource Center
InfoTrac Newsletters ASAP
InfoTrac Opposing Viewpoints Resource Center
InfoTrac Student Resource Center - Gold
InfoTrac Agriculture Collection
InfoTrac Business Economics and Theory Collection
InfoTrac Communications and Mass Media Collection
InfoTrac Criminal Justice Collection
InfoTrac Culinary Arts Collection
InfoTrac Environmental Studies and Policy Collection
InfoTrac Fine Arts and Music Collection
InfoTrac Gardening, Landscape and Horticulture Collection
InfoTrac Home Improvement Collection
InfoTrac Nursing and Allied Health Collection
InfoTrac Popular Magazines
InfoTrac Psychology Collection
InfoTrac Tourism, Hospitality and Leisure Collection

Learning Express Library
ProQuest ABI/INFORM Dateline
ProQuest ABI/INFORM Global
ProQuest ABI/INFORM Trade & Industry
ProQuest Medical Evidence Matters
ProQuest National Newspaper Abstracts
ProQuest Evidence-Based Resources from the Joanna Briggs Institute
ProQuest Nursing & Allied Health Source
ProQuest Health and Medical Complete
ProQuest Psychology Journals
ProQuest Research Library
ProQuest Research Library Core
ProQuest Arts Module
ProQuest Business Module
ProQuest Children's Module
ProQuest Education Module
ProQuest General Interest Module
ProQuest Health Module
ProQuest Humanities Module
ProQuest International Module
ProQuest Law Module
ProQuest Military Module
ProQuest Multicultural Module
ProQuest Psychology Module
ProQuest Sciences Module
ProQuest Social Science Module
ProQuest Women's Interest Module
RCL Web
Salem Health
Westlaw
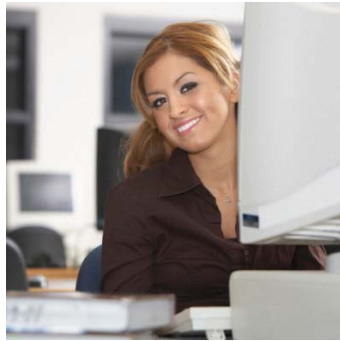
Administrative Policies and Procedures

GENERAL INFORMATION

Keiser University policies have been formulated in the best interests of students and the University. The provisions of this catalog should not be considered an irrevocable contract between a student and the University.

Changes in University policy are rarely made during a school year since plans for each session are made well in advance. However, Keiser University reserves the right to change provisions or requirements, including fees, contained in its catalog at any time and without notice. The University further reserves the right to require a student to withdraw at any time under appropriate procedures. Keiser University reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to credit for work which he/she may have completed at the University.

Admission of a student to Keiser University for an academic term does not imply or otherwise guarantee that the student will be re-enrolled for any succeeding academic period. The University also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Keiser University's primary objective is to help its students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Services Department or any staff member. Additionally, the Campus President and Dean of Academic Affairs maintain an open-door policy regarding any student concern or problem.

EFFECTIVE CATALOG DATE

Students enrolled in a program which has been modified effective with the publication of this catalog or any addenda thereto may continue under the previously published catalog if appropriate courses are still available. Any student who has been out more than one semester must re-enroll under the most

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recent catalog/addendum. Keiser University reserves the right to make appropriate changes to curriculum, program and graduation requirements.

BURSAR'S OFFICE

Keiser University provides a Bursar's Office to accept student payments of tuition and fees as well as to answer basic questions about payments, fees and student accounts. The Bursar's office hours are posted outside the office.

UNIVERSITY BOOKSTORE

Keiser University maintains a bookstore on each campus. Typically, the bookstore exists to furnish students with necessary books, supplies and equipment. Bookstore hours are posted at each campus.

FIRE PRECAUTIONS

Students should take particular note of exit signs in each building. They should also familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

1. Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators.
2. Stand at a safe distance from the building.
3. Do not re-enter the building until directed to do so by University administration.

CAMPUS SAFETY

Keiser University maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to University administration.

PARKING

Since Keiser University is primarily a commuter's university, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in "no parking" areas. Violators are subject to having their vehicle towed without prior warning or formal notification. Students must obtain and affix a valid parking permit decal to all cars parked at Keiser University. Additional permit decals may be obtained from the Student Services Department.

STUDENT CONDUCT POLICIES
ACADEMIC HONESTY AND PROFESSIONAL BEHAVIOR

ACADEMIC HONESTY POLICY

The University can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the University expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the University. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

Acquiring or Providing Information Dishonestly

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

Plagiarism

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially plagiarized assignments
   o   The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.

- o The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.
- o The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the University.

- o *Entirely plagiarized assignments*
- o The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.
- o The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the University.

Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester. Keiser University believes strongly that each student against whom the University is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

At Keiser University, references are cited in accordance with the American Psychological Association (APA) approved format. Guidelines for the appropriate use of this format for citing references are included in the appendices of this Handbook and assignments may be used by the University to assist in future education by students.

Conspiracy
Agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication of Information
Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the University; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the

University's reputation or that of the members of its academic community of students and scholars.

Multiple Submissions
Submitting the same work for credit in two different courses without the instructor's permission.

Facilitating Academic Dishonesty
Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or University academic honesty policies; providing false information in connection with any academic honesty inquiry.

Abuse or Denying Others Access to Information or Resource Materials
Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

Falsifying Records and Official Documents
Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University document.

Clinical Misconduct (if applicable to major)
Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor and/or student property.

Disclosure of Confidential Information (if applicable to major)
A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Keiser University.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Sanctions for Violating the Academic Honesty Policy
After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

1. The first occurrence of academic dishonesty will result in a grade of "F" for the assignment or examination.
2. The second occurrence of academic dishonesty will result in a grade of "F" for the course.
3. The third occurrence of academic dishonesty will result in dismissal from the University.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester.

Keiser University believes strongly that each student against whom the University is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

PROFESSIONAL BEHAVIOR POLICY
The University has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.

- o Demonstrate responsibility and accountability in all aspects of the educational process.
- o Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- o Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on probation depending on the severity of the action *(see Behavior Probation Statement)*. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

Behavior Probation Statement

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on probation. The term of probation will become effective in the semester the student is currently enrolled in, and remain in place for the remainder of the following semester. At the completion of the following semester, the program director or dean will assess the student's progress and determine whether to remove the student from probation or to extend the term of probation. Failure to meet the terms of probation as outlined in a student action plan will result in dismissal from the program. If additional unsatisfactory behavior should occur during the remainder of the program, the student will be dismissed from the program and the University, and will be ineligible for re-entry to the University.

Clinical Experience – Request for Removal of Student (if applicable to major)

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program's and/or clinical site's policies and procedures, the student will receive a clinical evaluation grade of "zero" and be placed on behavior probation which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the *same* clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: a) the program

not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the program director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on inappropriate behavior, and similar inappropriate behavior occurs in a *subsequent* clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical site is deemed by the program director and dean of academic affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the University.

Academic and Administrative Dismissal

A student may be dismissed from Keiser University for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- o Failure to meet minimum educational standards established by the program in which the student is enrolled.
- o Failure to meet student responsibilities including, but not limited to:
    - meeting of deadlines for academic work and tuition payments;
    - provision of documentation, corrections and/or new information as requested;
    - notification of any information that has changed since the student's initial application;
    - purchase or otherwise furnish required supplies;
    - maintenance of University property in a manner that does not destroy or harm it;
    - return of library books in a timely manner and payment of any fines that may be imposed;
    - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
    - continued inappropriate personal appearance;
    - continued unsatisfactory attendance;
    - non-payment for services provided by the University;
    - failure to comply with policies and procedures listed in the current University catalog and student handbook; or
    - conduct prejudicial to the class, program or University.
- o Specific behaviors that may be cause for dismissal include, but are not limited to:
    - willful destruction or defacement of University or student property;
    - theft of student or University property;

- improper or illegal conduct, including hazing, sexual harassment, etc.;
- use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
- being under the influence of alcoholic beverages or illegal drugs while on campus;
- cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;
- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or
- threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

Conflict Resolution

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of academic affairs and the campus president. Chain of command should *always* be utilized for prompt resolution. Keiser University does however maintain an open door policy.

Student Disciplinary Procedures

If a student violates Keiser University's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Dean of Academic Affairs is responsible. In the absence of the Dean, the Campus President determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

When a student violates Keiser University's Standards of Conduct outside the classroom but on campus, the Dean of Academic Affairs is the first level of discipline. The next level is the Campus President. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

STANDARDS OF APPEARANCE

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress and appearance are expected at the University. Each student must maintain proper personal appearance and wear approved dress.

Allied Health Programs Major Courses

Students in allied health programs taking major courses must wear medical scrubs and shoes of the correct color and style. Uniforms must be maintained

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and clean at all times. Where applicable, allied health students are given an ID badge which is to be affixed to a student's uniform. Medical students must wear white nursing shoes or approved predominately white substitutes. Allied health students may not wear artificial or acrylic nails in any clinical area.

Crime Scene Technology Major Courses

Students in the Crime Scene Technology program taking major courses must wear the Keiser University grey Crime Scene Technology polo style shirt, black BDU style pants, and black shoes or boots of a law enforcement or military style. Uniforms must be maintained and clean at all times.

Culinary Arts and Baking and Pastry Arts Major Courses

Students in Culinary Arts or Baking and Pastry Arts taking major courses have a kitchen dress code and a dining room dress code, depending on where a student is assigned on a particular day. Acceptable jewelry includes wedding bands, emergency medical bracelets and wristwatches; there are no exceptions. Students must arrive to class in a clean uniform; students not in uniform are given an opportunity to correct the situation within an hour; if not corrected, they receive an absence for the day. Students are expected to maintain personal grooming standards while handling food. Hair restraints, shaving daily, clean uniforms, hand washing and use of deodorants are required. Students not in compliance will receive an absence for the day.

The kitchen uniform consists of white chef's jacket, checkered pants, white cloth chef's hat, neckerchief, black work shoes and white apron. The dining room uniform consists of white collared dress shirt, black bow tie, black dress slacks or skirt for women, black dress shoes and all appropriate hosiery. The maitre d' hotel may wear appropriate business dress.

General Education and Other Courses

Students in Keiser University's general education courses must wear dress slacks, (no jeans, jean skirts, jean overalls) pant suits, slack suits or dresses, as would be required of professionals in most work situations. Men enrolled in Keiser University programs must wear collared shirts and ties (pullovers are not permitted). Tennis, running, aerobic/cross-training, jogging or flip-flop shoes are not permitted. T-shirts, shorts, cut-offs, beachwear, halters and tube-tops are inappropriate. Students are not permitted to wear tops that expose the stomach or waist, shorts, or extremely short skirts to class.

Students displaying inappropriate dress after warning may be asked to leave the classroom to change. Students will be readmitted upon displaying appropriate attire. Keiser University firmly believes that the development of proper work habits assists students in meeting their career objectives and that professional dress elevates the general level of professionalism in the classroom, thereby enhancing the educational experience.

Military Personnel

Active duty, Reservist, National Guard and ROTC members may attend class in military uniform provided they meet the standards and regulations of their respective branch of service.

GRIEVANCE PROCEDURES

If Keiser University is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Services. The grievance is then scheduled to be heard before the Committee. The Grievance Committee panel is a standing committee that meets at 1:00 p.m. each Tuesday if a grievance is to be heard.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

DRUG POLICY

Keiser University is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance.

ARBITRATION CLAUSE FOR KEISER UNIVERSITY

As stated on the Keiser University Application for Admissions, it is agreed that, in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to the agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint one or more arbitrators or an umpire pursuant to section 682.04, F.S. Each party shall have the right to be represented by an attorney at any arbitration proceeding. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration. However, if Keiser University prevails in the arbitration proceeding, Keiser University will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. The venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified, except in writing by the parties.

INTELLECTUAL PROPERTY POLICY

Keiser University defines intellectual property as a product of the intellect that has commercial value, including copyrighted property such as literary or artistic works, and ideational property, such as patents, software, appellations of origin, business methods and industrial processes.

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments, is the exclusive property of the University. Such property is the exclusive property of an employee if no University funds, space, facilities or time of faculty members, staff members or students were involved in the development.

Software development by faculty members, staff members or students as part of normal duties or assignments is considered "work-for-hire" and is property of the University. Courseware (syllabi, lecture notes, class handouts and other such materials) whether in paper or web formats are property of the University.

All work completed or submitted toward fulfillment of course requirements by students is the property of Keiser University. Keiser University reserves the right to utilize any work so submitted in any way it believes appropriate.

PRIVACY OF STUDENT RECORDS

Policies and procedures concerning the privacy of student records maintained by Keiser University and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student

records are maintained by campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Bursar's Office (accounts receivable records).

Student records are maintained by the University in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the University. The Registrar maintains a log with dates the records were checked out and used by other departments.

All authorized University personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services or Bursar). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of student rights or otherwise inappropriate, it may be challenged and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name (s) of persons to whom the information is to be released.

KEISER UNIVERSITY TRANSCRIPTS

A request for a Keiser University transcript must be in writing, signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the University seal will be forwarded directly to other colleges, to prospective employers, or to other agencies at the request of a student. Typically, colleges only consider a transcript "official" if forwarded directly from the sending institution. Students may also obtain unofficial copies of their transcripts at the Campus Records office. There is no charge for the student's first transcript request. All other transcripts will require a fee of $5.00 to be paid with an application. (NOTE: All financial obligations to the University must be paid before transcripts are released).

SEXUAL HARASSMENT

Keiser University actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

CREDIT HOURS

Credit for Keiser University courses is calculated on a semester credit hour basis.

15 lecture clock hours	=	1 semester credit hour
30 laboratory clock hours	=	1 semester credit hour
45 externship clock hours	=	1 semester credit hour

UNIVERSITY HOURS

The University is in session throughout the year, with the exception of holidays and vacations listed in the Academic Calendar. Morning classes are held Monday through Friday from 8:00 a.m. to 1:00 p.m., and Monday, Tuesday and Thursday from 9:00 a.m. to 1:00 p.m. Afternoon classes (where offered) are held from 1:00 p.m. to 6:00 p.m. Evening sessions are held from 6:30 p.m. to 10:30 p.m. on Monday, Tuesday and Thursday. Please check with the Dean of Academic Affairs for other schedules that may be specific to a Keiser University campus.

SPECIAL TUTORING

Keiser University instructors are available for special tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

ACADEMIC ADVISEMENT

All students are assigned an academic advisor. Keiser University's faculty and administration are dedicated to meeting student needs and attend to each student's academic needs in a professional and caring manner.

LIBRARY SYSTEM

Keiser University students have access to any of the Keiser University campus library facilities and collections totaling over 111,740 volumes (as of May 03, 2010). Students may easily search for and request materials located at any other Keiser University campus library through the library's online catalog. This online library catalog provides students the ability to place reserves and Inter-Library Loan requests directly from within the online catalog's search screens.

Each Keiser University campus library provides a pleasant, well-appointed learning environment including physical collections of materials, study space,

relaxation space and computers to access all information available through the library's database resources.

Keiser University Library provides access to dozens of full-text databases that provide tens of thousands of scholarly journals, full text electronic books, dozens of subject-specific tutorial/self-help resources, library orientations and a link to Ask-A-Librarian service. Keiser University Library's database resources and online catalog can be utilized from any Internet-connected computer, providing students with a high-tech library that literally never closes.

In addition to these resources, Keiser University provides professional librarians, holding master's degrees from American Library Association accredited institutions and a wide variety of paraprofessional and clerical library staff that are available to assist students with research and information needs.

GENERAL EDUCATION COURSES

General education is a component of each Keiser University undergraduate degree. Keiser University's general education curriculum is designed to emphasize the ability to think and read critically, to write effectively and to understand quantitative data. These courses do not narrowly focus on those skills, techniques and procedures specific to a particular occupation or profession. They are intended to develop a critical appreciation of both the value and the limitations of methods of inquiry and analysis. General education courses provide an opportunity for students to achieve a collegiate level of literacy in humanities/fine arts; social/behavioral sciences and natural science/mathematics.

At Keiser University, general education includes the knowledge, skills and perspectives that become part of an educational experience of all undergraduates regardless of major. A college education helps students begin a career. It should also help students become well-rounded individuals and responsible citizens.

THE WRITING STUDIO

The mission of the Writing Studio at Keiser University is to enhance student learning by providing an instructional resource to students, faculty, and staff for developing academic and professional communication skills. This student-friendly, hands-on atmosphere provides Keiser University community members the opportunity to discuss individual writing concerns with trained writing consultants.

The Writing Studio is dedicated to assisting writers at every stage of the writing process. By engaging writers in discussions about their works-in-progress, the Writing Studio helps develop better writers, who, in turn, create better writings.

The Writing Studio provides students with value-added learning experiences that increase their chances for success as competent writers in their chosen professions. To accomplish this, writing consultants offer face-to-face and online writing consultations, group workshops and classroom presentations, online and hard copy resources and campus outreach programs.

GORDON RULE

The State Board of Education Rule 6A-10.30(2), commonly known as the "Gordon Rule," specifies that all state universities require, in all baccalaureate and associate of arts degree programs, completion of twelve (12) semester credit hours of general education coursework in which all students produce sufficient written work to ensure adequate writing skills and completion of six (6) hours of mathematics course work at the level of college algebra or higher.

It is a Keiser University policy to comply with this Rule, and courses at Keiser University require 4,000 written words per course. At Keiser University, Gordon Rule writing courses are as follows:

American and/or English Literature AML1000 or ENL1000 4,000 words/course
English Composition I and/or II   ENC1101 or ENC2102 4,000 words/course
Introduction to Psychology and/or Sociology PSY1012   or   SYG1000   4,000 words/course

Satisfactory completion is a grade of "C" or higher.

The Gordon Rule also requires six (6) semester credit hours in college-level mathematics. At Keiser University, Gordon Rule mathematics courses are as follows:

College Algebra	MAC2105
College Mathematics	MGF2106
Statistics	STA2023

Satisfactory completion is a grade of "C" or higher.

AVERAGE CLASS SIZE

Keiser University is proud of its small classes and individualized attention. Although class size will obviously vary, Keiser University monitors class size to ensure that program objectives are met.

FIELD TRIPS

Instructors may take students on field trips at appropriate times during a course. Field trips are designed to supplement curriculum and to introduce students to situations that cannot be reproduced in a classroom. Students are notified in advance of any field trips.

GUEST LECTURERS

Keiser University feels that students' education is enhanced by speakers from the business and professional world that graduates will enter. Guest lecturers are invited to speak to students on a variety of related subjects.

SCHEDULE CHANGES

Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Department Chair or the Dean of Academic Affairs. Dates and times for schedule changes are posted as far in advance as possible.

COURSE WAIVER/SUBSTITUTION

A prerequisite or course may be waived or substituted upon written recommendation of the appropriate Program Director or Coordinator and approval of the Dean of Academic Affairs. The documentation must be filed with the Registrar and is maintained in a student's academic file.

ATTENDANCE

Regular class attendance is essential to proper academic progress and is expected. At Keiser University, satisfactory attendance is considered to be a vital part of each student's performance. Absences could result in a lowered achievement rating and an undesirable record. Absences in excess of 20% of class hours, for any subject, may cause a student to be ineligible to take the final examination in that course. A student may be reinstated to classes following an instructor's evaluation of his/her abilities and performance. Such determinations are made on an individual, case-by-case basis. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students must be in attendance by the third class meeting or they are not permitted to begin a course.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. The instructor decides, based on University policy, if a student should be permitted to make up missed work or, in the case of excessive absences, be referred to the Administration for more severe action. Faculty members may establish more rigorous attendance standards for their individual courses.

HONOR CODE

Enrollment in Keiser University and the completion of the enrollment agreement represents a student's pledge to respect the rights and property of the University and fellow students and to adhere to general principles of academic honesty.

LEAVE OF ABSENCE POLICY

To be eligible to apply for a leave of absence, a student must have completed one full semester at Keiser University. The student must submit a written request for the leave (with required documentation) to the Dean of Academic Affairs. Students must have approval from the Dean of Academic Affairs prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident). This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness or a serious health condition of the student.

A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Keiser University and will be charged a re-entry fee when he/she re-enrolls.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

UNIVERSITY WITHDRAWAL

When a student withdraws from Keiser University, written notice should be submitted to the Dean of Academic Affairs or the Campus President by the student, parent or guardian. Such notice should contain the reason for the withdrawal.

Military Deployment Policy

Military students must provide a copy of orders to request a withdrawal for Military Duty. No academic penalty will be given for deployment; if a student attended class, they will receive a grade of "W." The student has the option to complete class if 75% or more coursework has been completed. Student can request an "Incomplete" grade. Students will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis. If the withdrawal is during the semester, no withdrawal fee will be charged.

Upon re-entry, admissions re-entry fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable.

ACADEMIC RE-ADMITTANCE POLICY

A student must apply for re-admittance to the University after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Dean of Academic Affairs to re-enroll, and the Dean will provide a re-entry form.
2. Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, a re-entry fee of $150 must be paid.
3. Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.
4. If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director/Coordinator. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester.
5. Students are re-enrolled under current tuition charges.
6. If students are re-admitted under academic probation, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.
7. After obtaining required signatures on a re-entry form, a reentering student must return the form to the Dean of Academic Affairs to be scheduled for classes.

DISCIPLINARY RE-ADMITTANCE POLICY

A student must apply for re-admittance to the University after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students re-entering are placed on one semester of disciplinary probation.
2. If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester, students are removed from the probation.

ADD-DROP PERIOD

Keiser University maintains an add/drop period during which students may change courses without academic penalty. Add/drops may occur only during the first three class days of a course. Students withdrawing from a course, but not replacing it with another, must be aware of how this affects full-time status, tuition charges and satisfactory academic progress.

ACADEMIC LOAD

To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester which is a normal academic load.

It is a policy of Keiser University that students maintaining a 3.2 cumulative GPA or higher, 90 percent class attendance and who have completed at least one semester as a full time student may take additional credits beyond 12 but not to exceed 18 credits per semester. Students who are enrolled in a program that requires more then 18 credit hours per semester are not eligible to enroll in additional credit hour courses during that semester. Exceptions to this policy must be approved by the Associate Vice Chancellor of Academic Affairs.

TESTING

A certain amount of classroom testing is necessary for each course. It is a Keiser University policy that each student completes the required examinations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance so students can prepare. Any examination not completed by the deadline set by an instructor may result in an automatic failure for that particular examination, unless specific arrangements are made with the instructor. Students who are given the opportunity by an instructor to make up an examination may only be able to receive a pass or fail grade for that examination. Final examinations are normally scheduled during regular class hours on the day of the last class meeting for the course.

GRADING

Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level of performance. Criteria upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, lab assignments, class

projects and homework/outside assignments. The meaning of grade notations is as follows and is based on a 4.0 scale:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00 - 100.00%
B	Good	3.0	80.00 - 89.99%
C	Average	2.0	70.00 - 79.99%
D	Poor	1.0	65.00 - 69.99%
F	Failing	0.0	Up to 64.99%
AU	Audit	Not Computed	
I	Incomplete	Not Computed*	
W	Withdrawal	Not Computed (prior to 50%completion)	
WF	Withdrawal Failing	0.0	(after 50% completion)
WNA	Withdrawal/ No Attendance	Not Computed	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	

*Converts to grade of F if no grade is entered by end of two weeks

For pass/fail courses, a passing grade is used only in computation of quantitative progress. A failing grade is used in computation of both qualitative and quantitative progress. An exception to this rule is the treatment of grades for Basic Mathematics and Basic English. Neither a pass nor fail grade is used in computation of qualitative or quantitative progress.

Grades and reports of a student's progress may be mailed or given to a student at the end of each term. Students receiving an Incomplete in any subject must meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for an Incomplete must be completed within two (2) weeks of the beginning of the next term. Failure to complete the work within this two-week time period without administrative approval results in a failing grade.

NOTE: A "D" grade earned in a course may not satisfy transfer requirements and do not meet Gordon Rule requirements. Further, students with a "D" grade should contact the Dean of Academic Affairs for assistance in determining what courses with a grade of "D" must be retaken for admission to upper division courses.

SCHOLASTIC HONORS

A Dean's List is published at the end of each semester (Fall, Winter and Summer). It lists those students who have completed an entire semester with a grade point average of 3.75 - 4.00. The Honor Roll is published at the end of each semester (Fall, Winter and Summer). It lists those students who have completed an entire semester with a grade point average of 3.50 - 3.74. An "F"

in any course precludes a student from being listed on Dean's List or Honor Roll.

REPEATING COURSES

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average at Keiser University. No course may be repeated more than two (2) times. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Registrar's Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status.

NOTE: Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a "D" grade. Students should speak with the Financial Services Department for further details.

INDEPENDENT/DIRECTED STUDY

An independent/directed study gives qualified students an opportunity to work independently under the direction and guidance of a faculty sponsor. It extends a learning experience beyond the standard course structure and classroom activity. The independent/directed study format for coursework is not appropriate in all circumstances and is not a format that can be chosen by a student as a matter of right. The decision to conduct a student's course of study in the independent/directed study format is at the discretion of the Dean of Academic Affairs and is based upon a variety of factors.

SATISFACTORY ACADEMIC PROGRESS

Students at Keiser University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade average of 1.7 after completing his/her first semester at Keiser University. All students must achieve a minimum grade average of 2.0 for the second semester and must maintain a cumulative grade average of at least 2.0 in order to graduate from Keiser University.

A student whose cumulative grade average falls below 2.0 is placed on academic probation for the next semester. While on academic probation, a student remains eligible for Title IV financial aid funds. A student on academic probation who brings his/her cumulative grade average to 2.0 is removed from academic probation. A student who earns a 2.0 grade average for a semester without attaining a cumulative 2.0 while on academic probation is allowed to

remain in school. (A student may continue on academic probation even though his/her cumulative grade average is below 2.0 as long as he/she meets the minimum standards each semester.) While on academic probation, a student not earning a 2.0 grade point average by the end of the semester is dismissed from Keiser University.

A student who is readmitted after dismissal for failure to meet this qualitative standard is readmitted on academic probation and is not eligible for Title IV funds until he/she has reestablished a 2.0 cumulative grade average at the end of the returning semester.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Keiser University requires students to successfully complete 67% of credit hours attempted the first academic year and each semester thereafter. Academic year is two semesters. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of the first academic year or any subsequent semester is placed on academic probation for the next semester. While on probation, a student remains eligible for Title IV financial aid funds.

A student who completes 67% of credit hours attempted in a semester while on academic probation is allowed to remain in school. A student may continue on academic probation even though his/her cumulative completion rate is below 67% as long as he/she meets the minimum standards for each semester. A student on academic probation who brings his/her completion rate to 67% is removed from academic probation. A student on probation who does not complete 67% of the credits attempted by the end of the semester is dismissed from Keiser University.

A student who has been dismissed may reapply to Keiser University after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student

may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

A student who is readmitted after dismissal for failure to meet the quantitative standard is readmitted on academic probation and is not eligible for Title IV funds until he/she has completed 67% or more of credit hours attempted at the end of the returning semester.

Keiser University may use its discretion in waiving its Satisfactory Academic Progress standards in cases where students have mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member. Students requesting an appeal of Keiser University's Satisfactory Academic Progress standards must submit a written request, with appropriate documentation, to the Associate Vice Chancellor of Academic Affairs. If an appeal is approved, the student is allowed one additional semester to meet required standards and to regain eligibility for Title IV funds.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 cumulative grade average.

Satisfactory Academic Progress for these specific Allied Health programs will be according to the policy stated below:

Diagnostic Medical Sonography   Occupational Therapy Assistant
Diagnostic Vascular Sonography   Physical Therapy Assistant
Dietetics and Nutrition   Radiation Therapy
Histotechnology   Radiologic Technology
Medical Laboratory Technician   Respiratory Therapy
Nuclear Medicine Technology   Surgical Technology

KEISER UNIVERSITY
ALLIED HEALTH PROGRAM

Satisfactory Progress and Program Continuation
The Allied Health Program has a set grading standard designed to assist graduates in achieving passing scores on the national certification examination and to demonstrate that the required core competencies have been achieved.

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To enter the Allied Health program core component, the student must achieve a minimum cumulative GPA of 3.0, (on a 4.0 scale) in all general education courses. Earning a grade of "D" or "F" in any course, and/or not attaining a cumulative GPA of 3.0 (on a 4.0 scale) in the general education component will prevent the student from entering the program core. The student may elect to repeat a course in which a grade of "D" or "F" was received. Transfer credits from another institution will be calculated into this required general education cumulative GPA for admission into the program core.

To continue satisfactory progress in the Allied Health program, the student must achieve a minimum grade point average of 2.50 in the professional courses after completion of the first semester in the program core.

The student must achieve a minimum core GPA of 2.75 at the end of each subsequent semester in order to remain in the program.

A student whose core GPA falls below a 2.50 at the end of the first semester or a 2.75 at the end of subsequent semesters will be placed on probation for one semester.

The student placed on probation must achieve a 2.75 GPA for the next semester to remain in the program. If the required semester GPA of 2.75 is not achieved at the end of the probationary semester, the student will be permanently terminated from the program.

Re-entry for students is always contingent upon not exceeding the program's maximum capacity.

GRADE LEVELS

Freshman, Grade Level 1	0 to 24 semester credits
Sophomore, Grade Level 2	25 to 60 semester credits
Junior, Grade Level 3	61 to 90 semester credits
Senior, Grade Level 4	91 to 120 semester credits

STANDARDIZED TESTING REQUIREMENTS

Keiser University requires students in certain programs to take standardized tests before graduation. The purpose of standardized testing is to ensure the effectiveness of the University's educational programs.

Proficiency Profile (Educational Testing Service)

The Proficiency Profile (formerly MAPP) is a measure of college-level reading, mathematics, writing and critical thinking in the context of the humanities, social sciences and natural sciences. All Keiser University students in Associate of Arts, Bachelor of Arts, and Bachelor of Science degree programs are required to take the Proficiency Profile before graduation.

ETS Major Field Tests

Keiser University requires students in certain baccalaureate programs to take the ETS Major Field Test in their discipline. Results of these tests are used by the University to maintain the high quality of its educational programs.

Taking the ETS Major Field Test is a requirement for all students in the following programs:

Degree Program	Required Test	Testing Date
Bachelor of Arts in Business Administration	ETS Major Field Test: Business	After completion of major coursework
Bachelor of Arts in Criminal Justice	ETS Major Field Test: Criminal Justice	After completion of major coursework
Bachelor of Science in Elementary Education	ETS Major Field Test: Elementary Education	After completion of major coursework
Master of Business Administration	ETS Major Field Test: MBA	After completion of major coursework

DEGREE REQUIREMENTS

Bachelor of Arts

As required by the Commission for Independent Education in the State of Florida, students receiving Keiser University's Bachelor of Arts degrees must earn a minimum of 120 semester credit hours. The 120 credit hours include a minimum of 45 credit hours of prescribed general education courses combined with a minimum of 60 credit hours of prescribed major courses. Remaining credit hours are drawn from either general education or major courses.

Bachelor of Science

As required by the Commission for Independent Education in the State of Florida, students receiving Keiser University's Bachelor of Science degrees must earn a minimum of 120 semester credit hours. The 120 credit hours include a minimum of 36 credit hours of prescribed general education courses combined with a minimum of 60 credit hours of prescribed major courses. Remaining credit hours are drawn from either general education or major courses.

Additional Requirements for Bachelor of Arts or Science

To be eligible for a Bachelor of Arts or Bachelor of Science degree, students must:

- Complete a designated program of study which includes at least 120 semester hours of credit. Both degrees require that all required courses in a program be completed.
- Complete degree requirements with a cumulative grade average of 2.0 or higher.
- Complete the final 25% of a program through Keiser University.
- Students must complete MAPP testing, which includes Measure of Academic Proficiency and Progress (ETS) and an Educational Testing Service Major Field Examination in an appropriate field.
- File an application for degree with the campus Student Services Department on or before the published date during the last term of resident study. The degree will not be awarded unless the application is completed.
- Resolve all financial obligations to the University.
- Complete all required exit paperwork.

An "I" received for the term a student is scheduled to graduate is calculated as an "F" for purposes of computing a student's GPA for graduation. If the course work is completed and results in a passing grade, the student's transcript is amended and a final GPA is calculated.

Associate of Arts

As required by the Commission for Independent Education in the State of Florida, students receiving Keiser University's Associate of Arts degree must successfully complete a minimum of 60 semester credit hours of study. The 60 credit hours must include a minimum of 36 semester credit hours of prescribed general education courses combined with a minimum of 24 semester credit hours of prescribed major courses.

- Students in Associate of Arts programs must also meet Gordon Rule requirements (see catalog section) for graduation. Students must complete MAPP testing, which includes Measure of Academic Proficiency and Progress (ETS) and an Educational Testing Service Major Field Examination in an appropriate field.

Associate of Science

As required by the Commission for Independent Education in the State of Florida, students receiving Keiser University's Associate of Science degree must successfully complete at least 60 semester credit hours of study. The 60 credit hours must include a minimum of 24 semester credit hours of prescribed general

education courses combined with a minimum of 36 semester credit hours of prescribed major courses.

NOTE: An Associate of Science degree is considered a terminal degree. A course-by-course decision on transferability rests with receiving institutions.

Additional Requirements for Associate of Arts or Science

To be eligible for an Associate of Arts or Science degree, students must:

- Complete a designated program of study which includes at least 60 semester hours of credit. Both degrees require that all required courses in a program be completed.
- Complete degree requirements with a cumulative grade average of 2.0 or higher.
- Complete the last 25% of a program at Keiser University.
- File an application for degree with the Campus Student Services Department on or before the published date during the last term of resident study. The degree will not be awarded unless the application has been completed.
- Resolve all financial obligations to the University.
- Complete all required exit paperwork.

An "I" received for the term a student is scheduled to graduate is calculated as an "F" for purposes of computing a student's GPA for graduation. If the course work is subsequently completed and results in a passing grade, a student's transcript is amended and a final grade average is calculated.

Registry and Licensure Examinations

It is a policy of Keiser University that students in programs that require a National or State licensure and/or registry examination(s) must sit for such prescribed examination(s) as a condition of graduation from Keiser University.

Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. Program directors submit required paperwork in advance for each graduating class. Students are required to sit for the examination(s) within 30 days of completing their program. If a program has multiple examinations, the first examination must be completed in 30 days and the second within 90 days.

NOTE: Students may obtain information about Keiser University from the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free number (888)224-6684 in the State of Florida.

Programs Offered At Each Campus

CAMPUS	PROGRAMS OFFERED
Daytona	**Master Degrees**
	Master of Arts in Criminal Justice (online only)
	Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only)
	Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)
	Bachelor of Arts
	Accounting (online only)
	Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing)
	Criminal Justice (online only)
	Health Services Administration (online only)
	Homeland Security (online only)
	Legal Studies (online only)
	Bachelor of Science
	Health Science (online only)
	Interdisciplinary Studies (online only)
	Associate of Arts
	Accounting
	Criminal Justice
	Health Services Administration
	Homeland Security (online only)
	Paralegal Studies (online only)
	Associate of Science
	Crime Scene Technology
	Diagnostic Medical Sonography
	Information Technology
	Massage Therapy
	Medical Assisting
	Occupational Therapy Assistant
	Radiologic Technology
	Sports Medicine and Fitness Technology
	Video Game Design
Ft. Lauderdale	**Doctor of Philosophy**
	Educational Leadership (online only)
	Master Degrees
	Master of Arts in Criminal Justice (online only)
	Master of Business Administration-concentrations in International Business, Leadership for Managers, and

Marketing (on-campus, online and hybrid)

Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)

Master of Science in Physician Assistant

<u>Bachelor of Arts</u>

Accounting (online only)

Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing) (available in Spanish online only—HR concentration not offered)

Criminal Justice

Health Services Administration

Homeland Security (online only)

Legal Studies

<u>Bachelor of Science</u>

Health Information Management

Health Science

Information Technology Management

Interdisciplinary Studies

Management Information Systems (online only)

Nursing (online only)

Public Safety (online only)

<u>Associate of Arts</u>

Accounting

Criminal Justice

Health Services Administration

Homeland Security (online only)

Paralegal Studies

<u>Associate of Science</u>

Aquatic Engineering (online only)

Computer-Aided Drafting

Computer Programming

Crime Scene Technology

Diagnostic Medical Sonography

Diagnostic Vascular Sonography

Health Information Management

Information Technology

Medical Assisting

Medical Laboratory Technician

Nuclear Medicine Technology

Nursing

Occupational Therapy Assistant

Physical Therapist Assistant

Radiologic Technology

Respiratory Therapy

Sports Medicine and Fitness Technology

	Video Game Design
Shanghai (off-campus site)	Bachelor of Arts in Business Administration
Ft. Myers	**Master Degrees** Master of Arts in Criminal Justice (online only) Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only) Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only) **Bachelor of Arts** Accounting (online only) Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing) (online and hybrid) Criminal Justice (online and hybrid) Health Services Administration (online only) Homeland Security (online only) Legal Studies (online only) **Bachelor of Science** Health Science (online only) Information Technology Management (online only) Interdisciplinary Studies (online only) Management Information Systems (online only) Nursing (online only) Public Safety (online only) **Associate of Arts** Accounting (online only) Business Administration (hybrid) Criminal Justice (online and hybrid) Health Services Administration (online only) Homeland Security (online only) Paralegal Studies (online and hybrid) **Associate of Science** Crime Scene Technology Information Technology (online only) Medical Assisting (on campus and hybrid)
Jacksonville	**Doctoral Degree** Doctor of Philosophy in Educational Leadership (online only) **Master Degrees** Master of Arts in Criminal Justice (online only) Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only) Master of Science in Education-specializations in College

Administration, Leadership, and Teaching and Learning (online only)

Bachelor of Arts

Accounting (online only)

Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing)

Criminal Justice

Health Services Administration (online only)

Homeland Security (online only)

Legal Studies

Bachelor of Science

Health Science (online only)

Information Technology Management (online only)

Interdisciplinary Studies

Management Information Systems (online only)

Nursing (online only)

Public Safety (online only)

Associate of Arts

Accounting

Criminal Justice

Health Services Administration

Paralegal Studies

Associate of Science

Computer Graphics and Design

Crime Scene Technology

Information Technology

Medical Assisting

Nursing

AS Occupational Therapy Assistant

Radiologic Technology

Kendall   **Doctoral Degree**

Doctor of Philosophy in Educational Leadership (online only)

Master Degrees

Master of Arts in Criminal Justice (online only)

Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online and hybrid only)

Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)

Bachelor of Arts

Accounting (online only)

Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing) (online only)

Criminal Justice

Legal Studies (online only)
<u>Bachelor of Science</u>
Health Science (online only)
BS Interdisciplinary Studies
Nursing (online only)
<u>Associate of Arts</u>
Accounting
Business Administration
Criminal Justice
Health Services Administration
Paralegal Studies
<u>Associate of Science</u>
Information Technology (online only)
Medical Assisting
Nuclear Medicine Technology
Nursing
Occupational Therapy Assistant
Radiologic Technology

Lakeland   **<u>Master Degrees</u>**
Master of Arts in Criminal Justice (online only)
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online and hybrid only)
Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)
<u>Bachelor of Arts</u>
Accounting (online only)
Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing)
Criminal Justice
Health Services Administration
Homeland Security (online only)
Legal Studies (online only)
<u>Bachelor of Science</u>
Dietetics and Nutrition
Health Science (online only)
Information Technology Management (online only)
Interdisciplinary Studies
Management Information Systems (online only)
Nursing (online only)
Public Safety (online only)
Sports Medicine and Fitness Technology
<u>Associate of Arts</u>
Accounting
Business Administration

Criminal Justice
Health Services Administration
Homeland Security
Paralegal Studies (online only)
<u>Associate of Science</u>
Computer Graphics and Design
Information Technology
Massage Therapy
Medical Assisting
Nuclear Medicine Technology
Nursing
Radiologic Technology
Sports Medicine and Fitness Technology

Melbourne   **<u>Master Degrees</u>**
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only)
<u>Bachelor of Arts</u>
Accounting (online only)
Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing)
Criminal Justice (online only)
Health Services Administration (online only)
Homeland Security (online only)
Legal Studies (online only)
<u>Bachelor of Science</u>
Health Science (online only)
Information Technology Management (online only)
Interdisciplinary Studies (online only)
Management Information Systems (online only)
Nursing (online only)
<u>Associate of Arts</u>
Accounting
Criminal Justice
Health Services Administration
Homeland Security (online only)
Paralegal Studies (online only)
<u>Associate of Science</u>
Culinary Arts
Diagnostic Medical Sonography
Information Technology
Massage Therapy
Medical Assisting
Nuclear Medicine Technology
Nursing
Occupational Therapy Assistant

	Physical Therapy Assistant
	Radiation Therapy
	Radiologic Technology
Orlando	**<u>Master Degrees</u>**
	Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only)
	<u>Bachelor of Arts</u>
	Accounting (online only)
	Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing)
	Criminal Justice
	Health Services Administration (online only)
	Homeland Security (online only)
	Legal Studies
	<u>Bachelor of Science</u>
	Health Science (online only)
	Information Technology Management (online only)
	Interdisciplinary Studies (online only)
	Management Information Systems (online only)
	Nursing (online only)
	Public Safety (online only)
	<u>Associate of Arts</u>
	Criminal Justice
	Health Services Administration
	Homeland Security (online only)
	Paralegal Studies
	<u>Associate of Science</u>
	Computer-Aided Drafting
	Crime Scene Technology
	Histotechnology
	Information Technology
	Massage Therapy
	Medical Assisting
	Nursing
	Occupational Therapy Assistant
	Radiologic Technology
Pembroke Pines	**<u>Master Degrees</u>**
	Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online and hybrid only)
	<u>Bachelor of Arts</u>
	Accounting (online only)
	Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing)

Criminal Justice
Health Services Administration (online only)
Homeland Security (online only)
Legal Studies
<u>Bachelor of Science</u>
Dietetics and Nutrition
Health Science (online only)
Information Technology Management (online only)
Interdisciplinary Studies
Management Information Systems (online only)
Nursing (online only)
Public Safety (online only)
<u>Associate of Arts</u>
Accounting
Criminal Justice
Health Services Administration
Homeland Security (online only)
Paralegal Studies
<u>Associate of Science</u>
Computer Graphics and Design
Crime Scene Technology
Histotechnology
Information Technology
Massage Therapy
Medical Assisting
Occupational Therapy Assistant
Technology Integration

Port St. Lucie   **<u>Master Degrees</u>**
Master of Arts in Criminal Justice (online only)
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only)
Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)
<u>Bachelor of Arts</u>
Accounting (online only)
Business Administration-concentrations in Management, Human Resource Management, International Business, Finance and Marketing (online only)
Criminal Justice
Health Services Administration (online only)
Homeland Security (online only)
Legal Studies
<u>Bachelor of Science</u>
Dietetics and Nutrition
Health Science (online only)

Interdisciplinary Studies
Management Information Systems (online only)
Nursing (online only)
Public Safety (online only)
Sports Medicine and Fitness Technology
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
Paralegal Studies
Associate of Science
Biotechnology
Computer Graphics and Design
Golf Management (off-campus site)
Information Technology
Massage Therapy
Medical Assisting
Radiologic Technology
Sports Medicine and Fitness Technology
Surgical Technology
Video Game Design

Sarasota **Master Degrees**
Master of Arts in Criminal Justice (online only)
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only)
Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)
Bachelor of Arts
Accounting (online only)
Business Administration-concentrations in Management, Human Resource Management, International Business, Finance and Marketing
Criminal Justice
Health Services Administration (online only)
Homeland Security (online only)
Legal Studies
Bachelor of Science
Elementary Education
Health Science (online only)
Information Technology Management (online only)
Interdisciplinary Studies
Nursing (online only)
Public Safety (online only)
Associate of Arts
Accounting

Health Services Administration
Paralegal Studies
Associate of Science
Crime Scene Technology
Culinary Arts
Fire Science (online only)
Information Technology
Medical Assisting
Nursing
Radiologic Technology

Tallahassee   **Master Degrees**
Master of Arts in Criminal Justice (online only)
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only)
Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)
Bachelor of Arts
Accounting (online only)
Business Administration-concentrations in Management, Human Resource Management, International Business, Finance and Marketing
Criminal Justice
Health Services Administration (online only)
Homeland Security (online only)
Legal Studies (online only)
Bachelor of Science
Health Science (online only)
Information Technology Management (online only)
Interdisciplinary Studies
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration (online only)
Homeland Security (online only)
Paralegal Studies
Associate of Science
Baking and Pastry Arts
Computer Graphics and Design
Culinary Arts
Information Technology
Medical Assisting
Nursing
Radiologic Technology

Tampa	**<u>Master Degrees</u>**
	Master of Arts in Criminal Justice (online only)
	Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online only)
	<u>Bachelor of Arts</u>
	Accounting (online only)
	Business Administration-concentrations in Management, Human Resource Management, International Business, Finance and Marketing
	Criminal Justice
	Health Services Administration
	Homeland Security (online only)
	Legal Studies
	<u>Bachelor of Science</u>
	Health Science (online only)
	Interdisciplinary Studies
	Management Information Systems (online only)
	Public Safety (online only)
	<u>Associate of Arts</u>
	Accounting
	Criminal Justice
	Health Services Administration
	Homeland Security (online only)
	Paralegal Studies
	<u>Associate of Science</u>
	Computer Graphics and Design
	Crime Scene Technology
	Information Technology
	Medical Assisting
	Nursing
	Radiologic Technology
West Palm Beach	**<u>Master Degrees</u>**
	Master of Arts in Criminal Justice (online only)
	Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online and hybrid only)
	Master of Science in Education-specializations in College Administration, Leadership, and Teaching and Learning (online only)
	<u>Bachelor of Arts</u>
	Accounting (online only)
	Business Administration-concentrations in Management, Human Resource Management, International Business, Finance and Marketing
	Criminal Justice
	Health Services Administration (online only)

Homeland Security
Legal Studies
Bachelor of Science
Health Information Management
Health Science (online only)
Information Technology Management (online only)
Interdisciplinary Studies
Management Information Systems (online only)
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
Homeland Security
Paralegal Studies
Associate of Science
Computer Graphics and Design
Health Information Management
Information Technology
Massage Therapy
Medical Assisting
Nursing
Occupational Therapy Assistant
Radiologic Technology

DOCTOR OF PHILOSOPHY DEGREE

EDUCATIONAL LEADERSHIP

Program Description

Keiser University's Doctor of Philosophy in Educational Leadership degree prepares reflective scholars and capable professionals who apply theory, method, and research to dynamically improve schools under their leadership and, ultimately, the communities they serve. The program fosters lifelong learning and values leadership, ethical and informed decision-making, diversity, assessment, program evaluation, effective communication, and technology.

Program Objectives

Keiser University's PhD in Educational Leadership program enables students to contribute to the education profession through independent learning, scholarship, and research. Upon completion of this program, students are able to:

- Apply leadership theory and ethical, reflective decision-making to manage and administer schools and school systems.
- Evaluate and apply best practices in instruction using effective teaching practices, emerging technologies, and assessment techniques to achieve optimal educational outcomes.
- Create a shared vision of a learning culture by understanding and responding to the political, social, economic, legal and cultural environment.
- Respond to diverse communities of interest to create a safe, efficient, and effective learning environment.
- Continue to renew and develop expertise in the field of leadership demonstrated by effective written, spoken, and digital communication.
- Advance the body of knowledge through relevant, reflective, action-oriented research and scholarship.

Prerequisites for Major Courses
- Master degree from an accredited institution.

NOTE: Courses in the PhD program are eight-weeks in length and students are scheduled for one or two courses concurrently. Dissertation courses are sixteen-weeks in length and students are scheduled for one dissertation course per semester.

Program Outline
To receive a Doctor of Philosophy in Educational Leadership degree, students must earn 60 graduate semester credit hours. Fifty-four of the program hours must be completed through Keiser University. Program requirements are as follows:

Doctor of Philosophy in Educational Leadership Major Core Courses (60.0 credit hours)

Foundation Courses (15.0 credit hours)

EDU710	Ethical and Legal Issues in Education/Leadership	3.0 credit hours
EDU712	Policy, Politics, and Community Relations	3.0 credit hours
EDU721	Leading Technology Innovation	3.0 credit hours
EDU730	Funding of Educational Institutions	3.0 credit hours
EDU740	Curriculum Design	3.0 credit hours

Leadership Core Courses (12.0 credit hours)

EDL750	Leadership: Theory and Management	3.0 credit hours
EDL751	Leadership: Assessment and Program Evaluation	3.0 credit hours
EDL752	Leadership: Reform and Innovation	3.0 credit hours
EDL753	Leadership: Human Resources and Professional Development	3.0 credit hours

Elective Courses (Six credits required)

EDU722	Management of Distance Education	3.0 credit hours
EDU720	Designing Training and Performance Solutions	3.0 credit hours
EDU741	Differentiated Instruction	3.0 credit hours
EDU742	Classroom Management	3.0 credit hours

Research Courses (15.0 credit hours)

EDR700	Quantitative Research I	3.0 credit hours
EDR800	Quantitative Research II (Prerequisite EDR700)	3.0 credit hours
EDR810	Qualitative Research	3.0 credit hours
EDR811	Mixed Methods (Prerequisites: EDR700, EDR800, EDR810, and EDR811)	3.0 credit hours
EDR820	Advanced Research: Pre-Proposal and Literature Review	

(Prerequisite EDR700, EDR800, and EDR810)   3.0 credit hours

Dissertation Courses (12.0 credit hours)
Students must be admitted to candidacy before enrolling in Dissertation Courses
EDR901   Dissertation   3.0 credit hours
EDR902   Dissertation   3.0 credit hours
EDR903   Dissertation   3.0 credit hours
EDR904   Dissertation   3.0 credit hours

MASTER OF ARTS DEGREE

CRIMINAL JUSTICE

Program Description
Keiser University's Master of Arts degree in Criminal Justice provides an intensive study of theory and practice in the field of criminal justice. The program fosters independent learning and enables students to contribute intellectually to the corrections, law enforcement and administration of justice professions.

Students learn to manage components of the criminal justice system through course work in areas such as correctional systems, law enforcement, court systems, criminal justice and criminology theory, juvenile justice, gender, race, and crime, professionalism and ethics, criminal justice research, and management and leadership in criminal justice. Graduates demonstrate a conceptual understanding of advanced criminal justice systems and critically analyze and solve problems based on applied research methods.

Program Objectives
Keiser University's MACJ program enables students to contribute to the criminal justice profession and fosters independent learning. Upon completion of this program, students are able to:

- Evaluate an agency's ability to meet the safety needs of a community including corrections, law enforcement and administration of justice
- Evaluate, research and critically analyze gaps or deficiencies in criminal justice services

- Effectively and ethically lead and manage criminal justice, community services, and human/social services professionals in both public and private sectors
- Evaluate contemporary criminal justice systems and their policies and practices
- Evaluate the psychological basis, nature and causes of crime: typologies and offenders

Prerequisites for Major Courses
- Baccalaureate degree from an accredited institution. Students complete their capstone course in their last semester of enrollment. No elective courses are offered in this program.

NOTE: Courses in the MACJ program are eight-weeks in length and students are normally scheduled for two courses concurrently.

Program Outline
To receive a Master of Arts in Criminal Justice degree, students must earn 36 graduate semester credit hours. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

Master of Arts in Criminal Justice Major Core Courses (36.0 credit hours)

MACJ501	Seminar in Criminal Justice (taken in first semester)	3.0 credit hours
MACJ511	Seminar in Law Enforcement	3.0 credit hours
MACJ512	Seminar in Court Systems	3.0 credit hours
MACJ513	Seminar in Correctional Systems	3.0 credit hours
MACJ514	Theory in Criminology and Criminal Justice	3.0 credit hours
MACJ530	Management and Administration of CJ	3.0 credit hours
MACJ540	Professionalism and Ethics in CJ	3.0 credit hours
MACJ550	Juvenile Justice	3.0 credit hours
MACJ560	Gender, Race and Crime	3.0 credit hours
MACJ590	Research Methods in CJ	3.0 credit hours
MACJ595	Applied Research and Analytical Methods in CJ (prerequisite MACJ590)	3.0 credit hours
MACJ600	Capstone: Criminal Justice Thesis (prerequisite MACJ595, taken in last semester)	3.0 credit hours

MASTER OF BUSINESS ADMINISTRATION DEGREES

ACCOUNTING CONCENTRATION

HEALTH SERVICES MANAGEMENT CONCENTRATION

INTERNATIONAL BUSINESS CONCENTRATION

LEADERSHIP FOR MANAGERS CONCENTRATION

MARKETING CONCENTRATION

Program Description

Keiser University's Master of Business Administration offers an intensive graduate program that educates students in theories and practices of the modern business world. The MBA program fosters independent learning and enables students to contribute intellectually to the business profession.

Students specialize in one of five areas: Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing. In addition, MBA students complete general coursework in valuable areas such as accounting, finance, management, marketing and business research methods. Graduates demonstrate a conceptual understanding of advanced business strategies and critically analyze and solve problems based on applied research methods.

Program Objectives

Keiser University's MBA program enables students to contribute to the business profession and fosters independent learning. Upon completion of this program, students are able to:

- Evaluate an organization's financial position through financial statement analysis and/or forecasting
- Summarize and discuss the ethical and legal responsibilities of organizations.

- Apply selected methods of quantitative analysis to enhance business decisions.
- Compare economic environments and markets and their impact on business
- Through a conceptual understanding, apply managerial leadership skills, marketing strategies and/or international business concepts, theory, and research to critically analyze and solve problems in unpredictable environments.

Program Outline

Students are required to select one of five major concentrations. Students take 10 major courses for 30 graduate credit hours (common to all concentrations) and 12 to 15 graduate credit hours in a concentration area. **NOTE**: Courses in the MBA program are each eight-weeks in length, and students are normally scheduled for two courses concurrently.

To receive a Master of Business Administration degree, students must earn 42 to 45 graduate level credit hours. Thirty-six of the program hours must be completed through Keiser University. Program requirements are as follows:

Masters of Business Administration Major Core Courses (30.0 credit hours)

MBA501	Survey of Accounting (co-requisite course)	3.0 credit hours
ACG5075	Accounting for Decision Making	3.0 credit hours
MBA521	Financial Management	3.0 credit hours
MBA531	Marketing Management	3.0 credit hours
MBA542	Business Research Methods	3.0 credit hours
MBA551	International Business	3.0 credit hours
MBA562	Business Information Systems	3.0 credit hours
MBA571	Organizational Behavior	3.0 credit hours
MBA572	Comparative Management (co-requisite course)	3.0 credit hours
MBA581	Managerial Economics	3.0 credit hours

Graduate-level Business Administration courses listed above must be successfully completed before concentration courses are undertaken. Students may take their last core course concurrently with their first concentration course.

Accounting Concentration (15.0 credit hours)

ACG6138	Advanced Financial Reporting and Accounting Concepts	3.0 credit hours
ACG6635	Advanced Auditing Theory and Applications	3.0 credit hours
ACG6808	Contemporary Issues in Accounting	3.0 credit hours
TAX6877	Special Topics in Taxation	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Health Services Management Concentration (12.0 credit hours)

MBA692	Strategic Management of Health Services Organizations	3.0 credit hours
MBA691	Quality Management in Health Care	3.0 credit hours
MBA693	Corporate Compliance in Health Care	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

International Business Concentration (12.0 credit hours)

MBA651	International Trade	3.0 credit hours
MBA652	International Marketing Management	3.0 credit hours
MBA653	International Financial Management	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Leadership for Managers Concentration (12.0 credit hours)

MBA671	Leadership Development	3.0 credit hours
MBA672	Human Resource Management	3.0 credit hours
MBA673	Organizational Change	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

Marketing Concentration (12.0 credit hours)

MBA632	Marketing Research Methods	3.0 credit hours
MBA633	Promotional Strategy	3.0 credit hours
MBA634	Advanced Consumer Behavior	3.0 credit hours
MBA699	Capstone: Business Strategies	3.0 credit hours

MASTER OF SCIENCE DEGREES

EDUCATION WITH COLLEGE ADMINISTRATION SPECIALIZATION

EDUCATION WITH LEADERSHIP SPECIALIZATION

EDUCATION WITH TEACHING AND LEARNING SPECIALIZATION

Program Description

Keiser University's Master of Science degree in Education (MSEd) provides teachers and education administrators an intensive study of theory and practice in the field of education. The MSEd program fosters independent learning and enables students to contribute intellectually to the education profession.

Students specialize in one of three areas: College Administration, Leadership, or Teaching and Learning. In addition, students complete course work in areas such as assessment and evaluation, diversity, curriculum design, governance and decision-making and instructional technology. Graduates are able to demonstrate a conceptual understanding of advanced educational theory and practice and to critically analyze and solve problems based on applied research methods.

Program Objectives

Keiser University's MSEd program enables students to contribute to the education profession and fosters independent learning. Upon completion of this program, students are able to:

- Demonstrate application of the intersection of educational theory and practice
- Evaluate comprehensive and relevant curriculum
- Demonstrate moral and ethical decision-making in an educational environment
- Practice communication skills for educators leading to successful team building, motivation and leadership in classrooms and administration

- Assess student and teacher needs and develop appropriate resources in education

Prerequisites for Major Courses

- Baccalaureate degree from an accredited institution.

The Master of Science in Education is designed to meet the needs of students with accredited baccalaureate degrees. Students may be licensed classroom practitioners, classroom teachers seeking alternative certification, education administrators or teachers seeking positions within administration.

NOTE: Courses in the MSEd program are each eight-weeks in length, and students are normally scheduled for two courses concurrently.

Program Outline
To receive a Master of Science in Education degree, students must earn 36 graduate semester credit hours. In the final semester of their program, students complete an action research project. No elective courses are offered in this program, although one of three specializations is selected. Thirty of the program hours must be completed through Keiser University. Program requirements are as follows:

Master of Science in Education Major Core Courses (18.0 credit hours)

EDU510	Affirming Diversity	3.0 credit hours
EDU511	Integrative Instructional Technology	3.0 credit hours
EDU512	Education Governance, Motivation and Ethical Decision Making	3.0 credit hours
EDU513	Advanced Curriculum and Instructional Design	3.0 credit hours
EDU514	Advanced Educational Assessment and Evaluation	3.0 credit hours
EDR551	Decision Oriented Educational Research	3.0 credit hours

College Administration Specialization (18.0 credit hours)

EDU560	Enrollment Management Theory and Practice	3.0 credit hours
EDU562	Higher Education Marketing and Recruitment	3.0 credit hours
EDU563	Managing Campus Operations	3.0 credit hours
EDU552	Personnel Selection and Development	3.0 credit hours
EDU565	Student Retention and Management	3.0 credit hours
EDR610	Action Research Project (Capstone)	3.0 credit hours

Leadership Specialization (18.0 credit hours)

EDU540	Current Trends and Issues in Education	3.0 credit hours
EDU550	Education System Organization and Leadership	3.0 credit hours
EDU552	Personnel Selection and Development	3.0 credit hours
EDU553	Education Budgeting and Finance	3.0 credit hours
EDU554	School Public Relations and Communication	3.0 credit hours
EDR610	Action Research Project (Capstone)	3.0 credit hours

Teaching and Learning Specialization (18.0 credit hours)

EDU520	Psychological Basis of Education	3.0 credit hours
EDU521	Learning Theories Applied to Classroom Instruction and Mgmt	3.0 credit hours
EDU522	Continuous Improvement and Planning	3.0 credit hours
EDU523	Teacher in American Society	3.0 credit hours
EDU524	Problem Solving and Critical Thinking	3.0 credit hours
EDR610	Action Research Project (Capstone)	3.0 credit hours

PHYSICIAN ASSISTANT

Master of Science Degree

Program Description

Keiser University's Master of Science degree in Physician Assistant is an intense study of patient care theory, science and practice, combining didactic, laboratory, and clinical study and experience.

The first year is an intense study of basic sciences and clinically related didactic course work. The clinical year provides students with experience in emergency medicine, surgery, obstetrics and gynecology, pediatrics, psychiatry, family medicine, internal medicine, long term care and one elective. Learner-centered activities will be used and include: independent and collaborative learning, experiential applications, case study analysis and problem-based instruction through simulations and model-based applications. Graduates are required to sit

for the Physician Assistant National Certification Examination (PANCE) and eligible, upon successful completion of the PANCE, to be licensed and practice medicine under the supervision of a physician.

Program Objectives

Keiser University's MSPA program established intended student learning objectives to specifically align with the NCCPA core competencies. Upon completion of this program, students are able to:

- Demonstrate a high level of standard in patient care
- Effectively demonstrate core knowledge and application in their daily practice
- Demonstrate analytic and investigatory thinking in clinical situations
- Demonstrate a medical knowledge of pathophysiology, patient management, surgical principles, health promotion and disease prevention
- Effectively demonstrate interpersonal and communication skills that result in effective information exchange with patients, their families and professional colleagues
- Provide age-appropriate assessment, evaluation and treatment plans
- Demonstrate a high level of legal and ethical responsibility to a diverse patient populations
- Evaluate, assess and improve patient care practices
- Demonstrate an awareness and accountability for providing optimal patient care
- Effectively demonstrate an awareness of legal and legislative issues involving professional liability, reimbursement and professional behavior

Prerequisites for Major Courses

- Baccalaureate degree from a regionally accredited institution or equivalent.
- General Biology or Zoology (4 semester hours), Human Anatomy and Physiology (8 semester hours), Microbiology (4 semester hours), Genetics (3 semester hours), General Chemistry (8 semester hours), Biochemistry or Organic Chemistry (3 semester hours), College Math or higher (3 semester hours), English, with minimum one class of English composition (6 semester hours), Humanities (3 semester hours), Social Sciences (3 semester hours), Behavioral Science (6 semester hours).

The Master of Science in Physician Assistant is designed to meet the needs of students with regionally accredited baccalaureate degrees and appropriate

required prerequisites. Students will come from a health care background seeking positions as members of a health care team practicing medicine under the supervision of a physician in a variety of settings.

NOTE: Courses in the MSPA program last from one week to one semester. Students can expect to attend classes Monday through Friday with some evening and weekend classes, taking multiple classes concurrently. Clinical experiences are a minimum of 40 hours per week and scheduled at the direction of the clinical site. All students in this program attend on a full time basis.

Program Outline

To receive a Master of Science in Physician Assistant degree, students must earn 138 graduate semester credit hours. The first year includes 87 semester credit hours of didactic and laboratory instruction. The second year includes 51 semester credit hours consisting of 45 semester credit hours of clinical rotations and 6 semester credit hours of coursework that includes a Graduate Project, Certification Examination Review and Transition into Physician Assistant Practice.

No elective courses are offered in this program, although one elective clinical rotation is required. All program didactic and clinical hours must be completed through Keiser University. Program requirements are as follows:

Master of Science in Physician Assistant Major Core Courses (138.0 credit hours)

First Year-Didactic and Lab (87.0 credit hours)

MPA500	Introduction to the Physician Assistant Profession	1.0 credit hour
MPA501	Medical Terminology	1.0 credit hour
MPA502	Fundamentals of Diagnostic Methods	1.0 credit hour
MPA510	Physical Diagnosis I	3.0 credit hours
MPA511	Human Physiology	4.0 credit hours
MPA512	Clinical Pathophysiology	3.0 credit hours
MPA513	Human Anatomy	5.0 credit hours
MPA514	Applied Learning Experience	1.0 credit hour
MPA515	Introduction to Healthcare Research	3.0 credit hours
MPA520	Physical Diagnosis II	3.0 credit hours
MPA521	Microbiology	3.0 credit hours
MPA522	Ethical and Legal Medicine	3.0 credit hours
MPA523	Clinical Pharmacology	2.0 credit hours
MPA524	Fundamentals of Clinical Medicine and Surgery I	5.0 credit hours
MPA525	Clinical Laboratory Medicine I	1.0 credit hour
MPA526	Psychosocial Issues in Healthcare	2.0 credit hours
MPA527	Biostatistics in Healthcare	3.0 credit hours

MPA530	Physical Diagnosis III	3.0 credit hours
MPA531	Principles of Life Support and Electrocardiography	5.0 credit hours
MPA532	Clinical and Surgical Procedures	4.0 credit hours
MPA533	Pharmacotherapeutics I	4.0 credit hours
MPA534	Fundamentals of Clinical Medicine and Surgery II	6.0 credit hours
MPA535	Clinical Laboratory Medicine II	2.0 credit hours
MPA536	Health Promotion and Disease Prevention	1.0 credit hour
MPA537	Healthcare Policy	1.0 credit hour
MPA538	Medical Genetics	1.0 credit hour
MPA539	Alternative and Complementary Medicine	2.0 credit hours
MPA540	Clinical Psychiatry	3.0 credit hours
MPA543	Pharmacotherapeutics II	3.0 credit hours
MPA544	Fundamentals of Clinical Medicine and Surgery III	8.0 credit hours

Second Year-Clinical and Didactic (51.0 credit hours)

MPA600	Prenatal/Gynecology CR	5.0 credit hours
MPA620	Surgery CR	5.0 credit hours
MPA630	Emergency Medicine CR	5.0 credit hours
MPA640	Pediatrics CR	5.0 credit hours
MPA650	Family Medicine CR	5.0 credit hours
MBA660	Psychiatry CR	5.0 credit hours
MPA670	Long Term Care CR	5.0 credit hours
MPA680	Elective CR	5.0 credit hours
MPA690	Graduate Project	3.0 credit hours
MPA691	Certification Examination Review	2.0 credit hours
MPA692	Transition into Physician Assistant Practice	1.0 credit hour

BACHELOR OF ARTS DEGREES

ACCOUNTING
Bachelor of Arts Degree Online

Program Description

Keiser University's Bachelor of Arts degree in Accounting focuses on accounting and the communications skills needed in today's business environment. The program provides the unique skills needed in various areas of accounting such as: taxation, auditing, managerial/cost, financial, governmental, and accounting information systems as well as general business courses. The Bachelor of Arts degree in Accounting also uses various business and accounting related software programs to enhance students' knowledge.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To enhance student's knowledge of various areas of accounting
- To prepare students for jobs in the accounting field
- To assist students in becoming proficient in the use of business and accounting software applications
- To help students develop strong communication and research skills

Prerequisites for Upper Division Courses

- ECO1023   Microeconomics   3.0 credit hours
- ECO2013   Macroeconomics   3.0 credit hours
- STA2023   Statistics   3.0 credit hours

Program Outline

To receive a Bachelor of Arts degree in Accounting, students must earn 120.0 credit hours. Program requirements are as follows:

Lower Division Accounting Major Courses (24.0 credit hours)

ACG1001*	Accounting Principles I	3.0 credit hours
ACG2011*	Accounting Principles II	3.0 credit hours
ACG2062*	Accounting Information for Business Decisions	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2006	Financial Management	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours
TAX2004*	Principles of Taxation	3.0 credit hours

*Courses with an ACG or TAX prefix must be completed with a grade of "C" or higher

Lower Division General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
OCB1010	General Marine Biology	3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

Upper Division Accounting Major Courses (48.0 credit hours)

ACG3073*	Managerial Accounting	3.0 credit hours

ACG4101*	Financial Accounting I	3.0 credit hours
ACG4111*	Financial Accounting II	3.0 credit hours
ACG4201*	Financial Accounting III	3.0 credit hours
ACG4342*	Advanced Managerial/Cost Accounting	3.0 credit hours
ACG4401*	Accounting Information Systems	3.0 credit hours
ACG4501*	Governmental and Institutional Accounting	3.0 credit hours
ACG4651*	Auditing I	3.0 credit hours
ACG4671*	Auditing II	3.0 credit hours
BUL 3130	Legal and Ethical Environment of Business	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN 4583	Project Management	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours
TAX4001*	Income Tax Accounting	3.0 credit hours

*Courses with an ACG or TAX prefix must be completed with a grade of "C" or higher

Upper Division General Education Courses (12.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
ENC 4313	Research Writing	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours

BUSINESS ADMINISTRATION
Bachelor of Arts Degree

Spanish Bachelor of Arts Degree in Business Administration
For program information in Spanish, please refer to the Spanish version of this catalog.

Shanghai Bachelor of Arts Degree in Business Administration

All courses at this location are taught in Chinese Mandarin. Following are course substitutions applicable to the management concentration offered at this site:

- Replace BUL1240 Business Law with CBL1240 Chinese Business Law
- Replace heading "English" with "Chinese Language" under Lower Division General Education Courses
- Replace ENC1101 English Composition I with CHL1101 Chinese Composition I
- Replace ENC2102 English Composition II with CHL2101 Chinese Composition II
- Replace ENL1000 English Literature with CNL1000 Chinese Literature
- Replace BUL3130 Legal and Ethical Environment of Business with CBL3130 Chinese Legal and Ethical Environment of Business

Program Description

Keiser University's Bachelor of Arts degree in Business Administration prepares students for a career in business. Students are offered a well-rounded business education with management, marketing, finance, accounting, statistics and law courses. In addition, students select one of five concentrations: Management, Human Resource Management, International Business, Marketing or Finance. These concentrations allow students to specialize in a business discipline and enhance their career opportunities within that field.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' abilities to understand business concepts, terms and theories
- To prepare students for jobs in the fields of management, marketing, human resources, finance and international business
- To assist students in becoming more proficient in analysis, decision making and management
- To develop students' understanding of international business and the effects of globalization

Prerequisites for Major Courses

- None

Program Outline

To receive a Bachelor of Arts degree in Business Administration, students must earn 123.0 credit hours. Program requirements are as follows:

Lower Division Business Administration Major Courses (24.0 credit hours)

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2006	Financial Management	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

Upper Division Business Administration Major Courses (30.0 credit hours)

ACG3073	Managerial Accounting	3.0 credit hours
BUL3130	Legal and Ethical Environment of Business	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
INP3004	Industrial Psychology	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAN 4164	Leadership	3.0 credit hours
MAN4602	International Business	3.0 credit hours
MAN4999	Integrated Studies Capstone Course	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours

Upper Division Business Administration Major Courses
Management Concentration (18.0 credit hours)

INP3224	Workforce Diversity	3.0 credit hours
MAN3504	Operations Management	3.0 credit hours
MAN3611	Cross-Cultural Management	3.0 credit hours
MAN4065	Business Ethics	3.0 credit hours
MAN4631	Global Strategy and Policy	3.0 credit hours
MAR4403	Sales and Sales Management	3.0 credit hours

Upper Division Business Administration Major Courses
Human Resource Management Concentration (18.0 credit hours)
NOTE: This concentration is not offered in Spanish

INP3224	Workforce Diversity	3.0 credit hours
INP4203	Performance Evaluation	3.0 credit hours
MNA3324	Recruitment, Selection and Staffing	3.0 credit hours
MNA4306	Training and Development	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
MNA4405	Labor Relations	3.0 credit hours

Upper Division Business Administration Major Courses
International Business Concentration (18.0 credit hours)

FIN4602	International Finance	3.0 credit hours
GEB4357	International Competitiveness	3.0 credit hours
GEB4358	International Negotiations and Transactions	3.0 credit hours
GEB4359	Cultural Environment of International Business	3.0 credit hours
GEB4364	International Entrepreneurship	3.0 credit hours
MAN4631	Global Strategy and Policy	3.0 credit hours

Upper Division Business Administration Major Courses
Marketing Concentration (18.0 credit hours)

MAR4334	Advertising/Promotion Management	3.0 credit hours
MAR4403	Sales and Sales Management	3.0 credit hours
MAR4503	Consumer Behavior	3.0 credit hours
MAR4721	E-Marketing	3.0 credit hours
MAR4804	Marketing Strategy	3.0 credit hours
MAR4841	Service Marketing	3.0 credit hours

Upper Division Business Administration Major Courses
Finance Concentration (18.0 credit hours)

FIN4126	Financial Decision-Making and Planning	3.0 credit hours
FIN4324	Commercial Bank Management	3.0 credit hours
FIN4424	Case Studies in Finance	3.0 credit hours
FIN4443	Financial Policy and Strategy	3.0 credit hours
FIN4501	Investment	3.0 credit hours
FIN4602	International Finance	3.0 credit hours

Upper Division General Education Courses (15.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours

CRIMINAL JUSTICE
Bachelor of Arts Degree

Program Description

Keiser University's Bachelor of Arts degree in Criminal Justice provides preparation in many areas of the criminal justice system. Topics include but are not limited to: deviant behavior, forensics, law enforcement and investigation, victimology, private security, corrections and juvenile justice and how components work together and are governed by our laws, the Supreme Court and the U.S. Constitution. This exploration of the American criminal justice system culminates with an emphasis on research, analysis and the future of the system.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' ability to understand the tools and procedures used by various agencies within the criminal justice system.
- To develop students' ability to think critically and communicate effectively, both verbally and in writing
- To assist students in becoming more proficient in researching, collecting and organizing complex data, solving problems and working collaboratively
- To prepare students for employment and advancement in criminal justice related fields

Prerequisites for Major Courses

- None

Program Outline

To receive a Bachelor of Arts degree in Criminal Justice, students must earn 120.0 credit hours. Program requirements are as follows:

Lower Division Criminal Justice Major Courses (24.0 credit hours)

CCJ1010	Criminology	3.0 credit hours
CCJ1020	Introduction to Criminal Justice	3.0 credit hours
CJC2000	Introduction to Corrections	3.0 credit hours
CJE1000	Introduction to Law Enforcement	3.0 credit hours
CJE1130	Communications and Writing for CJ Professionals	3.0 credit hours
CJJ2001	Introduction to Juvenile Procedures	3.0 credit hours
CJL2100	Criminal Law	3.0 credit hours
CJT2100	Criminal Investigations	3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

Upper Division Criminal Justice Major Courses (51.0 credit hours)

CCJ3601	Deviant Behavior	3.0 credit hours
CCJ3666	Victimology	3.0 credit hours
CCJ4450	Criminal Justice Management	3.0 credit hours
CCJ4641	Organized Crime	3.0 credit hours
CCJ4644	White-Collar and Economic Crime	3.0 credit hours
CCJ4651	Drug Control	3.0 credit hours
CCJ4661	Terrorism	3.0 credit hours
CCJ4489	Ethics in Criminal Justice	3.0 credit hours
CJC4167	Alternative Punishment	3.0 credit hours
CJE3140	Private Security	3.0 credit hours
CJE3674	Introduction to Forensic Science	3.0 credit hours
CJE4175	Comparative Criminal Justice Systems	3.0 credit hours
CJE4692	Technology and Crime	3.0 credit hours
CJE4710	Integrated Criminal Justice Capstone Project	3.0 credit hours
CJL3231	Constitutional Criminal Procedures	3.0 credit hours
CJL4133	Criminal Evidence and Procedures	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours

Upper Division General Education Courses (9.0 credit hours)

IDS3355	Critical Thinking	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours
SYD4410	Sociology of the Urban Community	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours

HEALTH SERVICES ADMINISTRATION

Bachelor of Arts Degree

Program Description

Keiser University's Bachelor of Arts degree in Health Services Administration provides a basic understanding of health services administration and of the unique skills needed by a health service administrator. Topics include coding and billing, public and private healthcare and financial and legal issues in healthcare.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop a student's ability to understand the social, political and economic forces affecting the healthcare industry
- To prepare students for jobs in the healthcare industry
- To develop a student's ability to think critically and communicate effectively
- To assist students in becoming more proficient in the use of medical terminology, medical coding and computer skills

Prerequisites for Major Courses

- None

Program Outline

To receive a Bachelor of Arts Degree in Health Services Administration, students must earn a total of 123.0 credit hours. Program requirements are as follows:

Lower Division Health Services Administration Major Courses (24.0 credit hours)

GEB1112	Entrepreneurship	3.0 credit hours
HSA1117	Principles of Health Service Administration	3.0 credit hours
HSA1192C	Healthcare Computer Applications	3.0 credit hours
HSA1253	Medical Office Administration and Billing	3.0 credit hours
HSA2253	CPT Coding for Health Service Administration	3.0 credit hours
HSC1531	Healthcare Medical Terminology	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology (required)	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)
CGS1000C   Introduction to Computers   3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

Upper Division Health Services Administration Major Courses (51.0 credit hours)

ACG3024	Accounting for Non-Financial Managers	3.0 credit hours
HSA3170	Financial Issues in Healthcare	3.0 credit hours
HSA3171	Billing/Third Party Payers	3.0 credit hours
HSA4011	Public Health Management	3.0 credit hours
HSA4184	Supervisory Skills	3.0 credit hours
HSA4276	Hospital Billing	3.0 credit hours
HSA4222	Long-Term Managed Care Systems	3.0 credit hours
HSA4502	Risk Management in Healthcare	3.0 credit hours
HSA4938	Health Service Administration Capstone Project	3.0 credit hours
HSC3661	Issues in Healthcare Communication	3.0 credit hours
INP3004	Industrial Psychology	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours

MAR3712	Healthcare Marketing	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
MNA4405	Labor Relations	3.0 credit hours
PLA3523	Health Law and Ethics	3.0 credit hours

Upper Division General Education (12.0 credit hours)

CGS3343C	Management Information Systems for Health Organizations	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
STA3143	Statistical Methods for Healthcare	3.0 credit hours

HOMELAND SECURITY

Bachelor of Arts Degree Online

Program Description

Keiser University's Bachelor of Arts degree in Homeland Security focuses on management-level skills needed in the field of Homeland Security. The program provides an understanding of essential management skills and addresses unique proficiencies needed to understand Homeland Security at local, state and federal levels.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its objectives:

- Students are able to apply generally accepted management principles for use in forming emergency plans for multiple agencies
- Students are able to prepare for, recognize, investigate and respond to terrorism
- Students develop an understanding of issues currently threatening society and how to respond to such threats.

Prerequisites for Major Courses

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- None

Program Outline

To receive a Bachelor of Arts degree in Homeland Security, students must earn 120.0 credit hours. Program requirements are as follows:

Lower Division Homeland Security Major Courses (24.0 credit hours)

CCJ1020	Introduction to Criminal Justice	3.0 credit hours
CJT2180	Constitutional Law for the H.S. Professional	3.0 credit hours
DSC1006	Introduction to Homeland Security	3.0 credit hours
DSC1011	Domestic and International Terrorism	3.0 credit hours
DSC1570	Introduction to Cyber-Terrorism	3.0 credit hours
DSC2033	Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction	3.0 credit hours
DSC2036	Organizing the War on Terrorism	3.0 credit hours
DSC2210	Emergency Planning and Security Measures I	3.0 credit hours

Lower Division General Education Courses (36 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

Upper Division Homeland Security Major Courses (42.0 credit hours)

CCJ4450	Criminal Justice Management	3.0 credit hours
CCJ4661	Terrorism	3.0 credit hours
DSC3034	Preparation and Response for Terrorism	3.0 credit hours
DSC3037	Recognition and Investigation of Terrorism	3.0 credit hours
DSC3056	Issues in Disaster Response	3.0 credit hours
DSC3212	Emergency Planning and Security Measures II	3.0 credit hours
DSC3751	Homeland Security Policy and Law	3.0 credit hours
DSC4031	Tactical Communications	3.0 credit hours
DSC4214	Catastrophic Event Response Planning	3.0 credit hours
DSC4554	Critical Infrastructure Protection	3.0 credit hours
DSC4564	Homeland Security Threat Strategy	3.0 credit hours
DSC4930	Current Topics in Public Safety/Capstone	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN3611	Cross-Cultural Management	3.0 credit hours

Upper Division General Education Courses (18 credit hours)

CGS4692	Technology and Crime	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
SYD4410	Sociology of the Urban Community	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours

LEGAL STUDIES

Bachelor of Arts Degree

Program Description

Keiser University's Bachelor of Arts degree in Legal Studies trains students for careers in law and law-related fields (business, government and criminal justice) and also prepares students to pursue a law degree. Students learn the necessary information and skills for successful integration into a law office atmosphere. They also learn the ways in which the law impacts most professional fields.

Program Objectives

The following objectives are designed to meet Keiser University's mission and goals:

- Students will develop legal research skills
- Students will develop legal drafting skills
- Students will be able to understand and analyze substantive law
- Students will understand civil and criminal procedure
- Students are able to advance litigation case files
- Students will understand various methods of dispute resolution

Prerequisites for Major Courses

- None

Program Outline

To receive a Bachelor of Arts degree in Legal Studies, students must earn 120.0 credit hours. Program requirements are as follows:

Lower Division Legal Studies Major Courses (24.0 credit hours)

PLA1103	Legal Research and Writing I	3.0 credit hours
PLA1304	Criminal Law	3.0 credit hours
PLA1423	Contracts	3.0 credit hours

PLA1600	Wills, Trusts and Estates	3.0 credit hours
PLA2203	Civil Litigation	3.0 credit hours
PLA2272	Torts	3.0 credit hours
PLA2610	Real Property	3.0 credit hours
PLA2800	Family Law	3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science **(required)**	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

Economics (3.0 credit hours)
| ECO1023 | Microeconomics | 3.0 credit hours |
| ECO2013 | Macroeconomics | 3.0 credit hours |

English (6.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (6.0 credit hours)
MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)
BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

Upper Division Legal Studies Major Courses (48.0 credit hours)

PLA3155	Legal Drafting	3.0 credit hours
PLA3107	Legal Research and Writing II	3.0 credit hours
PLA3308	Criminal Procedure	3.0 credit hours
PLA3433	Business Organizations	3.0 credit hours
PLA3460	Bankruptcy Law	3.0 credit hours
PLA3663	Income Tax	3.0 credit hours
PLA3700	Ethics	3.0 credit hours
PLA4084	Legal Interviewing and Investigation	3.0 credit hours
PLA4240	Alternative Dispute Resolution	3.0 credit hours
PLA4263	Evidence	3.0 credit hours
PLA4410	Intellectual Property	3.0 credit hours
PLA4483	Administrative Law	3.0 credit hours
PLA4734	Law Office Technology	3.0 credit hours
PLA4844	Immigration Law	3.0 credit hours
PLA4880	Constitutional Law	3.0 credit hours
PLA4950	Legal Studies Capstone Project	3.0 credit hours

Upper Division General Education Courses (12.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours

BACHELOR OF SCIENCE DEGREES

DIETETICS AND NUTRITION
Bachelor of Science Degree

Program Description

Keiser University's Bachelor of Science degree in Dietetics and Nutrition combines clinical evaluation, community concerns, and food service management into a profession long valued for its service to individuals and the community at large and focused on proper nutrition and the prevention of chronic diseases. The Coordinated Program in Dietetics is unique since the didactic instruction is integrated with the supervised practice. Following graduation, students are eligible to take the Registered Dietitian (RD) exam to become licensed and begin practicing as a dietitian in a variety of settings.

The Keiser University Coordinated Program in Dietetics and Nutrition is currently granted candidacy for accreditation, by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext 5400. Students enrolled after candidacy is granted will be considered graduates of an accredited program on successful completion of the program.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- Prepare graduates for careers in dietetics and nutrition.
- Recruit, retain, and graduate a highly motivated and diverse population of students.
- Instill graduates with a commitment of service to the community.

Prerequisites for Major Courses

- Background check and drug screening when applicable.
- Minimum grade of "C" for general education courses.
- Successful completion of BSC2085C, BSC2086C, MCB 2000C, STA 2023, CHM 1046, BSC 1010, HUN 2201C, BCH 1020C, PSY 1012 or SYG 1000 and ECO 2031 or ECO 1023 are prerequisites for all major courses.
- Minimum cumulative grade average of 2.0 on a scale of 4.0.

Program Outline

To receive a Bachelor of Science degree in Dietetics and Nutrition, students must earn 135.0 credit hours. Program requirements are as follows:

Lower Division Dietetics Major Courses (3.0 credit hours)

HUN2201C   Principles of Nutrition   3.0 credit hours

Lower Division General Education Courses (51.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

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Behavioral/Social Science (3.0 credits)

PSY1012	Introduction to Psychology	3.0 credit hours
OR		
SYG1000	Introduction to Sociology	3.0 credit hours

Communication (3.0 credits)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credits)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credits)

ECO1023 Microeconomics		3.0 credit hours
OR		
ECO2013 Macroeconomics		3.0 credit hours

English (6.0 credits)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Mathematics (6.0 credits)

MAT1033	Intermediate Algebra	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (27.0 credits)

BSC1010	General Biology	3.0 credit hours
BSC1020C	Fundamentals of Biochemistry	4.0 credit hours
BSC2085C	Human Anatomy/Physiology I	4.0 credit hours
BSC2086C	Human Anatomy/Physiology II	4.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Lab	1.0 credit hours
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Lab	1.0 credit hours
MCB2000C	Microbiology	4.0 credit hours

Upper Division Dietetics Major Courses (81.0 credit hours)

PET3361C	Nutrition in Health and Exercise	4.0 credit hours
FOS3021C	Fundamentals of Food	4.0 credit hours
DIE3434C	Nutrition Education	3.0 credit hours
DIE3317	Dietetics in Community Health	3.0 credit hours
FSS3233C	Institution Food Service Production	3.0 credit hours
DIE3125C	Management of Dietary Systems	4.0 credit hours
HUN3403	Lifecycle Nutrition	3.0 credit hours
FOS4041C	Food Science	4.0 credit hours
DIE3244C	Medical Nutrition Therapy	4.0 credit hours
HUN4241	Advanced Nutrition	3.0 credit hours

DIE4246C	Clinical Nutrition	4.0 credit hours
DIE4435C	Nutrition Counseling	4.0 credit hours
HUN4296C	Nutrition and Health Issues	3.0 credit hours
DIE4365	Dietetics Management of Nutrition Program	3.0 credit hours
DIE4564	Research Methods	3.0 credit hours
DIE4506	Seminar in Dietetics and Nutrition	3.0 credit hours
DIE3175	Dietetics Management Practicum	7.0 credit hours
DIE3355	Dietetics in Community Health Practicum	5.0 credit hours
DIE4277	Clinical Nutrition Practicum	7.0 credit hours
DIE4536	Advanced Practicum in Dietetics	7.0 credit hours

ELEMENTARY EDUCATION
Bachelor of Science Degree

Description
Keiser University's Bachelor of Science degree in Elementary Education is a state approved teacher education program that meets the requirement for Florida certification in Elementary Education with endorsements in English for Speakers of Other Languages (ESOL) and Reading K-12. To meet the requirement for graduation students must successfully complete all coursework and clinical/internships and have passing scores on the appropriate FTCE General Knowledge Test, Subject Area Elementary Education K-6 and Professional Education Test. In the lower division, courses present basics of teaching, utilization of technology in the classroom and teaching diverse classrooms with a strong understanding of multiculturalism. In the upper division, topics include creating curricula, educational assessment, classroom management, reading and literacy, ESOL and Reading strategies for classrooms. The education courses are in alignment with Florida Department of Education's requirements for an Elementary Education degree.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To develop teachers who are prepared to meet the needs of a diverse student population in a variety of settings
- To develop teachers who manage and monitor student learning and the learning environment
- To develop teachers who engage in professional development and dialogue and are members of professional learning communities
- To develop teachers who use technology to enhance student learning and personal professional development
- To develop teachers with ESOL endorsement upon graduation

Prerequisites for Upper Division Major Courses

- All lower division courses must be successfully completed with a minimum grade average of 2.5 on a 4.0 scale
- The FTCE General Knowledge Examination must be successfully passed

Graduation Requirements (in addition to Degree Requirements section of catalog)

- Successful completion of all upper division courses with a minimum grade average of 2.5 on a 4.0 scale
- Demonstration through portfolio review and formal observation both competency and understanding of the Florida State Educators Accomplished Practices, Next Generation Sunshine State Standards,
- Successful completion of all program requirements for Reading and ESOL endorsement
- Completed the major requirements in a state approved education preparation program.
- Successful completion of all Student Teaching and Clinical Internship requirements

Program Outline
To receive a Bachelor of Science degree in Elementary Education, students must earn 132.0 semester credit hours. Program requirements are as follows:

Lower Division Elementary Education Major Courses (9.0 credit hours)

EDF1005	Introduction to Education	3.0 credit hours
EDG2701	Teaching Diverse Populations	3.0 credit hours
EME2040	Technology in Education	3.0 credit hours

Lower Division General Education Courses (55.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (12.0 credit hours)
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

Communications (3.0 credit hours)
SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)
CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)
ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (9.0 credit hours)
AML1000	American Literature	3.0 credit hours
MUH2011	Music Appreciation	3.0 credit hours
PHI1010	Introduction to Philosophy	3.0 credit hours

International/Multicultural (6.0 credit hours)
COM2460	Intercultural Communication	3.0 credit hours
CPO2002	Introduction to Comparative Government and Politics	3.0 credit hours

Mathematics (9.0 credit hours)
MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (10.0 credit hours)
BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
PHY2001	General Physics I	3.0 credit hours

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.

Upper Division Elementary Education Major Courses (68.0 credit hours)

Upper Division Education Foundation Courses (18.0 credit hours)

EDE3302	Classroom Management	3.0 credit hours
EDF3111	Student Development and Learning Principles	3.0 credit hours
EDF3430	Educational Assessment	3.0 credit hours
EDF3604	Social Foundations of Education	3.0 credit hours
EDG4620	Curriculum and Instruction	3.0 credit hours
EEX4070	Integrating Exceptional Students in a Regular Classroom	3.0 credit hours

Upper Division Methods Courses (30.0 credit hours)

ARE3313	Teaching the Arts	3.0 credit hours
HLP3722	Teaching Health and Physical Education	3.0 credit hours
LAE3210	Literacy	3.0 credit hours
LAE3314	Teaching Language Arts	3.0 credit hours
LAE4414	Teaching Children's Literature	3.0 credit hours
MAE4310	Teaching Mathematics	3.0 credit hours
RED4510	Teaching Reading	3.0 credit hours
RED4542	Reading Diagnosis	3.0 credit hours
SCE4053	Teaching Science	3.0 credit hours
SSE4113	Teaching Social Studies	3.0 credit hours

Upper Division English to Speakers of Other Languages Courses (6.0 credit hours)

| TSL3080 | Introduction to ESOL | 3.0 credit hours |
| TSL4081 | ESOL Capstone: Theory and Practice | 3.0 credit hours |

Upper Division Seminar and Clinical/Internship Courses (14.0 credit hours)

EDE4940	Student Teaching Clinical I	2.0 credit hours
EDE4941	Student Teaching Clinical II	2.0 credit hours
EDE4942	Student Teaching Internship I	3.0 credit hours
EDE4943	Student Teaching Internship II	3.0 credit hours
EDE4944	Student Teaching Internship III	3.0 credit hours
EDG4308	Senior Seminar for Elementary Education Majors	1.0 credit hour

HEALTH INFORMATION MANAGEMENT
Bachelor of Science Degree

Program Description
Keiser University's Bachelor of Science degree in Health Information Management prepares students to function as Health Information Administrators (HIA) who can interact with all levels of an organization – clinical, financial, administrative, and information systems – that employ patient data in decision-making and everyday operations. Students learn the necessary information and skills to become experts in managing patient health information and medical records, administering computer information systems, collecting and analyzing patient data, and using classification systems and medical vocabularies. They also learn medical, administrative, ethical and legal requirements and standards related to healthcare delivery and the privacy of protected health information.
The program provides students with the knowledge and skills necessary to position themselves as the critical link between care providers, payers, and patients by possessing critical-thinking and problem-solving abilities as well as communication and interpersonal skills. The program also instills a commitment to life-long learning and important ethical values. The program fosters the acquisition of leadership abilities and systems-thinking necessary for adapting careers within a changing healthcare environment.

Keiser University is seeking accreditation for the Health Information Management Program by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM): 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800. The program is in the process of collecting and compiling data to submit for accreditation. The accreditation process may take up to two years; however, completion of the accreditation process does not necessarily mean that the Health Information Management program will be granted accreditation status.

If the program attains CAHIIM accreditation status prior to graduation, graduates of the Bachelor of Science Degree in Health Information Management

will be eligible to sit for the Registered Health Information Administrator (RHIA) certification exam immediately.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop health information administrators who can function as the critical link between healthcare providers, payers, and patients.
- To develop health information administrators who posses comprehensive knowledge of medical, administrative, ethical and legal requirements and standards related to healthcare delivery and the privacy of protected patient information.
- To develop health information administrators who can interact with all levels of an organization –clinical, financial, administrative, and information systems– that employ patient data in decision –making and everyday operations.
- To develop a student's ability to think critically and communicate effectively.
- To train students in the use of the medical language and classification systems used to code diagnoses and procedures in patient records for continuity of care, healthcare reimbursement, and medical research.
- To prepare and assist graduates in obtaining entry-level employment in health information administration.

Prerequisites for Major Courses

- Background check and drug screening when applicable.
- Minimum grade of "C" for general education courses.
- Successful completion of BSC2085C, BSC2086C, CGS1000, and ENC1001 are prerequisites for all major courses.
- Minimum cumulative grade average of 3.0 on a scale of 4.0.

Program Outline

To receive a Bachelor of Science degree in Health Information Management, students must earn 131.0 credit hours. Program requirements are as follows:

Lower Division Health Information Management Major Courses
(39.0 credit hours)

HIM1000	Introduction to Health Information Management and Healthcare Systems	3.0 credit hours
HIM1100C	Health Information Systems	3.0 credit hours
HIM1200	Legal Aspects of Health Information Management	3.0 credit hours
HSC1141	Pharmacology for Health Information Management	3.0 credit hours
HIM 1300	Professional Practice Experience I	3.0 credit hours

HSC1433	Pathophysiology for Health Information Management	3.0 credit hours
HIM2000C	International Classification of Diseases Coding I	3.0 credit hours
HIM2100C	International Classification of Diseases Coding II	3.0 credit hours
HIM2300C	Current Procedural Terminology Coding	3.0 credit hours
HIM2350	Health Insurance and Reimbursement	3.0 credit hours
HIM2400C	Healthcare Data Analysis and Healthcare Quality	3.0 credit hours
HIM2500	Professional Practice Experience II	3.0 credit hours
HSC1531	Medical Terminology	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

Lower Division General Education Courses   (29.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3 credits)
PSY1012	Introduction to Psychology	3.0 credit hours

Communication (3 credits)
SPC1010	Speech	3.0 credit hours

Computers (3 credits)
CGS1000C	Introduction to Computers	3.0 credit hours

English (3 credits)
ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3 credits)
AML1000	American Literature	3.0 credit hours
ENL 1000	English Literature	3.0 credit hours

Mathematics (6 credits)
MAC2105	College Algebra	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (8 credits)
BSC2085C	Human Anatomy/Physiology I	4.0 credit hours
BSC2086C	Human Anatomy/Physiology II	4.0 credit hours

Prerequisites
ACG1001	Accounting Principles I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

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Upper Division Health Information Management Major Courses
(45.0 credit hours)

ACG3024	Accounting for Non-Financial Managers	3.0 credit hours
COM4022	Healthcare Communications	3.0 credit hours
HIM3000	Health Informatics: Infrastructure and Standards	3.0 credit hours
HIM3100	Health Informatics: Systems and Design	3.0 credit hours
HIM3200	Healthcare Data Security and Privacy	3.0 credit hours
HIM3500	Health Information Systems in Non-Acute Care	3.0 credit hours
HIM4000	Management of Health Information Functions and Services	3.0 credit hours
HIM4500	Health Information Management Internship	3.0 credit hours
HIM4700	Professional Development	3.0 credit hours
ISM3112	Systems Analysis	3.0 credit hours
ISM4113	Systems Design	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
PLA3523	Health Law and Ethics	3.0 credit hours
STA3143	Statistical Methods for Healthcare	3.0 credit hours

Upper Division General Education Courses   (18.0 credit hours)

IDS3355	Critical Thinking	3.0 credit hours
CGS3343C	Management Information Systems for Health Organizations	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours

HEALTH SCIENCE

Bachelor of Science Degree

Program Description
Keiser University's Bachelor of Science degree in Health Science is a completion program for graduates of associate of science programs in allied health fields. The curriculum supports an expanded professional role, enhances interdisciplinary understanding and provides a base for graduate education.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To enhance students' leadership abilities in the healthcare field
- To explore the political, legal and ethical issues that impact on the practice of healthcare
- To expand interdisciplinary understanding and collaboration
- To develop a healthcare provider's ability to educate clients, colleagues or students

Prerequisites for Major Courses

- Graduation from an accredited associate degree program in an allied health field
- Documentation of a minimum of six months' work experience
- The following lower division courses must be successfully completed before beginning upper division major courses. (Course equivalency is established by the Dean of Academic Affairs from official transcripts received from regionally accredited institutions.)

DEP2004	Life Span Development
ECO1023	Microeconomics
ENC2102	English Composition II
MAC2105	College Algebra
	OR
MGF2106	College Mathematics
STA2023	Statistics

Program Outline

To receive a Bachelor of Science degree in Health Science, students must earn 60.0 upper division credit hours. Program requirements are as follows:

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.

Health Science Major Courses (48.0 credit hours)

HSA3170	Financial Issues in Healthcare	3.0 credit hours
HSA3171	Billing/Third Party Payers	3.0 credit hours
HSA3341	Conflict Management in Healthcare	3.0 credit hours
HSA3150	Public Policy in Healthcare	3.0 credit hours
HSA3412	Cultural Competency in Healthcare	3.0 credit hours
HSA4140	Program Planning and Evaluation	3.0 credit hours
HSA4184	Supervisory Skills	3.0 credit hours
HSA4222	Long-Term Managed Care Systems	3.0 credit hours

HSA4502	Risk Management in Healthcare	3.0 credit hours
HSC3231	Client Education in Healthcare	3.0 credit hours
HSC3243	Competency-Based Instruction	3.0 credit hours
HSC3500	Epidemiology	3.0 credit hours
HSC4250	Task Analysis and Curriculum Development in the Health Professions	3.0 credit hours
MAN3025	Introduction to Management/Organizational Behavior	3.0 credit hours
MAR3712	Healthcare Marketing	3.0 credit hours
PLA3523	Health Law and Ethics	3.0 credit hours

Upper Division General Education Courses (12.0 credit hours)

CGS3343C	Management Information Systems for Health Organizations	3.0 credit hours
COM4022	Healthcare Communications	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours

INFORMATION TECHNOLOGY MANAGEMENT
Bachelor of Science Degree

Program Description
Keiser University's Bachelor of Science degree in Information Technology Management is a completion program for graduates of associate of science programs in computer-related fields. It prepares computer technicians as information technology professionals, supervisors or managers.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To educate students in basic business principles applicable to information technology management
- To increase knowledge of the business side of technology by learning and applying customer-centered problem analysis, design and implementation

- To develop written and oral communication skills necessary for a successful management career

Prerequisites for Major Courses

- Evidence of graduation from an accredited associate of science program in a computer-related field.
- Documentation of a minimum of six months related work experience.
- The following lower division courses must be successfully completed before beginning upper division major courses. (Course equivalency is established by the Dean of Academic Affairs from official transcripts received from regionally accredited institutions.)

ECO1023	Microeconomics
ENC2102	English Composition II
MAC2105	College Algebra
	OR
MGF2106	College Mathematics
PSY1012	Psychology
STA2023	Statistics

Program Outline

To receive a Bachelor of Science degree in Information Technology Management, students must earn 60.0 upper division credit hours. Program requirements are as follows:

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.

Information Technology Management Major Courses (45.0 credit hours)

ACG3024	Accounting for Non-Financial Majors	3.0 credit hours
BUL3130	Legal and Ethical Environments of Business	3.0 credit hours
CIS4253	Ethics in Information Systems	3.0 credit hours
CIS4365	Computer Security Policies and Disaster Preparedness	3.0 credit hours
ISM3112	System Analysis	3.0 credit hours
ISM3483	E-Business Infrastructure Management	3.0 credit hours
ISM4113	Systems Design	3.0 credit hours
ISM4130	Information Systems Implementation	3.0 credit hours
ISM4153	Enterprise Information Systems	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
ISM4300	Information Technology Management	3.0 credit hours
ISM4302	Information Technology Planning	3.0 credit hours
MAN3025	Introduction to Management/Organizational	

	Behavior	3.0 credit hours
MAN3504	Operations Management	3.0 credit hours
MAN4583	Project Management	3.0 credit hours

Upper Division General Education Courses (15.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
CGS3362	Organization and Technology of	
	Information Systems	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours

INTERDISCIPLINARY STUDIES

Bachelor of Science Degree

Program Description

Keiser University's Bachelor of Science degree in Interdisciplinary Studies provides a comprehensive curriculum that allows broad exposure to multiple disciplines. This major provides a practical alternative for baccalaureate degree-seeking students whose needs cannot be met by individual majors. Students can design a course of study that meets their personal academic objectives and furthers their professional growth and development by combining two or more disciplines into a coherent program. The degree will combine general education courses with an interdisciplinary concentration, electives and a capstone course. The proposed coursework is subject to approval by the dean of academic affairs.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals. Upon completion of the program, students will:

- Articulate the integration of two disciplines into a unified degree program
- Utilize skills of interdisciplinary scholarship and research to integrate multiple perspectives
- Articulate critically the fundamental theories and principles underlying each discipline
- Apply the knowledge and skills acquired through the program in pursuit of career goals

Program Outline

The curriculum for the Bachelor of Science in Interdisciplinary Studies consists of 120.0 semester credit hours with the following requirements:

Curriculum Requirement	Semester Credit Hours	
A. General Education Courses	36.0	(Lower Division courses)
B. Interdisciplinary Concentration	30.0	(15.0 credits in minimum of 2 disciplines-Upper Division)
C. Open Electives	51.0	(27.0 credits must be Upper Division courses)
D. Capstone Course	3.0	
Total:	120.0 Semester Credit Hours	

Lower Division General Education Courses (36.0 semester credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour

Upper Division Interdisciplinary Concentration (30.0 semester credit hours)

A selection of 15.0 credit hours in a minimum of two disciplines from the following *Eligible Disciplines* list is required (other disciplines may be added by the University). See Keiser University *Catalog* Program Outlines for Upper Division courses in each discipline. The selection of courses is subject to approval by the dean of academic affairs.

Eligible Disciplines: Accounting, Business Administration, Criminal Justice, General Studies*, Health Science, Health Services Administration, Homeland Security, Information Technology Management, Legal Studies, Management Information Systems.

*General Studies Courses:

CLP3314	Health Psychology	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP3004	Industrial Psychology	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours
SYD4410	Sociology of the Urban Community	3.0 credit hours

Open Electives (51.0 semester credit hours)

27.0 semester credit hours must be Upper Division courses selected from the *Eligible Disciplines*.

Capstone Course (3.0 semester credit hours)

| IDS4934 | Interdisciplinary Capstone Experience | 3.0 credit hours |

MANAGEMENT INFORMATION SYSTEMS
Bachelor of Science Degree

Program Description
Keiser University's Bachelor of Science degree in Management Information Systems is the study of the uses of computers in business. Students study business and information technology and learn how to solve business problems using hardware, operating systems, networking, programming and database management. Students learn to use technology as a key business driver to manage corporate information technology resources. During the application and management components of the program, students work in groups with community organizations to develop actual project experience.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To assist students in understanding a business problem, analyzing it using appropriate tools and recommending an appropriate business solution
- To assist students in becoming proficient in the use of computer languages, databases and other applications of information technology
- To help students develop competency in both oral and written communication
- To prepare students for entry-level positions in management information systems
- To instruct students in the conduct of computer-assisted research

Prerequisites for Major Courses

- None

Program Outline
To receive a Bachelor of Science degree in Management Information Systems, students must earn 123.0 credit hours. Program requirements are as follows:

Lower Division Management Information Systems Major Courses
(24.0 credit hours)

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2006	Financial Management	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resources Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

Upper Division Management Information Systems Major Courses (42.0 credit hours)

BUL3130	Legal and Ethical Environment of Business	3.0 credit hours
ISM3112	Systems Analysis	3.0 credit hours
ISM3221	Data Communications and Networking	3.0 credit hours
ISM3230	Introduction to Business Programming	3.0 credit hours
ISM3232	Advanced Business Application Development	3.0 credit hours
ISM4113	Systems Design	3.0 credit hours
ISM4130	Information Systems Implementation	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
ISM4220	Distributed Information Systems	3.0 credit hours
ISM4300	Information Technology Management	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN3504	Operations Management	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAN4602	International Business	3.0 credit hours

Upper Division General Education Courses (21.0 credit hours)

CGS3135	Management Information Systems	3.0 credit hours
CGS3760C	Operating Systems	3.0 credit hours
CTS3135	Computer Architecture Concepts	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP3004	Industrial Psychology	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours

NURSING

Bachelor of Science Degree Online

Program Description

Keiser University's Bachelor of Science degree in Nursing is designed for registered nurses. It emphasizes critical thinking, leadership, management, research, physical assessment and health promotion across a variety of community-based healthcare settings. The curriculum provides registered nurses with a better understanding of the cultural, political, economic and social issues that affect patients and influence healthcare delivery.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop critical thinkers who are able to creatively engage in rational inquiry utilizing the nursing process in both well-defined, relatively common clinical situations and in complex clinical situations
- To develop skilled healthcare providers who are prepared to provide a higher level of nursing assessment in their direct or indirect care of ethically, culturally and/or spiritually diverse patients and their families
- To develop effective collaborators of healthcare who are prepared to work in a leadership capacity to design and manage the care of individuals and their families
- To develop caring and therapeutic communicators who are prepared to utilize broadened tools of communication in advocating the comfort and self-determination of patients and their families
- To develop nursing professionals who practice nursing within a legal/ethical framework

Prerequisites for Major Courses

- Background check and drug screening where applicable.
- Graduation from either an associate degree nursing program or a diploma nursing program.

- The following lower division courses must be successfully completed with a grade of "C" or higher before beginning upper division major courses. (Course equivalency is established by the Dean of Academic Affairs from official transcripts received from regionally accredited institutions.)

    MAC2105 College Algebra, MAT1033 Intermediate Algebra **or** STA2023 Statistics
    ENC1101 English Composition I
    SPC1010 Speech
    AML1000 American Literature or ENL1000 English Literature
    CGS1000C Introduction to Computers
    BSC2085C Human Anatomy and Physiology I
    BSC2086C Human Anatomy and Physiology II
    MCB2000C Microbiology I
    DEP2004 Lifespan Development

- Proof of current professional licensure as a Registered Nurse in the United States.

Program Outline

To receive a Bachelor of Science degree in Nursing, students must earn 60.0 upper division credit hours. All courses must be completed with a grade of "C" or higher to proceed successfully through the program. Program requirements are as follows:

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.

Upper Division Nursing Major Courses (42.0 credit hours)

NUR3065C	Physical Assessment in Healthcare	3.0 credit hours
NUR3126	Pathophysiology I	3.0 credit hours
NUR3127	Pathophysiology II	3.0 credit hours
NUR3516	Crisis Intervention	3.0 credit hours
NUR3655	Transcultural Factors in Heathcare Delivery	3.0 credit hours
NUR3805	Nursing Role and Scope	3.0 credit hours
NUR3826	Ethical and Legal Aspects of Nursing Practice	3.0 credit hours
NUR4165	Nursing Research	3.0 credit hours
NUR4286	Nursing and the Aging Family	3.0 credit hours
NUR4636	Community Nursing I	3.0 credit hours
NUR4637	Community Nursing II	3.0 credit hours
NUR4817	Nursing Roles Practicum	3.0 credit hours
NUR4827	Nursing Leadership and Management	3.0 credit hours
NUR4870	Nursing Informatics	3.0 credit hours

Upper Division General Education Courses (18.0 credit hours)

ENC3213	Writing for Managers	3.0 credit hours
ENC4314	Research Writing	3.0 credit hours
HUN3107	Nutrition	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP4203	Performance Evaluation	3.0 credit hours
STA3143	Statistical Methods for Healthcare	3.0 credit hours

PUBLIC SAFETY
Bachelor of Science Degree

Program Description

The Bachelor of Science degree in Public Safety will offer a combination of public administration and management courses that focus on public policy issues ranging from budget development to grant writing and property management, administrative law, social policy and event response. The program will provide a comprehensive curriculum that will allow students with existing associate degrees in approved related fields to complete their baccalaureate degree and pursue career advancement. Graduates will be prepared to meet the demand for well-educated administrators in fire departments, emergency medical service agencies, police and sheriff's departments and other governmental bureaus nationally.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- Develop an understanding of public administration management within the context of public safety departments.
- Acquire skills in personnel management, grant writing, administrative law, property management and public relations in order to effectively supervise departments and work with the community.

- Develop an understanding of intergovernmental relations, how government all levels–local, state, and national–must work together to provide public safety and social services effectively.
- Develop emergency plans for catastrophic events to ensure public safety and the effective operation of their departments.

Prerequisites for Major Courses

- Graduation from an accredited associate degree program in an approved field:
  o Fire Science
  o Paramedical Science
  o Crime Scene Technology
  o Criminal Justice
  o Homeland Security
  o Paralegal Studies

- The following lower division courses must be successfully completed before beginning upper division major courses (Course equivalency is established by the dean of academic affairs from official transcripts received from regionally accredited institutions):

ENC2102	English Composition II	3.0 credit hours
STA2023	Statistics	3.0 credit hours
MAC2105	College Algebra <u>or</u>	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Psychology	3.0 credit hours

Program Outline

The curriculum for the Bachelor of Science degree in Public Safety requires 60.0 upper division semester credit hours consisting of 54.0 credits in upper division major courses and 6.0 credits in upper division general education courses with prerequisites as listed below. A total of 120.0 semester credit hours are required for the degree.

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.

Public Safety Major Courses (54.0 credit hours)

PAD3034	Public Policy	3.0 credit hours
PAD3820	Foundations of Public Safety Administration	3.0 credit hours
PAD4204	Public Finance	3.0 credit hours
PAD4603	Administrative Law	3.0 credit hours
PAD4390	Hazard Mitigation	3.0 credit hours

PAD4426	Public Sector Labor Relations	3.0 credit hours
PAD4232	Grant and Contract Management	3.0 credit hours
PAD4442	Public Relations	3.0 credit hours
PAD3712	Information Resources Management in the Public Sector	3.0 credit hours
MAT3044	Special Topics: Practical Problems in Mathematics for Emergency Services	3.0 credit hours
POS3063	Intergovernmental Relations	3.0 credit hours
POS4142	Urban Government Social Policy	3.0 credit hours
COM3465	Conflict Resolution	3.0 credit hours
MAN3240	Concepts and Techniques in Organizational Behavior	3.0 credit hours
MAN4863	Facilities and Property Management	3.0 credit hours
MAN4065	Business Ethics	3.0 credit hours
DSC4214	Catastrophic Event Response Planning	3.0 credit hours
DSC4554	Critical Infrastructure Protection	3.0 credit hours

Upper Division General Education Courses (6.0 credit hours)

ENC3213	Writing for Managers	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours

SPORTS MEDICINE AND FITNESS TECHNOLOGY

Bachelor of Science Degree

Program Description

Keiser University's Bachelor of Science degree in Sports Medicine and Fitness Technology focuses on advanced health and fitness assessment, prescription and lifestyle modification. The program provides information on health risk factors, exercise leadership, biomechanics of movement, physiological adaptations to exercise, injury prevention, care and therapy modalities, business management and ethics in sport.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop a student's ability to apply health and fitness assessments in the development, monitoring and motivation of individuals with exercise prescriptions
- To prepare students to properly conduct and monitor exercise sessions in both healthy and special populations.
- To prepare students to manage their own business in the field of health and wellness and to utilize sports marketing and promotion techniques.
- To assist students in understanding health risk factors, physiological adaptations to exercise and psychological factors associated with fitness and exercise programs
- To assist students in understanding and applying basic biomechanical principles

Prerequisites for Major Courses

At a minimum, students must successfully complete the following two general education requirements before beginning major coursework:

- BSC2085C   Human Anatomy and Physiology I
- BSC2086C   Human Anatomy and Physiology II

Program Outline

To receive a Bachelor of Science in Sports Medicine and Fitness Technology, students must earn 125.0 credit hours. Program requirements are as follows:

Lower Division Sports Medicine and Fitness Technology Major Courses (39.0 credit hours)

PET1084	Health and Fitness Appraisal and Wellness	4.0 credit hours
PET1352C	Nutrition and Weight Management	4.0 credit hours
PET1384	Principles of Health and Fitness	4.0 credit hours
PET1604C	Sports Medicine and First Aid	4.0 credit hours
PET2082C	Exercise Leadership I	4.0 credit hours
PET2214	Sports Psychology	4.0 credit hours
PET2353	Exercise Physiology	4.0 credit hours
PET2940A	Externship I	3.5 credit hours
PET2940B	Externship II	3.5 credit hours
SPM2150	Sports Administration and Law	4.0 credit hours

Lower Division General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours

| PSY1012 | Introduction to Psychology | 3.0 credit hours |
| SYG1000 | Sociology | 3.0 credit hours |

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAC2105 | College Algebra | 3.0 credit hours |
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (8.0 credit hours)
| BSC2085C | Human Anatomy and Physiology I | 4.0 credit hours |
| BSC2086C | Human Anatomy and Physiology II | 4.0 credit hours |

NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.

Upper Division Sports Medicine and Fitness Technology Major Courses (48.0 credit hours)
APK3114C	Strength Training and Conditioning	4.0 credit hours
HSC3172C	Stress Management	4.0 credit hours
HSC4143C	Substance Abuse	4.0 credit hours
PET3310C	Applied Kinesiology	4.0 credit hours
PET3361C	Nutrition in Health and Exercise	4.0 credit hours
PET3632C	Basic Therapeutic Modalities for Musculoskeletal Injuries	4.0 credit hours
PET3639C	Advanced Care and Prevention of Athletic Injuries	4.0 credit hours
PET4516C	Sports Business Management	4.0 credit hours
PET4552C	Exercise Programming for Special Populations	4.0 credit hours
PET4940C	Integrated Studies in Sports Medicine Capstone	4.0 credit hours
SPM4157C	Exercise Leadership II	4.0 credit hours
SPM4305C	Sports Marketing and Promotions	4.0 credit hours

General Education Courses (12.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
COM4022	Healthcare Communications	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours

ASSOCIATE OF ARTS DEGREES

ACCOUNTING
Associate of Arts Degree

Program Description
Keiser University's Associate of Arts degree in Accounting focuses on entry-level accounting skills needed in today's business environment. The program provides a basic understanding of essential business skills and addresses unique skills needed by an accounting clerk. Accounting topics include: federal taxation, financial accounting and the use of accounting and tax software.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' abilities to apply generally accepted accounting principles
- To develop students' abilities to record business transactions
- To assist students in becoming more proficient in the use of common business and accounting software applications

Prerequisites for Major Courses

- None

Program Outline
To receive an Associate of Arts degree in Accounting, students must earn 60.0 credit hours. Program requirements are as follows:

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Accounting Major Courses (24.0 credit hours)

ACG1001*	Accounting Principles I	3.0 credit hours
ACG2011*	Accounting Principles II	3.0 credit hours
ACG2062*	Accounting Information for Business	
	Decisions	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours
TAX2004*	Principles of Taxation	3.0 credit hours

*Courses with an ACG or TAX prefix must be completed with a grade of "C" or higher

Lower Division General Education Courses (36.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
OCB1010	General Marine Biology	3.0 credit hours

BUSINESS ADMINISTRATION
Associate of Arts Degree

Program Description
Keiser University's Associate of Arts degree in Business Administration provides basic business administration skills. Students use computers, computer skills and software applications necessary to prosper in a business environment. Courses provide an understanding of business administration methods, management skills and business knowledge.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' abilities to understand business concepts, terms and theories
- To develop students' abilities to think critically and communicate effectively
- To assist students in becoming more proficient in analysis, decision making and management

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Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Arts degree in Business Administration, students must earn 60.0 credit hours. Program requirements are as follows:

Business Administration Major Courses (24.0 credit hours)

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours

Lower Division General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

CRIMINAL JUSTICE
Associate of Arts Degree

Program Description
Keiser University's Associate of Arts degree in Criminal Justice presents the major components of the American criminal justice system. It includes criminal behavior patterns, law enforcement organizations, juvenile systems, legal principles and doctrines and fundamentals of criminal investigations. Courses utilize hands-on activities and analytical exercises.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' understanding of the American criminal justice system
- To present a review of institutions, laws, theories and individuals that make up the system
- To assist graduates in obtaining entry-level criminal justice positions
- To prepare students for employment or advancement in criminal justice related fields

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Arts degree in Criminal Justice, students must earn 60.0 credit hours. Program requirements are as follows:

Criminal Justice Major Courses (24.0 credit hours)

CCJ1010	Criminology	3.0 credit hours
CCJ1020	Introduction to Criminal Justice	3.0 credit hours
CJC2000	Introduction to Corrections	3.0 credit hours
CJE1000	Introduction to Law Enforcement	3.0 credit hours
CJJ2001	Introduction to Juvenile Procedures	3.0 credit hours
CJE1130	Communications and Writing for CJ Professionals	3.0 credit hours
CJL2100	Criminal Law	3.0 credit hours
CJE2600	Criminal Investigations	3.0 credit hours

General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours

| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	1.0 credit hour

HEALTH SERVICES ADMINISTRATION

Associate of Arts Degree

Program Description

Keiser University's Associate of Arts degree in Health Services Administration provides instruction in basic health services administration skills. Students use laptop computers to learn computer skills and software applications necessary in a healthcare business environment. The program prepares students in both business and health service administration, providing courses on business law, management and marketing principles, medical anatomy, physiology and terminology and front office management.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' understanding of software systems used in administrative healthcare
- To familiarize students with medical terminology, anatomy and physiology
- To train students in the application of business principles to healthcare administration
- To assist graduates in obtaining entry-level employment in health services administration

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Arts in Health Services Administration, students must earn 60.0 credit hours. Program requirements are as follows:

Health Services Administration Major Courses (24.0 credit hours)

GEB1112	Entrepreneurship	3.0 credit hours
HSA1117	Principles of Health Service Administration	3.0 credit hours
HSA1192C	Healthcare Computer Applications	3.0 credit hours
HSA1253	Medical Office Administration and Billing	3.0 credit hours
HSA2253	CPT Coding for Health Service Administration	3.0 credit hours
HSC1531	Healthcare Medical Terminology	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

| ECO1023 | Microeconomics | 3.0 credit hours |
| ECO2013 | Macroeconomics | 3.0 credit hours |

English (6.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (6.0 credit hours)
MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)
BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour

HOMELAND SECURITY

Associate of Arts Degree
Major Course Requirements

CCJ1020 (3.0 credit hours)
Introduction to Criminal Justice
Examines and evaluates courts, police and correctional organizations in the United States. Topics include the history of criminal justice organizations and contemporary problems and their solutions.

CJL2180 (3.0 credit hours)
Constitutional Law for the Homeland Security Professional
Provides an overview of the legal system, as well as, discusses the various Amendments that impact the criminal justice system; including an analysis of critical constitutional issues. Topics include detention, arrest, search and seizure, interrogations and confessions, self-incrimination, due process and right to counsel. Key cases assist in interpreting the constitutional provisions.

DSC1006 (3.0 credit hours)
Introduction to Homeland Security
Presents and examines the philosophical, political and religious roots of terrorist activities. Topics include national, regional and global effects of historic and recent terrorist acts, responses to terrorism and defenses against it.

DSC1011 (3.0 credit hours)
Domestic and International Terrorism
Explores terrorist activities in the United States and around the world, such as the 9/11 attack, aviation security practices, homeland security and the ongoing war on terrorism. The course discusses theories of expert analysts while focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism.

DSC1570 (3.0 credit hours)
Introduction to Cyber-Terrorism
Examines and discusses the basics of cyber security. Topics include desktop computer security, organizational security, communication security and network security. The course examines real-world scenarios and ties these scenarios to real-life applications.

DSC2033 (3.0 credit hours)
Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction
Discusses chemical/biological/nuclear agents used by terrorists. Special attention is given to explosives, bombs, and the effects of these explosives on building structures. Students are introduced to survival concepts in the event of a bombing and building collapse, as well as to disaster planning and risk assessment.

DSC2036 (3.0 credit hours)
Organizing the War on Terrorism
Examines and presents the reorganization of domestic agencies by the United States government necessary to increase domestic security. Topics include issues that directly impact law enforcement and intelligence communities, civil

liberties, and theories of war and police work, introduction to violent international terrorism and an overview of domestic terrorist problems facing law enforcement.

DSC2210 (3.0 credit hours)
Emergency Planning and Security Measures
Explains various emergency plans necessary to address multiple types of terrorist activities, as well as the setting of security measures for responders to follow when responding to an event. Topics include the Incident Command System (ICS) for local, state and federal response teams, communications system and center protection actions involved with ICS, event planning and operations involved with the Joint Information Center (JIC).

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Arts degree in Homeland Security in the Program Descriptions section of this catalog.

PARALEGAL STUDIES

Associate of Arts Degree

Program Description
Keiser University's Associate of Arts degree in Paralegal Studies prepares students to support attorneys in transactional and litigation fields through legal research, document drafting, case management, evidence gathering and the litigation procedure. Paralegals are often involved in trial assistance and other dispute resolution processes, as well as with preparation of real estate documents, wills, trusts, contracts, corporate matters and law office investigations.

Program Objectives

The following objectives are designed to meet Keiser University's mission and goals:

- To develop students' written and verbal competencies, enabling them to think critically and communicate effectively
- To instruct students in analytical and technical skills
- To provide students with a sound understanding of a legal practice in the United States
- To prepare graduates to work as paralegals for lawyers in both civil and criminal practice areas

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Arts degree in Paralegal Studies, students must earn 60.0 credit hours. Program requirements are as follows:

Paralegal Studies Major Courses (24.0 credits)

PLA1103	Legal Research and Writing I	3.0 credit hours
PLA1304	Criminal Law	3.0 credit hours
PLA1423	Contracts	3.0 credit hours
PLA1600	Wills, Trusts and Estates	3.0 credit hours
PLA2203	Civil Litigation	3.0 credit hours
PLA2272	Torts	3.0 credit hours
PLA2610	Real Property	3.0 credit hours
PLA2800	Family Law	3.0 credit hours

General Education Courses (36.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)

POS1041	Political Science **(required)**	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

| ECO1023 | Microeconomics | 3.0 credit hours |
| ECO2013 | Macroeconomics | 3.0 credit hours |

English (6.0 credit hours)

| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)

| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

ASSOCIATE OF SCIENCE DEGREES

AQUATIC ENGINEERING

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Aquatic Engineering provides technical training in pool and spa management. Courses include water chemistry, pumping and hydraulic technology, electrical, lighting and filtration

technologies, as well as pool design, methods of construction, architectural design and overall pool operation strategies.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To provide students with an understanding of pool technology
- To develop student understanding of technologies associated with aquatic engineering such as hydraulic, electrical, lighting, filtration, pool design and pool operations
- To prepare graduates for entry-level employment in aquatic engineering fields

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Aquatic Engineering, students must earn 60.0 credit hours. Program requirements are as follows:

Aquatic Engineering Major Courses (36.0 credit hours)

BCT2603	Basic Electrical Technology	3.0 credit hours
BCT2660	Lighting Technology	3.0 credit hours
BCT2840	Methods of Construction	3.0 credit hours
EVS2080	Water Chemistry I	3.0 credit hours
EVS2081	Water Chemistry II	3.0 credit hours
EVS2086	Filtration Technology	3.0 credit hours
EVS2089	Heating Technology	3.0 credit hours
EVS2090	Pool Operation Strategies	3.0 credit hours
EVS2091	Cleaning Technology	3.0 credit hours
EVS2095	Hydraulic Technology	3.0 credit hours
LAA2630	Pool Design	3.0 credit hours
LAA2631	Architectural Landscaping Design	3.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

IDS1107	Strategies for Success	3.0 credit hours
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

| SYG1000 | Sociology | 3.0 credit hours |

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)
BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours

BAKING AND PASTRY ARTS
Associate of Science Degree

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An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Baking and Pastry Arts provides instruction in the art and science of baking. Students use a variety of tools and equipment to produce items such as quick breads, yeast breads, cakes, frozen desserts, centerpieces, candies, cookies and various pastries. Students also study proper foodservice sanitation, supervisory procedures and nutrition.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To prepare students for positions as entry-level bakers
- To familiarize students with a variety of tools and equipment used in professional baking
- To introduce students to various breads, desserts and pastries prepared by bakers and pastry chefs

Prerequisites for Major Courses

- None

Program Outline
To receive an Associate of Science degree in Baking and Pastry Arts, students must earn 84.0 credit hours. Program requirements are as follows:

Baking and Pastry Arts Major Courses (60.0 credit hours)

BPA2104C	Laminated Dough and Pastries	3.0 credit hours
BPA2105C	American Yeast Breads	3.0 credit hours
BPA2106C	European Yeast Breads	3.0 credit hours
BPA2201C	Custards, Puddings and Mousses	3.0 credit hours
BPA2203C	Fruit Cookery and Confiture	3.0 credit hours
BPA2204C	Ice Creams, Sorbets and Frozen Desserts	3.0 credit hours
BPA2205C	American Cakes and Icings	3.0 credit hours
BPA2206C	European Cakes and Icings	3.0 credit hours
BPA2207C	Modern Baking	3.0 credit hours
BPA2209C	Guest Services	3.0 credit hours
BPA2299	Baking and Pastry Arts Externship	9.0 credit hours
FSS1011C	Nutrition and Sensory Evaluation	3.0 credit hours
FSS1053C	Quick Breads and Breakfast Items	3.0 credit hours
FSS1054C	Petit Four Sec, Glace and Cookies	3.0 credit hours
FSS1063C	Introduction to Baking and Pastry	3.0 credit hours
FSS2058C	Amenities and Showpieces	3.0 credit hours
FSS2383	Food Service Supervision	3.0 credit hours
HFT1212	Food Service Sanitation	3.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

IDS1107	Strategies for Success	3.0 credit hours
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours

BIOTECHNOLOGY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Biotechnology trains students in many disciplines including genetics, biochemistry and molecular biology. Graduates possess the skills to perform laboratory tests using standardized laboratory procedures.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its objectives:

- To develop a student's ability to perform proficiently on laboratory and testing procedures
- To develop a student's abilities in critical thinking and documentation
- To develop students for entry-level position in the biotechnology field

Prerequisites for Major Courses

- General education courses must be completed with an overall grade average of 2.50 or higher

Program Outline

To earn an Associate of Science degree in Biotechnology, student must earn 62.5 semester credit hours. Program requirements are as follows:

Biotechnology Major Courses (38.5 credit hours)

BCH1020C	Fundamentals of Biochemistry	4.0 credit hours
BCH1417C	Molecular and Cell Biology	4.0 credit hours
BSC1421C	Introduction to Biotechnology	4.0 credit hours
MCB1930C	Cell Culturing	4.0 credit hours
PCB1238C	Microbiology	4.0 credit hours

PCB1239C	Clinical Immunology	4.0 credit hours
PCB2061C	Genetics	4.0 credit hours
PCB2940	Biotechnology Externship I	3.5 credit hours
PCB2941	Biotechnology Externship II	3.5 credit hours
PCB2942	Biotechnology Externship III	3.5 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)

| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)

| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)

| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)

| BSC1010 | General Biology | 3.0 credit hours |
| CHM1045 | General Chemistry | 3.0 credit hours |

COMPUTER-AIDED DRAFTING

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Computer-Aided Drafting develops design techniques and skills that satisfy entry-level requirements as a general designer in a CAD environment. Students explore the theoretical design process in architecture, mechanical, civil and structural engineering, together with general 3-D modeling principles. In addition to traditional design training, hands-on computer-aided design is applied to all design disciplines.

Program Objectives

The following objectives are designed to meet Keiser University's mission and goals:

- To develop a student's ability to design and draft effectively using accepted industry standards
- To prepare students for jobs in architectural, civil, mechanical, and structural engineering fields
- To assist students in becoming proficient in the use of design drafting software

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Computer-Aided Drafting, students must earn 72.0 credit hours. Program requirements are as follows:

Computer-Aided Drafting Major Courses (48.0 credit hours)

EDT1721	Mechanical Prototyping	4.0 credit hours
ETD1200C	Computer Drafting Applications	4.0 credit hours
ETD2530C	Architectural Design I	4.0 credit hours
ETD2531C	Architectural Design II	4.0 credit hours
ETD2535C	Interior Design	4.0 credit hours
ETD2356C	Architectural Modeling	4.0 credit hours
ETD2357C	Architectural Rendering	4.0 credit hours
ETD2397C	Building Information Management I	4.0 credit hours
ETD2398C	Building Information Management II	4.0 credit hours
ETD2542C	Structural Engineering Drafting	4.0 credit hours
ETD2548C	Civil Engineering Drafting	4.0 credit hours
ETD1201C	Computer Network System	4.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC 102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAT 1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)
| BSC1010 | General Biology | 3.0 credit hours |

BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

COMPUTER PROGRAMMING
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Computer Programming provides students with the science of design, analysis and implementation of highly effective programs. Programmers solve task-oriented problems using multiple programming languages and troubleshoot applications as necessary.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To present students with fundamentals of computer information systems
- To develop students' skills in effectively working in various programming languages
- To provide students with troubleshooting skills that enable them to correct task-oriented problems encountered in the workplace
- To assist graduates in obtaining entry-level employment as computer programmers

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Computer Programming, students must earn 72.0 credit hours. Program requirements are as follows:

Computer Programming Major Courses (48.0 credit hours)

CGS1555C	Web Design and Development I	4.0 credit hours
CGS1557C	Web Design and Development II	4.0 credit hours
COP1800C	Java Programming I	4.0 credit hours
COP1805C	Java Programming II	4.0 credit hours
COP1810C	Internet Programming I	4.0 credit hours
COP1811C	Internet Programming II	4.0 credit hours
COP2170C	Visual Basic I	4.0 credit hours
COP2171C	Visual Basic II	4.0 credit hours
COP2222C	C++ Programming I	4.0 credit hours
COP2224C	C++ Programming II	4.0 credit hours
COP2360C	C# (Sharp) Programming I	4.0 credit hours
COP2362C	C# (Sharp) Programming II	4.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

CRIME SCENE TECHNOLOGY
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Crime Scene Technology prepares students with competencies in the areas of locating, preserving, developing, collecting, analyzing and presenting physical evidence utilizing modern methods used in the field and laboratory for forensic identification.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To provide students with a comprehensive background in American courts, police and correctional organizations
- To instruct students in the principles, concepts and theories of investigating crimes
- To introduce students to basic courtroom procedures and protocols
- To assist graduates in obtaining entry-level positions as crime scene technologists

Prerequisites for Major Courses

- None

Program Outline
To receive an Associate of Science degree in Crime Scene Technology, students must earn 62.0 credit hours. Program requirements are as follows:

Crime Scene Technology Major Courses (36.0 credit hours)

CJB1712C	Crime Scene and Evidence Photography	4.0 credit hours
CJT1351	Communications and Writing for Crime Scene Professionals	4.0 credit hours
CJT1670C	Crime Scene Procedures	4.0 credit hours
CJT2112C	Crime Scene Safety	4.0 credit hours
CJT2113	Legal Aspects of Crime Scene Careers	4.0 credit hours
CJT2122	Hazardous and Unusual Crime Scenes	4.0 credit hours
CJT2141C	Introduction to Forensic Science	4.0 credit hours
CJT2240C	Fingerprint Identification and Development	4.0 credit hours
CJT2260C	Biological Evidence	4.0 credit hours

General Education Courses (26.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours

CULINARY ARTS

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
The Associate of Science degree in Culinary Arts presents a comprehensive curriculum that includes laboratory sessions, academic preparation and hands-on experience. Students acquire professional knowledge of food, its preparation and handling and cooking from basic to advanced. The curriculum includes an internship to prepare students for entry-level positions in the foodservice industry.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To provide students with skills needed for cooking wholesome, attractive basic and advanced food preparations
- To inform students and create an environment for acquiring the skills beyond food preparation to become successful in the food service industry
- To prepare students for entry-level employment in the food service industry

Prerequisites for Major Courses

- None

Program Outline
To receive an Associate of Science degree in Culinary Arts, students must earn 84.0 credit hours. Program requirements are as follows:

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Culinary Arts Major Courses (60.0 credit hours)

FSS1011C	Nutrition and Sensory Evaluation	3.0 credit hours
FSS1063C	Introduction to Baking and Pastry	3.0 credit hours
FSS1203C	Principles of Food	3.0 credit hours
FSS1240C	American Regional Cuisine	3.0 credit hours
FSS1244C	Classical French Cuisine	3.0 credit hours
FSS1296C	Stock and Sauces	3.0 credit hours
FSS2150C	Storeroom Operations	3.0 credit hours
FSS2241C	World's Popular Cuisines	3.0 credit hours
FSS2242C	International Cuisine	3.0 credit hours
FSS2243C	Basic Meat Science	3.0 credit hours
FSS2247C	Pastries and Desserts	3.0 credit hours
FSS2248C	Garde Manger I	3.0 credit hours
FSS2383	Food Service Supervision	3.0 credit hours
HFT1840	Dining Room Procedures	3.0 credit hours
HFT1841	Dining Room Service	3.0 credit hours
HFT1212	Food Service Sanitation	3.0 credit hours
HFT2941	Culinary Arts Externship	12.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	1.0 credit hour

DESIGN AND MULTIMEDIA
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Design and Multimedia teaches visual communication and computer design skills with an emphasis on multimedia and online delivery. Graphic designers and multimedia practitioners create and deliver communication solutions for clients in a variety of mediums. Although print skills are still a foundation of design, employers and clients expect today's designer to be competent in web communications, video production, and newer technologies that are just now beginning to emerge. Successful candidates do not need to have existing art or computer skills. Opportunities exist in design and multimedia for artists, technicians, problem-solvers, and good communicators.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

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- To instruct students in page layout, advertising, multimedia, video editing, web design, illustration, and other emerging visual communication technologies
- To prepare students to use a variety of computer formats to create marketable communication solutions
- To assist students in gaining employment in advertising and marketing firms, print and electronic publication companies, video/film industry and in-house graphics departments

Prerequisites for Major Courses

- None

Graduation Requirements

- To graduate from Design and Multimedia, students must compile a comprehensive print and electronic portfolio of designs representative of all major courses in the program.

Program Outline

To receive an Associate of Science degree in Design and Multimedia, students must earn 80.0 credit hours. Program requirements are as follows:

Computer Graphics and Design Major Courses (56.0 credits)

CGS1031C	Introduction to Technology	4 credit hours
GRA1100C	Introduction to Graphic Arts	4 credit hours
GRA1062C	Introduction to Marketing and Self-Promotion	4 credit hours
CAP1035C	2D Illustration and Image Editing I	4 credit hours
CAP1036C	2D Illustration and Image Editing II	4 credit hours
CGS2580C	Layout and Composition	4 credit hours
CAP2025C	Multimedia Production I	4 credit hours
CAP2026C	Multimedia Production II	4 credit hours
CAP2049C	Multimedia Production III	4 credit hours
CGS2587C	Electronic Delivery Systems I	4 credit hours
CGS2588C	Electronic Delivery Systems II	4 credit hours
CGS2069C	Electronic Delivery Systems III	4 credit hours
CGS2063C	Current Trends in Design and Multimedia	4 credit hours
CAP2204C	Applied Multimedia and Design	4 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours

AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)

| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)

| ENC1101 | English Composition I | |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)

| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)

| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Diagnostic Medical Sonography presents an integration of didactic, laboratory and clinical experiences. The program prepares students to function as entry-level diagnostic medical sonographers. Sonographers are highly skilled professionals qualified to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy and assist physicians in gathering data necessary to reach diagnostic decisions.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students who are knowledgeable in general sonography
- To prepare students to perform appropriate two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician
- To prepare students to act in a professional and ethical manner as entry-level sonographers
- To develop students who are knowledgeable in ultrasound physics and instrumentation

Prerequisites for Major Courses

- Background check and drug screening where applicable
- Completion of lower division general education courses with a minimum grade of "C" in each course
- Cumulative grade average of 3.0 on a 4.0 scale

Program Outline

To receive an Associate of Science degree in Diagnostic Medical Sonography, students must earn 91.0 credit hours. Program requirements are as follows:

Diagnostic Medical Sonography Major Courses (65.0 credit hours)

SON 1000C	Introduction to Diagnostic Medical Sonography	5.0 credit hours
SON 1100C	Practical Aspects of Sonography	5.0 credit hours
SON 1113C	Cross-Sectional Anatomy	5.0 credit hours
SON 1614C	Acoustic Physics and Instrumentation	5.0 credit hours
SON 1804	Clinical Rotation I	2.5 credit hours
SON 1814	Clinical Rotation II	2.5 credit hours
SON 1824	Clinical Rotation III	2.5 credit hours
SON 2009C	Diagnostic Medical Sonography Review	5.0 credit hours

SON 2111C	Abdominal Sonography	5.0 credit hours
SON 2120C	OB/GYN Sonography I	5.0 credit hours
SON 2122C	OB/GYN Sonography II	5.0 credit hours
SON 2150C	Superficial Structures and Neonatal Brain	5.0 credit hours
SON 2171C	Vascular Sonography	5.0 credit hours
SON 2834	Clinical Rotation IV	2.5 credit hours
SON 2844	Clinical Rotation V	2.5 credit hours
SON 2854	Clinical Rotation VI	2.5 credit hours

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

| PSY1012 | Introduction to Psychology | 3.0 credit hours |

Computers (3.0 credit hours)

| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)

| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)

| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)

| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (11.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
PHY2001	General Physics I	3.0 credit hours

DIAGNOSTIC VASCULAR SONOGRAPHY
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Diagnostic Vascular Sonography integrates didactic, laboratory and clinical experiences. The program prepares students to function as entry-level vascular sonographers. Vascular sonographers are highly skilled professionals qualified to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy. Sonographers assist physicians in gathering data necessary to reach diagnostic decisions.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students who are knowledgeable in vascular sonography
- To prepare students to perform appropriate physiologic, two-dimensional Doppler and other non-invasive vascular procedures and record data for interpretation by a physician
- To prepare students to act in a professional and ethical manner as entry-level sonographers.
- To develop students who are knowledgeable in ultrasound/vascular physics and instrumentation

Prerequisites for Major Courses

- Background check and drug screening where applicable
- Completion of lower division general education courses with a grade of "C" or higher in each course
- Cumulative grade average for general education courses of 3.0 on a 4.0 scale

Program Outline

To receive an Associate of Science degree in Vascular Sonography, students must earn 88.5 credit hours. Courses must be completed with a grade of "C" or higher to progress to the next course in the program. Program requirements are as follows:

Vascular Sonography Major Courses (62.5 credit hours)

SON1000C	Introduction to Diagnostic Medical Sonography	5.0 credit hours
SON1100C	Practical Aspects of Sonography	5.0 credit hours
SON1113C	Cross-Sectional Anatomy	5.0 credit hours

SON1614C	Acoustic Physics and Instrumentation	5.0 credit hours
SON1805	Vascular Clinical Rotation I	2.5 credit hours
SON1815	Vascular Clinical Rotation II	2.5 credit hours
SON1825	Vascular Clinical Rotation III	2.5 credit hours
SON2170C	Hemodynamics and Cerebrovascular Sonography	5.0 credit hours
SON2175C	Peripheral Vascular Sonography	5.0 credit hours
SON2176C	Abdominal Vascular Sonography	5.0 credit hours
SON2179	Vascular Sonography Review	5.0 credit hours
SON2400C	Introduction to Echocardiography	5.0 credit hours
SON2835	Vascular Clinical Rotation IV	2.5 credit hours
SON2845	Vascular Clinical Rotation V	2.5 credit hours
SON2855	Vascular Clinical Rotation VI	2.5 credit hours
SON2865	Vascular Clinical Rotation VII	2.5 credit hours

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)
| PSY1012 | Introduction to Psychology | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (11.0 credit hours)
BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
PHY2001	General Physics I	3.0 credit hours

FASHION DESIGN AND MERCHANDISING

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Fashion Design and Merchandising prepares students for a career in the apparel industry. The program is designed to combine the creative and business-oriented training necessary for entry-level employment in the field. Students are provided a hands-on collaborative learning curriculum and instructed in facilities that are equipped with industrial-quality sewing machines, pressing units, and cutting tables.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To introduce students to fundamentals of fashion, its trends, cycles, business and careers
- To develop students' abilities in fundamental techniques of fashion design and merchandising
- To assist students in developing a collection of clothing and sample work to be used in portfolios
- To prepare students for employment in the fields of fashion design, apparel merchandising and fashion retailing

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Fashion Design and Merchandising, students must earn 84.0 credit hours. Program requirements are as follows:

Fashion Design and Merchandising Major Courses (60.0 credit hours)

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CTE1313C	Fundamentals of Apparel Construction	4.0 credit hours
CTE1401C	Textiles: Fabric Study	4.0 credit hours
CTE1511C	Fashion History	4.0 credit hours
CTE1731C	Fashion Illustration	4.0 credit hours
CTE1743C	Fundamentals of Apparel Patternmaking	4.0 credit hours
CTE1792C	Technical Drawing for Fashion	4.0 credit hours
CTE2346C	Construction Sewing Techniques	4.0 credit hours
CTE2723C	Commercial Fashion Design	4.0 credit hours
CTE2724C	Fashion Studio: Apparel Design Collections	4.0 credit hours
CTE2744C	Apparel Pattern Details	4.0 credit hours
CTE2764C	Apparel Product Development	4.0 credit hours
CTE2779C	Computer-Assisted Fashion Design	4.0 credit hours
CTE2802C	Fashion Retailing	4.0 credit hours
CTE2851C	Fashion Promotion	4.0 credit hours
CTE2897C	Fashion Portfolio and Presentation	4.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)
| BSC1010 | General Biology | 3.0 credit hours |

BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

FIRE SCIENCE

Associate of Science Degree Online

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Fire Science provides instruction in fire prevention methods, fire detection systems, building construction, life safety codes, fire investigation, tactics and strategy, methods of instruction and fire department administration. This program will assist firefighters in advancement and placement in the fire service.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To provide students with an understanding of crisis management, fire suppression and extinguishment methods
- To prepare students to conduct a proper fire scene investigation
- To prepare students for employment with the Fire Service, including management positions
- To develop students' abilities to perform community service for protection of life and property

Prerequisites for Major Courses

- Certified firefighter with documented evidence of FFP1000, Introduction to Fire Science or comparable coursework/experience

Program Outline

To receive an Associate of Science degree in Fire Science, students must earn 60.0 credit hours. Program requirements are as follows:

Fire Science Major Courses (36.0 credit hours)

FFP1505	Fire Prevention Practices	3.0 credit hours
FFP1510	Codes and Standards	3.0 credit hours
FFP1540C	Private Fire Protection Systems I	3.0 credit hours
FFP1740	Fire Service: Course Delivery	3.0 credit hours
FFP1810C	Firefighting Tactics and Strategy I	3.0 credit hours
FFP2120C	Building Construction for the Fire Service	3.0 credit hours
FFP2521C	Blueprint Reading and Plans Review	3.0 credit hours
FFP2610	Fire Investigation: Cause and Origin	3.0 credit hours
FFP2720	Company Officer	3.0 credit hours
FFP2741C	Fire Service Course Design	3.0 credit hours
FFP2780	Fire Department Administration	3.0 credit hours
FFP2811	Firefighting Tactics and Strategy II	3.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AM 1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours
BSC1030	Environmental Science	3.0 credit hours

GOLF MANAGEMENT
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Golf Management prepares students for a variety of positions in the golf industry. In this program, students are prepared to provide golf instruction, manage golf course operations, ensure appropriate maintenance of golf facilities and equipment, as well as integrate the play of golf into the broader hospitality and recreation domain. Through a competency-based education format and state-of-the art golf training equipment, students are given opportunities for success in their academic, professional, and personal lives.

Program Objectives

The following objectives are designed to meet Keiser University's mission and goals:

- Present students with a comprehensive background in the history, rules, and traditions of golf.
- Expose students to the proper physical and mental competencies required of golf professionals.
- Develop students' abilities in analyzing, making decisions regarding, and managing golf facilities and equipment, course operations, as well as staff.
- Provide students the opportunity to demonstrate effective teaching techniques in playing golf.
- Examine and synthesize golf management in relation to the hospitality industry.

Prerequisites for Major Courses

- None

Program Outline
To receive an Associate of Science degree in Golf Management, students must earn 69.0 credit hours. Program requirements are as follows:

Golf Management Major Courses (45.0 credit hours)

GM101	Traditions of Golf: History and Culture	3.0 credit hours
GM102	Golf Swing Fundamentals	3.0 credit hours
GM103	Short Game Fundamentals	3.0 credit hours
GM104	The Mental Approach to Golf	3.0 credit hours
GM105	Fundamentals of Golf Instruction	3.0 credit hours
GM106	Golf Club Fitting and Repair	3.0 credit hours
GM107	Rules of Golf	3.0 credit hours
GM201	Retail Management in Golf Operations	3.0 credit hours
GM202	Tournament Management	3.0 credit hours
GM203	Golf Course Design	3.0 credit hours
GM204	Golf Course Maintenance and Turf Management	3.0 credit hours
GM205	Strategic Management in Golf Operations	3.0 credit hours
GM206	Advanced Golf Instruction	3.0 credit hours
GM207	Food and Beverage Services	3.0 credit hours
GM208	The Business of Golf (Capstone)	3.0 credit hours

General Education Courses (24.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours

Mathematics (3.0 credit hours)

| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (7.0 credit hours)

| BSC1010 | General Biology | 3.0 credit hours |
| BSC1030 | Environmental Science | 3.0 credit hours |

HEALTH INFORMATION MANAGEMENT
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Health Information Management trains students to function as entry-level Health Information Technicians (HIT) who can use a variety of information resources and technologies to ensure capture, quality, security, and access of healthcare data for the purpose of improving patient care and accomplishing the objectives of diverse healthcare environments. The program provides students with the knowledge and skills necessary to become self-directed learners who possess critical-thinking and problem-solving abilities as well as communication and interpersonal skills. It instills a commitment to life-long learning and important ethical values. The program fosters the acquisition of leadership abilities and systems thinking necessary for adapting careers within a changing healthcare environment.

Keiser University is seeking accreditation for the Health Information Management Program by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM): 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800. The program is in the process of collecting and compiling data to submit for accreditation. The accreditation process may take up to two years; however, completion of the accreditation process does not necessarily mean that the Health Information Management program will be granted accreditation status.

If the program attains CAHIIM accreditation status prior to graduation, graduates of the Associate Degree in Health Information Management will be eligible to sit

for the Registered Health Information Technician (RHIT) certification exam immediately.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' ability to ensure the quality of health records by verifying their completeness, accuracy, and proper entry into computer systems.
- To train students in the use of computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.
- To develop a student's ability to think critically and communicate effectively.
- To train students in the use of the medical language and classification systems used to code diagnoses and procedures in patient records for continuity of care, healthcare reimbursement, and medical research.
- To prepare and assist graduates in obtaining entry-level employment in health information technology.

Prerequisites for Major Courses

- Background check and drug screening when applicable.
- Minimum grade of "C" for general education courses.
- Successful completion of BSC2085C, BSC2086C, CGS1000, and ENC1001 are prerequisites for all major courses.
- Minimum cumulative grade average of 3.0 on a scale of 4.0.

Program Outline

To receive an Associate of Science degree in Health Information Management, students must earn 68.0 credit hours. Program requirements are as follows:

Health Information Management Major Courses (39.0 credit hours)

HIM1000	Introduction to Health Information Management and Healthcare Systems	3.0 credit hours
HIM1100C	Health Information Systems	3.0 credit hours
HIM1200	Legal Aspects of Health Information Management	3.0 credit hours
HSC1141	Pharmacology for Health Information Management	3.0 credit hours
HIM 1300	Professional Practicum	3.0 credit hours
HSC1433	Pathophysiology for Health Information Management	3.0 credit hours
HIM2000C	International Classification of Diseases Coding I	3.0 credit hours

HIM2100C	International Classification of Diseases Coding II	3.0 credit hours
HIM2300C	Current Procedural Terminology Coding	3.0 credit hours
HIM2400C	Healthcare Data Analysis and Healthcare Quality	3.0 credit hours
HIM2500	Professional Practicum II	3.0 credit hours
HSC1531	Medical Terminology	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

General Education Courses (29.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3 credits)
| PSY1012 | Introduction to Psychology | 3.0 credit hours |

Communication (3 credits)
| SPC1010 | Speech | |
| | 3.0 credit hours | |

Computers (3 credits)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3 credits)
| ENC1101 | English Composition I | 3.0 credit hours |

Humanities/Fine Arts (3 credits)
| ENL 1000 | English Literature | 3.0 credit hours |

Mathematics (6 credits)
MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
MAT1033	Intermediate Algebra (required)	3.0 credit hours

Natural Science (8 credits)
| BSC2085C | Human Anatomy/Physiology I | 4.0 credit hours |
| BSC2086C | Human Anatomy/Physiology II | 4.0 credit hours |

HISTOTECHNOLOGY
Associates of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Histotechnology prepares students to work as histotechnicians in a variety of anatomic pathology laboratory settings. The Histotechnology program is designed to develop technical and intellectual skills as well as developing individuals with a commitment to quality patient care, a passion for the profession, and continued growth within the field. Students learn the core requirements of histotechnology including the processing and embedding of surgically removed anatomic specimens and microtomy. Students will master routine and special staining techniques that make it possible to distinguish tissue components through microscopic examination.

Histotechnicians have numerous choices of practice settings: hospitals, for-profit laboratories, clinics, public health facilities, industrial research, veterinary pathology, marine biology and forensic pathology. Specialized areas include electronic microscopy and immunohistochemistry.

Program Objectives
The following objectives are designed to meet Keiser University's mission and objectives:

- To prepare competent entry-level graduates to enter the workforce as histotechnicians;
- To provide training and experience in the preparation of microscopic, stained specimens for the diagnosis and prognosis of disease by a pathologist;
- To develop a student's abilities in critical thinking and documentation; and
- To train students to be qualified members of a healthcare team.

Prerequisites for Major Courses

- None

Program Outline

To receive an Associates of Science degree in Histotechnology, students must earn 64.0 credit hours. Program requirements are as follows:

Histotechnology Major Courses (38.0 credit hours)

MLT1190C	Introduction to Histology	4.0 credit hours
MLT1191C	Principles of Fixation	4.0 credit hours
MLT1192C	Cellular Biological Staining	4.0 credit hours
MLT1250C	Diagnostic Histology I	4.0 credit hours
MLT2194C	Immunohistochemistry Staining	4.0 credit hours
MLT2195C	Tissue Identification	4.0 credit hours
MLT2198C	Diagnostic Histology II	4.0 credit hours
MLT2199C	Microtomy	4.0 credit hours
MLT2801	Histology Externship I	3.0 credit hours
MLT2802	Histology Externship II	3.0 credit hours

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computer Information Systems	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour

INFORMATION TECHNOLOGY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Information Technology prepares students for an entry-level position in the field of network administration with an emphasis on security support. Courses prepare students to sit for industry-accepted competency examinations.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' abilities to administer, manage and troubleshoot hardware, software and services for single, mixed and multi-user environments
- To develop student skills in inspection of security measures to protect data and the conduct of personnel in relation to protection of data
- To assist students in becoming more adept in knowledge, theory and practice of network management
- To prepare students for positions as technical support specialists, help-desk technicians, systems administrators or computer security professionals
- To develop students' abilities to think critically and communicate effectively

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Information Technology, students must earn 72.0 credit hours. Program requirements are as follows:

Information Technology Major Courses (48.0 credit hours)

CET1171C	Computer Service and Support PC Systems I	4.0 credit hours
CET1172C	Computer Service and Support PC Systems II	4.0 credit hours
CIS2350C	Principles of Information Security	4.0 credit hours
CTS1156C	Supporting Client Operating Systems	4.0 credit hours
CTS1305C	Essentials of Networking	4.0 credit hours
CTS1328C	Managing and Maintaining Server Operating Systems	4.0 credit hours
CTS2106C	Multi-User Operating Systems	4.0 credit hours
CTS2153C	Application Support	4.0 credit hours
CTS2302C	Implementing Directory Services	4.0 credit hours
CTS2304C	Internetworking Technologies	4.0 credit hours
CTS2306C	Implementing a Network Infrastructure	4.0 credit hours
CTS2310C	Designing a Secure Infrastructure	4.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)

| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)

| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

MASSAGE THERAPY
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Massage Therapy provides comprehensive training in therapeutic massage and incorporates courses in hydrotherapy, allied modalities, sports massage, spa theory, Florida Massage Law, ethical procedures and business practices.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- Provide students with hands-on training in massage therapy coupled with a comprehensive study of anatomy and physiology
- Instruct students in the dynamics of an effective massage

- Provide students with information about the professional nature of massage, including state licensing and code of ethics
- Introduce students to allied modalities used as supplements to basic massage therapy
- To assist graduates in obtaining employment as massage therapists

Prerequisites for Major Courses

- Background check and drug screening where applicable

Graduation Requirement

- In addition to completion of degree requirements delineated earlier in this catalog, Massage Therapy students must participate in clinical settings that allow them to practice skills obtained throughout the program.

Program Outline
To receive an Associate of Science degree in Massage Therapy, students must earn 70.0 credit hours. Program requirements are as follows:

Massage Therapy Major Courses (46.0 credit hours)

MSS1140	Body Systems	6.0 credit hours
MSS1142	Human Structure and Functions	6.0 credit hours
MSS1216	Legal and Ethical Business Practices	6.0 credit hours
MSS1259	Massage Theory 4.0 credit hours	
MSS1261C	Therapeutic Massage	4.0 credit hours
MSS1282C	Allied Modalities 4.0 credit hours	
MSS1306C	Spa Theory/Hydrotherapy	4.0 credit hours
MSS2163C	Structural Kinesiology	4.0 credit hours
MSS2258C	Sports Massage	4.0 credit hours
MSS2270	Pathology	4.0 credit hours

General Education Courses (24.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)
SPC1010   Speech   3.0 credit hours

Computers (3.0 credit hours)
CGS1000C   Introduction to Computers   3.0 credit hours

English (3.0 credit hours)
ENC1101   English Composition I   3.0 credit hours
ENC2102   English Composition II   3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)
AML1000   American Literature   3.0 credit hours
ENL1000   English Literature   3.0 credit hours

Mathematics (3.0 credit hours)
MAT1033   Intermediate Algebra   3.0 credit hours

Natural Science (6.0 credit hours)
BSC1010   General Biology   3.0 credit hours
BSC1010L   General Biology Laboratory   1.0 credit hour
BSC1030   Environmental Science   3.0 credit hours
BSC1011   Advanced Biology   3.0 credit hours
BSC1011L   Advanced Biology Laboratory   1.0 credit hour

MEDICAL ASSISTING
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Medical Assisting prepares students to perform medical assisting duties under direction of a physician/practitioner, including preparing examination rooms, taking vital signs, assisting in minor surgical procedures, giving injections, performing venipuncture, assisting in laboratory operations, performing urinalysis,

pregnancy testing, blood sugar, and various other waived laboratory test, taking x-rays and administering electrocardiograms. Medical assistants also learn to function in an administrative capacity, including patient communications, maintaining patient records, billing, scheduling appointments, ordering supplies and processing insurance claims.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- Develop a student's ability to perform various clinical duties
- Prepare students for jobs in the medical assisting profession
- Develop a student's ability to perform various administrative duties
- Prepare students to take a variety of credentialing examinations related to medical assisting

Prerequisites for Major Courses

- None

Program Outline
To receive an Associate of Science degree in Medical Assisting, students must earn a total of 60.5 credit hours. Program requirements are as follows:

Medical Assisting Major Courses (36.5 credit hours)

MEA1206C*	Clinical Procedures	3.5 credit hours
MEA1238	Medical Terminology	1.5 credit hours
MEA1236	Anatomy and Physiology	6.0 credit hours
MEA1290	Radiography	6.0 credit hours
MEA1267C*	Laboratory Procedures I	4.0 credit hours
MEA1303C	Medical Office Management	4.5 credit hours
MEA2268C*	Laboratory Procedures II	4.0 credit hours
MEA2806	Externship I	3.5 credit hours
MEA2807	Externship II	3.5 credit hours

*Must be completed with a grade of "C" or higher before students are assigned to externship sites.

General Education Courses (24.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours

IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)
BSC 1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

MEDICAL LABORATORY TECHNICIAN
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Medical Laboratory Technician trains students to function effectively as a member of a medical laboratory team. Graduates possess skills to perform laboratory tests in accordance with standardized laboratory practices in clinical chemistry, hematology, urinalysis, clinical microbiology, immunohematology and serology/immunology.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop a student's ability to perform proficiently on laboratory testing procedures
- To develop a student's ability to think critically and communicate effectively
- To prepare students for entry-level employment in clinical and reference laboratories or physician's offices as medical laboratory technicians

Prerequisites for Major Courses

- Background checks and drug screens will be required prior to externship
- General education courses must be completed with a grade average of 3.0 on a scale of 4.0

Program Outline

To receive an Associate of Science degree in Medical Laboratory Technician, students must earn 85.5 credit hours. Program requirements are as follows:

Medical Laboratory Technician Major Courses (59.5 credit hours)

MLT1082	Anatomy and Physiology	6.0 credit hours
MLT1610C*	Clinical Chemistry I	4.0 credit hours
MLT1620C	Clinical Chemistry II	4.0 credit hours
MLT1752	Laboratory Mathematics and Biostatistics	6.0 credit hours
MLT1802*	Clinical Practicum Part I	3.5 credit hours
MLT1804	Clinical Practicum Part II	3.5 credit hours
MLT2210C	Urinalysis	4.0 credit hours
MLT2300C*	Hematology I	4.0 credit hours
MLT2365C	Hematology II	4.0 credit hours
MLT2402C*	Microbiology I	4.0 credit hours
MLT2403C	Microbiology II	4.0 credit hours
MLT2430C	Parasitology	4.0 credit hours
MLT2500C	Serology/Immunology	4.5 credit hours
MLT2525C	Immunohematology	4.0 credit hours

*Must be completed with a grade of "C" or higher before students are enrolled in the "II" portion of the subjects.

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

NOTE: Medical Laboratory Technician students who wish to sit for the Medical Technologist examination may need 8.0 credit hours in Biology and 8.0 credit hours in Chemistry.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (8.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour

BSC1030	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	1.0 credit hour

NUCLEAR MEDICINE TECHNOLOGY
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Nuclear Medicine Technology instructs students in the use of radioactive material to visualize, diagnose and treat pathology through proper utilization of specialized equipment and techniques. Courses include radiation safety, storage and disposal of radioactive materials and inventory and control of radiopharmacology. The program provides entry-level lectures in positron imaging tomography (PET). Graduates are eligible to sit for certification examinations given by the American Registry of Radiologic Technologists (ARRT-N) and the Nuclear Medicine Technology Certification Board (NMTCB).

Program Objectives
The following objectives are designed to meet the University's mission and goals:

- To develop a student's ability to perform entry-level nuclear medicine technology tasks in a professional, patient-focused manner
- To develop students' ability to think critically and communicate effectively
- To assist students in becoming more proficient in compassionate care of patients in a team-focused healthcare environment
- To prepare students for entry-level jobs in nuclear medicine technology

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Prerequisites for Major Courses

- Background check and drug screening when applicable
- Successful completion of general education courses with a grade of "C" or better in each course
- Cumulative grade average of 3.0 on a scale of 4.0

Program Outline

To receive an Associate of Science degree in Nuclear Medicine Technology, students must earn a total of 90.0 credit hours. Each course in Nuclear Medicine Technology is a prerequisite for the subsequent course and must be completed with a grade of "C" or higher to proceed successfully through the program. Program requirements are as follows:

Nuclear Medicine Technology Major Courses (64.0 credit hours)

NMT1002	Introduction to Nuclear Medicine Technology	5.5 credit hours
NMT1312	Radiation Safety and Health Physics	5.5 credit hours
NMT2534C	Nuclear Medicine Instrumentation	5.5 credit hours
NMT1713C	Nuclear Medicine Methodology I	5.5 credit hours
NMT2102	Nuclear Medicine Administration	4.0 credit hours
NMT2130C	Radiopharmacy and Patient Care	5.5 credit hours
NMT2573	Nuclear Medicine QA/QC	4.0 credit hours
NMT2613	Nuclear Medicine Physics	5.5 credit hours
NMT2723C	Nuclear Medicine Methodology II	5.5 credit hours
NMT2804	NMT Clinical Rotation I	3.0 credit hours
NMT2814	NMT Clinical Rotation II	3.0 credit hours
NMT2824	NMT Clinical Rotation III	3.0 credit hours
NMT2834	NMT Clinical Rotation IV	3.0 credit hours
NMT2960	Nuclear Medicine Capstone Course	5.5 credit hours

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)

| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)

| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (8.0 credit hours)

| BSC2085C | Human Anatomy and Physiology I | 4.0 credit hours |
| BSC2086C | Human Anatomy and Physiology II | 4.0 credit hours |

NURSING

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Nursing prepares students to practice professional nursing. Professional nursing involves the performance of those acts requiring substantial specialized knowledge, judgment and nursing skill based upon applied principles of biological, physical, psychological and social sciences. The nursing practice of a professional nurse includes but is not limited to:

- Observation, assessment, nursing diagnosis, planning, intervention and evaluation of care
- Health teaching and counseling of individuals who may be ill, injured or infirm
- Promotion of wellness, maintenance of health, and prevention of illness in others

- Administration of treatments and medications as prescribed in accordance with standards of nursing practice

Program Goals

The Nursing program's mission is further defined by the following goals:

- Students will acquire the knowledge and skill development to be competent care providers;
- Students will effectively communicate, using the written and spoken word accurately;
- Students will successfully collaborate with healthcare teams and clients to provide a comprehensive plan of care;
- Students will utilize critical thinking skills to problem-solve situations;
- Students will possess the necessary skills for obtaining entry-level employment as nurses.

Prerequisites for Major Courses

- Successful completion of the Wonderlic and **TEAS tests** and a personal interview with the Nursing Program Director.
- Background check and drug screening when applicable.
- Minimum grade of "C" for general education courses. Successful completion of BSC2085C, BSC2086C and MCB2000C are prerequisites for all major courses.
- Minimum cumulative grade average of 3.0 on a 4.0 scale for general education courses.

Program Outline

To receive an Associate of Science degree in Nursing, students must earn 72.0 credit hours. Each course in the Nursing major is a prerequisite for a subsequent course and therefore must be completed with a letter grade of "C" with a minimum of 76% in order to proceed successfully through the program. Program requirements are as follows:

Nursing Major Courses (42.0 credit hours)

NUR1022C	Fundamentals of Nursing	8.0 credit hours
NUR1140	Nursing Pharmacology	4.0 credit hours
NUR1211C	Basic Adult Healthcare	8.0 credit hours
NUR2230C	Advanced Adult Healthcare	8.0 credit hours
NUR2421C	Maternity Nursing Care	4.0 credit hours
NUR2310C	Pediatric Nursing	4.0 credit hours
NUR2823C	Nursing Leadership and Management	3.0 credit hours
NUR2811C	Nursing Practicum	3.0 credit hours

General Education Courses (30.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)

DEP2004	Life Span Development	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (12.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours

OCCUPATIONAL THERAPY ASSISTANT

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Occupational Therapy Assistant prepares students to work as an occupational therapy assistant under direct supervision of a licensed occupational therapist. Occupational therapy is the art and science of helping people gain skills needed to become independent in daily living activities. Students learn the therapeutic use of occupations which include self-care, work and play/leisure activities in order to maximize independent function, enhance development, prevent disability and maintain health. Intervention strategies may include adaptations to a task or environment or compensatory approaches in order to facilitate clients' achievement of maximum independence.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals. Graduates of the program are prepared as entry-level occupational therapy assistant by:

- Demonstrating professional behaviors reflective of an ethical, competent therapist, inclusive of critical thinking, communication skills and commitment to lifelong learning required of healthcare professionals.
- Practicing emergent clinical skills in treatment techniques, methodology and rationale for implementation, including clinical documentation and reasoning skills as an entry-level professional.
- Demonstrating an academic foundation that clearly evidences occupational therapy's unique focus on daily living activities and interventions that promote clients' participation within a social/cultural context

Prerequisites for Major Courses

- Satisfactory background check and drug screening
- Completion of general education courses with a minimum grade of "C" for each course
- Score a minimum of 18 on the University's entrance examination test.
- Cumulative grade average of 3.0 on a 4.0 scale

Program Outline

To receive an Associate of Science degree in Occupational Therapy Assistant, students must earn 89.5 credit hours. Each course in the Occupational Therapy Assistant major is a prerequisite for the subsequent course and therefore must be completed with a grade of "C" or higher in order to proceed successfully through the program. Program requirements are as follows:

Occupational Therapy Assistant Major Courses (65.5 credit hours)
OTH1007   Introduction to Occupational Therapy   6.0 credit hours
OTH1014C   Kinesiology for Occupational Therapy

	Assistants	4.5 credit hours
OTH1204	Life Span Human Development	6.0 credit hours
OTH1412C	Anatomy and Physiology	4.5 credit hours
OTH1432C	Neurological Disorders/Assessment and Treatment Strategies	4.5 credit hours
OTH1433C	Musculoskeletal Disorders/Assessment and Treatment Strategies	4.5 credit hours
OTH2022C	Group Dynamics	2.0 credit hours
OTH2121C	Therapeutic Media	2.0 credit hours
OTH2165C	Daily Living Skills	2.0 credit hours
OTH2300C	Psychiatric Disorders/Assessment and Treatment Strategies	4.5 credit hours
OTH2420C	Occupational Therapy for Physically Disabled	4.5 credit hours
OTH2520C	Pediatric Occupational Therapy	4.5 credit hours
OTH2602C	Aging and Performance Skills	2.0 credit hours
OTH2800	Fieldwork I	2.0 credit hours
OTH2840	Fieldwork II	12.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)
| PSY1012 | Introduction to Psychology | 3.0 credit hours |
| SYG1000 | Sociology | 3.0 credit hours |

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)
| BSC1010 | General Biology | 3.0 credit hours |

BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour

PHYSICAL THERAPIST ASSISTANT

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Physical Therapist Assistant prepares students for employment as a skilled licensed health care worker under the supervision of a licensed Physical Therapist. A Physical Therapist Assistant assists in the management of conditions such as arthritis, amputation, fractures, cerebrovascular accident (stroke), spinal cord injuries, traumatic brain injuries, wounds, developmental delays, cerebral palsy, cardiac and pulmonary pathology, sport injuries, work injuries and other types of injuries and/or pathologies.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals. Graduates of the program are prepared to enter the workforce as entry-level physical therapist assistants by:

- Implementing treatment programs as directed by a physical therapist;
- Competently performing data collection skills necessary for a plan of care;
- Effectively communicating with healthcare team members and patients verbally and in writing;
- Participating in patient education as directed by a physical therapist; and
- Demonstrating a commitment to learning.

Prerequisites for Major Courses

- Background check and drug screening when applicable
- Completion of general education courses with cumulative grade average of 3.0 on a 4.0 scale
- Obtain a minimum of a "B" in both Anatomy & Physiology I and II.

- Score a minimum of 20 on the University's entrance examination (Wonderlic).
- Provide documentation of having completed a minimum of 10 hours of physical therapy observation or work experience in a physical therapy department prior to starting core courses. The 10 hours observation must consist of 5 hours in a Skilled Nursing Facility (nursing home) and 5 hours in a Physical Therapy Outpatient Clinic within 1 year of beginning the PTA core.
- Attend 3 days (3 sessions) of Study Skills Workshops as well as 2 days (2 sessions) of Anatomy Workshops as scheduled by the University prior to the PTA core start.

Program Outline

To receive an Associate of Science degree in Physical Therapist Assistant, students must earn 74.0 credit hours. Each course in the PTA major is a prerequisite for the subsequent course and therefore must be completed with a grade of "C" or higher in order to proceed successfully through the program. Program requirements are as follows:

Physical Therapist Assistant Major Courses (48.0 credit hours)

PHT1000C	Introduction to Physical Therapist Assistant	5.0 credit hours
PHT1300	Medical Diseases	6.0 credit hours
PHT1121C	Kinesiology	4.0 credit hours
PHT1251C	Patient Care Procedures	4.0 credit hours
PHT1261C	Tests and Measurements	4.0 credit hours
PHT1216C	Functional Modalities	4.0 credit hours
PHT1227C	Therapeutic Exercise I	2.0 credit hours
PHT1228C	Therapeutic Exercise II	4.0 credit hours
PHT2143C	Rehabilitation	4.0 credit hours
PHT2801	Clinical Experience I	1.0 credit hour
PHT2810	Clinical Experience II	5.0 credit hours
PHT2820	Clinical Experience III	5.0 credit hours

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C	Anatomy and Physiology I	4.0 credit hours
BSC2086C	Anatomy and Physiology II	4.0 credit hours

RADIATION THERAPY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Radiation Therapy is dedicated to preparing its students to become professional radiation therapists. Students will learn to utilize radiation and radioactive isotopes in the treatment of disease, primarily cancer. Radiation therapists are highly skilled members of the cancer management team and responsible for accurately recording, interpreting and administering the treatment prescribed by radiation oncologists. Students will learn how to localize tumors, implement treatment plans and evaluate the clinical progress of patients. Students will also be trained to demonstrate a high quality of technical expertise, provide competent compassionate clinical care, and collaborate effectively with their colleagues.

Program Mission Statement

The mission of Keiser University's Radiation Therapy program is to provide an academic and clinical environment to educate and graduate competent, entry-

level radiation therapists who provide quality patient care in the community. The program will also encourage professional growth and research to advance and promote radiation therapy practice.

Program Goals
The following goals are designed to meet Keiser University's mission and goals and to further define the programmatic goals for Radiation Therapy:
- Provide professional, qualified entry-level radiation therapists to serve in the community
- Provide through educational instruction and clinical experiences a program that develops professional skills necessary to function as radiation therapists
- Provide instruction in diversity, quality patient care, writing, critical thinking and problem solving skills, as well as ethical standards as set forth in the ARRT Code of Ethics
- Graduate students prepared for the national certification examination administered by the American Registry of Radiologic Technologists

Program Objectives
The following objectives are designed to meet the program's mission and goals for Radiation Therapy:
- Acquire the skills and knowledge to function effectively in their role as members of the radiation therapy team in delivering a planned course of treatment utilizing high energy photon or electron beams of radiation
- Competently demonstrate the use and application of ionizing radiation therapy units and devices
- Apply critical thinking and problem solving skills to achieve program goals and clinical objectives
- Exhibit professional and personal growth coupled with lifelong learning skills, communicating effectively with faculty, patients, families and members of the healthcare team
- Demonstrate fabrication and block cutting skills and the use of patient immobilization and treatment enhancing devices appropriately

Prerequisites for Major Courses
- Background check and drug screening when applicable
- Completion of all general education coursework with a minimum grade of "C" for each course
- Cumulative grade average of 3.0 on a scale of 4.0

Program Outline
To receive an Associate of Science degree in Radiation Therapy, students must earn a total of 78.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a grade of "C" and a

minimum cumulative grade point average of 2.75 or higher in order to proceed successfully through the program. Program requirements are as follows:

Radiation Therapy Major Courses (54.0 credit hours)

RAT1001	Introduction to Radiation Therapy	3.0 credit hours
RAT1002	Patient Care for the Radiation Therapist	3.0 credit hours
RAT2021	Principles and Practice of Radiation Therapy I	3.0 credit hours
RAT2617	Radiation Therapy Physics I	3.0 credit hours
RAT1814	Radiation Therapy Clinical Education I	3.0 credit hours
RAT1824	Radiation Therapy Clinical Education II	3.0 credit hours
RAT2023	Oncology and Radiobiology	3.0 credit hours
RAT2814	Radiation Therapy Clinical Education III	3.0 credit hours
RAT2824	Radiation Therapy Clinical Education IV	3.0 credit hours
RAT2618	Radiation Therapy Physics II	3.0 credit hours
RAT2025	Oncologic Pathology	3.0 credit hours
RAT2022	Principles and Practice of Radiation Therapy II	3.0 credit hours
RAT2619	Treatment Planning and Dosimetry	3.0 credit hours
RAT2824	Radiation Therapy Clinical Education V	
RAT2834	Radiation Therapy Clinical Education VI	3.0 credit hours
RAT2241	Quality Management	3.0 credit hours
RAT2854	Radiation Therapy Clinical Education VII/Seminar	6.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (6.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
MAC2105	College Algebra	3.0 credit hours

PHY2001	General Physics (required)	3.0 credit hours

Natural Science (Minimum 6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours
BSC2085C	Anatomy and Physiology I	4.0 credit hours
BSC2086C	Anatomy and Physiology II	4.0 credit hours

RADIOLOGIC TECHNOLOGY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Radiologic Technology prepares students for entry-level positions in the profession, producing radiographic images in accordance with standardized practices and procedures. The program provides radiologic information including medical terminology, patient care, radiographic procedures, radiation protection, equipment operations and image production and evaluation.

Program Mission Statement

Keiser University's Associate of Science degree program in Radiologic Technology produces competent graduates for entry-level positions in the field. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists and are eligible to be licensed by the State of Florida to practice Radiologic Technology. The Radiologic Technology program strives to instill the values and concepts of life-long learning in its graduates.

Program Goals Statement

The following goals are designed to meet Keiser University's mission and goals. Radiologic Technology's mission is further defined by the following goals:

- Students will acquire the knowledge and skill development to competently perform diagnostic imaging procedures;
- Students will develop verbal and written communication skills to effectively interact within a healthcare setting;
- Students will acquire critical thinking and problem-solving skills to effectively practice in the profession;
- Students will demonstrate professional development and growth and set goals for life-long learning;
- Students will possess employable entry-level skills to meet the needs of the radiologic community upon program completion.

Prerequisites for Major Courses

- Background check and drug screening when applicable
- Completion of all general education coursework with a minimum grade of "C" for each course
- Cumulative grade average of 3.0 on a scale of 4.0

Program Outline
To receive an Associate of Science degree in Radiologic Technology, students must earn a total of 92.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a grade of "C" and a minimum cumulative GPA of 2.75 or higher in order to proceed successfully through the program. Program requirements are as follows:

Radiologic Technology Major Courses (68.0 credit hours)
RTE1000	Introduction to Radiologic Technology	5.5 credit hours
RTE1418C	Radiologic Science I	5.5 credit hours
RTE1458C	Radiologic Science II	5.5 credit hours
RTE1503C	Radiologic Procedures I	4.25 credit hours
RTE1513C	Radiologic Procedures II	4.25 credit hours
RTE1523C	Radiologic Procedures III	4.25 credit hours
RTE1533C	Radiologic Procedures IV	4.25 credit hours
RTE1702	Medical Science I	5.5 credit hours
RTE1804	Clinical Rotation I	6.0 credit hours
RTE1814	Clinical Rotation II	6.0 credit hours
RTE2563	Advanced Radiologic Imaging	5.5 credit hours
RTE2712	Medical Science II	5.5 credit hours
RTE2824	Clinical Rotation III	6.0 credit hours

General Education Courses (24.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline

Behavioral/Social Science (3.0 credit hours)
PSY1012	Introduction to Psychology	3.0 credit hours

Communications (3.0 credit hours)
SPC1010   Speech   3.0 credit hours

Computers (3.0 credit hours)
CGS1000C   Introduction to Computers   3.0 credit hours

English (3.0 credit hours)
ENC1101   English Composition I   3.0 credit hours
ENC2102   English Composition II   3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)
AML1000   American Literature   3.0 credit hours
ENL1000   English Literature   3.0 credit hours

Mathematics (3.0 credit hours)
MAT1033   Intermediate Algebra   3.0 credit hours

Natural Science (6.0 credit hours)
BSC1010   General Biology   3.0 credit hours
BSC1010L   General Biology Laboratory   1.0 credit hours
BSC1011   Advanced Biology   3.0 credit hours
BSC1011L   Advanced Biology Laboratory   1.0 credit hours

RESPIRATORY THERAPY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Respiratory Therapy prepares students for employment as skilled licensed health care workers under the supervision of a licensed physician. The program prepares students for entry-level positions in the respiratory therapy field. Graduates are eligible to take both the national certification examination and the national registry examination given by the National Board for Respiratory Care (NBRC) and are eligible to be licensed by the State of Florida. Responsibilities of a respiratory therapist include:

- Identifying lung and breathing disorders and recommending treatment methods.
- Interviewing patients and doing chest physical exams to determine what kind of therapy is best for their condition.
- Consulting with physicians to recommend a change in therapy, based on patient evaluation.
- Analyzing breath, tissue, and blood specimens to determine levels of oxygen and other gases.
- Managing ventilators and artificial airway devices for patients who can't breathe normally on their own.
- Responding to Code Blue or other urgent calls for care.
- Educating patients and families about lung disease so they can maximize their recovery.

Program Mission Statement

Keiser University's Associate of Science Degree in Respiratory Therapy produces competent graduates for entry-level positions in the Respiratory Therapy field.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To provide an environment in which students demonstrate ethical behaviors, critical thinking skills and a commitment to lifelong learning.
- Development of clinical skills, treatment techniques, understanding of methodology, and rationale for implementation and interpretation of diagnostics and cardio-respiratory care.
- To provide the students with an academic foundation to adequately fulfill the role of a respiratory therapist in a clinical site.

Prerequisites for Major Courses

- Background check and drug screening
- Completion of general education courses with a minimum grade of "C" in each course

- Minimum cumulative grade point average of 3.0 on a 4.0 scale.
- Minimum grade of "B" in Human Anatomy and Physiology I and II

Program Outline

To receive an Associate of Science degree in Respiratory Therapy, students must earn 88.0 credit hours. Each course in the Respiratory Therapy major is a prerequisite for the subsequent course and must be completed with a grade of "C" or higher in order to progress through the program. Program requirements are as follows:

Respiratory Therapy Major Courses (51.0 credit hours)

RET 1024	Respiratory Therapy Fundamentals	4.0 credit hours
RET 1485	Respiratory Therapy Theory	4.0 credit hours
RET 1291	Clinical Respiratory Medicine	4.0 credit hours
RET 1007	Pharmacology for Respiratory Care	4.0 credit hours
RET 1405	Diagnostic Procedures in Respiratory Care	4.0 credit hours
RET 1940	Clinical Practicum I	3.0 credit hours
RET 2941	Clinical Practicum II	3.0 credit hours
RET 2283	Intensive Respiratory Care	4.0 credit hours
RET 2934	Special Topics in Respiratory Care	4.0 credit hours
RET 2944	Clinical Practicum III	3.0 credit hours
RET 2710	Pediatric and Neonatal Respiratory Care	4.0 credit hours
RET 2946	Clinical Practicum IV	3.0 credit hours
RET 2948	Clinical Practicum V	3.0 credit hours
RET 2935	Respiratory Therapy Management	4.0 credit hours

General Education Courses (37.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours

Communication (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours

ENL 1000	English Literature	3.0 credit hours

Mathematics(6.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
MAC2105	College Algebra	3.0 credit hours

Natural Science (16.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours
CHEM1045	General Chemistry	3.0 credit hours
CHEM1045L	General Chemistry Laboratory	1.0 credit hours

SPORTS MEDICINE AND FITNESS TECHNOLOGY
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science degree in Sports Medicine and Fitness Technology focuses on entry-level health and fitness assessment, prescription and lifestyle modification. The program provides a basic understanding of health risk factors, physiological adaptations to exercise, injury prevention, care and therapies and addresses all components of activity as related to sports and exercise.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To develop a student's ability to apply health and fitness assessments in the development, monitoring and motivation of individuals with exercise prescriptions
- To prepare students to properly conduct and monitor exercise sessions

- To assist students in understanding health risk factors, physiological adaptations to exercise and psychological factors associated with fitness and exercise programs
- To assist students in understanding and applying basic biomechanical principles

Prerequisites for Major Courses

At a minimum, students must successfully complete the following two general education courses before beginning major coursework:

- BSC2085C   Human Anatomy and Physiology I
- BSC2086C   Human Anatomy and Physiology II

Program Outline

To receive an Associate of Science in Sports Medicine and Fitness Technology, students must earn 65.0 credit hours. Program requirements are as follows:

Sports Medicine and Fitness Technology Major Courses (39.0 credit hours)

PET1084	Health and Fitness Appraisal and Wellness	4.0 credit hours
PET2082C	Exercise Leadership and Special Populations	4.0 credit hours
PET1352C	Nutrition and Weight Management	4.0 credit hours
PET1384	Principles of Health and Fitness	4.0 credit hours
PET1604C	Sports Medicine and First Aid	4.0 credit hours
PET2214	Sports Psychology	4.0 credit hours
PET2353	Exercise Physiology	4.0 credit hours
PET2941	Externship I	3.5 credit hours
PET2942	Externship II	3.5 credit hours
SPM2150	Sports Administration and Law	4.0 credit hours

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAC2105 | College Algebra | 3.0 credit hours |
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (8.0 credit hours)
| BSC2085C | Human Anatomy and Physiology I | 4.0 credit hours |
| BSC2086C | Human Anatomy and Physiology II | 4.0 credit hours |

SURGICAL TECHNOLOGY
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Program Description
Keiser University's Associate of Science degree in Surgical Technology provides students with the technical ability; knowledge and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive instruction in essentials of healthcare, surgical instrumentation, anatomy, physiology, medical terminology, microbiology, and pharmacology. Graduates are prepared for employment as surgical technologists.

Program Objectives
Students are expected to:

- Integrate the surgical technology knowledge base in cognitive, affective and psychomotor domains; demonstrate skills following established criteria, protocols and objectives in the cognitive, affective and psychomotor domains
- Function safely, effectively and efficiently and exhibit ethical behavior in a surgical technologist role
- Apply basic scientific principles related to anatomy, physiology and pathophysiology for safe transfer, positioning, prepping and draping of surgical patients
- Describe actions and uses of anesthetic and pharmacological agents in the care of surgical patients
- Apply knowledge of interpersonal skills and communications relative to procedures and protocols from a surgical technologist's perspective when working with patients, patients' significant others, colleagues and other members of a healthcare team, as well as other members of the community
- Apply principles of asepsis in an operating room setting
- Demonstrate appropriate use and care of basic and specialty instruments and supplies

Prerequisites for Major Courses

- Proof of high school diploma or G.E.D.
- Successful completion of entrance examination
- Immunization record signed by physician, background check and drug screening when applicable
- Successful completion general education requirements with a grade point average of 2.7 or higher

Program Outline
To receive an Associate of Science in Surgical Technology, students must earn 75.0 credit hours. Program requirements are as follows:

Surgical Technology Major Courses (49.0 credit hours)
The three courses indicated below are taken in any sequence:

STS1000C	Healthcare Concepts	5.0 credit hours
STS1177C	Surgical Techniques and Procedures I	4.0 credit hours
STS1178C	Surgical Techniques and Procedures II	4.0 credit hours

Following completion of these courses, the following courses are taken in any sequence:

STS1179C	Surgical Techniques and Procedures III	4.0 credit hours
STS1131C	Surgical Specialties I with Anatomy and Physiology	4.0 credit hours
STS1132C	Surgical Specialties II with Anatomy and Physiology	4.0 credit hours
STS1133C	Surgical Specialties III with Anatomy and Physiology	4.0 credit hours
STS1134C	Surgical Specialties IV with Anatomy and Physiology	4.0 credit hours
STS1135C	Surgical Specialties V with Anatomy and Physiology	4.0 credit hours

Once all courses listed previously have been completed, the following externship courses are taken in sequence as listed:

STS2940	Surgical Technology Externship I	4.0 credit hours
STS2941	Surgical Technology Externship II	4.0 credit hours
STS2942	Surgical Technology Externship III	4.0 credit hours

Students sit for the certification exam at the end of Externship III

General Education Courses (26.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)
| PSY1012 | Introduction to Psychology | 3.0 credit hours |
| SYG1000 | Sociology | 3.0 credit hours |

Communications (3.0 credit hours)
| SPC1010 | Speech | 3.0 credit hours |

Computers (3.0 credit hours)
| CGS1000C | Introduction to Computers | 3.0 credit hours |

English (3.0 credit hours)
| ENC1101 | English Composition I | 3.0 credit hours |
| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C   Human Anatomy and Physiology I   4.0 credit hours
BSC2086C   Human Anatomy and Physiology II   4.0 credit hours

TECHNOLOGY INTEGRATION

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Technology Integration prepares students to amalgamate varied technologies into one organized deliverable automated solution. Students are prepared for entry-level positions in information and digital technology fields. Courses prepare students to sit for industry-accepted competency examinations.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' abilities to administer, manage and troubleshoot hardware, software and services for single, mixed and multi-user computing environments.
- To develop student competencies in the areas of local area networks, structured low voltage cabling, home automation and security, cable/satellite, remote digital surveillance, entertainment and communications systems.
- To prepare students to interface with customers, presenting complex concepts in uncomplicated terms and managing intricate projects from conception to sign-off.
- To prepare students for entry-level positions in telecommunication, cable and audio-visual industries, as well as the home installation industry.
- To develop students' abilities to think critically and communicate effectively.

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Technology Integration, students must earn 72.0 credit hours. Program requirements are as follows:

Technology Integration Major Courses (48.0 credit hours)

CET1040C	Introduction to Home Technology Integration	4.0 credit hours
CET1101C	Low Voltage Systems	4.0 credit hours
CET1171C	Computer Service and Support PC Systems I	4.0 credit hours
CET1172C	Computer Service and Support PC Systems II	4.0 credit hours
CET2041C	Advanced Home Technology Integration	4.0 credit hours
CET2482C	Computer Telephony I	4.0 credit hours
CET2887C	Home Technology Integration Project	4.0 credit hours
CIS2401C	Supporting Home Technology	4.0 credit hours
CTS1328C	Managing and Maintaining Server Operating Systems	4.0 credit hours
CTS1305C	Essentials of Networking	4.0 credit hours
HHD1240	Audio and Video Design and Installation	4.0 credit hours
SCC1050	Security and Access Control	4.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours

| ENC2102 | English Composition II | 3.0 credit hours |

Humanities/Fine Arts (3.0 credit hours)
| AML1000 | American Literature | 3.0 credit hours |
| ENL1000 | English Literature | 3.0 credit hours |

Mathematics (3.0 credit hours)
| MAT1033 | Intermediate Algebra | 3.0 credit hours |

Natural Science (6.0 credit hours)
BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

VIDEO GAME DESIGN
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description
Keiser University's Associate of Science in Video Game Design presents the processes and skills required to perform game design and development. Students are immersed in creative and conceptual areas such as character development, 3-D modeling and animation, game documentation, game balance, interactive story telling and interface development.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:

- To develop a student's ability to demonstrate knowledge of computer-based 3-D modeling, animation theory and techniques, level design and architecture, texturing and lighting

- To prepare graduates for jobs as entry-level game programmers, modelers, animators, level designers, texture mappers and story developers
- To develop a student's ability to think critically and communicate effectively
- To assist students with development of programming languages and game engines

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Video Game Design, students must earn 88.0 credit hours. Program requirements are as follows:

Video Game Design Major Courses (64.0 credit hours)

COP1800C	Java Programming I	4.0 credit hours
COP1805C	Java Programming II	4.0 credit hours
COP2222C	C++ Programming I	4.0 credit hours
COP2224C	C++ Programming II	4.0 credit hours
GRA1150C	Photo Editing and Manipulation	4.0 credit hours
GRA1162C	3-D Modeling	4.0 credit hours
GRA1168C	3-D Animation	4.0 credit hours
GRA2169C	Advanced 3-D Modeling	4.0 credit hours
GRA2765C	Advanced 3-D Animation	4.0 credit hours
VGD1110C	2-D Illustration and Image Editing	4.0 credit hours
VGD1130C	Game Texture Mapping	4.0 credit hours
VGD2130C	Game Development	4.0 credit hours
VGD2235C	Level Design	4.0 credit hours
VGD2255C	Game Modeling and Animation	4.0 credit hours
VGD2270C	Applied Game Design I	4.0 credit hours
VGD2280C	Applied Game Design II	4.0 credit hours

General Education Courses (24.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours

WEB DESIGN AND DEVELOPMENT
Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Web Design and Development teaches the construction and management of websites and databases utilizing standards-based technologies for delivery on the Internet. Web designers and developers use these technologies to create commercial sites and database systems to generate advertising, information collection and delivery and sales in all facets of the business world.

Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:

- To develop students' abilities to perform entry-level Web design and development technology tasks in a professional, business environment.
- To assist students in becoming proficient in Web design, database management and the commercial aspects of the World Wide Web.
- To assist students in gaining employment in Web design and development in a wide variety of companies that develop, maintain or support Websites, either in-house or for external clients.

Prerequisites for Major Courses

- None

Program Outline

To receive an Associate of Science degree in Web Design and Development, students must earn 65.0 credit hours. Program requirements are as follows:

Web Design and Development Major Courses (40.0 credits)

CAP1035C	2-D Illustration and Image Editing I	4.0 credit hours
CAP1036C	2-D Illustration and Image Editing II	4.0 credit hours
CGS1555C	Web Design I	4.0 credit hours
CGS1557C	Web Design II	4.0 credit hours
CGS2172C	E-Commerce Marketing	4.0 credit hours
CGS2587C	Delivery Systems for Electronic Publication I	4.0 credit hours
CGS2588C	Delivery Systems for Electronic Publication II	4.0 credit hours
CGS2831C	Server-Side Web Scripting	4.0 credit hours
CGS2878C	Multimedia Programming	4.0 credit hours
COP2831C	Introduction to Dynamic Web Scripting	4.0 credit hours

General Education Courses (25.0 credit hours)

Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

IDS1107	Strategies for Success	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (4.0 credit hours)

CGS1003C	Introduction to Computer Information Systems	4.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	1.0 credit hour
BSC1030	Environmental Science	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	1.0 credit hour

CERTIFICATE PROGRAMS

CERTIFICATE IN ACCOUNTING ONLINE

Description
Keiser University's Certificate in Accounting focuses on coursework needed for those working in accounting that need to meet the additional requirements for licensure in the state of Florida. Topics include specialized accounting and business concepts.

Program Objectives
The following objectives are designed to meet Keiser University's mission and its goals:
- To provide students coursework needed to become a licensed CPA in the state of Florida

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Prerequisites for Major Courses

- Program Director approval
- Any applicable lower division prerequisite courses

Program Outline

To receive a Certificate in Accounting, students must earn 30.0 credit hours of upper division courses from the list of courses provided. Program requirements are as follows:

*Courses with an ACG or TAX prefix must be completed with a grade of "C" or higher

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

Upper Division Accounting and Tax Courses

ACG4101*	Financial Accounting I	3.0 credit hours
ACG4111*	Financial Accounting II	3.0 credit hours
ACG4134*	Accounting Theory and Concepts	3.0 credit hours
ACG4201*	Financial Accounting III	3.0 credit hours
ACG4342*	Advanced Managerial/Cost Accounting	3.0 credit hours
ACG4401*	Accounting Information Systems	3.0 credit hours
ACG4501*	Governmental and Institutional Accounting	3.0 credit hours
ACG4651*	Auditing I	3.0 credit hours
ACG4671*	Auditing II	3.0 credit hours
ACG4682*	Fraud Examination	3.0 credit hours
ACG4833*	Ethical Issues in Accounting	3.0 credit hours
TAX4001*	Income Tax Accounting	3.0 credit hours
TAX4011*	Corporate, Business and Trust Tax	3.0 credit hours

Upper Division General Education Courses

CGS3300	Management Information Systems	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
STA3060	Research and Statistical Analysis	3.0 credit hours

Upper Division Business Courses

BUL 3130	Legal and Ethical Environment of Business	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN3504	Operations Management	3.0 credit hours
MAN3611	Cross Cultural Management	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAN4602	International Business	3.0 credit hours

MAR4804	Marketing Strategy	3.0 credit hours
MAR4841	Service Marketing	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours

CERTIFICATE IN RADIATION THERAPY

Description
Keiser University's Certificate in Radiation Therapy will teach students how to utilize radiation and radioactive isotopes in the treatment of disease, primarily cancer. Radiation therapists are highly skilled members of the cancer management team and responsible for accurately recording, interpreting and administering the treatment prescribed by radiation oncologists. Students will learn how to localize tumors, implement treatment plans and evaluate the clinical progress of patients. Students will also be trained to demonstrate a high quality of technical expertise, provide competent compassionate clinical care, and collaborate effectively with their colleagues.

Program Mission Statement
The mission of Keiser University's Radiation Therapy program is to provide an academic and clinical environment to educate and graduate competent, entry-level radiation therapists who provide quality patient care in the community. The program will also encourage professional growth and research to advance and promote radiation therapy practice.

Program Goals
The following goals are designed to meet Keiser University's mission and goals and to further define the programmatic goals for Radiation Therapy:
- Provide professional, qualified entry-level radiation therapists to serve in the community
- Provide through educational instruction and clinical experiences a program that develops professional skills necessary to function as radiation therapists
- Provide instruction in diversity, quality patient care, writing, critical thinking and problem solving skills, as well as ethical standards as set forth in the ARRT Code of Ethics
- Graduate students prepared for the national certification examination administered by the American Registry of Radiologic Technologists

Program Objectives
The following objectives are designed to meet the program's mission and goals for Radiation Therapy:

- Acquire the skills and knowledge to function effectively in their role as members of the radiation therapy team in delivering a planned course of treatment utilizing high energy photon or electron beams of radiation
- Competently demonstrate the use and application of ionizing radiation therapy units and devices
- Apply critical thinking and problem solving skills to achieve program goals and clinical objectives
- Exhibit professional and personal growth coupled with lifelong learning skills, communicating effectively with faculty, patients, families and members of the healthcare team
- Demonstrate fabrication and block cutting skills and the use of patient immobilization and treatment enhancing devices appropriately

Prerequisites for Major Courses
- Background check and drug screening when applicable
- Completion of an Associates Degree in Radiologic Technology
- Cumulative grade average of 3.0 on a scale of 4.0

Program Outline
To receive a Certificate in Radiation Therapy, students must earn a total of 54.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a grade of "C" and a minimum cumulative grade point average of 2.75 or higher in order to proceed successfully through the program. Program requirements are as follows:

Radiation Therapy Major Courses (54.0 credit hours)

RAT 1001	Introduction to Radiation Therapy	3.0 credit hours
RAT 1002	Patient Care for the Radiation Therapist	3.0 credit hours
RAT 2021	Principles and Practice of Radiation Therapy I	3.0 credit hours
RAT 2617	Radiation Therapy Physics I	3.0 credit hours
RAT 1814	Radiation Therapy Clinical Education I	3.0 credit hours
RAT 1824	Radiation Therapy Clinical Education II	3.0 credit hours
RAT 2023	Oncology and Radiobiology	3.0 credit hours
RAT 2814	Radiation Therapy Clinical Education III	3.0 credit hours
RAT 2824	Radiation Therapy Clinical Education IV	3.0 credit hours
RAT 2618	Radiation Therapy Physics II	3.0 credit hours
RAT 2025	Oncologic Pathology	3.0 credit hours
RAT 2022	Principles and Practice of Radiation Therapy II	3.0 credit hours
RAT 2619	Treatment Planning and Dosimetry	3.0 credit hours
RAT 2824	Radiation Therapy Clinical Education V	3.0 credit hours
RAT 2834	Radiation Therapy Clinical Education VI	3.0 credit hours
RAT 2241	Quality Management	3.0 credit hours
RAT 2854	Radiation Therapy Clinical Education VII/Seminar	6.0 credit hours

DOCTOR OF PHILOSOPHY DEGREE

EDUCATIONAL LEADERSHIP
Doctor of Philosophy Degree
Major Course Requirements

EDU710 (3.0 credit hours)
Ethical and Legal Issues in Education/Leadership
This course is an intensive study focused on legal and ethical perspectives in education. Students will practice thinking logically, critically, conceptually, and analytically about legal and ethical issues affecting the field of education. Topics include liability, due process, search and seizure, employment law, discrimination, expression of controversial views, legal and ethical issues in school financing, NCLB, accreditation and regulatory issues, federal and state laws, FERPA, student rights, ADA, and legal aspects of technology. Ethical theories of problem-solving and resolution strategies, focusing on anticipating legal issues before they arise and utilizing methods and tools to prevent and resolve legal problems will be practiced.

EDU712 (3.0 credit hours)
Policy, Politics, and Community Relations
This course is an in depth an analysis of educational politics and policy and the role of community relations in school leadership. Emphasis is placed on theoretical and conceptual analysis of political behavior, legislation and political and policy trends affecting schools today. Educational stakeholders, their roles and impact on schools, and management of community relations are evaluated and assessed with a special emphasis on ethical decision-making.

EDU720 (3.0 credit hours)
Designing Training and Performance Solutions
Educational managers are more effective if they possess a repertoire of training and performance tools with which to manage teachers, staff, and students. This course is designed to give educational leaders the theoretical and practical skills to design training and performance solutions, integrating instructional design techniques common in education today. Course topics include learning theories, instructional and performance design models, assessment and evaluation techniques, and training technology. Students design and implement an intervention by conducting a needs assessment, diagnosing the results, developing a solution for the performance gap, and continuously evaluating and assessing the intervention.

EDU721 (3.0 credit hours)
Leading Innovation Technology
This course is designed to provide educators the leadership and management decision-making skills for applications and advancements of technology in education. Learning theory forms the basis for using technology in the classroom and will be applied to assessing technological resources and innovation. Course topics include: instructional delivery using multimedia, matching technologies to outcomes, cost and funding of technology, and trends in instructional technology. Risks and threats with the wide availability of media (the internet, iPods, cell phones, and others) to classroom security and ethical student behavior are assessed and evaluated.

EDU722 (3.0 credit hours)
Management of Distance Education
This course gives educational leaders the skills and competencies to administer, manage, and lead distance education programs. Topics include managing existing programs, design and implementation of distance education programs, marketing distance education programs, and improving existing programs for efficient and effective delivery. From a research perspective students appraise the role of the course room facilitator, evaluating course room instruction, and assessing course room security and achievement of learning outcomes. Issues and policies related to distance education ethics, security, and acceptance are addressed.

EDU730 (3.0 credit hours)
Funding of Educational Institutions
This course examines public and private funding for educational institutions. Course topics include regulatory issues relating to funding, the role of politics in education funding, present and future funding patterns and school finance reform.

EDU740 (3.0 credit hours)
Curriculum Design
This course is an advanced study into the theory and application of curriculum design. Students will evaluate curriculum theory and trends reflectively to develop a personal curriculum and curriculum development philosophy. Using a systematic approach, students will design a curriculum including course preparation material, instructional techniques, use of technology, forms of evaluation, and assessment of curricula. Peer review and coaching will encourage critical thinking, analysis, and collaboration in the curriculum design process.

EDU741 (3.0 credit hours)
Differentiated Instruction

This course provides the skills and knowledge necessary to prepare for organizing classrooms for differentiated instruction. It covers research-based principles of effective planning and design as well as pre-assessment, instructional strategies, management skills, and grading. The compilation of knowledge applied in this course give the educational leader the framework necessary to assess and evaluate differentiated instruction in schools.

EDU742 (3.0 credit hours)
Classroom Management
This course is an in-depth analysis of the dynamic, cultural and social interactions within the classroom setting. Students will evaluate the various theories of group dynamics, communication, motivation, and the behavioral and cognitive approaches to learning through classroom interactions. Students will research and develop classroom assessment techniques to measure classroom performances. Using a theoretical foundation, students will engage in research that analyzes the various skills, assessments, methods, and training required to build both a positive classroom learning environment and a sustainable learning community. This research will address the most recent trends in classroom-based issues regarding teaching and administrative preparation for future classroom challenges.

EDL750 (3.0 credit hours)
Leadership: Theory and Management
Educational leaders must demonstrate the ability to practically apply leadership theory in management of educational institutions at all levels. This course is an in depth study of the theoretical and conceptual basis of educational leadership, its application to management and the roles and responsibilities of school leaders. Topics include contemporary theorists, self-reflection and self-analysis of personal strengths and weaknesses as a school leader, organizational change, motivation theory, decision-making strategies, ethics, and communication of organizational vision.

EDL751 (3.0 credit hours)
Leadership: Assessment and Program Evaluation
Assessment is becoming increasingly important in education today at all levels. Educational leaders must be prepared to design and conduct program evaluation and critically assess input from other sources. Assessment of student learning outcomes, classroom assessment techniques, assessment of teaching effectiveness, educational program evaluation, and evaluation of staff development are all important components of an educational leader's tool box. This course provides the student with the expertise necessary to effectively, ethically, and efficiently conduct educational evaluations and to present and communicate assessment and evaluation results to diverse stakeholder groups.

EDL752 (3.0 credit hours)
Leadership: Reform and Innovation
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Educational leaders must be forward looking to build successful schools. They must also possess the critical review skills required to initiate and lead reform. This course focuses on change, behavior, leadership theories and futuring tools to gain a practical understanding of educational change processes and their associated impacts on educational practice. Critical thinking, scholarly inquiry, and research are integrated to develop theoretically grounded reform and innovation initiatives to meet current and future needs.

EDL753 (3.0 credit hours)
Leadership: Human Resources and Professional Development
School leaders today work toward developing professional learning communities in which students develop their academic potential. The primary resource necessary for successful acquisition of students' academic potential is the people who work in the institution. The successful school leader must recruit, orient, motivate, develop, evaluate, and sometimes terminate the human resources within the institution. This course is a research and application based evaluation of the planning and execution of human resource theory. Topics include ethical decision making, human resource law, diversity recruiting and retention, recruitment, selection, credentialing, and terminating employees. Professional and staff development best practices, trends, and issues are also applied.

EDR700 (3.0 credit hours)
Quantitative Research I
Quantitative Research I is a course in applied statistics introducing doctoral students to descriptive and inferential statistics for doctoral level research. Application of statistical tools and methods will be emphasized. Statistical tools covered will be measures of central tendency and variability, probability, randomization, normal distribution, t-distribution, F-distribution, confidence intervals, hypothesis testing, and correlation. Application to real-life and research based paradigms is made so students can become adept at interpreting empirical findings and develop the skills necessary to complete original research.

EDR800 (3.0 credit hours)
Quantitative Research II
Quantitative Research II prepares students to conduct quantitative research in the field of education. Students conduct critical literature review, evaluate research design and design research methodology using quantitative methods of data collection and analysis appropriate for research in education. Course topics include design of experimental and quasi-experimental research studies, survey design, and methods of analysis appropriate to these studies, including analyzing variance and multiple linear regression. Emphasis is placed on applying computer based data analysis, statistical reasoning, understanding and use of quantitative research methods, ethical research practices, and practice in

communicating research methods through scholarly interpretation, analysis, and writing.

EDR810 (3.0 credit hours)
Qualitative Research
Qualitative research helps us understand meaning when existing theory fails to explain a phenomenon. This course is designed to give the qualitative researcher the theory, method, and skill to apply a balanced approach to research in the field of education. Course topics include the purpose and methods of various qualitative traditions as well as interviewing techniques, field observation, content analysis, historical analysis, focus groups, and questionnaire design. Qualitative data collection and analysis techniques are applied to research questions with a focus on understanding phenomenon in education not resolved by other research methodologies. Educational decision-making and research methodologies for expanding the body of knowledge are developed and applied.

EDR811 (3.0 credit hours)
Mixed Methods
This course provides students with an understanding of mixed methods (qualitative and quantitative) approaches to research studies. Appropriate strategies for incorporating both quantitative and qualitative paradigms will be explored. Specific issues, challenges, and considerations encountered in using mixed methodologies will be addressed in detail. The conflict between positivism and constructivism will be investigated, as will various examples of mixed model designs applicable to educational leadership. While there are pragmatic advantages to combining qualitative and quantitative methods, it is important to know that there are philosophical debates about combining these distinct approaches. Students need to understand the paradigmatic backgrounds of each approach and how to deal with these paradigm differences to answer real-world research questions.

EDR820 (3.0 credit hours)
Advanced Research: Pre-Proposal and Literature Review
This course is designed for doctoral researchers to formulate of a problem statement, research question, and determine the most effective research methodology to use for their dissertation. The impact of the study on the profession and addition to the body of knowledge will be developed and defended. Students will also critically review and provide feedback to other doctoral researchers. Students will critically analyze the literature surrounding the research question and write a scholarly review of the research using best practices in APA documentation style. By the end of the course students will have completed the pre-proposal and submitted it to the committee for approval.

EDR901 (3.0 credit hours)

Dissertation

This course is designed for the doctoral researcher to complete the first three chapters of the dissertation and defend the proposal. Doctoral students will gain skills and demonstrate expertise in the design of conceptually cogent and methodologically rigorous dissertation proposal, which must be submitted to and approved by the IRB. Researchers are provided with resources, guidance, peer and mentor support as they write their proposal and dissertation.

EDR902 (3.0 credit hours)
Dissertation

This course is designed for the doctoral researcher to conduct and analyze research approved by the committee and described in the proposal. Doctoral students will demonstrate expertise conducting conceptually cogent and methodologically rigorous research, analyzing findings, making recommendations, and generating appropriate conclusions, finalizing the dissertation. Dissertations are submitted to the researcher's committee for approval. After approval is received, with the guidance of the mentor, doctoral candidates complete their formal defense of the dissertation then prepare and submit the dissertation to the University for approval. Approved dissertations are prepared for publication. Researchers are provided with resources, guidance, peer and mentor support as they write their dissertation.

EDR903 (3.0 credit hours)
Dissertation

This course is designed for the doctoral researcher to conduct and analyze research approved by the committee and described in the proposal. Doctoral students will demonstrate expertise conducting conceptually cogent and methodologically rigorous research, analyzing findings, making recommendations, and generating appropriate conclusions, finalizing the dissertation. Dissertations are submitted to the researcher's committee for approval. After approval is received, with the guidance of the mentor, doctoral candidates complete their formal defense of the dissertation then prepare and submit the dissertation to the University for approval. Approved dissertations are prepared for publication. Researchers are provided with resources, guidance, peer and mentor support as they write their dissertation.

MASTER OF ARTS DEGREE

CRIMINAL JUSTICE
Master of Arts Degree
Major Course Requirements

MACJ501 (3.0 credit hours)
Seminar in Criminal Justice

This graduate course provides a brief historical survey of the components of the Criminal Justice System. Areas covered include how law enforcement, the prosecutor's office, the courts, and corrections function individually and collectively in the pursuit of justice. A thorough examination of how defendants proceed through the Criminal Justice System is undertaken. Finally, landmark cases which impact criminal procedures and the legal ramifications involving the rights of defendants will be examined. This course is taken in the first semester.

MACJ511 (3.0 credit hours)
Seminar in Law Enforcement
A social psychological examination of current issues and problems in municipal law enforcement, including such topics as the recruiting and training law enforcement officers, informal exercise of police authority, police role conflict, the relative significance of law enforcement and social service, and interactional dynamics of police subculture.

MACJ512 (3.0 credit hours)
Seminar in Court Systems
The advanced study of the development, structure and processes of the American Criminal Court System. The course will identify and assess the decision points of the criminal justice process (pre-trial, charge, plea negotiations, and sentencing) and the impact they have on the work of the court's key figures in a contemporary court system. Students will analyze the role of the Supreme Court in balancing state vs. individual interests including: personal liberty and community safety.

MACJ513 (3.0 credit hours)
Seminar in Correctional Systems
The advanced study of the theory, practices, and polices of the American Correctional System. The course investigates the historical development of imprisonment including the central themes of Retribution, Restoration, Rehabilitation, Deterrence and Incapacitation. The course will define the role of the working relationship of corrections in the greater spectrum of the criminal justice system wile analyzing and evaluating the significant problems facing the system today. Students will break down the ethical, legal and practical dimensions of proposals for reform through a blend of theory, practice and first hand observation.

MACJ514 (3.0 credit hours)
Theory in Criminology and Criminal Justice
Advanced study of theory in criminology, examining the principal functions of criminological theories and how they are rooted in the historical and social contexts in which they originate. Topics include: analysis of how criminological theories work, the extent to which criminal theories are grounded in human

experience and interests, and the principal contributions of sociological insights to the explanation of crime and criminals.

MACJ530 (3.0 credit hours)
Management and Administration of Criminal Justice
This course is an application of management and administration theories to the Criminal Justice System. Includes a practical analysis of the fundamentals of all organizations, including Criminal Justice organizations focusing on the four major orientations of administration: managerial, political, psychological, and sociological.

MACJ540 (3.0 credit hours)
Professionalism, Leadership and Ethics in Criminal Justice
An analysis of effective theories of organizational leadership, with a focus on appropriate applications within criminal justice. Of critical importance will be the identification and discussion of critical leadership skills necessary to advance a criminal justice agency. Examines professional and ethical issues faced by decision makers in criminal justice.

MACJ550 (3.0 credit hours)
The Juvenile Justice System
This course focuses on the development and philosophy of the Juvenile Justice System; the measurement of delinquency, theories and correlates of delinquency, and prevention. Topics covered include; the processing of offenders through the juvenile justice system and the special forms of justice applied to non-adults by arrest, detention, adjudication and juvenile corrections. Delinquency theories are explored with emphasis on prevention, treatment, and control.

MACJ560 (3.0 credit hours)
Gender, Race and Crime
This course will take a comprehensive view of the issues that bring women and people of color (racial minorities) in contact with the criminal justice system and correctional institutions. Theoretical perspectives on the overrepresentation of these groups as victims, offenders, and defendants will be examined. The course will also analyze how the demographic intersections of gender, race, and class play a major role in sentencing outcomes.

MACJ590 (3.0 credit hours)
Research Methods in Criminal Justice
Research design for criminal justice with an emphasis on data collection methods, measurement of validity and reliability, and causal analysis. Social science research methods will be applied to criminal justice management

including quantitative and qualitative research, the terminology of research, conducting research, and answering research questions.

MACJ595 (3.0 credit hours)
Applied Research and Analytical Methods in Criminal Justice
Quantitative-including statistics- and qualitative methods for conducting and analyzing criminal justice research. Topics include how to write a literature review and how to read and interpret theoretical, statistical and research components of peer reviewed journal articles. This course prepares students for application of the research process in the Capstone Criminal Justice Thesis. The pre-proposal for the thesis must be approved by completion of this course. (pre-requisite MACJ590)

MACJ600 (3.0 credit hours)
Capstone Criminal Justice Thesis
A capstone course with emphasis on the social science research process in the area of Criminal Justice. This course includes a structured research project concerning a criminal justice issue or problem, a literature review and data collection, and presentation of findings. Prerequisites: MACJ590 and MACJ 595. Completion of 30 hours of Criminal Justice core courses. Must be taken in the last term of the Criminal Justice program.

MASTER OF BUSINESS ADMINISTRATION DEGREES
Major Course Requirements

MBA501 (3.0 credit hours)
Survey of Accounting
Students learn an integral system of financial accounting. Topics include accounting information and business decision-making, financial reporting, time value of money, ratio analysis and financial statements. Additionally, students learn to analyze and present financial accounting data.

ACG 5075 (3.0 credit hours)
Accounting for Decision Making
Students learn to analyze and present financial and managerial accounting data. Topics include measurement of costs, planning, forecasting, budgeting, cost/revenue/profit analysis, Sarbanes-Oxley Act and corporate trust. Corequisites: MBA572 and MBA501or BA in Accounting

MBA521 (3.0 credit hours)
Financial Management
Students learn fundamental principles and concepts of financial management. Various tools and cases are used to assist and train financial managers in decision-making. Topics include the analysis of risk and return, valuation of financial assets, capital budgeting applications, capital structure management,

mergers and acquisitions, leveraged buyouts and working capital management. Co-requisites: MBA501, MBA572

MBA531 (3.0 credit hours)
Marketing Management
Students gain the knowledge and skills necessary to understanding the critical role of marketing in successful organizations. Topics include segmentation analysis, target markets, positioning, marketing mix elements, supply chain, marketing communication and pricing. Co-requisites: MBA501, MBA572

MBA542 (3.0 credit hours)
Business Research Methods
Students learn to conduct qualitative and quantitative research that contributes to business decision-making. Practical knowledge includes secondary data searches; questionnaire, interview, and case study design; data analysis and display; and written and oral reports. Business research ethics will be addressed. Corequisites: MBA501, MBA572

MBA551 (3.0 credit hours)
International Business
Students learn key aspects of the international business environment and their impact on creating opportunities and challenges for business. Topics include theories, institutions, conventions and agreements affecting international business, as well as effective strategies for improving business performance in the global market. Practical experience is gained through the analysis of real-world cases and projects. Co-requisites: MBA501, MBA572

MBA562 (3.0 credit hours)
Business Information Systems
Case based analysis of a broad range of managerial as well as technical issues. Topics include technology, information systems high-level architecture, competitive advantage of information technology, software, information flow within organizations, electronic commerce systems, leadership decision support systems, ethical and legal aspects of IS, and successful development of business solutions. Co-requisites: MBA501, MBA572

MBA571 (3.0 credit hours)
Organizational Behavior
Students focus on three factors that contribute to successful organizational performance: individual behavior, group/team behavior and organization-wide processes. Topics include ethics, diversity, communication, motivation, leadership, conflict management and organizational culture, structure and change. Learning activities emphasize practical application of organizational theory. Co-requisites: MBA501, MBA572

MBA572 (3.0 credit hours)

Comparative Management

The comparative management course is a study of the upper-level concepts of the management functions in diverse business environments. Students focus is placed on the functional approach including planning, organizing, staffing, coordinating, directing, and controlling. The goals of the comparative management course are to evaluate the many management styles in the workplace today and analyze how each style has a different impact on employees. An analysis of the social, ethical, and economic consequences of managerial styles will be examined. Current management issues along with the impact of technology on the workplace, workplace ethics, and the restructuring of corporate America will be evaluated. Co-requisite: MBA501

MBA581 (3.0 credit hours)
Managerial Economics

Students are given an overview of key influences in a company or industry task environment. The course analyzes the potential impact of these influences on profits and alternative strategies which are profitable and available to managers in a competitive environment. Topics include consumer behavior and its impact on demand and revenue, fixed and variable costs of production, competitive and non-competitive markets and their implications for business strategy and profitability and the importance of resource markets for labor and capital. Co-requisites: MBA501, MBA572

ACCOUNTING CONCENTRATION

ACG 6138 (3.0 credit hours)
Advanced Financial Reporting and Accounting Concepts

Students study advanced topics in financial reporting and accounting that focus on corporate reporting, current financial reporting and disclosure requirements. Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

ACG 6635 (3.0 credit hours)
Advanced Auditing Theory and Applications

Students study the theory of auditing and development of audit programs; procedures for obtaining audit evidence and auditor responsibilities under both the Securities and Exchange Commission and the AICPA. Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

ACG 6808 (3.0 credit hours)
Contemporary Issues in Accounting

Students integrate their accounting knowledge through critical analysis, practical research assignments and cases including controversial and emerging practices.

Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

TAX 6877 (3.0 credit hours)
Special Topics in Taxation
Tax research as applied to both closed fact and controllable fact cases. Methods for locating and assessing relevant authority on specific tax questions are emphasized. The course will include a survey of the rules administering the practice before the Internal Revenue Service and the various federal income tax provisions applicable to filing, examination, and appeals. Prerequisites: BA in Accounting or equivalent. Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)
Capstone: Business Strategies
Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

HEALTH SERVICES MANAGEMENT CONCENTRATION

MBA 691 (3.0 credit hours)
Quality Management in Healthcare
This course provides the student an overview of the theory, principles and techniques of quality management in healthcare settings. Topics include but are not limited to quality assurance, quality improvement, outcomes assessment, and tools commonly used to enhance quality of service and care in the healthcare industry.

MBA692 (3.0 credit hours)
Strategic Management of Health Services Organizations
Students integrate concepts learned in core and concentration courses with relevant professional and personal experience and apply this knowledge to a significant, real-world, leadership-related business challenge. The focus of the course will be on the role and function of strategic planning as it pertains to health care organizations. Students will scrutinize strategic plans and organizational strategies in relation to the complexity of the United States healthcare system. Must be taken after core courses are completed or concurrently with last core course.

MBA693 (3.0 credit hours)
Corporate Compliance in Healthcare

This course provides the student the basic structure of a corporate compliance program including laws and penalties surrounding compliance and monitoring/auditing practices. The course will identify areas of concern and risk for various healthcare settings. Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)
Capstone: Business Strategies
Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

INTERNATIONAL BUSINESS CONCENTRATION

MBA651 (3.0 credit hours)
International Trade
Students gain knowledge of important theories, concepts, institutions and issues affecting international trade. Topics include theories on specialization and trade, reasons for and types of trade barriers, exchange rate systems, measures of balance of trade and payments, trade agreements and the role of international institutions such as the World Trade Organization, World Bank and International Monetary Fund. Students gain practical understanding through the use of real-world cases and projects. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA652 (3.0 credit hours)
International Marketing Management
Students examine marketing practices in a global environment. They examine types of decisions that marketing managers make when expanding into a foreign market. The course assumes familiarity with general marketing management and utilizes this as a base to develop insights and understanding of international marketing. It relates various economic, social, political, religious and legal dimensions of the world to the marketplace. Special emphasis is placed on the impact of cultural values and political systems on businesses operations, business transactions and global marketing strategies. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA653 (3.0 credit hours)
International Financial Management
Students gain an understanding of international financial management essential to foreign investors and to international business executives. Topics include international monetary system, risk and returns of international firms, exchange rates for financial reporting, currency exposure, international equity and bond markets and capital budgeting for foreign investment. Other important topics
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include international merger and acquisition, leveraged buyouts and financing strategy in building global businesses. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)
Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

LEADERSHIP FOR MANAGERS CONCENTRATION

MBA671 (3.0 credit hours)
Leadership Development

Students develop leadership competencies by examining the behaviors, skills and styles of effective leaders and use them as benchmarks to assess their own strengths and needs for improvement. Topics include participative leadership, coaching and empowerment; power and influence strategies; contingency models of leadership and innovation-oriented leadership. Personal leadership action plans are used to document transition to desired behaviors. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA672 (3.0 credit hours)
Human Resources Management

Students learn to create competitive advantage by maximizing employee effectiveness and efficiency. Leadership involves attracting, selecting and retaining exceptional job candidates; training and developing employees to meet current and future organizational needs; managing and improving performance; and building high-performance work teams. Research requires analysis and resolution of human resource challenges facing today's organizations. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA673 (3.0 credit hours)
Organizational Change

Students apply organizational change theory to complex organizational issues. Leaders must be able to create a vision for change, diagnose organizational problems, implement organizational redesign and cultural change, and measure effectiveness. Case studies emphasize the need to manage resistance to change and reinforce new behaviors. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)
Capstone: Business Strategies
Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

MARKETING CONCENTRATION

MBA632 (3.0 credit hours)
Marketing Research Methods
Students gain an understanding of various marketing information needs of an organization. Topics include definition of research objectives, data sources, research design, interpretation of data and evaluation of research proposals and results. The course focuses on applying marketing research concepts to solving real-world problems through applied research exercises and experiential research development projects. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA633 (3.0 credit hours)
Promotional Strategy
Students learn the formulation and execution of promotional strategy of a marketing plan, thus developing strategic thinking in all aspects of marketing communication. Integrated promotional strategy topics include advertising, sales promotion, personal selling, direct marketing and public relations and publicity. The course includes a variety of application exercises such as cases and real-world promotional projects. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA634 (3.0 credit hours)
Advanced Consumer Behavior
An in-depth study of how psychological, sociological, and cultural variables influence buying behavior and marketing strategy development. It focuses on identifying the relevant behavioral variables in a given product purchase situation and determining how marketing strategy can be adapted to meet the ways in which consumers perceive, select, and buy. It uses advanced cases and a field study project. Prerequisites: Must be taken after core courses are completed or concurrently with last core course.

MBA699 (3.0 credit hours)
Capstone: Business Strategies

Serving as the capstone course for the MBA program, this course serves two purposes: First, to address emerging business topics; and, second, to serve as an integration mechanism for the MBA curriculum. The primary focus of the course is the application of strategic management for competitive advantage. Prerequisites: All MBA core courses. Must be taken in final term of enrollment. May be taken concurrently with last concentration course.

MASTER OF SCIENCE DEGREES

EDUCATION WITH COLLEGE ADMINISTRATION SPECIALIZATION

EDUCATION WITH LEADERSHIP SPECIALIZATION

EDUCATION WITH TEACHING AND LEARNING SPECIALIZATION

Major Course Requirements

EDR551 (3.0 credit hours)
Decision-Oriented Educational Research
The purpose and role of educational research in informing educational policy and decision-making are studied. The research process, sampling strategies, and ethics are considered. Designs studied are: non-experimental, pre-experimental, true-experimental, -quasi-experimental, single subject, and qualitative.

EDR610 (3.0 credit hours)
Action Research Project
This course is the culminating experience for the Master of Science in Education. It allows students to engage in a research project within their professional area. Under the supervision of a faculty mentor, students select an area of interest, identify a problem, and design a graduate-level research project geared toward developing an in-depth understanding of the topic. Projects should be geared toward a school setting. Prior topic approval is required for a student to enroll in this class. This course is taken in the last term of enrollment.

EDU510 (3.0 credit hours)
Affirming Diversity
This course is an in depth study of the diverse population of learners encountered in education today. Race, culture, gender, socio-economic status, and sexual orientation are examined with the goal of developing a learning environment where students of diverse background are affirmed and motivated.

Students develop strategies to create an environment which accepts and fosters diversity. Knowledge of culture is demonstrated by practices such as conflict resolution, mediation, and creating a climate of openness, inquiry, and support.

EDU511 (3.0 credit hours)
Integrative Instructional Technology
An in depth study of the effective use of technology in teaching and educational management. The course emphasizes: Criteria for evaluating software; using technology for effective teaching; applying technology to strengthen management systems, and evaluating and establishing an atmosphere of active learning with existing and emerging technologies. Also provides students hands-on experience with a broad range of software and practical experience in applying technology to teaching and management.

EDU512 (3.0 credit hours)
Educational Governance and Ethical Decision Making
Advanced study of the organization and governance of American education. Topics include the study of political systems and their impact on schools; public and private school law; and the legal rights and responsibilities of students and teachers with an emphasis on the professional code of ethics and the responsibilities of teachers and administrators.

EDU513 (3.0 credit hours)
Advanced Curriculum Design and Instruction
Advanced study of current trends in curriculum design, legislation affecting curriculum, government mandated programs, innovative programs, and organizational patterns. Students look at the needs of learners in the next generation and the means by which these needs can be met through curriculum design.

EDU514 (3.0 credit hours)
Advanced Educational Assessment and Evaluation
This course analyzes measurement theory and practice, applied descriptive and inferential statistics, testing and improvement, standardized testing applications, and course and program evaluation.

EDU520 (3.0 credit hours)
Psychological Basis of Education
This course is an in-depth study of educational psychology, to include cognitive and social/emotional development of the child, young adult, and adult. It applies the findings from the theories of development and learning to classroom teaching. Whereas the course is based on theory, it is strongly practical in nature. It draws from current understanding and research and makes application to the work of the classroom teacher.

EDU521 (3.0 credit hours)
Learning Theories Applied to Classroom Instruction
This course is an advanced study of contemporary learning theories and their application to education practice. Students examine cognitive theories and behavioral views, then apply them to improve teaching and learning. Issues of readiness, motivation, problem–solving, and memory are examined and applied. Students evaluate classroom instruction from an applied theoretical perspective.

EDU522 (3.0 credit hours)
Continuous Improvement and Planning
This course focuses on classroom planning for effective instruction and continuous improvement. The focus is on designing learning experiences that meet students' needs and interests, interpreting information and modifying plans, using varied and motivating strategies, assessing outcomes, and continuously refining learning experiences.

EDU523 (3.0 credit hours)
Teacher in American Society
The various roles of the teacher in American society are explored. This course provides a foundation to enrich the educator's role as a classroom leader through reflective inquiry. Self-awareness through reflection to initiate changes in practice to enhance student learning and provide for sustained school improvement is developed. The necessity to establish open lines of communication with the student and his/her support system is evaluated with the objective to promote continuous improvement in the educational experience.

EDU524 (3.0 credit hours)
Problem Solving and Critical Thinking
This course is designed to develop skills and strategies for teaching problem solving and critical thinking. It focuses on higher order thinking skills, developing projects and problem solving activities to enable creative thinking, and assessment strategies for problem solving and critical thinking. Active learning strategies are applied to develop critical thinking and problem solving in the classroom environment.

EDU530 (3.0 credit hours)
Techniques for Classroom Management
This course provides a scholarly review of the research base on classroom management with a practical orientation. It provides understandings, skills, and dispositions for successful classroom management. Focuses on a solid foundation for developing classroom management: classroom management as discipline; classroom management as a system, and classroom management as instruction.

EDU540 (3.0 credit hours)
Current Trends and Issues in Education
Advanced study of the movements, issues, projections, and potential directions in the area of education from early elementary through higher education. Students will analyze a wide range of contemporary issues in education.

EDU550 (3.0 credit hours)
Educational System Organization and Leadership
Advanced study of the skills required to be a successful school leader. Areas of interest include organizational models, policy issues, organizational development, planning, leadership styles, management, assessment, and motivation. Course topics are evaluated from a systems and continuous quality improvement theory perspectives.

EDU552 (3.0 credit hours)
Personnel Selection and Development
This course is an advanced study of the knowledge and skills essential for exercising effective leadership in school personnel recruitment, selection, orientation, assessment, and professional development. Educational human resource management models, theories, and practices are considered.

EDU553 (3.0 credit hours)
Education Budgeting and Finance
This course examines current financial organization and financing of schools in the United States. Examines school business management including applicable Florida state public education finance law. Fund accounting and performance-based budgeting are studied.

EDU554 (3.0 credit hours)
School Public Relations and Communication
This course is an advanced study of the theory, research, and practices required for effective application of verbal and written communication, mediation, and conflict resolution skills needed by educational leaders. School and community relations are examined with emphasis on policy guidelines and ethics.

EDU560 (3.0 credits)
Enrollment Management Theory and Practice
Enrollment management is an advanced study of enrollment processes and how they fit into the college and university system. This course provides a strong understanding of the enrollment process, federal and legislative issues, new student orientation, and customer relationship management. Issues in team building, personnel motivation, and training an admissions staff are explored.

EDU562 (3.0 credits)
Higher Education Marketing and Recruitment

This course analyzes and assesses marketing strategies in higher education including the principles and practices of marketing and recruitment. Topics include: developing effective advertising, placing media, assessing results, successful online marketing strategies, website design, and educational delivery formats. Students will develop and evaluate a marketing plan for a college or university.

EDU563 (3.0 credits)
Managing Campus Operations
This course is a detailed overview of key areas affecting campus operations. Operations management is assessed with emphasis on developing a campus master plan for strategic planning, campus safety, facilities, student funding, internal audits, regulatory issues, institutional self studies, and accreditation requirements.

EDU565 (3.0 credits)
Student Retention and Management
An in depth study of practices that increase student persistence and retention. College management practices including timely intervention, building affiliations, student success strategies, motivating students, retention best practices, and methods for instructors to increase student persistence are analyzed. Student services requirements and best practices are assessed.

PHYSICIAN ASSISTANT

Major Course Requirements

MPA500 (1.0 credit hour)
Introduction to the Physician Assistant Profession
This course is designed to introduce the physician assistant to various professional topics that affect the practicing physician assistant. The course focus is on the non-medical aspect of the profession such as: the history of the physician assistant profession, laws and regulations governing physician assistant practice and education, reimbursement issues and professional behavior. Legal and legislative issues are discussed including licensing, credentialing, national certification, professional liability and Physician Assistant program accreditation. Prerequisites: Admission to the Physician Assistant Program

MPA501 (1.0 credit hour)
Medical Terminology
This medical terminology course provides the student with the framework needed for those seeking to become physician assistants. The relationship of

word parts to their anatomical counterparts will be studied. Rules for combining word parts into complete medical terms will be stressed. Accurate pronunciation and spelling of word parts and complete terms will be emphasized throughout the course. Such understanding will facilitate learning of scientific and medical principles encountered in this program. Prerequisites: Admission to the Physician Assistant Program

MPA502 (1.0 credit hour)
Fundamentals of Diagnostic Methods
The basic principles of radiology and imaging techniques such as plain radiographs, ultrasound, computed tomography and MRI images are reviewed. Normal and abnormal findings on these commonly ordered studies are emphasized. This course teaches the student how to read and interpret various forms of diagnostic imaging. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA510 (3.0 credit hours)
Physical Diagnosis I
Physical Diagnosis will explore the basic principles and skills required to perform a thorough physical examination and special diagnostic maneuvers. Normal physiologic and psychologic adult physical findings will be emphasized. Documentation and integration of the physical exam with interviewing skills will be stressed. Introduces the beginning practitioner to the skills of listening, communicating, data collecting and documenting patient encounters. Prerequisites: MPA501

MPA511 (4.0 credit hours)
Human Physiology
This is a comprehensive course covering the physiology of all major systems of the human body. Special emphasis is placed on the clinical application of this knowledge to patient management. Students will study the cell physiology through various organ systems. The focus will be on how each contributes to the normal functioning of the body as a whole. Prerequisites: MPA501

MPA512 (3.0 credit hours)
Clinical Pathophysiology
This course is designed to promote the understanding and application of fundamental disease processes in clinical settings. Students will study the essential mechanism and sequence of events leading to the development and functional changes associated with the disease process. General concepts of diseases, including etiology, pathogenesis, morphology and biochemistry will be discussed. General pathophysiology concepts including cell injury, necrosis, inflammation, wound healing, and neoplasia will be taught. The intention is to

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give the student a foundation for Clinical Medicine and a systematic study of disease processes involving relationships between pathophysiological changes and clinical manifestations. Prerequisites: MPA501

MPA513 (5.0 credit hours)
Human Anatomy
This course provides students with a thorough understanding of anatomy of the human body. There will be a strong emphasis on body cavities and organ systems including thorax, abdomen and pelvis. A study of the extremities and musculoskeletal systems is included. This course is a region oriented study of the structure and function of the human body with emphasis on anatomical concepts and relationships relevant to the practice of medicine. Prerequisites: MPA501

MPA514 (1.0 credit hour)
Applied Learning Experience (ALE)
The purpose of this course is to provide students an opportunity to observe and participate in a variety of community clinical sites. Clinical specialty sites are assigned to coincide with didactic courses conducted. Students will practice initial physical examination skills and techniques as well as early documentation skills. Students will be required to keep a journal of their patient care clinical experience. Clinical specialty sites include the following: physical screening clinics, long term facilities, nursing homes, orthopedics, under-served medical clinics and other appropriate sites. Prerequisites: MPA501, current enrollment in MPA510

MPA515 (3.0 credit hours)
Introduction to Healthcare Research
This course evaluates journal articles and the practice of using research to answer clinical questions. Articles concerning treatment, diagnosis, and prognosis will be discussed in detail. This course covers research and evaluating methods and techniques commonly used in health care, including problem selection, literature review, instrumentation, methodology, statistical analyses and the writing of research reports and articles. This includes the interpretation of published research, application of statistical analyses and application of research methodologies.
Prerequisites: MPA501

MPA520 (3.0 credit hours)
Physical Diagnosis II
This is a continuation of Physical diagnosis I. This course will explore the basic principles and skills required to perform a thorough physical examination and special diagnostic maneuvers. Normal physiologic and psychologic adult physical findings will be emphasized. The examination of children, adolescents, and the elderly will also be discussed. Actual gynecological, female breast and

male genitourininary examinations on live models are incorporated into this course. This course will focus on developing and refining communication and interviewing skills. Prerequisite: MPA501, MPA510

MPA521 (3.0 credit hours)
Microbiology
This course gives the student a detailed study of microorganisms and diseases they cause in man. An organ system approach is used to examine the fundamentals of pathogenicity, host response, epidemiological aspects of infectious disease, as well as clinical manifestations, diagnosis and treatment of infection. Prerequisites: MPA501

MPA522 (3.0 credit hours)
Ethical and Legal Medicine
This course allows the student to explore issues of medical practice. Students debate both sides of ethical issues of patient confidentiality, patient rights, the role of the physician assistant and other medical personnel, and differing values between patients and physician assistants. The student will learn to identify, analyze and resolve ethical dilemmas which will be encountered in professional practice. Issues will be examined using the basic principles of biomedical ethics, which include: respect for persons, truth telling, beneficence and integrity. Lectures in medical law and legal obligations of health professionals are presented. Prerequisites: MPA500

MPA523 (2.0 credit hours)
Clinical Pharmacology
The student will be introduced to the basic principles of pharmacology. Concepts to be covered will include mechanisms of action, absorption, distribution, metabolism, and excretion; pharmacokinetics, interaction with other drugs and with food; problems with special populations (prenatal, neonatal, and elderly); rational drug usage for clinical disorders (therapeutics); clinical measures and toxicology. Prerequisites: MPA501

MPA524 (5.0 credit hours)
Fundamentals of Clinical Medicine and Surgery I
This is the first of three courses in Clinical Medicine and Surgery. The fundamentals of clinical care will be taught through the intensive study of the symptoms, anatomy, physiology, etiology, epidemiology, history, physical examination findings, diagnosis and treatment of disease states. Counseling, management and patient education issues will be explored. This course builds on the foundation laid in Anatomy and Pathophysiology. In this course the student will study an introduction to Clinical Medicine, Fundamentals of Nutrition, Dermatology, Ophthalmology, Rheumatology, Pulmonology, Otolaryngology, Cardiovascular medicine, and Infectious Diseases. Prerequisites: MPA501, MPA510, MPA511, MPA513,

MPA525 (1.0 credit hour)
Clinical Laboratory Medicine I
This course will focus on laboratory diagnostic test interpretation to encompass the exploration of relevant physiology and pathophysiology. Topics covered will include an introduction to cell biology, the principles of laboratory testing, immunology, genetics, serology, virology, hematology, coagulation, immunohematology, pulmonary function tests, lipid disorders, cardiac markers, metabolic chemistry panels, cerebrospinal fluid analysis, acid base disturbances, endocrine disorders, renal function tests and urinalysis. Prerequisites: MPA501, MPA510, MPA511

MPA526 (2.0 credit hours)
Psychosocial Issues in Health care
This course will study diverse cultural, ethical and psychosocial issues. This course provides an opportunity to explore how cultural belief systems and values in multi-cultural society relate to the provision of appropriate health care and counseling. This course will explore the factors associated with communicating with and caring for individuals from different cultures, of opposite gender or of differing sexual preference. Topics include personality development from infancy through old age, the family's role in health care, sex and sexuality, abuse of substances and death and dying. Prerequisites: MPA501, MPA510, MPA511, MPA520, MPA522, MPA524

MPA527 (3.0 credit hours)
Biostatistics in Health Care
This course prepares the physician assistant student with skills to understand research design, analyze research information and apply it to clinical practice. Topics discussed in this course: an overview and history of epidemiology, study designs, rates and proportions, contingency tables, measures of association, confounding and effect modification, infectious disease epidemic surveillance and evaluation of clinical tests. This course covers the application of statistical techniques of biological and health sciences. Emphasis is on mathematical models, collection and reduction of data, probabilistic models estimation and hypothesis testing, regression and correlation, experimental designs and non-parametric methods. Prerequisites: MPA501, MPA515

MPA530 (3.0 credit hours)
Physical Diagnosis III
This course is designed as a continuation of Physical Diagnosis I and II. It integrates the history taking and physical examination skills presented in semester one and two. Emphasis is on correlation of historical information, physical findings and pertinent laboratory results to formulate a diagnosis and a patient management plan. Students will develop these skills through analyzing and presenting clinical cases. Prerequisites: MPA501, MPA510, MPA520

MPA531 (5.0 credit hours)
Principles of Life Support and Electrocardiography
This course prepares the student with basic CPR (cardiopulmonary resuscitation), PALS (pediatric advance life support), BLS (basic life support), ACLS (adult cardiac life support) and ATLS (advance trauma life support) courses. The student will become certified in all of the areas above. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA532 (4.0 credit hours)
Clinical and Surgical Procedures
This laboratory based course is designed to teach students technical procedures frequently encountered in primary care, emergency medicine, and surgical settings such as intravenous cannulization, suturing, urethral catheterization, splinting and casting and nasogastric lavage. This course teaches methods of sterile technique, basic surgical procedures and care of the surgical patient. Prerequisites: MPA501, MPA510, MPA511, MPA525, MPA535

MPA533 (4.0 credit hours)
Pharmacotherapeutics I
This course is a study of hormonal agents, autonomic drugs, anesthetics, analgesics, anti-infective agents, antibiotics, hypnotics, cardiac drugs, vitamins, renal drugs and topical agents as well as the principles of pharmacokinetics, chemotherapy and toxicology. Both oral and intravenous modes of delivery are discussed. The basis of therapeutic and adverse effects of each class of drug will be discussed by system. The modification of drug action and adverse effects will also be discussed. It will examine the application of drugs for the treatment of respiratory, cardiovascular, endocrine, gastrointestinal and infectious diseases. Prerequisites: MPA501, MPA523

MPA534 (6.0 credit hours)
Fundamentals of Clinical Medicine and Surgery II
This course is a continuation of Fundamentals of Clinical Medicine and Surgery This course provides background in the epidemiology, etiology, pathophysiology, clinical presentation, diagnosis and treatment of common and serious disorders. Topics covered include: Gastroenterology, General Surgery, Emergency Medicine, Genitourinary, Nephrology, Endocrinology, Orthopaedics, and Pulmonology. Global health and healthcare disparity are explored. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524,

MPA535 (2.0 credit hours)
Clinical Laboratory Medicine II
This is a continuation of Clinical Laboratory Medicine I. Examination of clinical laboratory medicine with emphasis on indications for tests, normal values,

interpretation of results and correlation with clinical conditions.   Prerequisites: MPA501, MPA510, MPA511, MPA525

MPA536 (1.0 credit hour)
Health Promotion and Disease Prevention

This course will provide comprehensive discussions on the principles of health promotion and disease prevention. The student will focus on issues of screening, prophylaxis, patient education, risk factor assessment, counseling, immunization requirement. The US Preventative Health Task Force goals and objectives will be discussed. Recommended guidelines and strategies for early disease screening will be addressed using a population-specific frame of reference designed to compliment parallel learning experiences in Clinical Medicine, Physical Diagnosis, Genetics, Health Behavioral Counseling, Behavioral Dynamics, Women's Health and Pediatrics.   Topics include control and prevention of communicable diseases relevant to the US population, toxicology, occupational health, environmental health, prevention of chronic conditions and violence as a public health problem.   Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA515, MPA524

MPA537 (1.0 credit hour)
Healthcare policy

This course explores the U.S. health care system, health expenditures and health care policy issues relating to allocation of resources and alternative for managing disparities in the health care system. Critique of a health policy and its outcomes is required. Topics include major determinants of health and disparities, health care organization, U. S. health law and regulation, and international comparisons. Prerequisites: MPA500

MPA538 (1.0 credit hour)
Medical Genetics

This class analyzes basic concepts in molecular genetics and genetic testing, patterns of genetic transmission, population genetics and pedigree drawing. Application to clinical practice will be emphasized. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534,

MPA539 (2.0 credit hours)
Alternative and Complementary Medicine

In this course students discuss and analyze the impact, origins and background of alternative and complementary medicine. The student will develop the ability to identify and comprehend alternative methods and treatment of disease. Topics to be discussed: Evolution of medicine, mechanisms of acupuncture, chiropractic and osteopathic medicine, ayurvedic medicine, botanical medicine, homeopathic medicine, naturopathic medicine, nutrition, spirituality and health medicine, mind-body medicine, and patient-centered medicine. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA540 (3.0 credit hours)
Clinical Psychiatry
This course provides an overview of common clinical problems in psychiatry and psychopathology. The course includes sessions on psychoneuroses, psychosomatic disorders, behavioral disorders, psychotherapy and substance abuse. Prerequisites: MPA500, MPA501, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MPA524, MPA526, MPA533, MPA534

MPA543 (3.0 credit hours)
Pharmacotherapeutics II
In this course the therapeutic and adverse effects of each class of drug will continue from the previous course. The process through which the government regulates drug approval and other relevant concerns will be addressed during this course. Preparation for appropriate administration/prescription of medicines is accomplished through a study of drug classifications, pharmacodynamic actions, and rational for therapeutic use of prescription and non-prescription medications. Prerequisites: MPA501, MPA511, MPA513, MPA523, MPA533

MPA544 (8.0 credit hours)
Fundamentals of Clinical Medicine and Surgery III
This course continues with an exploration of clinical care concentrating on disorders found in these common specialties: Pediatrics, Geriatric and Long term care, Behavioral Medicine - Psychiatry, Neurology, Obstetrics/Gynecology, Hematology and Oncology. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534

MPA600 (5.0 credit hours)
Prenatal/ Gynecology CR
This is a required five-week clinical rotation conducted in both the inpatient and outpatient settings. The physician assistant student while on this rotation will learn prenatal care, care of the Obstetric patient and assessment procedures for both maternal and fetal well being. The student will also learn about gynecological disorders, as well as the diagnosis, treatment and management of disorders that afflict both the gynecological and obstetric patients. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Women's Health. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. Common gynecologic conditions, methods and effectiveness of contraception, cancer detection methods, and the diagnosis and treatment of sexually transmitted disease in the female are explored. The course also includes

assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA610 (5.0 credit hours)
Internal Medicine CR
This is a required five-week clinical rotation conducted in both the inpatient and outpatient setting. The purpose of this rotation is to educate the physician assistant student in the diagnosis, management, and treatment of acute and chronic medical problems seen in the internal medicine practice. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Internal Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA620 (5.0 credit hours)
Surgery CR
This is a required five-week clinical rotation conducted in both the clinical and hospital setting.
This clinical rotation will provide an orientation to the diagnosis and management of health conditions best alleviated by surgical intervention. Preoperative care is emphasized along with the care of surgical wounds and minimizing post-operative complications. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Surgery. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544,

MPA630 (5.0 credit hours)
Emergency Medicine CR
This is a required five-week clinical rotation which takes place in the Emergency department setting. This rotation will provide an introduction to the

appropriate triage and management of trauma and acute medical problems in both children and adults. Students will learn to establish priorities while simultaneously diagnosing and treating critically ill patients. Physical examination skills and mastery of techniques and procedures essential to managing life-threatening illness and injury are emphasized. Basic and advanced ventilatory assistance, cardiopulmonary resuscitation, fluid and electro-lyte management are stressed.   This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Emergency Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.   Laboratory sessions are used to familiarize the student with aseptic technique and basic surgical procedures such as airway control, various catheter placements, surgical bleeding control and wound management.   The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA640 (5.0 credit hours)
Pediatrics CR
This is a required five-week clinical rotation conducted in outpatient and/or inpatient setting.

This rotation provides an examination of the child development from birth to adolescence. The well-child examination along with the recognition and management of common childhood illness as well as health maintenance, psycho-social and behavioral issues parent and patient education will be stressed. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Pediatrics. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises.   Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA650 (5.0 credit hours)
Family Medicine CR
This is a required five-week clinical rotation conducted in primarily an outpatient setting.

This rotation will entail integration of the biologic, psychiatric and social aspects of medicine with the practice of outpatient care for patients of all ages. Care of underserved, chronically ill, and medically vulnerable patient populations will be the center of focus. Students will integrate family systems theory with the practice areas of outpatient medicine, pediatrics, obstetrics and gynecology. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Family Medicine.   Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises.   Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA660 (5.0 credit hours)
Psychiatry CR
This is a required five-week clinical rotation conducted in both the inpatient and outpatient clinical setting. This supervised clinical rotation provides the student the opportunity to see a variety of patients with mental health problems. The Psychiatry rotation allows the student to experience assessing and counseling patients with a variety of behavioral and psychological conditions, as well as the opportunity to participate in treatment-plan formulation and exploration of social and community resources. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Psychiatry. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.   The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544.

MPA670 (5.0 credit hours)
Long Term Care CR
This is a required five-week clinical rotation conducted in a long term care facility. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the long term care of patients. Students will learn all aspects of long term care including patient rehabilitation, palliative care and hospice. Other emphasis is placed on

the inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, and thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544,

MPA680 (5.0 credit hours)
Elective
This is a required five-week clinical rotation that allows the student the opportunity to either choose a new field of study or to explore and gain intensive experience in one of the core practice areas of medicine. The Physician Assistant Program must approve clinical rotation placements. This rotation emphasizes the pathophysiology, evaluation, diagnosis and management of systemic diseases and surgical conditions unique to the clinical practice of Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature. The course also includes assigned readings and exercises. Prerequisites: MPA500, MPA501, MPA502, MPA510, MPA511, MPA512, MPA513, MPA520, MPA522, MPA523, MAP524, MPA525, MPA526, MPA531, MPA532, MPA533, MPA534, MPA535, MPA538, MPA539, MPA540, MPA543, MPA544

MPA690 (3.0 credit hours)
Graduate Project
The Physician Assistant Graduate Project is designed to provide the Physician Assistant Student the opportunity to gather further information on a selected medical topic using skills and information gained through the didactic phase of the PA curriculum. The project and course will conclude with a properly written work using formatting and style standards set by the American Psychological Association (APA). Although the Master's project is not a thesis it is expected that the final paper will be thoroughly researched and well written. The graduate project must be approved by PA faculty. Within the course, selection of a project topic, completion of needs assessment and the literature review and critique are completed and a project proposal is developed. The project paper will be developed into a publishable quality, and presented to faculty and peers. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA515, MPA524, MPA527, MPA534, MPA544

MPA691 (2.0 credit hours)
Certification Examination Review
This comprehensive examination is a capstone of the physician assistant program. The purpose of the exam is two-fold. First, to ascertain if the student

has both the broad and specific knowledge expected of someone holding a master's degree. Second, to determine whether the student has been able to integrate knowledge obtained from individual courses into unified concepts, which link the students own specialization to other fields of study. A written examination will be administered as a final evaluation of the student's progress. These tests are also designed to prepare the graduate for the NCCPA examination. This is a four day board review course presented by PA Program faculty, physician faculty, community physicians and community PA's. It is modeled on the PANCE blueprint and provides a review in preparation for the Physician Assistant National Certifying Examination. Prerequisites: MPA501, MPA510, MPA511, MPA513, MPA524, MPA534, MPA544.

MPA692 (1.0 credit hour)
Transition into Physician Assistant Practice
This course will prepare the student for transition into physician assistant practice. The course will discuss state licensing and national boards, interviewing and finding a job, physician assistant disciplines, the job market, malpractice options, salary negotiations, rural health clinics, student loan reduction through government loan repayment plans, and physician assistants in academia. Students will examine the future of the physician assistant profession and their role as healthcare providers. Prerequisites: Completion of all required course in the Physician Assistant program.

BACHELOR OF ARTS DEGREES

ACCOUNTING
Bachelor of Arts Degree
Major Course Requirements

ACG1001 (3.0 credit hours)
Accounting Principles I
Defines objectives of accounting and their relationship to business through fundamental concepts and principles. Topics include theories of debits and credits, classification of accounts, journalizing, preparation of financial statements and use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements. The practice problems review the complete operation of a small business.

ACG2011 (3.0 credit hours)
Accounting Principles II
Presents accounting principles and concepts applicable to receivables, fixed assets, payroll, cash flow, financial analysis and accounting for partnerships and corporations. The practice problems review the complete operation of a small corporation. Prerequisite: ACG1001

ACG2062 (3.0 credit hours)
Accounting Information for Business Decisions
Identifies how accounting information is used in making business decisions. Students enhance computer skills using software programs to solve accounting problems. Prerequisite: ACG2011

ACG3073 (3.0 credit hours)
Managerial Accounting
Focuses on the interaction between the fields of accounting and management with emphasis on analysis of accounting records as an aid for managerial decisions. Prerequisite: ACG2011

ACG4101 (3.0 credit hours)
Financial Accounting I
Presents underlying concepts and ethical, regulatory and business environments of financial reporting. Topics include an emphasis on measurement, valuation and presentation of typical asset-related items. Prerequisite: ACG3073

ACG4111 (3.0 credit hours)
Financial Accounting II
Presents underlying concepts and ethical, regulatory and business environments of financial reporting. Topics include an emphasis on measurement, valuation and presentation of typical liability and equity-related items. Prerequisite: ACG4101

ACG4201 (3.0 credit hours)
Financial Accounting III
Presents underlying concepts and ethical, regulatory and business environment of financial reporting with emphasis on accounting for various business structures and business combinations. Prerequisite: ACG4111

ACG4342 (3.0 credit hours)
Advanced Managerial/Cost Accounting
Discusses the determination and control of production costs, job order and process systems, actual and standard costs, budgetary control, performance measurement, ethics and short-run decision models. Prerequisite: ACG4111

ACG4401 (3.0 credit hours)
Accounting Information Systems
Introduces the study of concepts and terminology of accounting information systems and their use in decision making in accounting and auditing. The course also covers Information Technology (IT) fundamentals, responsibilities and business implications. Prerequisite: ACG4651

ACG4501 (3.0 credit hours)
Governmental and Institutional Accounting
Presents budgeting, accounting and reporting standards and practices for government and other not-for-profit entities. Prerequisite: ACG 4111

ACG4651 (3.0 credit hours)
Auditing I
Presents standards and procedures of auditing financial information, ethics and responsibilities of auditors, planning, collection and documentation of audit evidence, reporting and auditing standards. Prerequisite: ACG4111

ACG4671 (3.0 credit hours)
Auditing II
This course covers the application of the audit process learned in Auditing I. The course also provides detail on sampling and audit communications. Prerequisite: ACG4651

BUL1240 (3.0 credit hours)
Business Law
Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

BUL3130 (3.0 credit hours)
Legal and Ethical Environment of Business
Presents the ethical and legal issues of business including contracts, agency law, and investor protection.

FIN2006 (3.0 credit hours)
Financial Management
Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG2011

FIN3400 (3.0 credit hours)
Principles of Managerial Finance
Presents an introductory overview of the world of corporate financial management with emphasis on the time value of money and the requisite net present value adjustment for the cost of capital and/or judging future returns on

investment. This perspective then leads to risk analysis, capital budgeting, cost of capital and financial management. Prerequisite: FIN2006

MAN1021 (3.0 credit hours)
Principles of Management
Presents a combination of current and traditional views of management organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling.

MAN3025 (3.0 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing, leadership and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

MAN4583 (3.0 credit hours
Project Management
Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a quality project team, five steps of a project, construction of a network diagram and mathematical analysis techniques such as CPM and PERT

MAR1011 (3.0 credit hours)
Introduction to Marketing
Discusses the principles and functions of marketing and its role in a business environment. Utilization of guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services is taught.

MNA4404 (3.0 credit hours)
Management Law and Employee Relations
Discusses federal and state regulations dealing with employment. Topics include wage and hour laws, EEO and affirmative action.

QMB3200 (3.0 credit hours)
Quantitative Approach to Business Decisions
Focuses on the use of systematic approaches and management science tools for decision making and problem solving in an organizational setting. Topics include quantitative approaches for problem identification, analysis, choice and implementation. Prerequisite: STA3060

TAX2004 (3.0 credit hours)
Principles of Taxation

Presents an overview of preparation of federal income tax returns emphasizing individual income taxes. Topics include preparation of schedules and forms, review of tax publications and use of the Internal Revenue Service website. Prerequisite: ACG2011

TAX4001 (3.0 credit hours)
Income Tax Accounting
Surveys federal income taxation with emphasis on taxation of individuals and the ethics of income tax accounting. Prerequisite: ACG4111

General Education Requirements
See specific Lower and Upper Division general education requirements for a Bachelor of Arts degree in Accounting in the <u>Program Descriptions</u> section of this catalog.

BUSINESS ADMINISTRATION
Bachelor of Arts Degree
Major Course Requirements

ACG1001 (3.0 credit hours)
Accounting Principles I
Defines objectives of accounting and their relationship to business through fundamental concepts and principles. Topics include theories of debits and credits, classification of accounts, journalizing, preparation of financial statements and use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements. The practice problems review the complete operation of a small business.

ACG2011 (3.0 credit hours)
Accounting Principles II
Presents accounting principles and concepts applicable to receivables, fixed assets, payroll, cash flow, financial analysis and accounting for partnerships and corporations. The practice problems review the complete operation of a small corporation. Prerequisite: ACG1001

ACG3073 (3.0 credit hours)
Managerial Accounting
Focuses on the interaction between the fields of accounting and management with emphasis on analysis of accounting records as an aid for managerial decisions. Prerequisite: ACG2011

BUL1240 (3.0 credit hours)
Business Law

Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

BUL3130 (3.0 credit hours)
Legal and Ethical Environment of Business
Presents the ethic and legal issues of business including contracts, agency law and investor protection. Prerequisite: BUL1240

CBL1240 (3.0 credit hours)
Chinese Business Law
Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

CBL3130 (3.0 credit hours)
Chinese Legal and Ethical Environment of Business
Presents the ethical and legal issues of business including contracts, agency law and investor protection.

FIN2006 (3.0 credit hours)
Financial Management
Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG2011

FIN3400 (3.0 credit hours)
Principles of Managerial Finance
An introductory overview in the world of corporate financial management, with emphasis on the time value of money and the requisite net present value adjustment for the cost of capital and/or judging future returns on investment. This perspective then leads to risk analysis, capital budgeting, cost of capital and financial management. Prerequisite: FIN2006

FIN4126 (3.0 credit hours)
Financial Decision-Making and Planning
Focuses on individual financial planning based on learning objectives specified by the CFP Board of Standards with emphasis on the process of financial planning. Prerequisite: FIN3400

FIN4324 (3.0 credit hours)
Commercial Bank Management

Focuses on administrative areas of a commercial bank. Topics include operations, management of bank assets and liabilities, lending policies, trust and fiduciary activities, international and regulatory aspects of commercial banks. Prerequisite: FIN3400

FIN4424 (3.0 credit hours)
Case Studies in Finance
Focuses on case analysis of finance problems in business. Topics include cash flow projections, budgeting, financial resources, capital structure, mergers, consolidations, liquidations and risk analysis. Prerequisite: FIN3400

FIN4443 (3.0 credit hours)
Financial Policy and Strategy
Capstone course for finance majors focusing on seminars in areas of quantitative and qualitative analysis of financial policies based on independent readings and empirical research. Prerequisite: All courses in applicable concentration, FIN4122

FIN4501 (3.0 credit hours)
Investment
Focuses on securities and securities markets. Topics include analysis of various categories of corporate securities, public securities, other investments, types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: FIN3400

FIN4602 (3.0 credit hours)
International Finance
Discusses how multinational corporations make financial decisions. Topics include international cash management, hedging cash flows, international capital budgeting and international financing. Prerequisite: FIN 3400

GEB1112 (3.0 credit hours)
Entrepreneurship
Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lectures, readings, case studies and group projects.

GEB4357 (3.0 credit hours)
International Competitiveness
Examines international business with an emphasis on cultural diversity. Topics include an overview of cultural similarities and differences among developing and developed countries.

GEB4358 (3.0 credit hours)

International Negotiations and Transactions

Presents the conduct of business in selected regions of the world. Students analyze international business cases and develop solutions to functional problems. Topics include overseas market research using both domestic and international sources, application of theoretical and practical business knowledge to foreign situations and negotiations in various international business situations.

GEB4359 (3.0 credit hours)
Cultural Environment of International Business

Introduces basics of cross-cultural communication as a paradigm for international business relationships.

GEB4364 (3.0 credit hours)
International Entrepreneurship

Provides a foundation in international entrepreneurship, focusing on the experiences of small and large entrepreneurial firms. Topics include analysis of cross-national and cross-cultural business practices. Prerequisite: GEB1112

INP3004 (3.0 credit hours)
Industrial Psychology

Focuses on the application of psychological principles and theories to the behavior of people in organizational settings.

INP3224 (3.0 credit hours)
Workforce Diversity

Addresses the experience of work as it varies with gender and ethnic background in the United States. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, relationship of diversity to processes such as supervision, leadership, mentoring and power. Prerequisite: PSY1012 or SYG1000

INP4203 (3.0 credit hours)
Performance Evaluation

Focuses on procedures in personnel psychology. Topics include selection, performance appraisal devices, job analyses, evaluations, calculation of reliability, validity of cutoff scores, needs assessments for training and theories of job assessment.

MAN1021 (3.0 credit hours)
Principles of Management

Presents a combination of current and traditional views of management organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling.

MAN2300 (3.0 credit hours)
Human Resource Management
Presents current theories and research regarding the development of individual managers and business organizations. Cases illustrating developmental methods are utilized.

MAN3025 (3.0 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing, leadership and control techniques. A behavioral science formulation of needs, motivation and group processes is utilized. Prerequisite: MAN2300

MAN3504 (3.0 credit hours)
Operations Management
Introduces fundamentals of operations management in manufacturing and non-manufacturing sectors. Topics include product and process design, demand forecasting, facilities layout and location, materials management, inventory management, production planning and quality assurance.

MAN3611 (3.0 credit hours)
Cross-Cultural Management
Provides students with techniques for becoming skillful cross-cultural communicators. Topics include dimensions of culture and their implications in organizations, successful negotiation tactics and managing cultural diversity in the workplace.

MAN4065 (3.0 credit hours)
Business Ethics
Applies an ethical dimension to business decisions in today's complex political, social, economic and technological environment.

MAN4164 (3.0 credit hours)
Leadership
Introduces students to leadership, research perspectives on leadership, the personal side of leadership, the leader as a relationship builder, and the leader as a social architect.

MAN4583 (3.0 credit hours)
Project Management
Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a

quality project team, five steps of a project, construction of a network diagram and mathematical analysis techniques such as CPM and PERT

MAN4602 (3.0 credit hours)
International Business
Addresses the role and importance of international/multinational firms in a global environment. Topics include the impact of political, regulatory and economic dimensions, international dimensions of American enterprise and examination of businesses, overseas organizations, operations and problems of conducting international business. Prerequisite: MAN3025

MAN4631 (3.0 credit hours)
Global Strategy and Policy
Explores competitive environments on a global basis, examines external factors that affect a firm domestically and globally and provides solutions that include globalization as a strategic option. Prerequisite: MAN3025

MAN4999 (3.0 credit hours)
Integrated Studies Capstone Course
Requires students to demonstrate knowledge learned throughout the program and apply the knowledge to real-world issues. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Prerequisites: All courses in applicable concentration

MAR1011 (3.0 credit hours)
Introduction to Marketing
Discusses the principles and functions of marketing and its role in a business environment. Utilization of guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services is taught.

MAR4334 (3.0 credit hours)
Advertising/Promotion Management
Presents a total marketing communication function in planning and managing programs for advertising products and services. Topics include preparatory research, objective setting, budget planning, media, creative programs and evaluation of advertising effectiveness.

MAR4403 (3.0 credit hours)
Sales and Sales Management
Introduces principles, methods and problems relating to management of a sales force. Topics include selection, training, compensation, stimulation and control.

MAR4503 (3.0 credit hours)

Consumer Behavior

Introduces consumer behavior in the marketplace. Topics include analysis of consumer motivation, buying behavior, market adjustment and product innovation. Behavioral aspects of the marketing process from producer to ultimate consumer are considered.

MAR4721 (3.0 credit hours)
E-Marketing

Explores how the Internet has revolutionized the buying and selling of goods and services in the marketplace.

MAR4804 (3.0 credit hours)
Marketing Strategy

Application of marketing concepts and analytic techniques to developing skills in solving strategic marketing problems. Topics include selecting customer targets and making marketing mix decisions from a business unit perspective.

MAR4841 (3.0 credit hours)
Service Marketing

Examines marketing in service industries. Topics include unique aspects of service marketing, service marketing mix and implementation of service strategies.

MNA3324 (3.0 credit hours)
Recruitment, Selection and Staffing

Examines current issues and techniques in selection and staffing. Topics include job analysis, occupational information, criteria development and vocational testing.

MNA4306 (3.0 credit hours)
Training and Development

Provides an in-depth study of principles of behavior and attitude change in organizations. Topics include organization analysis, program design and implementation, evaluation of results, identifying and analyzing integrated training, relationships between organizational development practitioners and trainers.

MNA4404 (3.0 credit hours)
Management Law and Employee Relations

Discusses federal and state regulations dealing with employment. Topics include wage and hour laws, EEO and affirmative action.

MNA4405 (3.0 credit hours)
Labor Relations

Explores the historical, legal, social and economic framework of labor relations in the United States. Topics include theories and practices of collective bargaining.

QMB3200 (3.0 credit hours)
Quantitative Approach to Business Decisions
Focuses on the use of systematic approaches and management science tools for decision making and problem solving in an organizational setting. Topics include quantitative approaches for problem identification, analysis, choice and implementation. Prerequisite: STA 3060

General Education Requirements
See specific Lower and Upper Division general education requirements for a Bachelor of Arts degree in Business Administration in the Program Descriptions section of this catalog.

CRIMINAL JUSTICE

Bachelor of Arts Degree
Major Course Requirements

CCJ1010 (3.0 credit hours)
Criminology
Provides a survey of delinquent and criminal behavior including: the measurement of crime, causes of deviant behavior based on psychological, biological, and sociological theories, selected case studies and the future direction of criminal justice.

CCJ1020 (3.0 credit hours)
Introduction to Criminal Justice
Examines and evaluates courts, police and correctional organizations in the United States. Topics include the history of criminal justice organizations and contemporary problems and their solutions.

CCJ3601 (3.0 credit hours)
Deviant Behavior
Topics include psychological motivations of criminals, psychological effects of crime upon victims, use of psychology as a crime-fighting tool and psychological behavior of addicts, sociopaths, and sex offenders.

CCJ3666 (3.0 credit hours)
Victimology
Examines the impact of crime on victims; including but not limited to the emotional, physical, financial and psychological effects. Examines resources for victims and methods to assist or deal with victims of crime.

CCJ4450 (3.0 credit hours)
Criminal Justice Management
Examines the structure of America criminal justice organizations; including but not limited to employee supervision, interdepartmental coordination, the role of Internal Affairs, strategic planning and responsibilities of management.

CCJ4641 (3.0 credit hours)
Organized Crime
Evaluates the history of organized crime in America and internationally; including its impact on society; as well as the efforts of law enforcement to break up these organizations. The history and effectiveness of specialized laws such as RICO and asset forfeiture are examined.

CCJ4644 (3.0 credit hours)
White-Collar and Economic Crime
Examines corporate fraud, consumer scams, money laundering and other wide-reaching economic crimes. Topics include definitions of these crimes and methods used by law enforcement to combat them.

CCJ4651 (3.0 credit hours)
Drug Control
Examines the use of illegal drugs and the relationship between drugs and crime including: their medical effects, impact on society, enforcement efforts and behavior of drug dealing organizations.

CCJ4661 (3.0 credit hours)
Terrorism
Explores Terrorism and the role of the criminal justice system in combating it throughout the world; topics include goals and methods of domestic and international groups, surveillance and detection equipment, biometric devices, computer mapping and database tools and a study of the Internet as a tool of both criminals and law enforcement.

CJC2000   (3.0   credit   hours)
Introduction to Corrections
Discusses the development of the correctional field, as well as, the roles of American correctional and probation officers; including: a discussion of the complexity and scope of corrections historically, traditionally, operationally and legally.

CJC4167 (3.0 credit hours)
Alternative Punishment
Examines the purpose, structure, and functions of "alternative" or "community" corrections in America including: probation, parole, community service, work-

release programs, boot camps, electronic monitoring, house arrest, effectiveness of alternative punishments and their growing role in American corrections.

CCJ4489 (3.0 credit hours)
Ethics in Criminal Justice
Introduces ethical decision-making processes including; developing a critical perspective on the nature of justice and exploring a variety of ethical and moral dilemmas confronted by justice system practitioners.

CJE1000 (3.0 credit hours)
Introduction to Law Enforcement
Explores the law enforcement profession in America including: approaches to modern law enforcement, an historical overview and a consideration of law enforcement as a balance of social, historical, political, legal, individual and organizational forces.

CJE1130 (3.0 credit hours)
Communications and Writing for Criminal Justice Professionals
Covers the observational skills, as well as, verbal and written skills needed in the criminal justice field including: investigating for reports, interacting with victims and witnesses and occupational vocabulary. Students practice creating reports used throughout various criminal justice agencies.

CJE3140 (3.0 credit hours)
Private Security
Provides an overview of private security in American society and how and why it is performed. Topics include the history and the professionalization of private security, ethical standards, size and scope of the industry, how it differs from public policing and problems associated with the private sector including licensing, regulating, hiring and training standards.

CJE3674 (3.0 credit hours)
Introduction to Forensics
Introduces various areas of forensic science methods and techniques of evidence collection, crime scene analysis and laboratory examination.

CJE4175 (3.0 credit hours)
Comparative Criminal Justice Systems
Examines the structure and functions of Criminal Justice organizations throughout the world including: a comparison of American police theory with police and legal systems in other countries.

CJE4692 (3.0 credit hours)

Technology and Crime

Examines technological innovations and their impact on crime and law enforcement including: recent forensic improvements, surveillance and detection equipment, biometric devices, computer mapping and database tools, and a study of the Internet as a tool of both criminals and law enforcement.

CJE4710 (3.0 credit hours)
Integrated Criminal Justice Capstone Project

Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues. This capstone project gives students an opportunity to demonstrate their ability to apply what has been learned. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Prerequisite: Must be taken during the last semester.

CJJ2001 (3.0 credit hours)
Introduction to Juvenile Procedures

Examines the unique aspects of juvenile crime including: a review of the laws, courts, police procedures and correctional alternatives that have been established to deal specifically with juvenile crime, examination of the influences of drugs and gangs on juvenile crime and consideration of strategies for intervention and prevention.

CJL2100 (3.0 credit hours)
Criminal Law

Examines criminal law and defines legal principles and doctrines. Topics include need for and origins of criminal laws and reviews specific punishments, including those for violent crimes, economic crimes and defenses available.

CJL3231 (3.0 credit hours)
Constitutional Criminal Procedures

Discusses governmental powers versus individual freedoms and citizen privacy exploring the balance between these groups that allow criminal justice organizations to serve and protect citizens. Topics include line-ups, right to counsel, search and seizure, police interrogations, bail, preliminary hearings, trial rights, role and duties of a prosecutor.

CJL4133 (3.0 credit hours)
Criminal Evidence and Procedures

Expands courtroom strategies and techniques and examines real-life cases that have shaped criminal law and procedures in America today.

CJT2100 (3.0 credit hours)
Criminal Investigations

Presents fundamental principles, concepts and theories of investigating crimes including the: collection of evidence, crime scene processing, interviewing, interrogations and surveillance. The course examines case preparation(s) and potential problems in criminal investigations. Investigative techniques for specific crimes are explored.

MAN3025 (3.0 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing, leadership and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

General Education Requirements
See specific Lower and Upper Division general education requirements for a Bachelor of Arts degree in Criminal Justice in the Program Descriptions section of this catalog.

HEALTH SERVICES ADMINISTRATION

Bachelor of Arts Degree
Major Course Requirements

ACG3024 (3.0 credit hours)
Accounting for Non-Financial Managers
Addresses the use of accounting information by non-financial managers. Topics include interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control and managerial decision making.

GEB1112 (3.0 credit hours)
Entrepreneurship
Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lecture, readings, case studies and group projects.

HSA1117 (3.0 credit hours)
Principles of Health Service Administration
Presents an overview of the American healthcare system including social, political and economic forces. Topics include subsystems and how they work together to produce today's modern healthcare.

HSA1253 (3.0 credit hours)
Medical Office Administration and Billing

Explores basic knowledge and procedures of a medical office. Topics include medical billing, collections, health insurance forms and HIPPA considerations.

HSA1192C (3.0 credit hours)
Healthcare Computer Applications
Presents computer applications found in healthcare situations. Topics include basic computer applications used in medical offices, hospitals and nursing homes.

HSA2253 (3.0 credit hours)
CPT Coding for Health Service Administration
Introduces medical coding. Topics include billing for various facilities, as well as proper coding for billing and insurance purposes.

HSA3170 (3.0 credit hours)
Financial Issues in Healthcare
Examines basic financing in healthcare organizations and the impact of financial decisions on healthcare practices. Topics include time value of money, short- and long-term financing, budgeting, risk and return.

HSA3171 (3.0 credit hours)
Billing/Third Party Payers
Presents insurance procedures. Topics include coding and filing insurance claims with Medicare, Medicaid, Blue Cross and Blue Shield, TRICARE, CHAMPVA and legal issues such as HIPAA.

HSA4011 (3.0 credit hours)
Public Health Management
Introduces United States public health systems. Topics include government agencies that monitor public health and the role of the public in control of illness and disease.

HSA4276 (3.0 credit hours)
Hospital Billing
Delivers processes and procedures for billing in a hospital setting. Topics include UB-92 claim forms and tasks of a patient accounts specialist.

HSA4222 (3.0 credit hours)
Long-Term Managed Care Systems
Discusses challenges of long-term care in the United States. Topics include examination of available services including hospitals, nursing homes, home health and hospice. It also examines the integration of these services into the healthcare system of the United States.

HSA4502 (3.0 credit hours)
Risk Management in Healthcare
Explores the process of developing and maintaining risk management programs in healthcare. Topics include how an organization identifies, assesses and reduces risk to patients, visitors, staff and an institution's assets. Presents resources to organize a strategic approach to risk management.

HSA4938 (3.0 credit hours)
Health Service Administration Capstone Project
Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Prerequisite—all courses in applicable concentration

HSC1531 (3.0 credit hours)
Healthcare Medical Terminology
Includes the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Topics include correct pronunciation, spelling and definitions.

HSC3661 (3.0 credit hours)
Issues in Healthcare Communications
Examines communication issues with which healthcare professionals deal. Topics include psychosocial issues involving clients, families and other caregivers affected by pathology, impairment, functional limitation or disability.

INP3224 (3.0 credit hours)
Workforce Diversity
Addresses the experience of work as it varies with gender and ethnic background in the United States. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, relationship of diversity to processes such as supervision, leadership, mentoring and power.

INP4203 (3.0 credit hours)
Performance Evaluation
Focuses on procedures in personnel psychology. Topics include selection, performance appraisal devices, job analyses, evaluations, calculation of reliability, validity or cutoff scores, needs assessments for training and theories of job assessment.

MAN1021 (3.0 credit hours)

Principles of Management
Presents a combination of current and traditional views of management, organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling.

MAN2300 (3.0 credit hours)
Human Resource Management
Presents current theories and research regarding the development of individual managers and business organizations. Cases illustrating developmental methods are utilized.

MAN3025 (3.0 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing, leadership and control techniques. It utilizes a behavior science formulation of individual needs, motivation and group processes.

MAR3712 (3.0 credit hours)
Healthcare Marketing
Presents principles and functions of marketing by focusing on unique aspects of marketing fee-for-service and managed care services. Topics include consumers of healthcare services, organizations that purchase healthcare for employees, insurance companies that provide healthcare and ethical issues of marketing health care services.

MNA3324 (3.0 credit hours)
Recruitment, Selection and Staffing
Examines current issues and techniques in selection and staffing. Topics include job analysis, occupational information, criterion development and vocational testing.

MNA4404 (3.0 credit hours)
Management Law and Employee Relations
Discusses federal and state regulations dealing with employment. Topics include wage and hour laws, EEO and affirmative action.

MNA4405 (3.0 credit hours)
Labor Relations

Explores the historical, legal, social and economic framework of labor relations in the United States. Topics include theories and practices of collective bargaining.

PLA3523 (3.0 credit hours)
Health Law and Ethics
Focuses on legal and ethical issues affecting healthcare professionals. Topics include fundamental principles of law, torts, professional liability insurance, consent issues, ethical issues affecting practitioners and liability issues in administrative areas of healthcare.

General Education Requirements
See specific Lower and Upper Division general education requirements for a Bachelor of Arts degree in Health Service Administration in the Program Descriptions section of this catalog.

HOMELAND SECURITY
Bachelor of Arts Degree Online
Major Course Requirements

CCJ1020 (3.0 credit hours)
Introduction to Criminal Justice
Examines and evaluates courts, police and correctional organizations in the United States. Topics include the history of criminal justice organizations and contemporary problems and their solutions.

CCJ4450 (3.0 credit hours)
Criminal Justice Management
Examines the structure of America criminal justice organizations; including but not limited to employee supervision, interdepartmental coordination, the role of Internal Affairs, strategic planning and responsibilities of management.

CCJ4661 (3.0 credit hours)
Terrorism
Explores Terrorism and the role of the criminal justice system in combating it throughout the world; topics include goals and methods of domestic and international groups, surveillance and detection equipment, biometric devices, computer mapping and database tools and a study of the Internet as a tool of both criminals and law enforcement.

CJL2180 (3.0 credit hours)
Constitutional Law for the Homeland Security Professional
Provides an overview of the legal system, as well as, discusses the various Amendments that impact the criminal justice system; including an analysis of critical constitutional issues. Topics include detention, arrest, search and seizure,

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interrogations and confessions, self-incrimination, due process and right to counsel. Key cases assist in interpreting the constitutional provisions.

DSC1006 (3.0 credit hours)
Introduction to Homeland Security
Presents and examines the philosophical, political and religious roots of terrorist activities. Topics include national, regional and global effects of historic and recent terrorist acts, responses to terrorism and defenses against it.

DSC1011 (3.0 credit hours)
Domestic and International Terrorism
Explores terrorist activities in the United States and around the world, such as the 9/11 attack, aviation security practices, homeland security and the ongoing war on terrorism. The course discusses theories of expert analysts while focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism.

DSC1570 (3.0 credit hours)
Introduction to Cyber-Terrorism
Examines and discusses the basics of cyber security. Topics include desktop computer security, organizational security, communication security and network security. The course examines real-world scenarios and ties these scenarios to real-life applications.

DSC2033 (3.0 credit hours)
Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction
Discusses chemical/biological/nuclear agents used by terrorists. Special attention is given to explosives, bombs, and the effects of these explosives on building structures. Students are introduced to survival concepts in the event of a bombing and building collapse, as well as to disaster planning and risk assessment.

DSC2036 (3.0 credit hours)
Organizing the War on Terrorism
Examines and presents the reorganization of domestic agencies by the United States government necessary to increase domestic security. Topics include issues that directly impact law enforcement and intelligence communities, civil liberties, and theories of war and police work, introduction to violent international terrorism and an overview of domestic terrorist problems facing law enforcement.

DSC2210 (3.0 credit hours)
Emergency Planning and Security Measures

Explains various emergency plans necessary to address multiple types of terrorist activities, as well as the setting of security measures for responders to follow when responding to an event. Topics include the Incident Command System (ICS) for local, state and federal response teams, communications system and center protection actions involved with ICS, event planning and operations involved with the Joint Information Center (JIC).

DSC3034 (3.0 credit hours)
Preparation and Response for Terrorism
Focuses on increased awareness of terrorism and the innovative responses initiated against terrorism. Topics include instituting meaningful preventive measures, increasing preparedness levels, response techniques and recovery plans.

DSC3037 (3.0 credit hours)
Recognition and Investigation of Terrorism
Examines the identification of terrorist groups and discusses the impact they have globally. Topics include intelligence gathering, analysis of material and unique aspects of terrorism investigations versus traditional investigations.

DSC3056 (3.0 credit hours)
Issues in Disaster Response
Introduces and examines disaster response techniques and mitigation for the first responder. Topics include recent legislation that impacts disaster and incident response, the response of local, tribal, state and federal government to incident and disaster declarations and a brief introduction to the national incident management system, national response plan and incident management system.

DSC3212 (3.0 credit hours)
Emergency Planning and Security Measures II
Provides a continuation of DSC2210 (Emergency Planning and Security Measures I). Topics include emergency planning models, contingency planning exercises, damage assessment, disaster recovery planning and employee evacuation planning. Students chose a scenario and location for a disaster drill, create a disaster plan for the site, participate in the disaster drill, then review the strengths and weaknesses of the disaster plan and incident response selected.

DSC3751 (3.0 credit hours)
Homeland Security Policy and Law
Presents major debates about balancing democratic freedoms with security - from the Patriot Act to Supreme Court decisions on detention powers. Topics include legal strategies necessary to confront ongoing national security threats and laws designed to preserve both security and democratic freedoms.

DSC4031 (3.0 credit hours)
Tactical Communications

Introduces and produces basic communications during conflicts or catastrophic events. Topics include radio and cell phone communications, planning for communication alternatives when traditional methods fail, interview and interrogation tactics, detecting deception and handling a conflict with confrontation.

DSC4214 (3.0 credit hours)
Catastrophic Event Response Planning
Introduces and examines response protocol, logistics, responsibilities, interagency support and concepts of front-end planning involved in preparation for a catastrophic event. Topics include development of an emergency response plan that includes concepts such as lookout, awareness, communications, escape, safety (laces), training and various agency relationships.

DSC4554 (3.0 credit hours)
Critical Infrastructure Protection
Focuses and discusses the critical infrastructure protection (CIP) process to secure effective protection of people, physical entities and cyber systems. The course guides leaders in the systematic protection of critical infrastructures. Topics include decision sequences, time-efficient and resource-restrained practices that ensures protection continuity of operations and mission success.

DSC4564 (3.0 credit hours)
Homeland Security Threat Strategy
Presents and investigates terrorism from a criminal justice perspective. The course focuses on the threat of terrorism to the United States. Topics include specific strategies used to deter terrorist threats to the United States and assessment of the relative effectiveness of anti-terrorist activities.

DSC4930 (3.0 credit hours)
Current Topics in Public Safety/Capstone
Introduces and researches emerging and relevant topics in public safety. Topics include disaster response, incident command, public safety and security, terrorism, weapons of mass destruction, hazardous materials, emergency operations and security of public and private property.

MAN3025 (3.0 credit hours)
Introduction to Management and Organizational Behavior
Presents and discusses managerial principles including planning, organizing, staffing, leadership and control techniques. This course utilizes a behavior science formulation of individual needs, motivation and group processes.

MAN3611 (3.0 credit hours)
Cross-Cultural Management
Provides and discusses with students the techniques for becoming skillful cross-cultural communicators. Topics include dimensions of culture and their

implications in organizations, successful negotiation tactics and managing cultural diversity in the workplace.

General Education Requirements

See specific Lower and Upper Division General Education requirements for an Bachelor of Arts degree in Homeland Security in the <u>Program Descriptions</u> section of this catalog.

LEGAL STUDIES

Bachelor of Arts Degree
Major Course Requirements

PLA1103 (3.0 credit hours)
Legal Research and Writing I
Acquaints students with the basics of legal research. Students locate and analyze case and statutory law and apply it to a unique set of facts. Topics include legal citation, legal precedent and fundamental grammar skills. Computer-assisted legal research is introduced and students prepare various law office documents.

PLA1304 (3.0 credit hours)
Criminal Law
Focuses on the elements of offenses against persons, property and the public order. Topics include common defenses to criminal culpability (including insanity and involuntariness) and criminal liability as an accomplice or conspirator.

PLA1423 (3.0 credit hours)
Contracts
Covers fundamental principles governing the formation, interpretation, performance and enforcement of contracts under both common law and the Uniform Commercial Code. Topics include offer and acceptance, consideration, breach of contract, defenses and remedies.

PLA1600 (3.0 credit hours)
Wills, Trusts and Estates
Focuses on testamentary and inter vivo transfers of wealth through intestacy, wills, trusts and will substitutes. Topics include the role of living wills, powers of attorney and health care surrogates in estate planning.

PLA2203 (3.0 credit hours)
Civil Litigation
Examines the basic requirements of filing a civil lawsuit. Topics include the court system, personal and subject matter jurisdiction, pleading requirements, motions, the discovery process, joinder, res judicata and conflict of laws.

PLA2272 (3.0 credit hours)
Torts
Examines the basic theories of civil liability for injuries to persons and property. Topics include intentional torts, negligence, defamation, products liability, strict liability and damages computations.

PLA2610 (3.0 credit hours)
Real Property
Examines real property concepts of estate-holds, concurrent ownership, adverse possession, eminent domain, easements and landlord-tenant relationships. Topics include preparation and validity of associated legal instruments such as mortgages, promissory notes and deeds.

PLA2800 (3.0 credit hours)
Family Law
Investigates legal relationships within the American family. Topics include validity of marriage, divorce proceedings, property division, spousal support, child custody and child support.

PLA3107 (3.0 credit hours)
Legal Research and Writing II
Students continue to research and analyze judicial opinions and statutory rules and apply them to unique fact patterns. Students complete written assignments involving independent legal research and participate in an oral advocacy exercise. Prerequisite PLA1103

PLA3155 (3.0 credit hours)
Legal Drafting
Teaches students to properly draft fundamental litigation documents and pleadings, such as complaints, answers, interrogatories, requests to produce, motions and deposition summaries, as well as legal instruments. The final work product consists of a portfolio containing corrected drafts of each assignment. Prerequisite: PLA2203

PLA3308 (3.0 credit hours)
Criminal Procedure
Presents constitutional aspects of various police practices, focusing primarily on the Fourth, Fifth and Sixth Amendments to the U.S, Constitution. Topics include arrests, searches and seizures, police interrogation and confession, the right to be free from self-incrimination, right to counsel and the application of the exclusionary rule.

PLA3433 (3.0 credit hours)
Business Organizations

Surveys the formation, operation and governance of common business organizations, such as corporations, partnerships and limited liability companies. Topics include grounds for choosing a particular entity over another and the legal consequences of each.

PLA3460 (3.0 credit hours)
Bankruptcy Law
Surveys bankruptcy law. Topics include basic concepts of Chapter 7 bankruptcy, such as the automatic stay, exemptions and discharges, Chapters 11 and 13 reorganization proceedings and information on the 2005 Bankruptcy Reform Act.

PLA3663 (3.0 credit hours)
Income Tax
Addresses fundamental personal income tax concepts encountered in the practice of law. Topics include recognition of income, deductions, computation of individual tax liability, statutory exclusions and the tax treatment of gains and losses.

PLA3700 (3.0 credit hours)
Ethics
Examines the ethical rules of conduct governing attorneys and other legal professionals. Topics include conflicts of interest, maintaining client confidences, solicitation of clients, zealous representation and the unauthorized practice of law.

PLA4084 (3.0 credit hours)
Legal Interviewing and Investigation
Teaches students to successfully interact with clients and witnesses. Methods of witness and client interviewing are examined. Students learn to investigate information provided during an interview. Skills in these areas are developed through practical training and experience.

PLA4240 (3.0 credit hours)
Alternative Dispute Resolution
Provides an overview of the alternatives to formal court adjudication. Students learn to prepare for and participate in alternative dispute resolution methods, such as arbitration, negotiation and mediation.

PLA4263 (3.0 credit hours)
Evidence
Focuses on the procedures required to introduce evidence in a court of law, specifically focusing on the Federal Rules of Evidence. Topics include hearsay exceptions, the best evidence rule, relevance, authenticity and privileged communications.

PLA4410 (3.0 credit hours)
Intellectual Property
Presents the three primary doctrines of intellectual property: copyrights, trademarks and patents. The course provides the basics of each doctrine (such as registration and infringement claims), as well as an understanding of the ways in which they interact with one another.

PLA4483 (3.0 credit hours)
Administrative Law
Examines procedures by which administrative agencies regulate health, safety and marketplace concerns. Topics include the relationship between administrative agencies and the judicial, legislative and executive branches of government, employee rights, with an emphasis on constitutional considerations.

PLA4733 (3.0 credit hours)
Law Office Technology
Examines basic technology used in the law office, such as machines, computers, software and databases. Topics include basic computing skills, use of legal technology (such as timekeeping and billing software), docket control management, litigation support and computerized legal researching.

PLA4841 (3.0 credit hours)
Immigration Law
Provides a general knowledge of immigration law. Topics include grounds for exclusion, defenses to deportation, amnesty, naturalization and citizenship, criminal sanctions and visa applications.

PLA4880 (3.0 credit hours)
Constitutional Law
Examines federal constitutional law, focusing on the separation of powers and the concept of judicial review of executive and legislative action. Topics include the rights, privileges and immunities conveyed to citizens by the U.S. Constitution and the Bill of Rights.

PLA4950 (3.0 credit hours)
Legal Studies Capstone Project
Students who have completed the majority of their major coursework participate in a large project/activity which encompasses concepts and themes learned throughout their program.

General Education Requirements
See specific Lower and Upper Division general education requirements for a Bachelor of Arts degree in Legal Studies in the Program Descriptions section of this catalog.

BACHELOR OF SCIENCE DEGREES

DIETETICS AND NUTRITION

**Bachelor of Science Degree
Major Course Requirements**

DIE3125C (4.0 credit hours)
Management of Dietary Systems
Survey of various institutional food service systems; management concepts in planning, organization and leadership; personnel management and cost control. Application of principles involved in food sanitation and safety as it relates to food service production and management. Prerequisites: FSS 3233C

DIE3175 (7.0 credit hours)
Dietetic Management Practicum
Clinical assignments in several food service institutions. Prerequisites: DIE 3125C.

DIE3244C (4.0 credit hours)
Medical Nutrition Therapy
Techniques and application of nutrition assessment and dietary prescriptions to accommodate medical treatment. Prerequisites: HUN 3403.

DIE3317 (3.0 credit hours)
Dietetics in Community Health
Introduces students to the program planning, policies, resources, and nutrition issues specific to community nutrition, providing an understanding of creating and implementing nutrition programs for various constituencies (elderly populations, children, impoverished populations, college students, etc.). Prepares students to take an active role in solving community nutritional and health problems, including program delivery, nutrition education, nutrition assessment, and planning nutrition interventions. Prerequisites: HUN 2201.

DIE3355 (5.0 credit hours)
Dietetics in Community Health Practicum
Observe and participate in nutrition education and counseling experiences in community organizations. Prerequisite: DIE 3317.

DIE3434 (3.0 credit hours)
Nutrition Education
Planning and practicing various forms of nutrition education for groups/individuals and working with instructional media.

DIE4246C (4.0 credit hours)
Clinical Nutrition
Interpretation of laboratory data for nutrition screening and assessment. Study of complex dietetic problems including calculations for tube feedings and total parenteral nutrition. Prerequisite: HUN 3403, DIE 3244C

DIE4277 (7.0 credit hours)
Clinical Nutrition Practicum
Participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Prerequisites: DIE 4246.

DIE4365 (3.0 credit hours)
Dietetic Management of Nutrition Programs
Focuses on management, first from a conceptual perspective, and then on its application to the various specialty areas in dietetics and foodservice. Examines the wide range of experiences dietetics managers face, from learning the terminology to understanding the choices and experiences associated with management practice. Prerequisite: DIE 3125

DIE4435C (4.0 credit hours)
Nutrition Counseling
Nutrition counseling methods and communication skills for the development of competency for entry-level professionals. Practice in instructional communication skills. Prerequisite: DIE 3434

DIE4506 (3.0 credit hours)
Seminar in Dietetic and Nutrition
Development of professional skills for career effectiveness in today's job market. Senior standing.

DIE4536 (7.0 credit hours)
Advanced Practicum in Dietetics
Planned learning experiences; combining the in-dept study of theoretical concepts with clinical experiences.

DIE4564 (3.0 credit hours)
Research Methods
Research methods for planning, conducting, and analyzing data. Research project in dietetics.

FOS3021C (4.0 credit hours)

Fundamentals of Food

The selection, composition, preparation, and storage of foods to maintain nutrients and food quality.

FOS4041C (4.0 credit hours)
Food Science

Physical and chemical changes in food resulting from the various methods of processing, preparation, and storage. Experiments in the physical and chemical characteristics of food. Prerequisite: FOS 3021C

FSS3233C (3.0 credit hours)
Institution Food Service Production

Standards in purchasing, storage principles and factors effecting quality, efficiency and economy in quantity food production and services. Prerequisites: FOS 3021C.

HUN3403 (3.0 credit hours)
Life Cycle Nutrition

Focuses on the nutritional foundations necessary for the growth, development, and normal functioning of individuals in each stage of the life span. Students learn to plan clinical and nutritional interventions for both healthy individuals and those with acute or chronic conditions from preconception to the final stages of life.

HUN4241 (3.0 credit hours)
Advanced Nutrition

Nutrient roles in the metabolic processes. Effects of deficiencies and excesses. Prerequisites: BSC2085, BSC2086 Human Anatomy/Physiology I & II, BCH 1020C Fundamentals of Biochemistry.

HUN4296 (3.0 credit hours)
Nutrition & Health Issues

Presents how diet/nutrition can help promote health, control weight, and manage chronic diseases. Explores the use of a plant based diet. Discussion of herbal therapies.

PET3361C (4.0 credit hours)
Nutrition in Health & Exercise

Integrates the science of nutrition and exercise physiology principles to illustrate the links between training, the increased demand for nutrients as a result of training, the appropriate intake of foods, beverages and supplements to achieve the ultimate goal of performance enhancement. Students design a complete diet plan tailored to an athlete's training and performance goals.

ELEMENTARY EDUCATION

Bachelor of Science Degree

Major Course Requirements

ARE3313C (3.0 credit hours)
Teaching the Arts
Explores the developmental aspects of teaching visual and performing arts to elementary school children. Topics include development of creative behavior in children, teaching skills required to foster creativity, program development, instructional methods and instructional materials.

EDE3302 (3.0 credit hours)
Classroom Management
Presents strategies for managing a classroom, instruction and evaluation as they relate to teaching essential school competencies.

EDE4940 (2.0 credit hours)
Student Teaching Clinical I
Provides students an opportunity to experience the role and meaning of teaching in diverse school settings. Topics include examining philosophies, curricula and teacher and administrator roles, using informal and formal means of data collection with emphasis on classroom interactions. (EDE4940 and EDE4941 run as co-requisites with elementary education courses.)

EDE4941 (2.0 credit hours)
Student Teaching Clinical II
Provides students an opportunity to experience the role and meaning of teaching in diverse school settings. Topics include examining philosophies, curricula and teacher and administrator roles, using informal and formal means of data collection with emphasis on classroom interactions. (EDE4940 and EDE4941 run as co-requisites with elementary education courses.)

EDE4942 (3.0 credit hours), EDE4943 (3.0 credit hours), EDE4944 (3.0 credit hours)
Student Teaching Internship
Provides students an opportunity to experience the role and meaning of teaching in a school setting. Experience includes planning and organizing for instruction, developing classroom teaching competencies, evaluating pupil progress, participating in extra class activities, working with school personnel and utilizing school and community resources in an instructional program.

EDF1005 (3.0 credit hours)
Introduction to Education
Investigates the history, social and intellectual foundations of American education and their linkage to school reform, organization and accountability efforts. The course incorporates a discussion of educational, legal and ethical issues.

EDF3111 (3.0 credit hours)
Student Development and Learning Principles
Surveys theories of human growth and development that support intellectual, personal and social development. The course applies learning theories to classroom experiences and diverse populations.

EDF3430 (3.0 credit hours)
Educational Assessment
Presents basic concepts in educational measurement, utilizing measurement in instruction, construction of teacher-made tests and other classroom assessments, portfolio and performance assessment and interpretation of standardized test scores.

EDF3604 (3.0 credit hours)
Social Foundations of Education
Explores the historical and social foundations of education and their influence on contemporary American education. The course identifies Florida's Code of Ethics and Principles of Professional Conduct of the Education Profession and examines teachers' legal rights and responsibilities.

EDG2085 (3.0 credit hours)
Teaching Diverse Populations
Explores personal values and attitudes toward cultural diversity. The theoretical component examines issues of teaching in culturally diverse classrooms. Attention is given to teaching children about ethnicity in a pluralistic society.

EDG4308 (1.0 credit hour)
Senior Seminar for Elementary Education Majors
Prepares future teachers with character education and the requisite professional skills for teacher stamina. The course is taken immediately before students begin their final internship.

EDG4620 (3.0 credit hours)
Curriculum and Instruction
Explores curriculum theories, materials and instructional strategies to effectively deliver classroom instruction. Students design, develop and implement lesson plans with instructional goals and objectives in a variety of learning environments.

EEX4070 (3.0 credit hours)
Integrating Exceptional Students in a Regular Classroom

Examines characteristics of students with disabilities. Topics include instructional and behavioral interventions for students with disabilities, collaboration efforts with ESE and general education instructional staff, strategies for promoting academic and social integration and interaction of mainstreamed students.

EME2040 (3.0 credit hours)
Technology in Education
Explores appropriate utilization of technology, Internet and other electronic media. The course provides students with practical experiences using technology to plan and deliver instruction.

HLP3722 (3.0 credit hours)
Teaching Health and Physical Education
Explores specific methods, materials and applications to teaching health and wellness, physical, emotional and social growth, community health and safety at an elementary school level.

LAE3210 (3.0 credit hours)
Literacy
Explores fundamentals of literacy instruction. Topics include print concepts, phonemic awareness, phonics, vocabulary, comprehension, language development, acquisition of literacy and instructional strategies for emergent literacy.

LAE3314 (3.0 credit hours)
Teaching Language Arts
Explores methods, materials, content, teaching strategies and applications for teaching literature at an elementary school level including instructional planning and assessment. The course includes a clinical experience in which students demonstrate teaching literature skills in a classroom setting.

LAE4414 (3.0 credit hours)
Teaching Children's Literature
Explores methods, materials, teaching strategies and applications for teaching literature at an elementary school level. Topics include instructional planning and assessment.

MAE4310 (3.0 credit hours)
Teaching Mathematics
Explores methods, materials, teaching strategies and applications for teaching mathematics at an elementary school level. Topics include measurement, number sense, concepts, operations, geometry and spatial sense, algebraic thinking, data analysis and probability.
RED4510 (3.0 credit hours)

Teaching Reading

Investigates reading stages, materials and instructional strategies for teaching reading at an elementary school level. Topics include methods and competencies, instructional planning, lesson implementation, questioning, feedback and interpersonal communication.

RED4542 (3.0 credit hours)
Reading Diagnosis

Focuses on diagnosis and assessment of reading performance. Topics include selection, administration and interpretation of assessment data. Additionally, procedures for meeting individual differences through diagnosis of needs, differentiated instruction, selected use and preparation of materials and classroom organization are covered.

SCE4053 (3.0 credit hours)
Teaching Science

Explores specific methods, materials, teaching strategies and applications for teaching science at an elementary school level. Topics include nature of matter, forces, motion and energy, processes that shape the earth, earth and space, living things and the environment, history of science and relationship technology.

SSE4113 (3.0 credit hours)
Teaching Social Studies

Explores specific methods, materials, teaching strategies and applications for teaching social studies at an elementary school level. Topics include history, geography, government, civics and economics.

TSL3080 (3.0 credit hours)
Introduction to ESOL

Introduces the teaching of English as a second language.

TSL4081 (3.0 credit hours)
ESOL Capstone: Theory and Practice

Presents an overview of applied second language acquisition. Topics include components of language and methods of supporting the development of oral proficiency and literacy skills for LEP children. Prerequisite: TSL3080

General Education Requirements

See specific Lower and Upper Division general education requirements for a Bachelor of Science degree in Elementary Education in the Program Descriptions section of this catalog.

HEALTH INFORMATION MANAGEMENT

Bachelor of Science Degree

Major Course Requirements

ACG3024 (3.0 credit hours)
Accounting for Non-Financial Managers
This course addresses the use of accounting information by non-financial managers. Topics include interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control and managerial decision making.

HSA3170 (3.0 credit hours)
Financial Issues in Healthcare
This course examines basic financing in healthcare organizations and the impact of financial decisions on healthcare practices. Topics include time value of money, short-and long-term financing, budgeting, risk and return.

PLA3523 (3.0 credit hours)
Health Law and Ethics
This course focuses on legal and ethical issues affecting healthcare professionals. Topics include fundamental principles of law, torts, professional liability insurance, consent issues, ethical issues affecting practitioners and liability issues in administrative areas of healthcare.

HIM3000 (3.0 credit hours)
Health Informatics: Infrastructure and Standards
This course studies the electronic health record (EHR), including architecture, network topologies and devices; telecommunication systems; and, transmission media; and interfacing; collection, organization, transmission, and use of patient health information within the acute care setting are explored. Concepts addressed are effective management of electronic health records and their impact on medical research, education, and patient care. Accreditation standards are also studied. Prerequisite: HIM2500

HIM3100 (3.0 credit hours)
Health Informatics: Systems and Design
This course examines the life cycle of computerized clinical information systems and electronic health record (EHR), including cost-benefit analysis, return on investment, requests for proposal and depreciation. Health information systems and applications are studied, such as, encoders, medical record tracking, abstracting, quality improvement, dictation/transcription, and release of information. Issues of data exchange among patient, provider and insurer are analyzed in terms of organizational policy, regulatory issues and information technology operating systems. Chargemaster management and importance of coding integrity are emphasized. Prerequisite: HIM3000

HIM3200 (3.0 credit hours)

Healthcare Data Security and Privacy

This course introduces processes, procedures and equipment for data storage, retrieval and retention. Laws and regulations addressing access to protected health information and confidential healthcare data, as well as managing access to, and disclosure of, health information are examined. Coursework focuses on developing and implementing policies, procedures and processes to protect healthcare data, and ensure data security and patient privacy as required by both state and federal legislation and regulations. Prerequisites: HIM1200,HIM 2400, HIM3100

HIM 3500 (3.0 credit hours)

Electronic Health Records

An examination of electronic health records for non-acute, specialty health care systems at mental health, substance abuse, ambulatory, long term care, home health, managed care, correctional, hospice, rehabilitation, dental, and, veterinary settings. The focus is on systems and documentation requirements; accreditation and licensure standards; required data sets; and, reimbursement systems and methodologies. Course also includes an examination of applicable disease and procedural indices, specialized registries and databases. Prerequisite: HIM3200, HSA3170, PLA3523

HIM4000 (3.0 credit hours)

Management of Health Information Functions and Services

This is a capstone course which includes methods and management tools used in the analysis of health information systems, including the development of objectives, policies and procedures, benchmarking, workflow, productivity measurement, layout analysis, and availability and analysis of health information for quality of care and regulatory compliance. Problems and cases are used for the development of critical thinking, problem-solving and decision-making skills. The assignments facilitate the application of health information management expertise and the skills needed for a professional career path. This course reqjires a formal paper regarding an important and current health information management issue. Prerequisites: MAN3025, HIM3200, HIM3500.

HIM4500 (3 credit hours)

Internship

This is an intensive supervised learning experience in the technical and administrative aspects of health information practice with emphasis on administrative functions of the HIM profession. Students will spend a minimum of 120 clock hours on a full-time basis (30 hours a week for 4 weeks) in the health information department of an accredited hospital or other healthcare facility. Students prepare a written report and present a summary of their practical learning experience in class. Prerequisite: Permission upon completion of, or current enrollment in, all other courses in the HIM program.

HIM4700 (3 credit hours)

Professional Development

Structured learning experiences designed to enable the student to enter the health information management field. Current issues and problems facing the health care industry and the health information management field will be examined. A comprehensive examination covering all major courses offered in the curriculum will be administered. Students will take a mock RHIA exam to evaluate their exam readiness. Prerequisite: All HIM courses.

ISM3112 (3 credit hours)
Systems Analysis

Trains students to assume the role of a system analyst in an organization. Students learn to recognize and identify problems and opportunities in a company which might benefit from the application of information technology. Once identified, a problem is investigated and thoroughly analyzed. A business justification for possible solutions is then performed and presented to management for approval. As a term project, students investigate a real problem at a community organization and recommend the best course of action.

ISM4113 ((3.0 credit hours)
Systems Design

Expands on ISM3112 (Systems Analysis). Students are taught to design an information system for a company or agency of their choice. Students learn development methodologies such as Waterfall, Prototyping, RAD, Object-Oriented Design, and UML. Using the most appropriate methodology, a team designs system output, input, processing, and the database for the new system. Students create a Design Deliverable document and present their findings to management. Prerequisite: ISM3112.

ISM4212 (3.0 credit hours)
Database Management Systems

Describes how data is created, stored, and manipulated in business using relational database management systems. Students become proficient at modeling databases at a conceptual and physical level of design and are able to develop dataset schemas that enforce data integrity. Students become knowledgeable in the creation, altering and manipulation of tables, indexes and views using relational algebra and Structured Query Language (SQL).

MAN 3025 (3.0 credit hours)
Introduction to Management and Organizational Behavior

This course introduces managerial principles including planning, organizing, staffing and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

MAN 4583 (3.0 credit hours)
Project Management
This course emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a quality project team, five steps of a project, construction of a network diagram, and mathematics analysis techniques such as CPM and PERT.

STA3143 (3 credit hours)
Statistical Methods for Healthcare
Presents statistical analyses with respect to health sciences. Topics include statistical vocabulary, measures of central tendency, binomial distribution, normal distribution and student t-distribution. It includes preparing an outline for a health survey and critically evaluating a medical report.

HEALTH SCIENCE

Bachelor of Science Degree
Major Course Requirements

HSA3170 (3.0 credit hours)
Financial Issues in Healthcare
Examines basic financing in healthcare organizations and the impact of financial decisions on healthcare practices. Topics include time value of money, short- and long-term financing, budgeting, risk and return.

HSA3150 (3.0 credit hours)
Public Policy in Healthcare
Presents health policy in the United States. Topics include the evolution of the United States health care system, policy development, role of government in financing and maintaining quality healthcare, current health policy issues and impact on patients and healthcare delivery.

HSA3170 (3.0 credit hours)
Financial Issues in Healthcare
Examines basic financing in healthcare organizations and the impact of financial decisions on healthcare practices. Topics include time value of money, short- and long-term financing, budgeting, risk and return.

HSA3171 (3.0 credit hours)
Billing/Third Party Payers
Presents insurance procedures. Topics include coding and filing insurance claims with Medicare, Medicaid, Blue Cross and Blue Shield, TRICARE, CHAMPVA and legal issues such as HIPAA.

HSA3341 (3.0 credit hours)
Conflict Management in Healthcare
Explores methods and strategies for decreasing and preventing workplace conflict. Topics include patient-patient conflict, employee-employee conflict and supervisor-subordinate conflict.

HSA3412 (3.0 credit hours)
Cultural Competency in Healthcare
Explores culture, values and belief systems that reflect various ethnic and cultural backgrounds. Topics include cultural concepts of health and healthcare, communication barriers, alternative methods of treatment and impact of family, religious and cultural influence on healthcare delivery.

HSA4140 (3.0 credit hours)
Program Planning and Evaluation
Introduces basic concepts of planning and evaluation as fundamental tools of program design and development. Opportunities for theoretical and practical applications in the use of basic techniques are developed through classroom exercises and class projects.

HSA4184 (3.0 credit hours)
Supervisory Skills
Examines the role of health personnel supervisors in directing work responsibilities of healthcare employees. Topics include interviewing, performance appraisal, disciplining, counseling, job orientation, in-service training and other personnel functions. Literature on employee motivation and productivity is reviewed with implications for improved management practices. Legislation affecting personnel in hospitals and other healthcare organizations is reviewed.

HSA4222 (3.0 credit hours)
Long-Term Managed Care Systems
Discusses challenges of long-term healthcare in the United States. Topics include examination of available services including hospitals, nursing homes, home health and hospice. It also examines the integration of these services into the healthcare system of the United States.

HSA4502 (3.0 credit hours)
Risk Management in Healthcare
Explores the process of developing and maintaining risk management programs in healthcare. Topics include how an organization identifies, assesses and

reduces risk to patients, visitors, staff and an institution's assets. Presents resources to organize a strategic approach to risk management.

HSC3231 (3.0 credit hours)
Client Education in Healthcare
Develops understanding of patient education as it impacts healthcare workers. Topics include adult learning and development, communications strategies and obstacles, documentation requirements, legal aspects and management issues.

HSC3243 (3.0 credit hours)
Competency-Based Instruction
Presents styles of student learning and teaching strategies, explores advantages and disadvantages of various teaching methods, discusses evaluation and analysis of strategies to determine effective methods.

HSC3500 (3.0 credit hours)
Epidemiology
Introduces epidemiology as a scientific discipline. Experimental design, methodology and causes of disease are examined to identify potential strategies for prevention and control.

HSC4250 (3.0 credit hours)
Task Analysis and Curriculum Development in the Health Professions
Presents task analysis techniques and curriculum development approaches for teaching and training in a healthcare setting.

MAN3025 (3.0 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing, leadership and control techniques. It utilizes a behavior science formulation of individual needs, motivation and group processes.

MAR3712 (3.0 credit hours)
Healthcare Marketing
Presents principles and functions of marketing by focusing on unique aspects of marketing fee-for-service and managed care services. Topics include consumers of healthcare services, organizations that purchase healthcare for employees, insurance companies that provide healthcare and ethical issues of marketing healthcare services.

PLA3523 (3.0 credit hours)
Health Law and Ethics

Focuses on legal and ethical issues affecting healthcare professionals. Topics include fundamental principles of law, torts, professional liability insurance, consent issues, ethical issues affecting practitioners and liability issues in administrative areas of healthcare.

General Education Requirements
See specific Lower and Upper Division general education requirements for a Bachelor of Science degree in Health Science in the <u>Program Descriptions</u> section of this catalog.

INFORMATION TECHNOLOGY MANAGEMENT
Bachelor of Science Degree
Major Course Requirements

CG3024 (3.0 credit hours)
Accounting for Non-Financial Managers
Addresses the use of accounting information by non-financial managers. Topics include interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control and managerial decision making.

BUL3130 (3.0 credit hours)
Legal and Ethical Environment of Business
Presents the ethical and legal issues of business including contracts, agency law and investor protection.

CIS4253 (3.0 credit hours)
Ethics in Information Technology
This course covers the legal, ethical, and societal implications of information technology. Students will learn about issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and ethics of IT corporations. Students will gain an excellent foundation in ethical decision making for current and future business managers and IT professionals.

CIS4365 (3.0 credit hours)
Computer Security Policies and Disaster Preparedness
Addresses computer security policies including specific plans for disaster preparedness in computing. Topics include professional responses to security breaches, ethics violations and destructive acts of nature. Students study existing policies and use and develop software for creating and tracking these policies and plans. Prerequisite: CIS4253.

ISM3112 (3.0 credit hours)
Systems Analysis

Trains students to assume the role of a system analyst in a MIS organization. Students learn to recognize and identify problems and opportunities in a company which might benefit from the application of information technology. Once identified, a problem is investigated and thoroughly analyzed. A business justification for possible solutions is then performed and presented to management for approval. As a term project, students investigate a real problem found in a business organization and recommend the best course of action.

ISM3483 (3.0 credit hours)
E-Business Infrastructure Management
Explores technology and management concepts as well as issues and decisions related to the infrastructure required to support Business-to-Business (B2B), Business-to-Consumer(B2C), Business-to-Government(B2G), Consumer-to-Consumer(C2C) and Consumer-to-Business electronic business processes.

ISM4113 (3.0 credit hours)
Systems Design
Expands on ISM 3112 (Systems Analysis). Students are taught to design an information system for a company or agency of their choice. Students learn development methodologies such as Waterfall, Prototyping, RAD, Object-Oriented Design, and UML. Using the most appropriate methodology, a team designs system output, input, processing and a database for the new system. Students create a design deliverable document and present their findings to management. Prerequisite: ISM 3112

ISM4130 (3.0 credit hours)
Information Systems Implementation
Extends System Design (ISM4113) through the development phase to implementation by introducing software testing, documentation, training and deployment. Working as if part of a large IT organization, student teams analyze a real problem, design a solution, write the programs, test their system, document their system, train customers in how to use their system and implement it at a customer site. Prerequisite: ISM4113

ISM4212 (3.0 credit hours)
Database Management Systems
Describes how data is created, stored, and manipulated in business using relational database management systems. Students become proficient at modeling databases at a conceptual and physical level of design and are able to develop database schemas that enforce data integrity. Students become knowledgeable in the creation, altering and manipulation of tables, indexes and views using relational algebra and SQL.

ISM4153 (3.0 credit hours)
Enterprise Information Systems
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Designed to provide a thorough understanding of the fundamental concepts of enterprise resource planning and its place in business operations. Topics include fundamental business processes in an enterprise, how ERP systems improve business process performance, the role of enterprise resource planning in an organization, the impact of ERP on e-commerce and the task of implementing and managing the function. Prerequisite: CGS3300

ISM4300 (3.0 credit hours)
Information Technology Management
Describes the management of an Information Technology department and the business implications and real-world examples of the application of technology to improve business organizations. This course presents a framework for business managers to understand the importance of their role when working with other members of the organization to achieve effective IT results and to identify and evaluate potential opportunities to employ IT.

ISM4302 (3.0 credit hours)
Information Technology Planning
Reviews alternatives used by management and consulting firms to conduct an information systems strategic planning process. Key to the success of this process is an understanding of the current infrastructure, the culture of the organization, the desired future state as defined by senior executives and the road map to get there. Special emphasis is placed on the balanced scorecard strategic planning methodology as applied to an information technology function in an organization.

MAN3025 (3 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

MAN3504 (3.0 credit hours)
Operations Management
Introduces fundamentals of operations management in manufacturing and non-manufacturing sectors. Topics include product and process design, demand forecasting, facilities layout and location, materials management, inventory management, production planning and quality assurance.

MAN4583 (3 credit hours)
Project Management
Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a quality project team, five steps of a project, construction of a network diagram and mathematics analysis techniques such as CPM and PERT.

General Education Requirements

See specific Lower and Upper Division general education requirements for a Bachelor of Science degree in Information Technology Management in the Program Descriptions section of this catalog.

INTERDISCIPLINARY STUDIES

Bachelor of Science Degree
Major Course Requirements

IDS4934 (3.0 credit hours)
Interdisciplinary Capstone Experience
Students complete an independent research project that synthesizes knowledge and tools from two separate academic disciplines. The research project is based on a proposal approved by the University and is supervised by a faculty member with relevant expertise. Students present the results of their research in a 15- to 20-page research paper and a PowerPoint presentation.

Interdisciplinary Concentration Courses
See course information for a Bachelor of Science degree in Interdisciplinary Studies in the Program Descriptions section of this catalog.

General Education Requirements
See specific general education requirements for a Bachelor of Science degree in Interdisciplinary Studies in the Program Descriptions section of this catalog.

MANAGEMENT INFORMATION SYSTEMS

Bachelor of Science Degree
Major Course Requirements

ACG1001 (3.0 credit hours)
Accounting Principles I
Defines objectives of accounting and their relationship to business through fundamental concepts and principles. Topics include theories of debits and credits, classification of accounts, journalizing, preparation of financial statements and the use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements. The practice set reviews the complete operation of a small business.

ACG2011 (3.0 credit hours)

Accounting Principles II
Presents accounting principles and concepts applicable to purchases, sales, inventory, prepaid expenses, plan assets, and accounting for sole proprietorships, partnerships and corporations. The practice set reviews the complete operation of a small business. Prerequisite: ACG 1001

BUL1240 (3.0 credit hours)
Business Law
Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

BUL3130 (3 credit hours)
Legal and Ethical Environment of Business
Presents the ethical and legal issues of business including contracts, agency law and investor protection.

FIN2006 (3.0 credit hours)
Financial Management
Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG 2011.

GEB1112 (3.0 credit hours)
Entrepreneurship
Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lecture, readings, case studies and group projects.

ISM3112 (3.0 credit hours)
Systems Analysis
Trains students to assume the role of a system analyst in a MIS organization. Students learn to recognize and identify problems and opportunities in a company which might benefit from the application of information technology. Once identified, a problem is investigated and thoroughly analyzed. A business justification for possible solutions is then performed and presented to management for approval. As a term project, students investigate a real problem found at a business organization and recommend the best course of action.

ISM3221 (3.0 credit hours)
Data Communications and Networking
Provides a comprehensive understanding of computer networking and how business applications use these networks. Students learn the theoretical foundation of networks using the OSI reference model, networking protocols,

networking media, networking hardware and network operating systems. Students learn to build, troubleshoot, maintain and upgrade a network to provide reliable and secure corporate communication. Students are prepared to sit for the Network+ Certification exam.

ISM3230 (3.0 credit hours)
Introduction to Business Programming
Trains the student to create business applications for use on a Windows PC. Topics include fundamental programming concepts, defining and using data elements and processing data through logic statements using sequence, selection and iteration constructs.

ISM3232 (3.0 credit hours)
Advanced Business Application Development
Expands on ISM3230 (Introduction to Business Programming). Topics include advanced programming constructs, object-oriented programming, creating both client-server and web-based distributed applications accessing the SQL server database and developing reports using Crystal Reports. Prerequisite: ISM3230

ISM4113 (3.0 credit hours)
Systems Design
Expands on ISM 3112 (Systems Analysis). Students are taught to design an information system for a company or agency of their choice. Students learn development methodologies such as Waterfall, Prototyping, RAD, Object-Oriented Design, and UML. Using the most appropriate methodology, a team designs system output, input, processing, and the database for the new system. Students create a Design Deliverable document and present their findings to management. Prerequisite: ISM3112

ISM4130 (3.0 credit hours)
Information Systems Implementation
Extends System Design (ISM4113) through the development phase to implementation by introducing software testing, documentation, training, and deployment. Working as if part of a large IT organization, student teams analyze a real problem, design a solution, write the programs, test their system, document their system, train customers in how to use their system and implement it at a customer site. Prerequisite: ISM4113

ISM4212 (3.0 credit hours)
Database Management Systems
Describes how data is created, stored, and manipulated in business using relational database management systems. Students become proficient at modeling databases at a conceptual and physical level of design and are able to develop database schemas that enforce data integrity. Students become knowledgeable in the creation, altering and manipulation of tables, indexes and views using relational algebra and SQL.

ISM4220 (3.0 credit hours)
Distributed Information Systems
Examines grouping, designing and implementing integrated and distributed information systems to support enterprise objectives. Emphasis is on understanding characteristics of application and system types and implementations for their design, operation and support of information needs, including those associated with different platforms and technology infrastructure e.g., legacy systems, client-server model, multi-tier systems, and customer facing Internet systems. Topics include the web-based application servers that build on Java Enterprise components with reusable software programs, e.g., transaction processing, messaging, publishing/subscribing, and naming in distributed systems and remote communications. Prerequisite: ISM4130

ISM4300 (3.0 credit hours)
Information Technology Management
Describes the management of an Information Technology department, the business implications and real-world examples of the application of technology to improve business organizations. This course presents a framework for business managers to understand the importance of their role when working with other members of the organization to achieve effective IT results and to identify and evaluate potential opportunities to employ IT.

MAN1021 (3.0 credit hours)
Principles of Management
Presents current and traditional views of management, organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling.

MAN2300 (3.0 credit hours)
Human Resource Management
Presents current theories and research regarding the development of individual managers and business organizations. Cases illustrating development methods are utilized.

MAN3025 (3 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

MAN3504 (3.0 credit hours)

Operations Management

Introduces fundamentals of operations management in manufacturing and non-manufacturing sectors. Topics include product and process design, demand forecasting, facilities layout and location, materials management, inventory management, production planning and quality assurance.

MAN4583 (3 credit hours)
Project Management

Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a quality project team, five steps of a project, construction of a network diagram and mathematics analysis techniques such as CPM and PERT.

MAN4602 (3.0 credit hours)
International Business

Presents the role and importance of international/multinational firms in a global environment. Topics include the impact of political, regulatory and economic dimensions, the international dimensions of American enterprise, and examination of businesses, overseas organizations, operations and problems of conducting international business.

MAR1011 (3.0 credit hours)
Introduction to Marketing

Discusses principles and functions of marketing, utilizing guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services.

Lower Division General Education Requirements

See specific Lower and Upper Division General Education requirements for a Bachelor of Science degree in Management Information Systems in the Program Descriptions section of this catalog.

NURSING

Bachelor of Science Degree
Major Course Requirements

NUR3065C (3.0 credit hours)
Physical Assessment in Healthcare

Introduces the knowledge and skills necessary to systematically and accurately assess health status of clients. Topics include completion of a health database, communication skills, development of nursing diagnosis and body systems assessment. Cultural and sociological influences are explored. Analysis of data provide a foundation for formulation of nursing diagnoses.

NUR3126 (3.0 credit hours)

Pathophysiology I

This course includes (1) pathophysiologic alterations in the biologic and psychologic subsystems and their effects; (2) diagnostic procedures; (3) nursing therapies related to various conditions; and (4) examination of nonpathologic alterations of the human systems, such as pregnancy, and their effects on an individual. Major systems/diagnostic categories include immune, hematologic, fluid/ electrolyte/acid-base, gastrointestinal, cardiovascular and respiratory.

NUR3127 (3.0 credit hours)

Pathophysiology II

This course includes (1) pathophysiologic alterations in biologic and subsystems (2) diagnostic procedures; (3) nursing therapies related to various conditions; and (4) examination of nonpathologic alterations of the human systems, such as pregnancy, and their effects on an individual. Major systems/disorder categories addressed are renal, neurological, endocrine, reproductive, musculoskeletal and dermatologic. Prerequisite: NUR3126.

NUR3516 (3.0 credit hours)

Crisis Intervention

This course focuses on crisis intervention in the context of nursing practice. Areas addressed include the following: (1) theories of crisis; (2) characteristics and classification of crises; (3) common maturational and situational crises; (4) stages in various types of crises; (5) physiological, cognitive and psychosocial responses to crises; (6) traditional and innovative crisis intervention methods; and (7) national resources for intervention.

NUR3655 (3.0 credit hours)

Transcultural Factors in Healthcare Delivery

This course presents a comparative analytical approach to the study of communication, current problems, issues, health care beliefs, values, and practices of different systems and cultural norms as they affect healthcare practices which conflict with ethnic or cultural communication related to standards and value systems.

NUR3805 (3.0 credit hours)

Nursing Role and Scope

This course presents concepts and theories in nursing that have helped to shape the nursing profession since its inception. The emphasis is on professional values as a base of nursing practice.

NUR3826 (3.0 credit hours)

Ethical and Legal Aspects of Nursing Practice

Introduces contemporary bioethical and legal issues confronting healthcare providers in a variety of settings. Topics focus on identification of legal and

ethical principles underlying the decision-making process in nursing and healthcare.

NUR4165 (3.0 credit hours)
Nursing Research
Presents the history of nursing research, research methods and processes and the relationship between theory development and research. Topics include analysis of research applications and preparation of research reports. Prerequisite: STA3143

NUR4286 (3.0 credit hours)
Nursing and the Aging Family
Utilizing a holistic perspective, this course explores the older adult family, the aging process, client responses, adaptive behaviors and nursing needs.

NUR4636 (3.0 credit hours)
Community Nursing I
This course is designed to teach adaptive responses of client groups. Students assess the community and its healthcare delivery systems. They learn epidemiology, biostatistics and social structures within a community, including family structures. The role of a nurse in dealing with family crises, gerontological problems, child-bearing, child-rearing families, and medical-surgical conditions are covered. The course includes a clinical component that involves assignment to community settings with preceptor supervision. Major areas of emphasis in this course include the context for community health nursing; community health nursing and its theoretical foundation; processes used in community nursing.

NUR4637 (3.0 credit hours)
Community Nursing II
This course is designed to teach adaptive responses of client groups. Research on community nursing and its application to selected groups of clients within the community is presented. Historical, legal, ethical, and economic issues affecting adult and gerontological nursing is discussed. The course includes a clinical component that involves assignment to community settings with preceptor supervision. Major areas of emphasis in this course include the context for community health nursing; community health nursing and its theoretical foundation; processes used in community nursing. Prerequisite: NUR4636

NUR4817 (3.0 credit hours)
Nursing Roles Practicum
This capstone course supports the students' synthesis of theories and concepts incorporated throughout the curriculum with application to a selected area of nursing practice directed toward professional role development. The course includes a clinical component involving assignment to a clinical practice setting

with preceptor supervision and faculty direction. Prerequisite: Completion of 36 credits of upper division nursing major courses

NUR4827 (3.0 credit hours)
Nursing Leadership and Management
Covers leadership and management concepts for nursing. Included are leadership styles, decision making, planned change, conflict, conflict resolution strategies, communication and evaluation. Prerequisite: Completion of 36 credits of upper division nursing major courses

NUR4870 (3.0 credit hours)
Nursing Informatics
This course focuses on a conceptual foundation for understanding nursing informatics and includes analysis of various applications of information systems within the context of the healthcare system. Elements covered include theoretical models of nursing informatics; healthcare computing; information processing and data management; data acquisition and data representation; nursing vocabularies and nursing knowledge representation; managing organizational change; ethical and social issues in healthcare informatics; consumer informatics.

General Education Requirements
See specific Upper Division general education requirements for a Bachelor of Science degree in Nursing in the Program Descriptions section of this catalog.

PUBLIC SAFETY

Bachelor of Science Degree
Major Course Requirements

PAD3034 (3.0 credit hours)
Public Policy
The political-administrative dimensions of government policy making at the federal, state, and local levels in addition to the problems of political interests, values, and objectives in public administration.

PAD3820 (3.0 credit hours)
Foundations of Public Safety Administration
This course examines the issues of public safety systems within a fragmented public services environment.

PAD4204 (3.0 credit hours)
Public Finance
This course covers methods of securing funds, the financial management in public organizations, federal budgetary innovations, analysis of problems in the growth and development of public budgetary theory.

PAD4603 (3.0 credit hours)
Administrative Law
This course covers the law from the perspective of the administrator; covers constitutions, statutes, executive orders and procedures which control administrative authorities in United States governments.

PAD4390 (3.0 credit hours)
Hazard Mitigation
Specialized knowledge and skills necessary to develop a proactive hazard mitigation plan to reduce the effects of natural and technological disasters are discussed.

PAD4426 (3.0 credit hours)
Public Sector Labor Relations
An examination of the historical development of labor relations and collective bargaining in the public sector and the impact of public employee unions on public personnel administration.

PAD4232 (3.0 credit hours)
Grant and Contract Management
This course introduces students to the hands-on grant writing process and the role of the public and private sector through grant programs.

PAD4442 (3.0 credit hours)
Public Relations
This course studies the complex field of educating the public and responding to public concerns. Topics include information dissemination procedures and obligations unique to public organization, as well as techniques of interaction with the media.

PAD3712 (3.0 credit hours)
Information Resources Management in the Public Sector
This course provides knowledge and skills concerning information technologies important for planners and public managers.

MAT3044 (3.0 credit hours)
Special Topics: Practical Problems in Mathematics for Emergency Services
This course prepares students in public safety for mathematics specific to their field.

POS3063 (3.0 credit hours)

Intergovernmental Relations

Interactions among federal, state, and local levels of government, policies and administrative structures and process at the various levels of government are studied.

POS4142 (3.0 credit hours)

Urban Government Social Policy

Historical review of urbanization in America, the governmental and political structures as they function in urban areas, and the discussion of urban, social and political problems.

COM3465 (3.0 credit hours)

Conflict Resolution

A theoretical and practical approach to the roles and uses of communication in negotiation and conflict resolution. Emphasis is placed on the communication processes involved in negotiation and conflict resolution.

MAN3240 (3.0 credit hours)

Concepts and Techniques in Organizational Behavior

Individual, group, and organizational issues that affect and shape the workplace. Topics include individual differences, motivation, communication, decision making, and leadership.

MAN4863 (3.0 credit hours)

Facilities and Property Management

This course is designed to provide the student the basic principles of facility management (FM) including the evolution of FM theories, and the role and impact of FM in today's workplace.

MAN4065 (3.0 credit hours)

Business Ethics

This course applies an ethical dimension to business decisions in today's complex political, social, economic and technological environment.

DSC4214 (3.0 credit hours)

Catastrophic Event Response Planning

This course examines response protocol, logistics, responsibilities, interagency support and concepts of front-end planning involved in preparation for a catastrophic event. Topics include development of an emergency response plan that includes concepts such as lookout, awareness, communications, escape, safety (laces), training and various agency relationships.

DSC4554 (3.0 credit hours)
Critical Infrastructure Protection
Introduces the critical infrastructure protection (CIP) process to secure effective protection of people, physical entities and cyber systems. The course guides leaders in the systematic protection of critical infrastructures. Topics include decision sequences, time-efficient and resource-restrained practices that ensures protection continuity of operations and mission success.

SPORTS MEDICINE AND FITNESS TECHNOLOGY

Bachelor of Science Degree
Major Course Requirements

APK3114C (4.0 credit hours)
Strength Training and Conditioning
Identifies the essentials involved in strength training and conditioning. Students are prepared for national credentialing. Topics include the structure and function of body systems, training adaptations, testing and evaluation, exercise techniques and program design. Students apply exercise prescriptions and practice stretching and spotting/safety techniques.

HSC3172C (4.0 credit hours)
Stress Management
Discusses proven techniques and tools that are utilized in managing stress in everyday life. Topics include how to apply stress management and prevention techniques to our life, the causes of stress and tools necessary to build a plan for reducing stress that fits one's lifestyle, values, and goals. Students practice stress management techniques with the goal of developing lifetime healthy habits and for themselves and their clients.

HSC4143C (4.0 credit hours)
Substance Abuse
Focuses on understanding addictive disorders and their treatment. The course covers the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates, and hallucinogens, as well as other abused substances such as aerosols, steroids, and over the counter analgesics. The course also investigates working with clients, differentiating abusers from addicts, drug affects on children, teenagers, pregnant and nursing women. Students participate in collaborative exercises to identify appropriate behavior modification techniques.

PET1084 (4.0 credit hours)
Health and Fitness Appraisal and Wellness
Addresses issues that arise when dealing with clients who have had a disease or medical condition, currently have a disease or medical condition or are at risk

for developing a disease or medical condition. Topics include health and fitness assessments and recommended exercise prescription.

PET1352C (4.0 credit hours)
Nutrition and Weight Management
Discusses proper nutrition and weight management practices. Topics include ideal body weight, lean body weight, body fat percentages, metabolic calculations, foods, menus and healthy eating habits.

PET1384 (4.0 credit hours)
Principles of Health and Fitness
Teaches the importance of physical activity and its relationship to health and quality of life. Topics include components of total fitness (physical, social, emotional and intellectual), development of personalized exercise programs, specific health assessments and individualized exercise prescriptions for clients.

PET1604C (4.0 credit hours)
Sports Medicine and First Aid
Focuses on safety, injury prevention and emergency response practices that affect the daily operations and management of a health and fitness facility. Topics include injury prevention, lifestyle modification, management of acute and chronic injuries and recovery therapies.

PET2082C (4.0 credit hours)
Exercise Leadership I
Presents basic components of exercise programming and prescription. Topics include principles of cardiorespiratory function, resistance, flexibility exercises, exercise leadership, behavior modification and motivational techniques.

PET2214 (4.0 credit hours)
Sports Psychology
Introduces psychological theories of behavioral change and presents the application of practical concepts from these theories. Topics include lifestyle modification, goal setting, symptoms of anxiety and depression and referrals to third-party physicians.

PET2353 (4.0 credit hours)
Exercise Physiology
Studies the human body and its responses and adaptations to exercise. Topics include structures and functions of the skeletal, muscular, cardiovascular and respiratory systems and basic biomechanical principles.

PET2940 (8.0 credit hours)
Sports Medicine and Fitness Technology Externship
Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET3310C (4.0 credit hours)
Applied Kinesiology
Focuses on the science and mechanics of human movement. Included are activities and demonstrations of biomechanics in relation to other sub-disciplines of Exercise Science. Students also learn qualitative and quantitative concepts of body movement during exercise.

PET3361C (4.0 credit hours)
Nutrition in Health and Exercise
Integrates the science of nutrition and exercise physiology principles to illustrate the links between training, the increased demand for nutrients as a result of training, the appropriate intake of foods, beverages and supplements to achieve the ultimate goal of performance enhancement. Students design a complete diet plan tailored to an athlete's training and performance goals.

PET3632C (4.0 credit hours)
Basic Therapeutic Modalities for Musculoskeletal Injuries
Provides instruction on the indications, contraindications, and legal issues as they pertain to the proper application of therapeutic modalities for the athletic trainer. Students demonstrate the application of various therapeutic modalities.

PET3639C (4.0 credit hours)
Advanced Care and Prevention of Athletic Injuries
Addresses the techniques for preventing and minimizing sport-related injuries as well as recognition and management of specific injuries and conditions. Topics include handling and demonstrating proper emergency protocols, bandaging techniques and basic injury rehabilitation.

PET4516C (4.0 credit hours)
Sports Business Management
Focuses on sports business management. Topics include administrative theory and philosophy, financial management and business procedures, facility management and public relations, and other aspects related to administration of recreation, athletic training, and sport management programs. Students participate in collaborative learning exercises to develop a business plan for a facility in the fitness industry.

PET 4552C (4.0 credit hours)
Exercise Programming for Special Populations

Prepares students to work with clients who have received medical treatment for illness or injury who are unable to undertake an exercise regime on their own. Topics include developing exercise programs for individuals who have been cleared by their physicians to return to exercise and physical activity, as well as a hands-on opportunity to work with such individuals. Students are prepared for professional credentialing of exercising special populations.

PET4940C (4.0 credit hours)
Integrated Studies in Sports Medicine Capstone
Focuses on taking the learned experiences of the core classes. The student will conclude their bachelor's degree with this capstone course designed to show satisfactory progress in making the transition from student to career professional. The student will utilize the computer laboratory to formulate a capstone research paper to be submitted to the instructor. This research paper will be based on a revolving project which they experienced while on their externship at the associate's level. Included will be empirical data on a component of their externship experience. The topic must be approved upon entering the core program and may include research on their current membership, client policies and procedures of the fitness program plan, program enhancement plans, implementation process, daily fiscal management, staffing, etc.

SPM2150 (4.0 credit hours)
Sports Administration and Law
Presents effective program administration. Topics include creation of safe, successful programs, reduction of risk and legal situations, exercise waivers, health history questionnaires, legal aspects of instruction and CPR.

SPM4157C (4.0 credit hours)
Exercise Leadership II
Focuses on building the student's level of experience, knowledge, and skills in leading and designing exercise programs. The course prepares students for professional credentialing by learning and applying the specific methods and techniques required.

SPM4305C (4.0 credit hours)
Sports Marketing and Promotions
Focuses on the intriguing world of sports marketing, promotions, and entertainment today and how this strong force continues to drive our industry in current marketing techniques. The techniques learned will be consistent in what is necessary to building one's own professional career. Students participate in collaborative activities in support of executing a business plan.

General Education Requirements

See specific Lower and Upper Division general education requirements for a Bachelor of Science degree in Sports Medicine and Fitness Technology in the Program Descriptions section of this catalog.

ASSOCIATE OF ARTS DEGREES

ACCOUNTING
Associate of Arts Degree
Major Course Requirements

ACG1001 (3.0 credit hours)
Accounting Principles I
Defines objectives of accounting and their relationship to business through fundamental concepts and principles. Topics include theories of debits and credits, classification of accounts, journalizing, preparation of financial statements and the use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements. Practice problem review the complete operation of a small business.

ACG2011 (3.0 credit hours)
Accounting Principles II
Presents accounting principles and concepts applicable to receivables, fixed assets, payroll, cash flow, financial analysis and accounting for partnerships and corporations. Practice problems review the complete operation of a small corporation. Prerequisite: ACG1001

ACG2062 (3.0 credit hours)
Accounting Information for Business Decisions
Identifies how accounting information is used in making business decisions. Students enhance computer skills using software programs to solve accounting problems. Prerequisite: ACG2011

BUL1240 (3.0 credit hours)
Business Law
Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

FIN2001 (3.0 credit hours)
Financial Management

Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG 2011

MAN1021 (3.0 credit hours)
Principles of Management
Presents a combination of current and traditional views of management, organized around a functional and process approach.

MAR1011 (3.0 credit hours)
Introduction to Marketing
Discusses the principles and functions of marketing, utilizing guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services.

TAX2004 (3.0 credit hours)
Principles of Taxation
An overview of preparation of federal income tax returns emphasizing individual income taxes. Topics include preparation of schedules and forms, review of tax publications and use of the Internal Revenue Service website. Prerequisite: ACG2011

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Arts degree in Accounting in the Program Descriptions section of this catalog.

BUSINESS ADMINISTRATION

Associate of Arts Degree
Major Course Requirements

ACG1001 (3.0 credit hours)
Accounting Principles I
Defines objectives of accounting and their relationship to business through fundamental concepts and principles. Topics include theories of debits and credits, classification of accounts, journalizing, preparation of financial statements and the use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements. The practice set reviews the complete operation of a small business.

ACG2011 (3.0 credit hours)
Accounting Principles II

Presents accounting principles and concepts applicable to purchases, sales, inventory, prepaid expenses, plan assets, and accounting for sole proprietorships, partnerships and corporations. The practice set reviews the complete operation of a small business. Prerequisite: ACG1001

BUL1240 (3.0 credit hours)
Business Law
Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

FIN2001 (3.0 credit hours)
Financial Management
Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG2011

GEB1112 (3.0 credit hours)
Entrepreneurship
Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lectures, readings, case studies and group projects.

MAN1021 (3.0 credit hours)
Principles of Management
Presents a combination of current and traditional views of management, organized around a functional and process approach.

MAN2300 (3.0 credit hours)
Human Resource Management
Considers current theories and research concerning development of individual managers and business organizations. Topics include discussion of cases illustrating developmental methods.

MAR1011 (3.0 credit hours)
Introduction to Marketing
Discusses the principles and functions of marketing, utilizing guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services.

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Arts degree in Business Administration in the Program Descriptions section of this catalog.

CRIMINAL JUSTICE

Associate of Arts Degree
Major Course Requirements

CCJ1010 (3.0 credit hours)
Criminology
Provides a survey of delinquent and criminal behavior including: the measurement of crime, causes of deviant behavior based on psychological, biological, and sociological theories, selected case studies and the future direction of criminal justice.

CCJ1020 (3.0 credit hours)
Introduction to Criminal Justice
Examines and evaluates courts, police and correctional organizations in the United States. Topics include the history of criminal justice organizations and contemporary problems and their solutions.

CJC2000 (3.0 credit hours)
Introduction to Corrections
Discusses the development of the correctional field, as well as, the roles of American correctional and probation officers; including: a discussion of the complexity and scope of corrections historically, traditionally, operationally and legally.

CJE1000 (3.0 credit hours)
Introduction to Law Enforcement
Explores the law enforcement profession in America including: approaches to modern law enforcement, an historical overview and a consideration of law enforcement as a balance of social, historical, political, legal, individual and organizational forces.

CJE1130 (3.0 credit hours)
Communications and Writing for Criminal Justice Professionals
Covers the observational skills, as well as, verbal and written skills needed in the criminal justice field including: investigating for reports, interacting with victims and witnesses and occupational vocabulary. Students practice creating reports used throughout various criminal justice agencies.

CJJ2001 (3.0 credit hours)
Introduction to Juvenile Procedures
Examines the unique aspects of juvenile crime including: a review of the laws, courts, police procedures and correctional alternatives that have been established to deal specifically with juvenile crime, examination of the influences of drugs and gangs on juvenile crime and consideration of strategies for intervention and prevention.

CJL2100 (3.0 credit hours)
Criminal Law
Examines criminal law and defines legal principles and doctrines. Topics include need for and origins of criminal laws and reviews specific laws and their punishments, including violent crimes, economic crimes and defenses available.

CJE2600 (3.0 credit hours)
Criminal Investigations
Presents fundamental principles, concepts and theories of investigating crimes including the: collection of evidence, crime scene processing, interviewing, interrogations and surveillance. The course examines case preparation(s) and potential problems in criminal investigations. Investigative techniques for specific crimes are explored.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Arts degree in Criminal Justice in the Program Descriptions section of this catalog.

HEALTH SERVICES ADMINISTRATION

Associate of Arts Degree
Major Course Requirements

GEB1112 (3.0 credit hours)
Entrepreneurship
Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lecture, readings, case studies and group projects.

HSA1111 (3.0 credit hours)
Principles of Health Service Administration
Presents an overview of the American healthcare system including social, political and economic forces. Topics include subsystems and how they work together to produce today's modern healthcare.

HSA1253 (3.0 credit hours)

Medical Office Administration and Billing

Explores basic knowledge and procedures of a medical office. Topics include medical billing, collections, health insurance forms and HIPPA considerations.

HSA1192C (3.0 credit hours)
Healthcare Computer Applications

Presents computer applications found in health care situations. Topics include basic computer applications used in medical offices, hospitals and nursing homes.

HSA2252 (3.0 credit hours)
CPT Coding for Health Service Administration

Introduces medical coding. Topics include billing for various facilities, as well as proper coding for billing and insurance purposes.

HSC1531 (3.0 credit hours)
Healthcare Medical Terminology

Includes the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Topics include correct pronunciation, spelling and definitions.

MAN1021 (3.0 credit hours)
Principles of Management

Presents a combination of current and traditional views of management, organized around a functional and process approach.

MAN2300 (3.0 credit hours)
Human Resource Management

Considers current theories and research concerning development of individual managers and business organizations. Topics include discussion of cases illustrating developmental methods.

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Arts degree in Health Services Administration in the <u>Program Descriptions</u> section of this catalog.

HOMELAND SECURITY

Associate of Arts Degree
Major Course Requirements

CCJ1020 (3.0 credit hours)
Introduction to Criminal Justice

Evaluates courts, police and correctional organizations in the United States. The history of these criminal justice organizations is studied. Contemporary problems and their solutions are discussed.

CJL2180 (3.0 credit hours)
Constitutional Law for the Homeland Security Professional
Provides an overview of the legal system and the various Amendments that impact the criminal justice system, including an analysis of critical constitutional issues. Topics include detention, arrest, search and seizure, interrogations and confessions, self-incrimination, due process and right to counsel. Key cases assist in interpreting the constitutional provisions.

DSC1006 (3.0 credit hours)
Introduction to Homeland Security
Presents the philosophical, political and religious roots of terrorist activities. Topics include national, regional and global effects of historic and recent terrorist acts, responses to terrorism and defenses against it.

DSC1011 (3.0 credit hours)
Domestic and International Terrorism
Explores terrorist activities in the United States and around the world, such as the 9/11 attack, aviation security practices, homeland security and the ongoing war on terrorism. The course discusses theories of expert analysts while focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism.

DSC1570 (3.0 credit hours)
Introduction to Cyber-Terrorism
Presents the basics of cyber security. Topics include desktop computer security, organizational security, communication security and network security. The course examines real-world scenarios and ties these scenarios to real-life applications.

DSC2033 (3.0 credit hours)
Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction
Discusses chemical/biological/nuclear agents used by terrorists. Special attention is given to explosives, bombs, and the effects of these explosives on building structures. Students are introduced to survival concepts in the event of a bombing and building collapse, as well as to disaster planning and risk assessment.

DSC2036 (3.0 credit hours)

Organizing the War on Terrorism
Examines the reorganization of domestic agencies by the United States government necessary to increase domestic security. Topics include issues that directly impact law enforcement and intelligence communities, civil liberties, and theories of war and police work, introduction to violent international terrorism and an overview of domestic terrorist problems facing law enforcement.

DSC2210 (3.0 credit hours)
Emergency Planning and Security Measures
Explains various emergency plans necessary to address multiple types of terrorist activities, as well as the setting of security measures for responders to follow when responding to an event. Topics include the Incident Command System (ICS) for local, state and federal response teams, communications system and center protection actions involved with ICS, event planning and operations involved with the Joint Information Center (JIC).

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Arts degree in Homeland Security in the Program Descriptions section of this catalog.

PARALEGAL STUDIES

Associate of Arts Degree
Major Course Requirements

PLA1103 (3.0 credit hours)
Legal Research and Writing I
Acquaints students with the basic of legal research. Students locate and analyze case and statutory law and apply it to a unique set of facts. Topics include legal citation, legal precedent and fundamental grammar skills. Computer-assisted legal research is introduced and students prepare various law office documents.

PLA1304 (3.0 credit hours)
Criminal Law
Focuses on the elements of offenses against persons, property and the public order. Topics include common defenses to criminal culpability (including insanity and involuntariness) and criminal liability as an accomplice or conspirator.

PLA1423 (3.0 credit hours)
Contracts
Covers fundamental principles governing the formation, interpretation, performance and enforcement of contracts under both common law and the

Uniform Commercial Code. Topics include offer and acceptance, consideration, breach of contract, defenses and remedies.

PLA1600 (3.0 credit hours)
Wills, Trusts and Estates
Focuses on testamentary and inter vivo transfers of wealth through intestacy, wills, trusts and will substitutes. Topics include the role of living wills, powers of attorney and health care surrogates in estate planning.

PLA2203 (3.0 credit hours)
Civil Litigation
Examines the basic requirements of filing a civil lawsuit. Topics include the court system, personal and subject matter jurisdiction, pleading requirements, motions, the discovery process, joinder, res judicata and conflict of laws.

PLA2272 (3.0 credit hours)
Torts
Examines the basic theories of civil liability for injuries to persons and property. Topics include intentional torts, negligence, defamation, products liability, strict liability and damages computations.

PLA2610 (3.0 credit hours)
Real Property
Examines real property concepts of estate-holds, concurrent ownership, adverse possession, eminent domain, easements and landlord-tenant relationships. Topics include preparation and validity of associated legal instruments such as mortgages, promissory notes and deeds.

PLA2800 (3.0 credit hours)
Family Law
Investigates legal relationships within the American family. Topics include validity of marriage, divorce proceedings, property division, spousal support, child custody and child support.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Arts degree in Paralegal Studies in the <u>Program Descriptions</u> section of this catalog.

ASSOCIATE OF SCIENCE DEGREES

AQUATIC ENGINEERING
Associate of Science Degree
Major Course Requirements

BCT2603(3.0 credit hours)
Basic Electrical Technology
Familiarizes students with basic electrical principles. Topics include electrical loads and safety requirements as they relate to swimming pools and spas.

BCT2660(3.0 credit hours)
Lighting Technology
Presents techniques used in underwater lighting. Topics include electrical underwater lighting, fiber optic lighting, LED lighting and the relationship between landscape and pool aesthetics.

BCT2840 (3.0 credit hours)
Methods of Construction
Explores current pool building techniques. Presents an overview of various principles of pool construction including excavation, reinforcement materials, application of surfaces and techniques.

EVS2080 (3.0 credit hours)
Water Chemistry I
Introduces chemical principles as they relate to proper balance of swimming pool and spa water. Topics include techniques of water testing, sanitizing and balancing chemicals used to adjust water balance.

EVS2081 (3.0 credit hours)
Water Chemistry II
Describes available chemical maintenance technologies for swimming pools and spas. Topics include chlorine generators, ozone generators, ORP measurement and alternative sanitizers and other options. Prerequisite: EVS2040

EVS2086 (3.0 credit hours)
Filtration Technology
Presents principles of sizing filters and options in filtration technology. Topics include principles of filtration technologies, sand filters, cartridge filters, D.E. filters and other options.

EVS2089 (3.0 credit hours)
Heating Technology
Presents methods used to heat bodies of water. Topics include solar and electrical heating, air and water source heat pumps, gas heating and boilers.
EVS2090 (3.0 credit hours)
Pool Operation Strategies

Presents operational problems encountered with swimming pools and spas and strategies for their prevention.

EVS2091 (3.0 credit hours)
Cleaning Technology
Addresses swimming pool and spa technologies used to maintain a clean body of water. All methods from manual to automated technologies are discussed.

EVS2095 (3.0 credit hours)
Hydraulic Technology
Presents principles of sizing pumps, reading pump curves and available pumps. Topics include horsepower, hertz and total dynamic feet of head and voltages as they relate to pumps.

LAA2630 (3.0 credit hours)
Pool Design
Traces the history of pool design from Roman times. Topics include pool design techniques, principles of aesthetics and computer-assisted design software.

LAA2631 (3.0 credit hours)
Architectural Landscaping Design
Explores architectural principles used to design landscapes in general but focuses on pool and spa landscaping in particular.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Aquatic Engineering in the Program Descriptions section of this catalog.

BAKING AND PASTRY ARTS

Associate of Science Degree
Major Course Requirements

BPA2104C (3.0 Credits)
Laminated Dough and Pastries
Explains the science and process of producing high quality pastries made with the traditional laminating methods using butter and other types of shortenings. Topics include the production of Danish pastries, French croissants, puff pastries and phyllo dough, as well as strudels, kringles, and other items made from rolled in doughs.

BPA2105C (3.0 Credits)
American Yeast Breads
Explores the science of yeast fermentation as it relates to the production of American breads and rolls, including white pan breads, sandwich rolls and dinner rolls. This includes hands-on production, as well as discussions of the twelve steps in bread making to produce high quality products, and bread faults and their causes.

BPA2106C (3.0 Credits)
European Yeast Breads
Presents the science of yeast fermentation, as it relates to pre-ferments, including *levains, poolishes, bigas*, and sourdoughs and their use in the production of rustic breads and other hearth-baked products. Production methods are examined with an emphasis on artisan-quality breads.

BPA2201C (3.0 Credits)
Custards, Puddings and Mousses
Concentrates on desserts based on protein coagulation and egg-thickened liquids. Their versatility and importance in baking and pastry production is studied and practiced. Topics include cremes, puddings, mousse and cheeses cakes, as well as gelatin-thickened desserts, including bavarians and panna cota.

BPA2203C (3.0 Credits)
Fruit Cookery and Confiture
Explores the seasonality and uses of fruits in condiment and dessert production. Topics include an examination of the relationship between sugar, cellulose and the cooking of fruit, the effect of pectin and sugar on the jelling process and proper storage of fruits using sugar and alcohol. Various preservation techniques will be discussed and practiced including dehydration, candying, pickling, jelling, preserves, syrups and others.

BPA2204C (3.0 Credits)
Ice Cream, Sorbets and Frozen Desserts
Discusses and places into bakeshop production desserts that require freezing temperatures for successful service. Various types of equipment and ingredients needed to produce high quality ice cream, gelato, frozen yogurt and others will be discussed and practiced. Topics include production of water ices, ice creams, parfaits, sherbets, bombes, cakes and specialty items.

BPA2205C (3.0 Credits)
American Cakes and Icings
Delivers the American classic style cakes that are moist, sweet and tender such as white cakes, pound cakes, chocolate and yellow cakes and of course

cupcakes. Topics include types of icings and decorating styles, as well as classic American cake decoration for weddings and birthday cakes.

BPA2206C (3.0 Credits)
European Cakes and Icings
A classic in-depth study of the European tortes and dessert cakes from Austria, France, Italy and others with a focus on the *Genoise* sponge is the primary objective of this course. Along with the cakes are the appropriate icings, decorating techniques, garnishes and presentation methods that will be practiced. Topics include all variety of tortes and icings including *ganache, mousses,* meringues as well as European style decorations, storage and handling, and portion size.

BPA2207C (3.0 Credits)
Modern Baking
Presents a contemporary overview of current trends affecting the baking industry and what items are currently in demand from the consumer. The production in this course will focus on modification of baking formulas to experiment with classical popular desserts and adapt them to today's standards of acceptability and create new specialities to meet modern needs. Modern plating techniques and portion sizes are discussed and practiced.

BPA2209C (3.0 Credits)
Guest Services
Presents theoretical and practical information on marketing, sales techniques and guest service that culminates with the design, menu plan, cooking, staffing, management and maintenance of a retail café and bakery offering baked goods, salads, soups, sandwiches, entrees and beverages. The student participates on a variety of levels to ensure that the operation of the "St. Honore Café" is a successful business venture.

BPA2299 (9.0 Credits)
Baking and Pastry Arts Externship
Provides students an opportunity to put classroom skills into practice in a hands-on, earn-as-you-learn, off-campus environment. It is a diverse learning experience in conjunction with an approved sponsor. Students may choose to work in retail or wholesale bakeries located in restaurants, hotels, clubs, food stores or sole proprietorships.

FSS1011C (3.0 credit hours)
Nutrition and Sensory Evaluation
Explores food presentation and the practice of using the basic senses of sight, touch, smell, hearing and taste to give food its maximum appeal and presentation options. Topics include nutritional and healthy cooking and baking, sensory evaluation of food, methods of decreasing or using alternative fats, sweeteners and salts. Also discussed and practiced will be methods of increasing flavor with citrus, spices, flavorings and liquors.

FSS1053C (3.0 Credits)
Quick Breads and Breakfast Items
Presents an overview of mixing, panning and baking of chemically leavened baked goods such as muffins, biscuits, scones and popovers. Topics include production of pancakes, waffles, crepes and accompaniment items such as fillings, toppings and syrups.

FSS1054C (3.0 Credits)
Petit Four Sec, Glacé and Cookies
Focuses on production of classic French desserts from cake type *petites four* to confectionery delights such as truffles, macaroons, *pâté au choux,* and puff pastry products. Topics include specialty ingredients that make the petite four category interesting, including chocolate, almonds, liqueurs, apricots, violets, marzipan, vanilla, rum, brandy, cherries and pistachios, along with various types of batters, dough and fillings .

FSS1063C (3.0 Credits)
Introduction to Baking and Pastry
Discusses basic chemical and physical principles of baking. Topics include chemistry, physics, baking formulas, basic math, measurements, scaling, tools and equipment. Bakery goods to be produced include basic dough and batters, sauces and gelatins.

FSS2058C (3.0 Credits)
Amenities and Showpieces
Addresses amenities and showpieces produced in the bakery. Topics include chocolate production, tempering and temperature control, sugar and its various display forms, the science of crystal formation and the use of these products as elements of large showpieces and as amenities for use in hotels and restaurants.

FSS2383 (3.0 Credits)
Food Service Supervision
Introduces the student to the functions of a chef as a manager and supervisor in the foodservice industry and the professional kitchen. Topics include supervisory functions, employee motivation, communication, employee training, problem-solving and decision-making skills. Other classic management tools that are explored and discussed are organizational skills, control of assets and liabilities, delegation, leadership styles, and empowerment.

HFT1212 (3.0 Credits)
Food Service Sanitation
Introduces food service sanitation principles including microorganisms, HACCP programs, proper food receiving, storage and preparation techniques. Topics

include proper ware washing, operation of cleaning equipment, use of sanitizing chemicals and pest control. The identification and operation of food service light and heavy equipment will be taught and monitored for basic competency in accordance with ACF guidelines.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Baking and Pastry Arts in the Program Descriptions section of this catalog.

BIOTECHNOLOGY
Associate of Science Degree
Major Course Requirements

BCH1020C (4.0 credit hours)
Fundamentals of Biochemistry
Provides basic knowledge of structural organic molecules, acid-base chemistry, reaction mechanisms and chemical thermodynamics. Topics include the roles of essential biological molecules, focusing on protein chemistry, lipids, carbohydrates, nucleic acids and enzymes. Prerequisites: CHM1045, BSC1010

BCH1417C (4.0 credit hours)
Molecular Biology
Presents a comprehensive overview of concepts in the field of molecular biology. Topics include an introduction to theory and laboratory techniques in molecular biology with an emphasis on DNA replication, transcription, translation, chromosome structure, gene expression and regulation, recombinant DNA and RNA techniques such as transformation, Northern Blots and DNA bioinformatics tools. Prerequisites: BSC1010, CHM1045

BSC1421C (4.0 credit hours)
Introduction to Biotechnology
Presents a historical review of developments leading to biotechnology. Topics include gene expression, recombinant DNA technology and research and development of the application of biotechnology. Additional topics focus on microorganisms, plants, animals, marine organisms, new areas of genomics, proteomics and bioinformatics, as well as developments in medical biotechnology, forensic science and regulation issues of biotechnology. Prerequisite: BCH1020C

MCB1930C (4.0 credit hours)
Cell Culturing

Focuses on cell culturing techniques for various types of cells (yeast, animal and plant). Topics include preparation of cell culture media, monitoring cell growth and maintaining cultures for an extended period of time. The laboratory emphasizes basic principles and practice of cell culture methods and techniques. Prerequisites: PCB1239C, PCB2061C

PCB1238C (4.0 credit hours)
Microbiology
Focuses on unicellular organisms with emphasis on their taxonomy, morphology and physiology. Topics include the importance of microorganisms in biotechnology, ecological concerns, clinical diseases, genetic concepts and reproduction of microbial agents. Prerequisite: BCH1417C

PCB1239C (4.0 credit hours)
Clinical Immunology
Focuses on the immune mechanisms in animals with emphasis on humans. Topics include the immune system, antigens/antibodies, immunochemistry, immunogenetics and immunoresponses. The laboratory covers instrumentation, immunological assays, hybridoma use and production of monoclonal antibodies. Prerequisites: BSC1010, CHM1045

PCB2061C (4.0 credit hours)
Genetics
Introduces genetics. Topics include fundamentals of DNA, chromosome structure and function, Mendelian genetics, molecular genetics in eukaryotes, prokaryotes and viruses, recombinant DNA technology, gene expression and the genetic basis of immunology. Prerequisite: PCB1239C

PCB2940 (3.5 credit hours)
Biotechnology Externship I
First of three externship courses. Students are assigned to local biotechnology laboratories for clinical practice, providing them an opportunity to apply knowledge and skills learned in on-campus courses, improve their efficiency and confidence in a research laboratory and to demonstrate progressive independence on project assignments. Prerequisite: Completion of all on-campus courses

PCB2941 (3.5 credit hours)
Biotechnology Externship II
A continuation of PCB2940. Students are assigned to local biotechnology laboratories for clinical practice, providing them an opportunity to apply knowledge and skills learned in on-campus courses, improve their efficiency and confidence in a research laboratory and to demonstrate progressive independence on project assignments. Prerequisite: PCB2940

PCB2942 (3.5 credit hours)

Biotechnology Externship III

A continuation of PCB2941. Students are assigned to local biotechnology laboratories for clinical practice, providing them an opportunity to apply knowledge and skills learned in on-campus courses, improve their efficiency and confidence in a research laboratory and to demonstrate progressive independence on project assignments. Prerequisite: PCB2941

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Science degree in Biotechnology in the Program Descriptions section of this catalog.

COMPUTER-AIDED DRAFTING

Associate of Science Degree
Major Course Requirements

ETD1721 (4.0 credit hours)
Mechanical Prototyping

Introduces fundamentals of creating 2-D and 3-D models for use in rapid prototyping and multiple manufacturing applications. Topics include design concepts from beginning sketches and automated dimensions to rendered models and assembly animations. Prerequisite: ETD1200C

ETD1200C (4.0 credit hours)
Computer Drafting Applications

Introduces computer design and computer graphics. Topics include the use of computer-assisted drafting tools and software, office practices and standards and design and drafting terms used in industry. Introduction to computer hardware and software, operating environments and applied use of 2-D and 3-D drafting techniques on a computer are covered. Prerequisite: CGS1003C

ETD2530C (4.0 credit hours)
Architectural Drafting I

Introduces concepts and practices for residential construction and design, study of architectural history, involved steps for working drawings suitable for building approval and construction, layout of floor plan and space utilization. Prerequisite: ETD1200C

ETD 2531C (4.0 credit hours)
Architectural Drafting II

Continues ETD2530C (Architectural Drafting I). Topics include development of single-and multi-family residences, construction practices for wall, door, windows and roof construction and framing, commercial use of columns and support, walk-through presentation for real world design and modeling. Prerequisite: ETD2530C

ETD2535C (4.0 credit hours)
Interior Design
A hands-on training on the different aspects of interior design, from composition to graphical representation.

ETD2356C (4.0 credit hours)
Architectural Modeling
Introduces modeling and design through the use of a CAD system, incorporation of wireframes, region models, surface generations, and solid modeling and manipulation of views. The systems user coordinate system is explored with utilization of working planes and views for presentation. Prerequisite: ETD1200C

ETD2357C (4.0 credit hours)
Architectural Rendering
Student will learn and apply techniques to create 3 dimensional architectural presentations.

ETD2397C (4.0 credit hours)
Building Information Management I
Introduces BIM software. Topics include design and construction of residential and commercial structures, generation of relevant working drawings, design terms and terms relevant to the architectural industry. Prerequisite: ETD1100C

ETD2398C (4.0 credit hours)
Building Information Management II
Continues ETD2076C (Building Information Management I). Topics further explore BIM software interface and features, generation of working documents, advanced applications and student projects. Prerequisite: ETD2076C

ETD2542C (4.0 credit hours)
Structural Drafting
Introduces structural drafting and design, incorporation of strength and materials, structural analysis using a computer, weight and stress calculations for residential and commercial design, 2-D and 3-D drafting and design with emphasis on construction procedures, welding and foundation applications as applied to construction principles. Prerequisite: ETD1100C

ETD2548C (4.0 credit hours)
Civil Engineering Drafting
Introduces the application of civil drafting principles. Topics include instruction on site development, sewer and drainage layout, analysis of terrain contours for plan and profile layouts, land development, survey development together with plot plans and topographic mapping, inclusion of 2-D and 3-D CAD modeling and design. Prerequisite: ETD1100C

ETD1201C (4.0 credit hours)
Computer Network System
Introduces technical students to the fundamentals necessary to succeed in advanced computer coursework. Topics include exposure to computer hardware and software, peripherals, networks, operating systems and the Internet. Special emphasis is placed on LAN network.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Computer Aided Drafting in the Program Descriptions section of this catalog.

COMPUTER PROGRAMMING

Associate of Science Degree
Major Course Requirements

CGS1555C (4.0 credit hours)
Web Design and Development I
Explores concepts and implementations needed to create effective websites. Topics include hypertext markup language (HTML), cascading style sheets (CSS), JavaScript, extensible markup language (XML) and dynamic hypertext markup language (DHTML). In addition, individuals learn the concepts of implementing websites on the World Wide Web. Prerequisite: CGS1000C

CGS1557C (4.0 credit hours)
Web Design and Development II
Presents advanced techniques for website enhancement. Topics include JavaScript, design tactics, cascading style sheets, DHTML and XML. Prerequisite: CGS1555C

COP1800C (4.0 credit hours)
Java Programming I
Explains creation of standalone applications and interactive Java applets by using Sun Microsystems. Topics include object-oriented techniques, swing components, built-in methods, classes and graphics implementations. Individuals learn by uploading interactive Java applets to the web. Prerequisite: CGS1000C

COP1805C (4.0 credit hours)

Java Programming II

Continues COP 1800C (Java Programming I). Continuation topics include swing implementations, animation and multithreading. Prerequisite: COP1800C

COP1810C (4.0 credit hours)

Internet Programming I

Introduces ASP.NET which changes how Web applications are developed. Topics include /NET framework, server controls and configuration of applications. Prerequisite: CGS1000C

COP1811C (4.0 credit hours)

Internet Programming II

Continues COP 1810C (Internet Programming I). Topics include ASP.NET web applications, XML web services, deployment, web form server controls and XML web services. Prerequisite: COP1810C

COP2170C (4.0 credit hours)

Visual Basic I

Presents Graphical User Interface applications in an object-oriented environment by using the .NET studio. Topics include .NET framework, selection structures, procedures, Input/Output access files, strings and arrays to design highly sophisticated user interface programs. Prerequisite: CGS1003C

COP2171C (4.0 credit hours)

Visual Basic II

Continues COP 2170C (Visual Basic I). Topics include advanced topics in Visual Basic and .NET Studio. Prerequisite: COP2170C

COP2222C (4.0 credit hours)

C++ Programming I

Focuses on creating a fully functional application in C++ using the .NET platform. Topics include control structures, classes and other logical programming theories. Prerequisite: CGS1000C

COP2224C (4.0 credit hours)

C++ Programming II

Continues COP 2222C (C/C++ Programming I). Continuation topics include arrays, functions, database access and built-in math methods. Prerequisite: COP2222C

COP2360C (4.0 credit hours)

C# (Sharp) Programming I

Develops a .NET studio platform. Topics include designing object-oriented applications. implementing Graphical User Interface programs, structured programming, function callings and parameter passing. Prerequisite: CGS1000C

COP2362C (4.0 credit hours)
C# (Sharp) Programming II
Continues COP 2250C (C# (Sharp) .NET I). Continuation topics include GUI objects, controls and events. Prerequisite COP2360C

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Computer Programming in the Program Descriptions section of this catalog.

CRIME SCENE TECHNOLOGY
Associate of Science Degree
Major Course Requirements

CJB1712C (4.0 credit hours)
Crime Scene and Evidence Photography
Presents basic crime scene photography skills. Topics include digital camera operation and exposure control, proficiency in relational photos, flash control, specialty light sources, filters, videography and other specialized equipment. Legal and evidentiary aspects are introduced.

CJT1351 (4.0 credit hours)
Communications and Writing for Crime Scene Professionals
Topics include observational skills, verbal and written communications, sketching and measuring for reports, interacting with victims and witnesses and occupational vocabulary. Students practice creating typical reports.

CJT1670C (4.0 credit hours)
Crime Scene Procedures
Provides a foundation in crime scene procedures and techniques required on the job. Topics include selection and utilization of proper equipment and tools for tasks likely to be faced when processing a crime scene.

CJT2112C (4.0 credit hours)
Crime Scene Safety
Presents major safety issues at crime scenes and in a laboratory setting; emphasis is placed on crime scene and laboratory technicians. Topics include potential health and safety hazards, proper protective techniques to minimize risk, federal regulations, recommended practices and emergency procedures.

CJT2113 (4.0 credit hours)
Legal Aspects of Crime Scene Careers
Provides a review of legal aspects of the crime scene profession. Topics include search and seizure rules, warrant requirements, review of trial procedures and the role of a crime scene professional as a witness in a criminal trial.

CJT2122 (4.0 credit hours)
Hazardous and Unusual Crime Scenes
Focuses on special procedures required at unusual crime scenes. Topics include scenes involving arson, hazardous materials, explosives, mass casualties, animals, submerged evidence, etc.

CJT2141C (4.0 credit hours)
Introduction to Forensic Science
Introduces organization, functions and services of a crime laboratory. Topics emphasize types of evidence, collection methods, standards and legal requirements for submission to a crime laboratory, organic and inorganic analysis, forensic toxicology and serology, document and voice examination and treatment of DNA.

CJT2240C (4.0 credit hours)
Fingerprint Identification and Development
Provides a foundation in fingerprint science. Topics emphasis classification, identification, filing and rolling of fingerprints. Students learn proper presentation of fingerprint evidence and specific methods of locating and preserving fingerprints from a wide variety of surfaces.

CJT2260C (4.0 credit hours)
Biological Evidence
Presents the forensic value of handling, preserving, testing and documenting biological evidence. Topics include methods of identification for semen, saliva, urine, feces, vomitus and vaginal secretions. The course also addresses safety issues involved in handling biological evidence.
Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Crime Scene Technology in the Program Descriptions section of this catalog.

CULINARY ARTS

Associate of Science Degree
Major Course Requirements

FSS1011C (3.0 credit hours)
Nutrition and Sensory Evaluation
Explores food presentation and the practice of using the basic senses of sight, touch, smell, hearing and taste to give food its maximum appeal and presentation options. Topics include nutritional and healthy cooking and baking and the sensory evaluation of food, methods of decreasing or using alternative fats, sweeteners and salt. Also discussed and practiced will be methods of increasing flavor with citrus, spices, flavorings and liquors.

FSS1063C (3.0 credit hours)
Introduction to Baking and Pastry
Discusses basic chemical and physical principles of baking. Topics include chemistry, physics, baking formulas, basic math, measurements, scaling, tools and equipment. Bakery goods to be produced include basic dough and batters, sauces and gelatins. Breads, Danish, pies and pastries are produced.

FSS1203C (3.0 credit hours)
Principles of Food
Examines a variety of foods and preparation, processing, preserving and cooking methods. Foods that are handled include vegetables, fruits, dairy, farinaceous products and eggs. Topics include basic knife skills and equipment usage, mise en place, quality control, food science and work ethics.

FSS1240C (3.0 credit hours)
American Regional Cuisine
Emphasizes regional American menus along with imported and indigenous foods. Topics include menu planning, purchasing specifications, soup and sauces, basic knife skills, mise en place and service techniques. The student will prepare a variety of foods from the main geographic areas of the United States and examine the similarities and differences between the areas in the journey of identifying the national cuisine. Prerequisites: FSS2383, FSS1203C, FSS1063C, HFT1844

FSS1244C (3.0 credit hours)
Classical French Cuisine
Presents classical French haute cuisine as one of the standards to which all of the great cuisines are measured. Topics include sauces, garnishes, hors d'oeuvres, eggs, seafood, releves, entrees of meats, poultry and game. Vegetable and farinaceous products are studied along with breads and desserts. Prerequisites: HFT1844, FSS2383, FSS1063C, FSS1203C

FSS1296C (3.0 credit hours)
Stocks and Sauces
Explores classical and modern approaches to stocks, soups, and sauces. Daily production and hands-on learning is supplemented with interactive discussions and theoretical exploration. Topics include kitchen equipment, smallwares identification and advanced knife skills.

FSS2150C (3.0 credit hours)
Storeroom Operations
Stresses food identification, food specifications and evaluation of quality and quantity in food purchasing. Topics include identification of inventory categories, receiving procedures, issuing criteria, storage controls, cost controls and pricing strategies.

FSS2241C (3.0 credit hours)
World's Popular Cuisines
Continues exploration of popular international cuisines. The course will focus on countries that have established true classical cuisines within their own borders and have been recognized throughout the world as having limitless appeal. Students can expect to produce menus from Asia, Europe and Latin America. Prerequisites: HFT1844, FSS2383, FSS1203C, FSS1063C.

FSS2242C (3.0 credit hours)
International Cuisine
Focuses on some of the world's most influential international cuisines. Topics include history of culinary arts, imported ingredients, spice trade, indigenous ingredients, cooking methods and terminology. Specific cuisines covered by the course include Africa, India, Australia, British Isles, Spain, Portugal, Russia and Eastern Europe.

FSS2243C (3.0 credit hours)
Basic Meat Science
Basic butchering techniques, product identification and meat cookery are the major objectives of this course. Topics include purchasing specifications, storage, federal inspections, quality and yield grading, fabrication of sub-primal meats into retail cuts, poultry processing, seafood fabrication, tools, equipment identification and cooking methods.

FSS2247C (3.0 credit hours)
Pastries and Desserts
Builds on prior baking skills from Introduction to Baking class. Topics include bread, pies, creams, and sauces with the addition of cakes, icings, petit fours, sec and glace, frozen desserts, kitchen desserts, plate presentations, chocolate and other specialty items. Students are required to produce a final pastry display for this class demonstrating their attained skills in the class. Additional topics include convenience products, baker's math and the principles of design. Prerequisite: FSS1063C

FSS2248C (3.0 credit hours)
Garde Manger I
Introduces modern and classical cold food preparation, cooking and presentation of meats, vegetables, soups, pantry items and centerpieces. Topics include pate en croute, terrines, galantines, ballotines, entrees, salads, sandwiches, specialty

items, aspic, chaud-froid and platter presentations. Each student will produce a completed cold food platter for their final project. Prerequisites: HFT1844, FSS1203C, FSS2383, FSS1063C.

FSS2383 (3.0 credit hours)
Food Service Supervision
Introduces the student to the functions of a chef as a manager and supervisor in the foodservice industry and the professional kitchen. Topics include supervisory functions, employee motivation, communication, employee training, problem-solving and decision-making skills. Other classic management tools are explored such as organization skills, control of assets and liabilities, delegation skills, leadership styles and empowerment.

HFT1840 (3.0 credit hours)
Dining Room Procedures
Presents service techniques based on French service and includes various methods of guest satisfaction, table service techniques, tableside cooking, napkin folding, table setting and service styles. Topics include experience in cash and non-cash handling, forecasting sales, merchandising techniques and wine and beverage study. Students will have the opportunity to serve guests in the dining room and rotate through a variety of front-of-the-house positions from maitre d' hotel to bartender to provide excellence in guest satisfaction.

HFT1841 (3.0 credit hours)
Dining Room Service
Introduces the student front-of-the-house dining operations and professional dining service. Topics include quality service, positive guest relations and effective communication skills. Students perform a variety of service styles including American, banquet and English service. Emphasis is also placed on taste panels and food descriptions.

HFT1212 (3.0 credit hours)
Food Service Sanitation
Introduces food service sanitation principles including microorganisms, HACCP programs, proper food receiving, storage and preparation techniques. Topics include proper ware washing, operation of cleaning equipment, use of sanitizing chemicals and pest control. The identification and operation of food service light and heavy equipment will be taught and monitored for basic competency in accordance with ACF guidelines.

HFT2941 (12.0 credit hours)
Culinary Arts Externship
In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills in a hands-on, earn-as-you-learn, off-campus food service environment. It is a diverse learning experience for students who have completed their academic class work. Students who have

completed their coursework will work with the Externship Coordinator to plan their externship and prepare for graduation. Prerequisite: Completion of all other course work.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Culinary Arts in the Program Descriptions section of this catalog.

DESIGN AND MULTIMEDIA

Associate of Science Degree
Major Course Requirements

CGS1031C (4.0 credit hours)
Introduction to Technology
Introduces the student to current technology with emphasis on online design and application. Students will be introduced to HTML, CSS, online media, blogs, wikis, and how to effectively develop and manage an online identity.

GRA1100C (4.0 credit hours)
Introduction to Graphic Arts
Introduces design theory, more specifically the basic fundamentals and elements of design, color theory and drawing principles. Topics include Typography, Branding, Vector and Raster-Based Graphics, The Design process, and effective visual communication. Special Emphasis will be placed on Composition, Layout, and Typography.

GRA1062C (4.0 credit hours)
Introduction to Marketing and Self-Promotion
This course introduces the concept of business as it applies to the field of Graphic Design, and will prepare students to work with clients, employers, and to promote themselves in a freelance environment. Topics include the business aspects of design, advertising, branding, marketing, copyright laws, and public relations.

CAP1035C (4.0 credit hours)
2-D Illustration and Image Editing I (2D Illustration)
Addresses techniques of graphic illustration and image editing. Topics include intermediate instruction on graphic design theory and practice, typography, intermediate and advanced capabilities of two-dimensional vector-drawing based graphics applications. Prerequisite: 12 hours of Design and Multimedia.

CAP 1036C (4.0 credit hours)

2-D Illustration and Image Editing II (2D Image Editing)
Continues CAP1035C (2-D Illustration and Image Editing I). Topics emphasized are general image editing techniques as well as photo manipulation techniques using pixel-based image editing software, image scanning and other methods of accessing and using digital and non-digital visual imagery Prerequisite: 12 hours of Design and Multimedia.

CGS2580C (4.0 credit hours)
Layout and Composition (Page Layout)
Introduces page layouts. Topics include page layout instructions, single- and multi-page layout, advanced typography and integrating graphics with text. Commercial printing is introduced. Prerequisite: 12 hours of Design and Multimedia.

CAP2025C (4.0 credit hours)
Multimedia Production I (2D Animation for Multimedia Production)
Addresses time-based graphics applications and their uses in graphic design projects. Topics include creation and use of digital video and audio files for multimedia, integration of media files into multimedia productions and emphasizes digital video editing, sound editing, and introduction to 2-D animation and basic multimedia authoring. Prerequisite: 12 hours of Design and Multimedia.

CAP2026C (4.0 credit hours)
Multimedia Production II (Video Editing for Multimedia Production)
Addresses timeline-based video and graphics applications. Topics include pre-production, scripting and planning, using a digital video camera, direction, and production. Emphasis in this course is on digital video editing and sound editing. Prerequisite: 12 hours of Design and Multimedia.

CAP2049C (4.0 credit hours)
Multimedia Production III (Post-Production for Multimedia Production)
Addresses the process and methods of creating motion graphics with timeline-based animation and sound. Topics include conceptualizing and producing multimedia sequences and how they apply to film, television, and interactive media. Emphasis in this course is on post-production techniques and effects. Prerequisite: 12 hours of Design and Multimedia.

CGS2587C (4.0 credit hours)
Delivery Systems for Electronic Publication I (Web Design)
Introduces CSS and XHTML composition applications and delivery systems for

electronic distribution of graphic design projects. Topics include creating content for the World Wide Web, individual Web Pages and complete Website layout and design. Prerequisite: 12 hours of Design and Multimedia.

CGS2588C (4.0 credit hours)
Delivery Systems for Electronic Publication II (Web Site Development)
Builds upon Delviery Systems 1 knowledge of CSS and HTML and focuses on developing effective, standards-based, web interfaces and layouts. Special emphasis is placed upon accessibility, copyright, and developing appropriate graphic solutions. JavaScript and appropriate multimedia will also be introduced as part of creating effective design solutions. Prerequisite: CGS2587C

CGS2609C (4.0 credit hours)
Delivery Systems for Electronic Publication III (Designing Interactive Web Sites)
This course builds upon the students' knowledge of HTML and CSS in order to create interactive online experiences. Students will learn to deliver solutions based upon user input and will explore more advanced uses of forms, JavaScript, and multimedia. Students will also be introduced to basic PHP and MySQL as a means of creating dynamic, interactive solutions. Prerequisite: CGS2588C

CGS2063C (4.0 credit hours)
Current Trends in Design and Multimedia
In this course students will explore current and emerging trends and developments in the fields of design and multimedia. This course may include such topics as developing micro-apps, social branding, and content management systems. Students will combine their previous skills sets with newly emerging technologies to create a complete multimedia marketing solution. This course is designed to be one of two Capstone courses which should be taken at or near the completion of a student's Associate's program. Prerequisite: 48 hours in Design and Multimedia.

CAP2204C (4.0 credit hours)
Applied Design and Multimedia
In this course, students will be exploring employment opportunities, identifying areas for improvement, and developing a personal multimedia marketing campaign. This course is designed to help the student highlight their growth and skills in preparation for employment in the design and multimedia industries. Identifying employer needs, developing cover letters and resumes, finalizing

student portfolios, building online networks, and enhancing productivity will be highlighted throughout. Pre-requisite: 48 hours in Design and Multimedia.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Design and Multimedia in the <u>Program Descriptions</u> section of this catalog.

DIAGNOSTIC MEDICAL SONOGRAPHY
Associate of Science Degree
Major Course Requirements

SON1000C (5.0 credit hours)
Introduction to Diagnostic Medical Sonography
Introduces the role of diagnostic medical sonographers and technical aspects of diagnostic medical ultrasound. Topics include information related to medical terminology, the healthcare industry, patient care and medical ethics and law.

SON1100C (5.0 credit hours)
Practical Aspects of Sonography
Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Prerequisite SON 1614C

SON1113C (5.0 credit hours)
Cross-Sectional Anatomy
Presents cross sectional anatomical relationships and recognition of structures of the head, neck, thorax, abdomen, pelvis, and extremities in transverse, coronal and sagittal section. Prerequisite
SON 1000C

SON1614C (5.0 credit hours)
Acoustic Physics and Instrumentation
Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operation, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Prerequisite SON 1000C

SON1804 (2.5 credit hours)
Clinical Rotation I
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 1100C

(Practical Aspects of Sonography) and SON 2111C (Abdominal Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON 2111C

SON1814 (2.5 credit hours)
Clinical Rotation II
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2111C (Abdominal Sonography) and SON 2120C (OB/GYN Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON 2111C

SON1824 (2.5 credit hours)
Clinical Rotation III
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 1814 (Clinical Rotation II) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON 1814

SON2009C (5.0 credit hours)
Diagnostic Medical Sonography Review
Addresses issues that facilitate a graduate's entry into the career of sonography. Topics include resumé writing and job interviewing, test taking strategies, registry examination preparation and comprehensive review of content specific to registry examinations.   Prerequisite SON 2854

SON2111C (5.0 credit hours)
Abdominal Sonography
Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Prerequisite SON 1100C

SON2120C (5.0 credit hours)
OB/GYN Sonography I
Presents cross sectional anatomy of the female pelvis, normal and abnormal sonographic features of the non gravid pelvis, as well as normal and abnormal anatomy of the first trimester. Embryology, early fetal development and the relationship of abnormal findings of the patient history, physical examination and laboratory findings are emphasized. Prerequisite SON 1804

SON2122C (5.0 credit hours)
OB/GYN Sonography II

Presents normal and abnormal anatomy and sonographic features of the second and third trimester pregnancies. The relationship of patient history, physical examination, and laboratory findings with abnormal fetal and maternal findings is emphasized. Prerequisite SON 2120C

SON2150C (5.0 credit hours)
Superficial Structures and Neonatal Brain
Presents normal and abnormal sonographic features of the neck, breast, prostate, scrotum and superficial structures. Topics include imaging of the neonatal brain, related cross-sectional anatomy, and the relationship of sonographic findings to patient history, physical examination and laboratory findings. Prerequisite SON 1824

SON2171C (5.0 credit hours)
Vascular Sonography
Provides an introduction to vascular anatomy, vascular physics and instrumentation, hemodynamics and pathological patterns. Topics include Doppler scanning of cerebrovascular and peripheral vascular systems. Prerequisite SON 2844

SON2834 (2.5 credit hours)
Clinical Rotation IV
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2150C (Superficial Structures and Neonatal Brain) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON 2150C

SON2844 (2.5 credit hours)
Clinical Rotation V
Continues SON 2834 (Clinical Rotation IV) by providing students with opportunities to apply knowledge and skills learned in SON 2834 (Clinical Rotation IV) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON 2834C

SON2854 (2.5 credit hours)
Clinical Rotation VI
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 2171C (Vascular Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON 2171C

DIAGNOSTIC VASCULAR SONOGRAPHY

Associate of Science Degree
Major Course Requirements

SON1000C (5.0 credit hours)
Introduction to Diagnostic Medical Sonography
Introduces the role of diagnostic medical sonographers and technical aspects of diagnostic medical ultrasound. Topics include information related to medical terminology, the healthcare industry, patient care and medical ethics and law.

SON1100C (5.0 credit hours)
Practical Aspects of Sonography
Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Prerequisite: SON1614C

SON1113C (5.0 credit hours)
Cross-Sectional Anatomy
Presents cross sectional anatomical relationships and recognition of structures of the head, neck, thorax, abdomen, pelvis, and extremities in transverse, coronal and sagittal section. Prerequisite: SON1000C

SON1614C (5.0 credit hours)
Acoustic Physics and Instrumentation
Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operation, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Prerequisite: SON1000C

SON1805 (2.5 credit hours)
Vascular Clinical Rotation I
Assigns students to area medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in Son 2170C (Hemodynamics and Cerebrovascular Sonography) and to acquire other skills necessary in the profession of vascular sonography. Prerequisite: SON 2170C

SON1815 (2.5 credit hours)
Vascular Clinical Rotation II
Assigns students to area medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2170C

(Hemodynamics and Cerebrovascular Sonography) and SON2175C (Peripheral Vascular Sonography) and to acquire other skills necessary in the profession of vascular sonography. Prerequisite: SON2175C

SON1825 (2.5 credit hours)
Vascular Clinical Rotation III
Assigns students to area medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON1815 (Clinical Rotation II) and to acquire other skills necessary in the profession of vascular sonography. Prerequisite: SON1815

SON2170C (5.0 credit hours)
Hemodynamics and Cerebrovascular Sonography
Emphasizes the principles and procedures involved in transcranial and extracranial sonography. Topics include vascular physics and instrumentation, hemodynamics and pathological patterns, spectral analysis, color Doppler, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: SON1100C

SON2175C (5.0 credit hours)
Peripheral Vascular Sonography
Provides in-depth knowledge of peripheral arterial disease and peripheral venous disease. Non-invasive testing of the upper and lower extremity vessels and disease processes are studied including plethysmography, duplex, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: SON2170C

SON2176C (5.0 credit hours)
Abdominal Vascular Sonography
Presents abdominal vascular anatomy, physiology and varied vascular pathologies. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Topics include test validation, quality assurance, vascular laboratory accreditation and advanced imaging techniques. Prerequisite: SON1815

SON2179 (5.0 credit hours)
Vascular Sonography Review
Addresses issues that facilitate a graduate's entry in the career of sonography. Topics include resume writing and job interviewing, test-taking strategies, registry examination preparation and comprehensive review of content specific to the registry examinations. Prerequisite: SON2855

SON2400C (5.0 credit hours)
Introduction to Echocardiography
Introduces cardiac anatomy, physiology, pathophysiology of the adult heart, B-Mode, M-mode and Doppler testing in the detection of normal and disease states. Prerequisite: SON2835

SON2835 (2.5 credit hours)
Vascular Clinical Rotation IV
Assigns students to area medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2176C (Abdominal Vascular Sonography) and to acquire other skills necessary in the profession of vascular sonography. Prerequisite: SON2176C

SON2845 (2.5 credit hours)
Vascular Clinical Rotation V
Assigns students to area medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2176C (Abdominal Vascular Sonography) and to acquire other skills necessary in the profession of vascular sonography. Prerequisite: SON2400C

SON2855 (2.5 credit hours)
Vascular Clinical Rotation VI
Assigns students to area medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2176C (Abdominal Vascular Sonography) and SON2400C (Introduction to Echocardiography) and to acquire other skills necessary in the profession of vascular sonography. Prerequisite: SON2845

SON2865 (2.5 credit hours)
Vascular Clinical Rotation VII
Assigns students to area medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2176C (Abdominal Vascular Sonography) and SON2400C (Introduction to Echocardiography) and to acquire other skills necessary in the profession of vascular sonography. Prerequisite: SON2855

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Diagnostic Vascular Sonography in the Program Descriptions section of this catalog.

FASHION DESIGN AND MERCHANDISING

Associate of Science Degree
Major Course Requirements

CTE1313C (4.0 credit hours)
Fundamentals of Apparel Construction
Introduces standard construction sewing techniques as applied to apparel manufacturing. Topics include proper use of industrial sewing equipment and basic sewing skills.

CTE1401C (4.0 credit hours)
Textiles: Fabric Study
Examines and identifies major categories of textiles. Topics include terminology, fabrication, care and physical properties of fibers, enabling appropriate textile selection.

CTE1511C (4.0 credit hours)
Fashion History
Presents the evolution of garment development from prehistoric to modern eras. Topics include a study of 20th century designers, their contributions to fashion, examination of silhouettes and trends of each time period as well as modern adaptations.

CTE1731C (4.0 credit hours)
Fashion Illustration
Introduces fashion drawing techniques used to communicate ideas and details of garments. Techniques in drawing that integrate the development of the croquis form are used to illustrate apparel. Topics include the concept of flats specification, and finished stylized color illustrations are produced for inclusion in student portfolios.

CTE1743C (4.0 credit hours)
Fundamentals of Apparel Patternmaking
Introduces basic techniques in patternmaking using a flat pattern method and drafting tools used in the industry. Topics include developing basic slopers, measurement-taking and pattern draping. Prerequisite: CTE1313C

CTE1792C (4.0 credit hours)
Technical Drawing for Fashion
Presents advanced sketching techniques in relation to apparel forms as well as sketching skills. Topics include fabric drapery rendering and construction details. Prerequisite: CTE1731C

CTE2346C (4.0 credit hours)
Construction Sewing Techniques
Introduces advanced sewing techniques as they apply to complex garments in apparel construction. Topics include uses of serger machines and couture sewing applications. Students produce a garment using standards taught in this course. Prerequisite: CTE1743C

CTE2723C (4.0 credit hours)
Commercial Fashion Design
Addresses fundamental principles of fashion design and introduces commercial designing. Topics include integration of various design methods to develop a collection of constructed garments and illustration for inclusion in student portfolios. Prerequisites: CTE1731C, CTE1743C

CTE2724C (4.0 credit hours)
Fashion Studio: Apparel Design Collections
Continuation of CTE 2723C, Commercial Fashion Design. Students produce and complete garment collections for inclusion in their portfolios. Emphasis is placed on creative designing and presentations. Prerequisites: CTE2723C, CTE2764C

CTE2744C (4.0 credit hours)
Apparel Pattern Details
Continuation of CTE 1743C, Fundamentals of Apparel Patternmaking with the introduction of more advanced techniques and development of muslin samples. Students design and draft patterns for creating design pieces for inclusion in their portfolios. Prerequisite: CTE2346C

CTE2764C (4.0 credit hours)
Apparel Product Development
Analyzes apparel product development from implementation of design to product completion. Topics include target market research, trend forecasting, silhouette development, industry standards and an overview of sourcing and pricing. Students learn to combine creativity with business aspects of the fashion industry. Prerequisite: CTE2723C

CTE2779C (4.0 credit hours)
Computer-Assisted Fashion Design
Integrates fashion design development with computer-aided systems. Emphasis is on exploration of concept design enhanced by computer applications. Prerequisite: CTE1792C

CTE2802C (4.0 credit hours)
Fashion Retailing

Provides a comprehensive study of fashion retailing. Topics include the examination of strategies and organizational structures that support fashion retailing systems.

CTE2851C (4.0 credit hours)
Fashion Promotion
Focuses on basic skills involved in promoting clothing. Topics include analysis of media opportunities, target markets, trend reports and consumer behavior. This is accomplished through researching, planning and presenting appropriate fashion promotion activities.

CTE2897C (4.0 credit hours)
Fashion Portfolio and Presentation
A studio course for presentation of collections and portfolios in a manner which simulates viewing garments at market in the apparel industry. Various careers in the fashion industry are discussed. Prerequisite: CTE2724C

Lower Division General Education Requirements
See specific Lower Division general education requirements for a Associate of Science degree in Fashion Design and Merchandising in the <u>Program Descriptions</u> section of this catalog.

FIRE SCIENCE

Associate of Science Degree
Major Course Requirements

FFP1505 (3.0 credit hours)
Fire Prevention Practices
Provides a study of fire inspection practices. Topics include purpose, definition, Fire Prevention Bureau activities, hazards, fire causes, types of construction, flame spread, occupancy and fireload, inspection techniques and conducting inspections.

FFP1510 (3.0 credit hours)
Codes and Standards
Provides a basic understanding of the four major parts of the Life Safety Code (NFPA 101). The course includes NFPA 1, Fire Prevention Code, F.S. Chapter 633 Florida Statutes, and Administrative Rule 69A-60 Rules of the Division of State Fire Marshall. Topics include a basic understanding of general fire safety requirements for code enforcement and administration, building construction, maintenance and use of property.

FFP1540C (3.0 credit hours)
Private Fire Protection Systems I

Explains private fire protection and detection systems. Topics include sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. The need, construction, preventive maintenance and individual uses of each system are discussed.

FFP1740 (3.0 credit hours)
Fire Service: Course Delivery
Explores methods and mechanics of imparting information and adult learning principles. Topics include techniques which have widespread application in teaching situations, devices for specific areas, measuring teaching effectiveness and the use of media and visual aids.

FFP1810C (3.0 credit hours)
Fire Fighting Tactics and Strategy I
Presents fire fighting strategies and tactics. Topics include use of fire fighting personnel, placement of apparatus and equipment, pre-fire planning, fire ground decisions, fire fighting fundamentals and behavior, principles of extinguishment and proper utilization of various techniques. The course emphasizes the changing nature of an emergency situation and the ways in which a fire officer can evaluate the effectiveness of his or her proposed Incident Action Plan.

FFP2120C (3.0 credit hours)
Building Construction for the Fire Service
Identifies construction features and their hazards under fire conditions. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse and other life safety issues.

FFP2521C (3.0 credit hours)
Blueprint Reading and Plans Review
Teaches students how to apply information contained in workings, drawings and specifications as they relate to a fire inspector. Topics include interpretation of conventional graphic communications, accepted standards and conventions, symbols, abbreviations, principles of technical projection, construction arithmetic and geometry.

FFP2610 (3.0 credit hours)
Fire Investigation: Cause and Origin
Enhances a fire investigator's ability to detect and determine the origin and cause of a fire. Topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns, scene reconstruction, electrical fire investigation, woodland fires, vehicle fires, mobile home fires and RV, boat and ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

FFP2720 (3.0 credit hours)

Company Officer
Explores the theory and procedures for providing effective supervision and leadership in a fire department. Topics include a review of fire department organization and administration, management theory, leadership, communications, motivation and small group dynamics.

FFP2741C (3.0 credit hours)
Fire Service Course Design
Covers principles of effective curriculum design. Topics include principles of adult learning, student-centered learning and designing courses and units that address learning, performance and behavioral objectives.

FFP2780 (3.0 credit hours)
Fire Department Administration
Presents managerial and administrative concepts and principles as they pertain to and affect the daily operation of a fire department. Topics include scheduling, budgeting, reporting, personnel, discipline, command leadership, equipment maintenance, training and community relations.

FFP2811 (3.0 credit hours)
Firefighting Tactics and Strategy II
Acquaints students with processes and procedures necessary to optimize use of available resources. Topics include fire administration, force organization, training, operations, personnel power distribution, fire ground simulation and tactical ground deployment. Prerequisite: FFP1810C

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Fire Science in the Program Descriptions section of this catalog.

GOLF MANAGEMENT

Associate of Science Degree
Major Course Requirements

GM101 (3.0 credit hours)
Traditions of Golf: History and Culture
This course introduces the beginnings of the game of golf and traces important events throughout its history, focusing on equipment, players, and tournaments. Topics include past eras of golf; history of golf equipment and clothing, basic rules of golf, history of golf organizers and diverse players, history of various golf courses, major golf championships, and the cultural thread of golf tradition imbedded in today's game of golf.

GM102 (3.0 credit hours)
Golf Swing Fundamentals
This course presents the necessary knowledge and skills required to develop a competent golf swing. Topics include basics of various golf clubs, fundamental mechanics of golf swings, flight laws of a golf ball, problem areas within the personal game, and effective golf swing fundamentals in the personal game.

GM103 (3.0 credit hours)
Short Game Fundamentals
Introduces the principles and techniques of putting, chipping, pitching, bunker play, and specialty shots leading to the development of an effective short game. Topics include importance of the short game in golf, personal strength and weaknesses in short game, putting techniques and skills, chipping techniques and skills, pitching techniques and skills, bunker techniques and skills, specialty shot techniques and skills, and short game techniques to build on strength and weaknesses.

GM104 (3.0 credit hours)
The Mental Approach to Golf
This course examines the basic principles of the mental game with practical application in developing strategies for maintaining strengths, improving weaknesses, by integrating physical, technical, mental, emotional, and social practice routines into the game. Topics include psychological factors involved in playing the game of golf, personal strengths and weaknesses, mental and physical practice routines, methods to build on strengths and to minimize weaknesses, emotional and social aspects to the game, and golf course management skills.

GM105 (3.0 credit hours)
Fundamentals of Golf Instruction
Introduces the development of golf instruction competencies with an emphasis on creating a teaching philosophy, including practical application. Topics include the essentials of human learning, various teaching methods, communicating with a student using appropriate golf terminology, various practice skills, ball flight laws and principles of the golf swing in teaching, identify swing errors, correcting swing errors, short game lessons, corrective and developmental lessons, importance of video analysis, and developing an initial teaching philosophy.

GM106 (3.0 credit hours)
Golf Club Fitting and Repair
Defines the purpose of golf club design and repair and the relationship between golf swing dynamics/mechanics and club fitting and repair. Topics include understanding and demonstrating the basics of golf club repair; re-gripping, re-shafting, lie adjustment, loft adjustment, swing weight adjustment, and length

adjustment; also, determining the requirements for fitting any golfer in the following golf club specifications: club head design, length, loft, lie, face angle, shaft types, grips, swing weight, and total weight.

GM107 (3.0 credit hours)
Rules of Golf
Provides a basic understanding of the USGA *Rules of Golf* manual, its terminology and application in order to maintain the integrity of the game. Students are further introduced to interpretation and decision making of the rules through use of the USGA *Decisions on the Rules of Golf* handbook. The competencies of communication, resource utilization, and leadership with respect to rules enforcement are also covered.

GM201 (3.0 credit hours)
Retail Management in Golf Operations
Explores baseline knowledge as well as skills and techniques of product awareness, pricing, distribution, and promotion of golf-related merchandise. Topics include identifying various golf-related merchandise, diverse roles in retail operations, basics of pricing, distribution and promotion of golf-related merchandise, varied business problems, fundamentals of inventory management and control, effective human resource management in a retail environment, and creating a two-year business plan for a retail golf shop.

GM202 (3.0 credit hours)
Tournament Management
Presents the requirements for successfully recruiting, planning, organizing, and administering golf tournaments. Students are introduced to the USGA Handicap System™ and its use in tournament management, as well as the Handicap Index® and Course Handicap™ calculator. Topics include developing a tournament format, designing a tournament proposal and budget, organizing tournament staff; promoting tournaments, preparing the golf facility, setting-up and marking a golf course for a tournament, outlining on-course administration requirements, understanding of the USGA Handicap System™, and applying golf tournament software.

GM203 (3.0 credit hours)
Golf Course Design
Identifies the concepts, principles, and practices of golf course design and the impact on playing the golf course. Through vivid assessment, students have the opportunity to discover why some courses are enjoyable, inspiring, and timeless while others may be tiresome and unsatisfying. Topics include concepts of golf course architecture, the architect's thought process, design of architectural significance, differences between modern and classic courses, gold course construction principles, USGA specifications for putting green construction methods, environmental impact of golf course design, future golf course design, various schools of design, and foremost golf architects.

GM204 (3.0 credit hours)
Golf Course Maintenance and Turf Management
Explores the components of golf course maintenance and management from landscaping, to client use, to environmental sustainability. The course covers practical and up-to-date maintenance information including the latest in the use of emerging technologies. Students also have the opportunity to define the relationship of the golf course superintendent and the golf professional. Topics include basics of golf course maintenance, effective and sustainable golf course maintenance procedures, the roles of the golf professional in the golf course maintenance program, impact of maintenance issues on the golfing clientele, emerging technologies in course management, effective communication with the golf course superintendent, and environmentally friendly golf course maintenance.

GM205 (3.0 credit hours)
Strategic Management in Golf Operations
This course provides an overview of strategic management principles and their application to the golf industry through an examination of the golf customer's value chain considerations. Students will develop an understanding of how to manage golf operations in a highly competitive environment. Topics include critical components of the strategic management process, environmental analysis, industry-specific assumptions, improved competitiveness through strategy development, organizational performance during strategy implementation, post-implementation assessment, and development of a strategic plan for a golf enterprise.

GM206 (3.0 credit hours)
Advanced Golf Instruction
Provides an in-depth study of golf instruction, including detailed planning, organization, and delivery of golf lessons and clinics. Students are presented with opportunities for hands-on application of teaching concepts and video golf swing analysis. Topics include known ball flight laws and swing principles including their applicability to the development of a teaching philosophy and approach, golf swing video analysis, developing a personalized teaching reference book, and effective teaching skills in private and clinic format.

GM207 (3.0 credit hours)
Food and Beverage Services
This course introduces students to the professional standards of the food and beverage services provided at a golf course. Topics include menu format and design, food services equipment, quality control, purchasing, pricing, storage, order taking, liability and consumer dimensions of alcohol service, guest

relations, staff management, and creating an operational clubhouse dining room plan.

GM208 (3.0 credit hours)
The Business of Golf (Capstone)
This is the capstone class for the Associate of Science degree in Golf Management. Using a case study format, students are given the opportunity to synthesize and apply learning form their previous course work in golf management. Among the topics summarized are golf history, golf course operations, characteristics and behavior of an effective golf instructor, maintenance of golf facilities and equipment, the game of golf within the hospitality and recreation domains, and finalizing a two-year business plan for the student's area of specialization within the golf industry.

HEALTH INFORMATION MANAGEMENT

Associate of Science Degree
Major Course Requirements

HIM1000 (3.0 credit hours)
Introduction to Health Information Management
This course teaches an introduction to health information management including the healthcare environment, healthcare, data, and health information analysis. The history, evolution of health in the United States, and the health information management professional are studied. Ambulatory care, long term care, mental health, and acute health records are introduced.

HIM1100C (3.0 credit hours)
Health Information Systems
This course introduces the health information management functions such as content and format of records: retention and storage requirements; indexes and registries; and forms design. Relationships among departments and clinical providers within a health system are explored, and management concepts are introduced. Hardware, software and communication technology are used to complete health information processes. Fundamentals of database management are applied to health information examples. Practice exercises support learning. Prerequisite: HIM1000

HIM1200 (3.0 credit hours)
Legal Aspects of Health Information Management
This course introduces the legal and regulatory issues in healthcare with emphasis on their application to healthcare information services and documentation of care. Course content includes law, ethics, and compliance
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issues associated with health information management. Students explore the rights and responsibilities of providers, employers, payers, and patients in a healthcare context. Students are introduced to legal terminology pertaining to civil liability and the judicial and legislative processes. State and Federal confidentiality laws addressing release of information (ROI) and retention of health information/records are examined. Prerequisite: HIM1100

HIM1300 (3.0 credit hours)
Professional Practicum I
This course provides the student with a supervised professional practice experience at an approved external health care site. A minimum of 140 clock hours is required at a site, generally completed during traditional business hours. Practicum competencies reinforce previous coursework and include application of knowledge and skills with respect to health record content, structure, functions and use. Virtual assignments or simulations support experiential learning. Students prepare a written report and present summary of their practical learning experience. Prerequisite: HIM1200

HSC1141 (3.0 credit hours)
Pharmacology for Health Information Management
This course will survey the major classifications of drugs. The indications and contraindications for use will be presented. Emphasis will be placed on the correlation between drug therapy and disease. The student will be required to use various desk references efficiently. Understanding of the pharmacology language is explored by reading and interpreting the documentation in patient medical records.

HSC1433 (3.0 credit hours)
Pathophysiology for Health Information Management
This course emphasizes the study of the major diseases associated with each body system. It introduces important medical terminology, inflammation and allergy, neoplasia, heredity and disease, dietary factors and diseases, and infectious diseases. Understanding of the Pathophysiology language is explored by reading and interpreting the documentation in patient medical records.

HIM2000C (3.0 credit hours)
International Classification of Diseases Coding I
This course, the first in a two-course sequence, introduces principles and guidelines for using the International Classification of Diseases system to code diagnoses and procedures in an acute care setting. Examples of patient records, and exercises using coding manuals and software tools, provide practice in coding and sequencing diagnoses and procedures. History and development of clinical vocabularies and classifications systems are introduced. Application of coding principles to electronic record systems is explored. Prerequisite: HSC1531, HIM1100

HIM2100C (3.0 credit hours)

International Classification of Diseases Coding II
This course builds on skills in using the International Classification of Diseases system to code diagnoses and procedures. Coding of conditions and related procedures not addressed in the previous course is covered. Late Effects, V codes, E codes, and M codes are covered. Reimbursement methodologies for acute care as well as coding ethics, data quality and integrity are explored. Examples of patient records, and exercises using coding manuals and software tools, provide practice in coding and sequencing diagnoses and procedures. Prerequisite: HIM2000

HIM2300C (3.0 credit hours)
Current Procedural Terminology Coding
This course introduces principles and guidelines for using the Current Procedural Terminology (CPT-4 or most current version), used to code procedures performed by healthcare providers. Through practice exercises, students assign procedure codes and apply guidelines for assignment of Evaluation and Management (E/M) codes and modifiers to case examples. The purpose and use of the Healthcare Common Procedure Coding System (HCPCS) are reviewed. Reimbursement methodologies and application of coding principles to an electronic record system for ambulatory care are explored. Prerequisite: HIM2200

HIM2400C (3.0 credit hours)
Healthcare Data Analysis and Healthcare Quality
This course will teach students the various aspects of health data including uses, conventions and organization. Students will explore the use of information technologies for data search and access. Principles of clinical quality, utilization review and risk management are introduced, as are organizational approaches, and regulatory and accreditation implications of quality assessment activities. The student will apply the principles associated with assuring the quality of healthcare data, research procedures, and statistical analysis from both primary and secondary data sets.
Case studies and projects reinforce learning. Prerequisite: HIM1100

HIM2500 (3.0 credit hours)
Professional Practicum II
This is a supervised professional practice experience in the health information management department of a hospital with adequate facilities to provide varied work opportunities in International Classification of Diseases, 9th Revision, Clinical Modification (ECD-9-CM) and Current Procedural Terminology (CPT) coding. Virtual assignments or simulations will be used to support experiential learning. This professional practice consists of 120 hours (30 hours x 4 weeks) completed on a full-time basis. Students prepare a written report and present a summary of their practical learning experience in class. Prerequisite: Permission upon completion of, or current enrollment in, all other courses in the HIM program.

HISTOTECHNOLOGY
Associate of Science Degree
Major Course Requirements

MLT1190C (4.0 credit hours)
Introduction to Histology
The study of human organs and tissues for the purpose of developing histotechnological skills. Presents laboratory aspects of specimen preparation, fixation, sectioning, routine staining, laboratory safety, quality assurance and general health career concepts. Topics include: certification, accreditation, regulatory agencies, quality control, laboratory mathematics, infection control, sharps/mechanical hazards, documentation, medico-legal implications, chemical hygiene principles, information management and ethical conduct.

MLT1191C (4.0 credit hours)
Principles of Fixation
Emphasis placed on fixation and processing of biological tissues for microscopic examination. Topics include: instrumentation, specimen handling, identification and tracking protocols, gross examination processes, fixative types and uses, tissue processing reagents and protocols and specialized processing techniques.

MLT1192C (4.0 credit hours)
Cellular Biological Staining
Recognition of basic cellular structure and ultrastructures. Emphasis placed on nuclear and cytoplasmic staining mechanisms. Explanation of chemical staining theory. Includes stain principles and procedures for nuclear and cytoplasmic structures and mounting techniques and medias.

MLT1250C (4.0 credit hours)
Diagnostic Histology I
Recognition of basic cellular structure as related to histochemical staining techniques. Identification of carbohydrates classification, muscle and connective tissue structure, and neural structures. Stain principles and procedures for carbohydrates and lipids, connective tissue and muscle, and neural components.

MLT2194C (4.0 credit hours)
Immunohistochemistry Staining
Students advance their knowledge of special histologic technology procedures including immunohistochemistry, enzyme histochemistry, and immunofluorescent protocols. Emphasis on theories of immunohistochemical staining and procedures for immunohistochemical stains. Overview of specimens for muscle enzymes and immunofluorescent staining for immunoglobulins. A practical overview of histology techniques is assigned in the laboratory.

MLT2195C (4.0 credit hours)
Tissue Identification
Emphasis is placed on recognition, composition, and functions of organs and tissues. Identification of tissue structure, cell components and their staining characteristics and relating them to physiological functions, recognizing errors and their sources, learning corrective action needed: learning to make judgments concerning the results of quality control measures and institute proper procedures to maintain accuracy and precision.

MLT2198C (4.0 credit hours)
Diagnostic Histology II
Students enhance their skills with histochemical preparation and use. Identification of pathologic microorganisms and other cellular inclusions including pigments and minerals. Use of stains for microorganisms and tissue pigments and mineral.

MLT2199C (4.0 credit hours)
Microtomy
Emphasis on Microtomy techniques, ergonomic safety practices and frozen section techniques. Topics include: embedding orientation by tissue type, paraffin embedding station, cryostat, rotary microtome set-up and maintenance, sharps safety practices for the microtome, techniques for Microtomy, and specialized Microtomy. Includes an overview of electron microscopy and cytology specimen preparation.

MLT2801 (4.0 credit hours)
Histotechnology Externship I
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in on-campus coursework and to acquire other skills necessary to the profession of histology technicians.

MLT2802 (4.0 credit hours)
Histotechnology Externship II
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in on-campus coursework and to acquire other skills necessary to the profession of histology technicians.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Histotechnology in the Program Descriptions section of this catalog.

INFORMATION TECHNOLOGY

Associate of Science Degree
Major Course Requirements

CET1171C (4.0 credit hours)
Computer Service and Support PC Systems I
Offers a broad foundation of knowledge and skills in PC support services. Topics include software applications and operating systems including the use of advanced software/system features and programs, the interrelationships among major components of networks, hardware and software selection and installation, integration techniques to enhance projects and preventative hardware maintenance. Additionally, students are trained to write batch scripts, optimize memory, set up devise drivers and assemble discrete components of a computer system, hard drive architecture, cabling and microprocessor basics.

CET1172C (4.0 credit hours)
Computer Service and Support PC Systems II
Provides an in-depth look at advanced computer maintenance concepts and techniques. Topics include PC development techniques, troubleshooting strategies, advancement of technological development and problem-solving strategies.

CIS2350C (4.0 credit hours)
Principles of Information Security
Provides a fundamental understanding of network security principles and implementation. Topics include technologies used and principles involved in creating a secure computer networking environment, authentication, types of attacks and malicious code, threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed.

CTS1156C (4.0 credit hours)
Supporting Client Operating Systems
Prepares students to address the implementation and desktop support needs for current Microsoft client software in a variety of standalone and network operating system environments. Topics include client planning, implementation, management and support.

CTS1305C (4.0 credit hours)
Essentials of Networking
Provides an objective assessment of skills and certification of students' networking accomplishments. The course also introduces underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and protocols that operate at various model layers.

CTS1328C (4.0 credit hours)
Managing and Maintaining Server Operating Systems
Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance and safeguard data in a Microsoft Windows server environment.

CTS2106C (4.0 credit hours)
Multi-User Operating Systems
Provides a comprehensive overview of the Linux operating system. Topics include Linux command-line environment, utilities, applications and graphical X Window environment.

CTS2153C (4.0 credit hours)
Application Support
Provides the knowledge and skills to install, configure and maintain Microsoft office Suite on a Microsoft operating system. Topics include configuring Internet Explore and Outlook Express, resolving issues related to customizing and personalizing Microsoft Office applications, migrating from Outlook Express to Outlook, identifying and troubleshooting network problems, configuring Microsoft Office security settings and monitoring security vulnerabilities and updates.

CTS2302C (4.0 credit hours)
Implementing Directory Services
Presents the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Active Directory service infrastructure. Topics include forest and domain structures, Domain Name System (DNS), site topology and replication, organizational unit (OU) structure and delegation of administration, group policy and user, group and computer account strategies. Prerequisites: CET1172C, CTS1305C, CTS1184C

CTS2304C (4.0 credit hours)
Internetworking Technologies
Presents internetworking technology concepts and commands necessary to configure routers and switches. Topics include instruction on the OSI model, industry standards, various network topologies, basic networking design and troubleshooting, IP addressing including subnet masks, router configuration, routes and routing protocols and advanced router configurations. Also covered are LAN switching theory, VLans, advanced LAN and LAN switched design, WAN technology, theory and design, Novell IPX, PPP, frame relay and ISDN. Prerequisites: CET172C, CTS1305C, CTS1184C

CTS2306C (4.0 credit hours)
Implementing a Network Infrastructure

Presents the knowledge and skills necessary to implement, manage and maintain a contemporary network infrastructure. Topics include implementing, managing and maintaining server network technologies. These tasks include implementing, managing and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System and Windows Internet Name Service (WINS); securing Internet Protocol traffic with Internet Protocol security and certificates; implementing a network access infrastructure by configuring connections for remote access clients and managing and monitoring network access. Prerequisites: CET1172C, CTS1305C, CTS1184C

CTS2310C (4.0 credit hours)
Designing a Secure Infrastructure
Develops knowledge and skills needed to design a secure network infrastructure. Topics include assembling a design team, modeling threats and analyzing security risks. Decision-making skills are encouraged through an interactive tool that simulates real-life scenarios; students are given the task of collecting information and sorting through details to resolve a given security requirement. Prerequisite: CTS1172C

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Information Technology in the Program Descriptions section of this catalog.

MASSAGE THERAPY
Associate of Science Degree
Major Course Requirements

MSS1140 (6.0 credit hours)
Body Systems
Introduces human body systems and principles of human physiology. Systems include circulatory, endocrine, lymphatic, digestive, respiratory, urinary and reproductive.

MSS1142 (6.0 credit hours)
Human Structure and Functions
Considers the human body as a dynamic organism and examines how its systems are interrelated and dependent. Systems include cells, tissue, integumentary, skeletal, muscular and nervous.

MSS1216 (6.0 credit hours)
Legal and Ethical Business Practices
Examines the requirements of the Florida Massage Practice Act. The history of

massage is reviewed. Essential business principles for developing a successful massage therapy practice are discussed. Topics include prevention of medical errors and a review of ethical standards of conduct.

MSS1259 (4.0 credit hours)
Massage Theory
Examines Swedish massage techniques that form the basis for therapeutic massage. Topics include indications, contraindications, areas of endangerment and general principles of a Swedish massage.

MSS1261C (4.0 credit hours)
Therapeutic Massage
Focuses on the overall therapeutic massage experience. Topics include therapist care, body mechanics, client draping, client positioning, interpersonal communication, palpatory skills and joint movement.

MSS1282C (4.0 credit hours)
Allied Modalities
Introduces Asian bodywork such as Shiatsu, Ayurveda, Thai massage and Chinese medicine. Topics include health-related areas such as sports medicine, clinical pathology, exercise physiology and range of motion.

MSS1306C (4.0 credit hours)
Spa Theory/Hydrotherapy
Presents spa theory and the scientific application of water for therapy and rehabilitation. Topics include current trends in spa therapies, various water treatments, paraffin baths, hydrocullators, body wraps, salt/sugar scrubs and fundamental operations, treatments and techniques of day spas.

MSS2163C (4.0 credit hours)
Structural Kinesiology
Focuses on human movement and structure as related to massage therapy. Topics include range of motion, passive range of motion, manual and resistive tests, neuromuscular fundamentals and body movement through joints.

MSS2258C (4.0 credit hours)
Sports Massage
Presents pre- and post-sports massage techniques and routines. Topics include human body responses to sports-related activities, the role of massage therapy in sports, injuries, pain management and sports movement. Additionally, students study First Aid and CPR.

MSS2270 (4.0 credit hours)
Pathology
Focuses on disease conditions encountered by massage therapists. Topics include etiology, prevention, appropriate massage interventions, as well as contraindications and indications for massage.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Massage Therapy in the Program Descriptions section of the catalog.

MEDICAL ASSISTING

Associate of Science Degree
Major Course Requirements

MEA1206C (3.5 credit hours)
Clinical Procedures
Presents the skills and knowledge that enable a medical assistant to assist practitioners with a clinical practice. Topics include patient care and preparation for examinations, procedures, treatments, electrocardiography, vital signs and measurements, aseptic technique, assistance with minor surgical procedures and infection control. Other topics include equipment use, care and routine maintenance, as well as course-appropriate pharmacology and medical emergency applications.

MEA1238 (1.5 credit hours)
Medical Terminology
Introduces the basic structure of medical words. Students analyze prefixes, suffixes and word roots used in the language of medicine. Topics include correct pronunciation, terminology, spelling and definitions associated with various body systems.

MEA1236 (6.0 credit hours)
Anatomy and Physiology
Introduces human body systems and principles of human physiology. Systems include skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary and reproductive. Disorders associated with the systems are explored and discussed.

MEA1290 (6.0 credit hours)
Radiography
Provides instruction in handling patients, films and x-ray equipment. Students work collaboratively learning proper techniques in patient preparation and positioning, production of the radiograph, use of x-ray equipment and its maintenance and techniques for radiographic film processing and storage. The

identification of safety hazards involving patients and technicians and relevant precautionary measures are addressed.

MEA1267C (4.0 credit hours)
Laboratory Procedures I
Introduces clinical blood chemistry, concepts in pharmacology, laboratory equipment and basic diagnostic testing. Students work collaboratively learning blood collection techniques through phlebotomy and capillary puncture as well as several methods of urine collection. Students process serum and urine for diagnostic testing. Topics include normal and abnormal chemistry and urine results and their implications. Students employ critical thinking techniques in drug classifications, dosage calculations and medication administration.

MEA1303C (4.5 credit hours)
Medical Office Management
Presents skills essential for medical office management. Topics include communication techniques, patient scheduling and records management, **to include electronic health records**. Additional topics include concepts and skills associated with bookkeeping and accounting principles, procedural and diagnostic coding, computers in a medical office and medical law and ethics.

MEA2268C (4.0 credit hours)
Laboratory Procedures II
Introduces the origin and morphology of blood cells. Topics include normal and abnormal functions of blood cells, proper collection of venous and capillary blood and various blood diseases. Students explore concepts of microbiology and the chain of infection. Course-appropriate pharmacology is introduced.

MEA2806 (3.5 credit hours)
Externship I
Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of medical assisting during an assignment in a healthcare facility. The externship introduces medical assistants to the working environment they encounter when employed in the field. Prerequisite successful completion of major academic courses (MEA1204C, 1267C and 2268C must be completed with a grade of "C" or higher)

MEA2807 (3.5 credit hours)
Externship II
Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of medical assisting during an assignment in a healthcare facility. The externship introduces medical assistants to the working environment they encounter when employed in the field. Prerequisite successful completion of major academic courses (MEA1204C, MEA1267C and MEA2268C must be completed with a grade of "C" or higher)

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Medical Assisting in the Program Descriptions section of this catalog.

MEDICAL LABORATORY TECHNICIAN

Associate of Science Degree
Major Course Requirements

MLT1082 (6.0 credit hours)
Anatomy and Physiology
Introduces the anatomy of human body systems and principles of human physiology. Systems include skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine,

MLT1610C (4.0 credit hours)
Clinical Chemistry I
Presents theoretical concepts, principles and the performance of procedures used for the measurement of carbohydrates, proteins, non-protein nitrogen-containing compounds, bilirubin and hemoglobin with emphasis on their relationships to various disease states.

MLT1620C (4.0 credit hours)
Clinical Chemistry II
Continues MLT1610C (Clinical Chemistry I). Presents theoretical concepts, principles and the performance of procedures used for the measurement of enzymes, lipids, electrolytes, trace elements, endocrinology, toxicology and therapeutic drug with emphasis on their relationships to various disease states. Prerequisite MLT1610C with grade of "C" or higher

MLT1752 (6.0 credit hours)
Laboratory Mathematics and Biostatistics
Presents basic calculations necessary in a clinical laboratory. Topics include graphing techniques, statistics, serial dilutions, density, specific gravity and chemical reactions.

MLT1802 (3.5 credit hours)
Clinical Practicum Part I
Assigns students to a clinical laboratory site that is NAACLS and state-approved. This supervised laboratory rotation provides students with an opportunity to practice procedural skills, with emphasis on the transition from student to professional. Prerequisite: Completion of all major courses with a grade of "C" or better

MLT1804 (3.5 credit hours)
Clinical Practicum Part II
Continues MLT1802L (Clinical Practicum Part I). Assigns students to a clinical laboratory at a NAACL and state-approved site. This supervised laboratory rotation provides students with an opportunity to practice procedural skills, with emphasis on the transition from student to professional. Prerequisite: MLT1802L with grade of "C" or better

MLT2210C (4.0 credit hours)
Urinalysis
Provides a didactic study and performance of physical, chemical and microscopic analysis of urine.

MLT2300C (4.0 credit hours)
Hematology I
Presents the didactic study of the origin and morphology of blood cells and the ability to interpret the clinical significance of test results. Topics include performance of phlebotomies, blood cell counts and coagulation procedures (both manually and automated).

MLT2365C (4.0 credit hours)
Hematology II
Continues MLT2300C (Hematology I). Topics include a didactic study of diseases related to erythrocytes, leukocytes, thrombocytes and coagulation factors as well as the clinical significance of test results by providing additional opportunities for the performance of phlebotomies, blood cell counts and coagulation procedures. Prerequisite: MLT2300C with grade of "C" or higher

MLT2402C (4.0 credit hours)
Microbiology I
Instructs in the cultivation, isolation and identification of medically important microorganisms in establishing a diagnosis of infectious disease.

MLT2403C (4.0 credit hours)
Microbiology II
Continues MLT2400C (Microbiology I). Instructs in the cultivation, isolation and identification of medically important microorganisms in establishing a diagnosis of infectious disease. Prerequisite: MLT2402C with grade of "C" or higher

MLT2430C (4.0 credit hours)
Parasitology
Presents a study of the major parasites that infect humans. Topics include life cycles, mode of transmission of infection, laboratory diagnosis of parasites,

treatment and prevention of infections with an emphasis on microscopic diagnostic procedures.

MLT2500C (4.5 credit hours)
Serology/Immunology
Examines theoretical concepts of the human immune system in health and disease and instructs students in serological procedures.

MLT2525C (4.0 credit hours)
Immunohematology
Instructs in the performance of basic blood bank assays involving blood group systems, antibody identifications and blood bank procedures relating to transfusions.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Medical Laboratory Technician in the Program Descriptions section of this catalog.

NUCLEAR MEDICINE TECHNOLOGY
Associate of Science Degree
Major Course Requirements

NMT1002 (5.5 credit hours)
Introduction to Nuclear Medicine Technology
Introduces the history and evolution of nuclear medicine as an imaging modality. Topics include the history of nuclear medicine, concepts of radioactivity, nuclear medicine procedures, radiation detection and protection measures, an overview of nuclear medicine instrumentation, production of radiopharmaceuticals, and a review of mathematics and medical terminology.

NMT1312 (5.5 credit hours)
Radiation Safety and Health Physics
Examines techniques in the safe handling of radioactive materials including proper usage, proper storage procedures, safe disposal of radioactive materials, biological effects of radiation and standards, rules and regulations for handling radioactive materials. Prerequisite: NMT1002

NMT2534C (5.5 credit hours)
Nuclear Medicine Instrumentation
Presents basic aspects of radiation detection, quality assurance and imaging instrumentation used in nuclear medicine. Topics include theories of radiation

detection instruments, an overview of instrumentation and operation of radiation detection instruments. Prerequisite: NMT1312

NMT1713C (5.5 credit hours)
Nuclear Medicine Methodology I
Introduces protocols, dose calculations, system anatomy, examination indications, comparative normal pharmacokinetics and pathology. Topics include qualitative and quantitative aspects of radiopharmaceuticals used in diagnostic imaging, in-vitro testing and therapeutic applications and techniques. Radiopharmaceutical pathology, anatomy and physiology are studied. Measurement and calculation of radiation doses and image/laboratory data interpretation are explored. A research paper on one or more aspects of nuclear medicine technology is required. Prerequisite: NMT1534C

NMT2102 (4.0 credit hours)
Nuclear Medicine Administration
Introduces administrative duties required of a nuclear medicine technologist, Topics include patient scheduling, radioisotope ordering, recordkeeping and reporting, scheduling and testing, communication and patient and clinician satisfaction. Prerequisite: NMT2130

NMT2130C (5.5 credit hours)
Radiopharmacy and Patient Care
Presents fundamentals of radiopharmacy. Topics include maintenance of radiopharmaceutical laboratory records and materials, radiopharmacy and methods of radio labeling, characteristics of specific radiopharmaceuticals, preparing radiopharmaceuticals, quality control of radiopharmaceuticals, disposal of radioactive waste, ordering radiopharmaceuticals in correct dosage and NRC rules and regulations. Prerequisite: NMT2613

NMT2573 (4.0 credit hours)
Nuclear Medicine QA/QC
Addresses quality control testing of imaging systems. Topics include instrumentation, calibration and operation of scintillation counters and detectors, calibration and operation of gas-filled detectors and performance of quality assurance testing of routine imaging assay procedures. Prerequisite: NMT2102

NMT2613 (5.5 credit hours)
Nuclear Medicine Physics
Correlates basic concepts of atomic, nuclear and radiation physics. Topics include interactions between radiation and matter, sources of alpha, beta and gamma radiation, radiation detectors, calculations of radioactive decay, calculation of radiation dose, dose formulation, measurement of radiation level and counting statistics. Prerequisite: NMT2814

NMT2723C (5.5 credit hours)

Nuclear Medicine Methodology II
Continues examining protocols, dose calculations, system anatomy, examination indications, comparative normal pharmacokinetics and pathology. Topics include qualitative and quantitative aspects of radiopharmaceuticals used in diagnostic imaging, in-vitro testing and therapeutic applications and techniques. Measurement and calculation of radiation doses and image/laboratory data interpretations are explored. Specialized imaging procedures such as parathyroid, adrenal, shunt pathology, CSF leak, breast, lymphoscintography, radionuclide therapy and pathologies related to the above are addressed. Prerequisite: NMT2573

NMT2804 (3.0 credit hours)
NMT Clinical Rotation I
First in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT1713C

NMT2814 (3.0 credit hours)
NMT Clinical Rotation II
Second in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2804

NMT2824 (3.0 credit hours)
NMT Clinical Rotation III
Third in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2814

NMT2834 (3.0 credit hours)

NMT Clinical Rotation IV
Final in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2834

NMT2960 (5.5 credit hours)
Nuclear Medicine Capstone Course
Incorporates all theory relative to production of a nuclear medicine image. Topics include the interrelationships of radiation protection, instrumentation, physics, pharmacology and quality assurance/quality control. A research project and paper on one or more aspects of nuclear medicine technology are required. Prerequisite: NMT2844

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Nuclear Medicine Technology in the Program Descriptions section of this catalog.

NURSING

Associate of Science
Major Course Requirements

NUR1022C (8.0 credit hours)
Fundamentals of Nursing
Provides a foundation for the nursing program. Introduces the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in both skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills, such as completion of health history and physical assessment techniques and common nursing skills that support basic human needs such as hygiene, activity and exercise, nutrition, oxygenation, comfort, urinary and bowel elimination. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings.

NUR1140C (4.0 credit hours)

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Nursing Pharmacology
Presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on application of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Satisfactory completion of the course is required for progression in the nursing program. The course contains a number of critical skills including medication administration that must be performed without error to achieve a passing grade for the course.

NUR1211C (8.0 credit hours)
Basic Adult Healthcare
Focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. It builds upon concepts and skills introduced in prerequisite nursing and general education courses. The pathophysiologic basis for diseases and conditions explored is discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course. Prerequisite: NUR1022C

NUR2230C (8.0 credit hours)
Advanced Adult Healthcare
Continues NUR1211C (Basic Adult Healthcare). It builds upon the knowledge and skills acquired in this course, including continued integration of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with medical-surgical nursing and mental health/psychiatric nursing care and includes the acquisition of knowledge and skills related to the care of individuals with more complex health care problems and needs, including further refinement of the application of the nursing process. Mental health and psychiatric nursing care components includes further development of a student's communication skills, content relating to the dynamics of normal and unusual human behavior and therapeutic responses to such behavior. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers. Prerequisite: 1211C

NUR2421C (4.0 credit hours)
Maternity Nursing Care
Focuses primarily on maternity nursing care, with some exposure to common problems associated with the health of mother and child. Concepts and skills learned in NUR1211C are integral to this course, with emphasis on developmental theories as they relate to the care of women. Primary, secondary and tertiary care settings are utilized for clinical experiences, including outpatient care and hospitals. Prerequisite: NUR1022C

NUR2310C (4.0 credit hours)
Pediatric Nursing

Focuses primarily on normal pediatric families, with some exposure to common recurring and complex problems associates with the health of the pediatric client/patient. Concepts and skills reviewed in NUR1022 and NUR1211C are integral to this course, with emphasis on developmental theories as they relate to the care of children. Primary, secondary and tertiary care settings are utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient, in-home and community care). Prerequisite: NUR1211C

NUR2823C (3.0 credit hours)
Nursing Leadership and Management
Requires that students utilize knowledge and skills acquired in previous nursing courses in the context of leading a healthcare team in caring for a group of patients. Didactic and clinical content includes such areas as development of first-line management and leadership skills in the context of an organizational structure; collaborative decision-making; prioritization and time management. Clinical experiences include secondary and tertiary care settings such as hospitals and long-term care facilities. Prerequisite: NUR2230C

NUR2811C (3.0 credit hours)
Nursing Practicum
Enables students to independently demonstrate critical competencies expected of an entry-level associate degree nurse. Classroom content relates to preparation of a student for assuming the role of a professional nurse. The clinical component is an individualized experience of general or specific interest proposed by the student, selected in collaboration with faculty and an RN preceptor. Individualized goals and objectives are developed, with ongoing supervision of progress by faculty and the RN preceptor. Prerequisite: NUR2733C

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Nursing in the Program Descriptions section of this catalog.

OCCUPATIONAL THERAPY ASSISTANT

Associate of Science Degree
Major Course Requirements

OTH1007 (6.0 credits)
Introduction to Occupational Therapy
Provides general knowledge about the field of occupational therapy through a study of its history, philosophy and scope of practice. Foundations of professional development include AOTA Standards of Practice, AOTA Code of Ethics, NBCOT certification, licensure laws and healthcare regulations. Topics include theoretical models of intervention, occupation-centered and evidence-

based practice along the healthcare continuum. Prerequisites all general education courses.

OTH1014C (4.5 credit hours)
Kinesiology for Occupational Therapy Assistants
Course provides the basic knowledge of the muscular and skeletal systems of the human body and principles of human movement physiology. Topics include analysis of movement during activity, kinesiology, body mechanics and concepts of ergonomics. Prerequisite: OTH1412C

OTH1204 (6.0 credit hours)
Life Span Human Development
Presents the physical, cognitive, and socio-emotional components of normal human development over the course of a life span. Topics include developmental theories, stages in the lifespan, awareness of socio-cultural factors in human development; and application of observation skills. Prerequisite: OTH 1014C

OTH1412C (4.5 credit hours)
Anatomy and Physiology
Introduces the language of medicine through the study of prefixes, suffixes, and root words. Topics include accurately constructing, pronouncing and spelling medical terms. Introduces body systems, principles of physiology and disease processes. Prerequisite: OTH1007

OTH1432C (4.5 credit hours)
Neurological Disorders/Assessment and Treatment Strategies
Presents an advanced overview of the development and function of the central nervous system. Topics include etiology, signs, symptoms, and prognoses of conditions involving the central nervous system. Additional topics include assessments of neurological function, appropriate treatment/intervention and documentation. Prerequisite: OTH1433C

OTH1433C (4.5 credit hours)
Musculoskeletal Disorders/Assessment and Treatment Strategies
Presents the etiology, typical course of symptoms, treatment, and prognoses of various disabling musculoskeletal conditions commonly treated in occupational therapy settings. Topics include assessment of muscle function and treatments such as transfer training, adaptive equipment, assistive devices, wheelchair adaptation, ergonomic modifications, safety and accessibility factors. Prerequisite: OTH1204

OTH2022C (2.0 credit hours)
Group Dynamics

Focuses on fundamentals of dynamic interactive processes, communication, development of observational skills and group techniques. Topics include the role and responsibilities of an OTA as a group leader, developmental stages of group treatment, self-awareness in relation to one's own behaviors and other professional skills. Prerequisite: OTH2420C

OTH2121C (2.0 credit hours)
Therapeutic Media
Focuses on media appropriate to occupational therapy treatment. Purposeful activities are those of leisure/play, creative and expressive arts, and other tasks and activities which may be used as evaluation and treatment techniques. Emphasis is on activity analysis and adaptation and gradation of media to meet patient needs. Cultural diversity, individual values, interests and needs are incorporated in the selection of appropriate media for treatment/intervention. Prerequisite: OTH2022C

OTH 2165C (2.0 credit hours)
Daily Living Skills
Presents the sensorimotor, cognitive and psychosocial components affecting performance of daily tasks and occupations at each stage of life. Students analyze performance skills required in daily living in the areas of self-care, play/leisure, and work, and how to adapt and grade occupations to meet patient needs. Case studies are used to practice achievement of functional independence and performance in daily living task completion. Prerequisite: OTH2602C

OTH2300C (4.5 credit hours)
Psychiatric Disorders/Assessment and Treatment Strategies
Addresses mental disorders and appropriate occupational therapy treatment techniques. Topics include recognizing needs of an individual with a mental disorder regarding performance of self-care, play/leisure, and work with knowledge of the influences of individual, family, cultural and community values. Familiarity with diagnostic criteria, according to the DSM-IV and medication side effects is developed. Prerequisite: OTH1432C

OTH2420C (4.5 credit hours)
Occupational Therapy for Physically Disabled
Provides principles and practice of occupational therapy treatment techniques for individuals with physical disabilities. Topics include selection of appropriate occupational therapy interventions for the physically disabled, use of adaptive equipment, task/environmental adaptation and principles of splinting. Students are introduced to treatment strategies of NDT and PNF. Simulated treatments and role-playing are essential aspects of this applications course. Prerequisite: OTH2800

OTH2520C (4.5 credit hours)

Pediatric Occupational Therapy

Presents specific issues in the practice of pediatric occupational therapy. Students learn their role is the assessment of needs regarding client performance of self-care and play/leisure activities, with emphasis on a school environment. In order to achieve treatment goals in this specialty area, common pediatric disorders, their etiology, prognoses, and appropriate occupational therapy treatment/intervention are explored, stressing the incorporation of activity analysis gradation, use of assistive technologies and adaptation of task/environment within a child's family setting. Prerequisite: OTH2121C

OTH2602C (2.0 credit hours)
Aging and Performance Skills

Consideration of sensorimotor, cognitive, and emotional skills experienced through senescence, death and dying. Special emphasis is placed on the aging process and the effects of community, culture, and family environment on an aging individual. Students are instructed in the pathological disease processes which commonly occur in an aging population. Maximizing patient function and wellness promotion as well as balanced lifestyles specific to the geriatric patient are explored.   Prerequisite: OTH2121C

OTH2800 (2.0 credit hours)
Fieldwork I

Initially provides students with exposure to clinical practice. Students observe the practical application of theoretical foundations learned in class. Program management and scope of practice issues are also observed. A fieldwork education site provides observational opportunities, hands-on experience as appropriate, feedback to students and learning tasks. Prerequisite: OTH2300C

OTH2840 (12.0 credits)
Fieldwork II

Level II fieldwork involves the attainment of academic, professional, technical and clinical skills for a period of two, eight-week rotations under the supervision of a licensed occupational therapy practitioner.   Fieldwork II is scheduled immediately following completion of academic coursework. All Fieldwork II coursework must be completed within 12 months of a student's completion of academic courses. Prerequisite: OTH2165C

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Science degree in Occupational Therapy Assistant in the Program Descriptions section of this catalog.

PHYSICAL THERAPIST ASSISTANT

Associate of Science Degree
Major Course Requirements

PHT1000C (5.0 credit hours)
Introduction to Physical Therapist Assistant
Provides an introduction to the physical therapy profession with an emphasis on the role and scope of practice of the physical therapist assistant. Topics include: Standards of Practice, Code of Ethics, Guide for Conduct of the PTA, physical therapy departmental structure, psychosocial, cultural and socioeconomic considerations in patient interaction, reimbursement issues, legislative issues, research and current developments in the field. This course also studies anatomical terminology, the skeletal system including the structure and function as well as physiology, joint articulations, and the muscular and nervous systems. Prerequisites: Admission to the PTA Program and successful completion of general education requirements with a cumulative GPA of 3.0 on a 4.0 scale and earned a minimum of a B in both Anatomy and Physiology I and II.

PHT1300 (6.0 credit hours)
Medical Diseases
Surveys the disease processes with an emphasis on diseases commonly seen in physical therapy. Topics include: the immune system, genetic disorders, infections, metabolic disorders, neoplasms, respiratory system, cardiovascular system, gastrointestinal system, hepatobiliary system, endocrine system, nervous system, musculoskeletal system, excretory system, integumentary system, reproductive system and psychiatric disorders. This course also provides an introduction to basic medical terminology with certification in CPR, OSHA/HIV, and Medical errors earned upon the course completion. Prerequisite: PHT1000C

PHT1121C (4.0 credit hours)
Kinesiology
Provides an in-depth study of the musculoskeletal system emphasizing its effect on functional human motion. Emphasis is on normal function. Students will apply biomechanical principles and muscle actions to joint motions and will learn normal aspects of gait and posture. Prerequisite: PHT1300

PHT1251C (4.0 credit hours)
Patient Care Procedures
Focuses on the development of basic physical therapy skills and procedures. Emphasis is on the patient, environmental safety, positioning, transfers, wheelchair management, vital signs, goniometry, gait training with assistive devices, body mechanics, intermittent compression, biofeedback, and clinical documentation. Prerequisite: PHT1121C

PHT1261C (4.0 credit hours)
Tests and Measurements

Focuses on skills necessary to perform physical therapy test and measurement procedures. Emphasis is on manual muscle testing, muscle tone, muscle length, limb length, volume and girth, sensation, coordination and balance, activities of daily living, architectural barriers, pain, reflexes, gait and posture. In addition, theories of development and developmental sequence, prehension, life span changes in the body systems, posture development throughout the life span, primitive reflexes, righting reactions. Prerequisite: PHT1251C

PHT1216C (4.0 credit hours)
Functional Modalities
Focuses on the knowledge and skills necessary for applying modalities used in physical therapy treatment. Emphasis is on superficial and deep heat, cryotherapy, massage, electrotherapy, massage, and traction. Prerequisite: PHT1261C

PHT1227C (2.0 credit hours)
Therapeutic Exercise I
Focuses of the study of therapeutic exercise techniques and procedures. Emphasis is on various techniques used for strengthening, stretching, ROM, endurance and the associated body mechanics. Specific exercises will then be applied to the upper extremity. Prerequisite: PHT2801

PHT1228C (4.0 credit hours)
Therapeutic Exercise II
Focuses on the study of therapeutic exercise techniques and procedures. Students will apply concepts presented in Therapeutic Exercise I to this course. Emphasis is on therapeutic exercises for orthopedic, vascular, cardiac, pulmonary, and obstetric patients. Prerequisite: PHT1227C

PHT2143C (4.0 credit hours)
Rehabilitation
Provides an opportunity to develop knowledge and skills in the rehabilitation procedures and techniques utilized with various neurological diagnoses. Topics include neurological principles and neuro-rehabilitation as well as rehabilitation techniques and concepts utilized with amputations, prosthetics and orthotics. In addition, pediatric diagnoses and treatment will be reviewed. Prerequisite: PHT1228C

PHT2801 (1.0 credit hour)
Clinical Experience I
A two-week (40 hours per week) clinical experience providing the student with the opportunity to practice skills taught in previous course work. The student will work under the direct supervision of and with the assistance of the clinical instructor at the assigned facility. 80 hours of clinical experience in an assigned facility. Prerequisite PHT1216C

PHT2810 (5.0 credit hours)
Clinical Experience II
A six-week (40 hours per week) clinical experience providing an opportunity for the student to apply knowledge and skills from all previous academic and clinical education, under the supervision of a clinical instructor at an assigned facility. Prerequisite: PHT1243C

PHT2820 (5.0 credit hours)
Clinical Experience III
A six-week (40 hours per week) clinical experience that allows the student to develop competency in the practice of physical therapy technique and procedures, under the supervision of a clinical instructor at an assigned facility. Students in this course are preparing themselves to function as entry-level physical therapist assistants. Prerequisite: PHT2810A/B.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Physical Therapist Assistant in the Program Descriptions section of this catalog.

RADIATION THERAPY

Associate of Science Degree
Major Course Requirements

RAT1001 (3.0 credit hours)
Introduction to Radiation Therapy
Introduces the foundations of radiation therapy with an overview of the profession and the practitioner's role in the healthcare delivery system. Principles, practices and policies of the educational program and professional responsibilities of the radiation therapist will be discussed and examined.

RAT1002 (3.0 credit hours)
Patient Care for the Radiation Therapist
Provides the basic concepts of patient care in radiation therapy, and competencies in assessing and evaluating patients undergoing radiation treatment. Patient education and support will also be discussed.

RAT 2021 (3.0 credit hours)
Principles and Practice of Radiation Therapy I
Content provides knowledge base of radiation therapy equipment, procedures, technique and positioning for treatment localization and delivery. Topics include

healthcare delivery systems, basic radiation protection, medical terminology, ethics, medical legal issues, basic patient care, communications, federal and state regulations, accreditation, professional organizations and professional development.

RAT 2617 (3.0 credit hours)
Radiation Therapy Physics I
Content is designed to provide a broad outline of the physics of ionizing radiation and its medical application in the field of radiation therapy. Addresses concepts and fundamentals of radiation physics and biology standards. Topics include x-ray production, recorded detail, distortion, beam limiting devices, filtration, primary, and secondary radiation, prime factors, exposure systems, exposure calculations, imaging systems to include analog and digital imaging..

RAT 1814 (3.0 credit hours)
Radiation Therapy Clinical Education I
Provides students with a foundation for clinical experience, allowing hands on exposure in a clinical setting to enhance and develop technical skills.

RAT 1824 (3.0 credit hours)
Radiation Therapy Clinical Education II
Provides students with continued clinical experience, enhancing sills learned in RAT 1814

RAT 2023 (3.0 credit hours)
Oncology and Radiobiology
Content discusses the theories and principles of tolerance dose, time dose relationships and the interactions of radiation with cells, tissues and the body as a whole. Fractionation schemes in the clinical practice of radiation therapy are also discussed.

RAT 2814 (3.0 credit hours)
Radiation Therapy Clinical Education III
Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Instruction is also provided in various treatment set-ups, fabrication and immobilization devices.

RAT 2824 (3.0 credit hours)
Radiation Therapy Clinical Education IV
Provides students with continuing clinical experience in the radiation therapy department focusing on performance to enable completion of competency goals. Requirements include log-ins and treatment set-ups, fabrication and immobilization under supervision

RAT 2618 (3.0 credit hours)

Radiation Therapy Physics II
Addresses concepts and fundamentals of radiation physics and biology standards. Topics include x-ray production, recorded detail, distortion, beam limiting devices, filtration, primary, and secondary radiation, prime factors, exposure systems, exposure calculations, and imaging systems to include analog and digital imaging.

RAT 2025 (3.0 credit hours)
Oncologic Pathology
Introduces the theories of disease causation. General principles of pathology including inflammation, growth, repair and replacement of tissues, and neoplasia are discussed.

RAT 2022 (3.0 credit hours)
Principles and Practice of Radiation Therapy II
An overview of cancer from a disease specific perspective. Instruction is provided in different aspects and modalities of cancer treatment and the role and responsibility of the therapist in the process. Identification of structures and location of landmarks using X-rays, CT and MRI scans for simulations will be addressed. Treatment prescription techniques and delivery are also discussed.

RAT 2619 (3.0 credit hours)
Treatment Planning and Dosimetry
Content includes treatment planning methods, dose calculations, beam data and profiles. Dose optimization and application of beam modifiers are presented. Application of isodose charts, depth dose, Dmax, central axis curves and electron calculations as well as Brachytherapy are discussed.

RAT 2834 (3.0 credit hours)
Radiation Therapy Clinical Education V
Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Requirements include log-ins and treatment set-ups, fabrication and immobilization.

RAT 2844 (3.0 credit hours)
Radiation Therapy Clinical Education VI
Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Enable students to fulfill requirements for the National Certification Examination (ARRT).

RAT 2241 (3.0 credit hours)
Quality Management

Introduces function and protocol for the quality management program in the radiation therapy department. The nature and scope of the program within the context of principles and professional standards of care are presented.

RAT 2854 (6.0 credit hours)
Radiation Therapy Clinical Education VII/Seminar
A continuation and completion of clinical education in fulfillment of competency requirements, focusing on treatment, simulation and treatment planning processes. This course enables students to fulfill requirements for the National Certification Examination (ARRT).

RADIOLOGIC TECHNOLOGY

Associate of Science Degree
Major Course Requirements

RTE1000 (5.5 credit hours)
Introduction to Radiologic Technology
Introduces the field of radiologic technology. Topics include healthcare delivery systems, basic radiation protection, medical terminology, ethics, medical legal issues, basic patient care, communications, federal and state regulations, accreditation, professional organizations and professional development. Additional topics include basic x-ray equipment operation and radiologic exposure principles and techniques.

RTE1418C (5.5 credit hours)
Radiologic Science I
Addresses concepts and fundamentals of imaging standards. Topics include x-ray production, radiographic density and contrast, recorded detail, distortion, beam limiting devices, filtration, primary and secondary radiation, prime factors, exposure systems, exposure calculations, imaging systems to include analog and digital imaging and imaging artifacts. Prerequisite: RTE1804

RTE1458C (5.5 credit hours)
Radiologic Science II
Presents comprehensive topics in radiation physics. Topics include electromagnetic radiation, electricity, magnetism, electromagnetism, units of measurements, structure of matter and atoms, rectification, x-ray production, x-ray tubes, x-ray circuits and characteristics of radiation. Additional topics include quality control, assurance processes and equipment maintenance. A comprehensive registry review is incorporated. Prerequisite: RTE2824

RTE1503C (4.25 credit hours)
Radiologic Procedures I
Presents principles of radiation protection, radiographic terminology, and radiographic and fluoroscopic equipment. Topics include anatomy, positioning

and implementation of critical thinking scenarios related to chest, abdomen, upper and lower gastrointestinal systems, biliary system and urinary system. Fluoroscopic procedures and contrast media are emphasized. The course introduces pharmacology and related radiographic pathology. Prerequisite: RTE1702

RTE1513C (4.25 credit hours)
Radiologic Procedures II
Continues RTE1503C (Radiologic Procedures I). Topics include principles of radiation protection, radiographic terminology, radiographic and fluoroscopic procedures. Topics include anatomy, positioning and implementation of critical thinking scenarios related to upper extremities, shoulder girdle, acromioclavicular joints, lower extremities, pelvis and sacroiliac joints. Patient care, image evaluation and technique formulation are emphasized. The course introduces operating room procedures pertinent to extremities and related radiographic pathology. Prerequisite: RTE1503C

RTE1523C (4.25 credit hours)
Radiologic Procedures III
Continues RTE1513C (Radiologic Procedures II). Topics include anatomy, positioning and implementation of critical thinking scenarios related to bony-thorax, cervical spine, thoracic and lumbar spine, sacrum and coccyx. Patient care, ethics and medical legal issues are examined. Students continue to study image production, technique formulation and related radiographic pathology. Prerequisite: RTE2712

RTE1533C (4.25 credit hours)
Radiologic Procedures IV
Continues RTE1523C (Radiologic Procedures III). Topics include anatomy, positioning and implementation of critical thinking scenarios related to skull, facial bones, sinuses, orbits, nasal bones, zygomatic arches, tmjs and mandible. Patient care, trauma radiography, mobile radiography, pediatric radiography, geriatric radiography and special skeletal procedures are emphasized. Radiography that includes internal/external devices such as tubes, catheters, lines and collection devices are examined. Students continue to study image production, technique formulation and related radiographic pathology. Prerequisite: RTE1523C

RTE1702 (5.5 credit hours)
Medical Science I
Presents medical terminology, cell and tissue structure, anatomy and physiology of organ systems (integumentary, skeletal, respiratory, digestive and urinary systems). Pathology related to each system is introduced. Prerequisite: RTE1000

RTE1804 (6.0 credit hours)

Clinical Rotation I

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification examination, applying academic and technical skills learned in the classroom. Prerequisite: RTE1513C

RTE1814 (6.0 credit hours)
Clinical Rotation II

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination, applying academic and technical skills learned in the classroom. Prerequisite: RTE1533C

RTE2563 (5.5 credit hours)
Advanced Radiologic Imaging

Expands on fluoroscopy and mobile and conventional tomography. Topics include an overview of advanced modalities, radiobiology and radiation protection principles. Image evaluation, equipment operation, equipment maintenance, equipment testing, quality assurance, quality control, analog, digital and PAC systems are examined in depth. Prerequisite: RTE1814

RTE2712 (5.5 credit hours)
Medical Science II

Continues RTE 1702 (Medical Science I). Topics include advanced medical terminology and sectional anatomy and physiology of the cardiovascular, nervous, endocrine, lymphatic and reproductive organ systems. Related pathology, interventional procedures (venipuncture and contrast administration), genetic analysis and chromosomal abnormalities are also examined. Prerequisite: RTE1418C

RTE2824 (6.0 credit hours)
Clinical Rotation III

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification examination, applying academic and technical skills learned in the classroom. Prerequisite: RTE2563

Lower Division General Education Requirements

See specific Lower Division general education requirements for an Associate of Science degree in Radiologic Technology in the Program Descriptions section of this catalog.

RESPIRATORY THERAPY

Associate of Science Degree
Major Course Requirements

RET 1024C (4.0 credit hours)
Respiratory Therapy Fundamentals

This is the introductory course for students entering the RT core curriculum. It includes a study of the legal system as it applies to health care practitioners, ethical and cultural issues in healthcare, and professional and interpersonal relationships. Also included will be the anatomy and physiology of the cardiopulmonary system, physical and chemical principles of respiratory care, patient safety, communication, record keeping, and quality and evidence based respiratory care. Principles of infection control will be included as well. Pre-requisite: Completion of General Education requirements with a minimum cumulative GPA of 3.0 and a minimum grade of "B" in Anatomy and Physiology.

RET 1485C (4.0 credit hours)
Respiratory Therapy Theory
This course furthers the discussion of cardiopulmonary anatomy and physiology, with an emphasis on the cardiovascular system, It includes a discussion of acid-base chemistry, physical assessment of the chest, oxygen and humidity therapy, oxygen analysis, pulse oximetry, bronchial hygiene and chest physical therapy, lung inflation techniques, advanced patient assessment skills, quality and evidence based respiratory care, and electrolyte balance. Pre-requisite: RET 1024C

RET 1291C (4.0 credit hours)
Clinical Respiratory Medicine
This course covers an assessment of respiratory disease and its pathology, the clinical manifestations of cardiopulmonary disease, laboratory tests and procedures, and the radiologic examination of the chest. Includes physician lectures. Pre-requisite: RET 1485C

RET 1007C (4.0 credit hours)
Pharmacology for Respiratory Care
This course includes all pharmacologic agents associate with the treatment and management of cardiopulmonary disease. It includes specific drugs used by the Respiratory Therapist; drugs used in cardiovascular diseases; effects on nervous system, gastrointestinal tract, and neuroeffectors, depressants and stimulants; influences on metabolism and endocrine, anesthetics and chemotherapy will be discussed. Pre-requisite: RET 1291C

RET 1405C (4.0 credit hours)
Diagnostic Procedures in Respiratory Care
This course includes pulmonary function testing and interpretation, electrocardiography, performing and interpreting standard EKG's, advanced cardiopulmonary diseases. Intubation, tracheostomy insertion and care, and airway clearance. Upon training and testing students are eligible to achieve BLS and HIV certification Students will be required to demonstrate technical and

theoretical competence in procedures to succeed in this course. Pre-requisite: RET 1007C

RET 1940L (3.0 credit hours)
Clinical Practicum I
This is the First of 5 Clinical Practicum's. The course is a four week (40 hours/week) clinical experience. Students will have supervised experience in basic respiratory care procedures. Students will be required to demonstrate technical and theoretical competence to pass this course. Pre-requisite RET 1405C

RET 2941L (3.0 credit hours)
Clinical Practicum II
This course is a four-week (40 hours per week) clinical experience. This course provides the student with the opportunity to practice skills taught in previous course work. The student will work under the direct supervision of Registered Respiratory Therapists at the assigned facility. Prerequisites: RET 1940L

RET 2283C (4.0 credit hours)
Intensive Respiratory Care
Instruction in functions of advanced respiratory equipment, arterial blood gas equipment including arterial pressure monitoring, quality control, prolonged mechanical ventilation, and bedside respiratory volumetric spirometry evaluation prior to and during weaning from ventilator, and laboratory values pertinent to patient care. This course will explore theory and various principles of mechanical ventilation including types of ventilators, modes of ventilation, alarm systems, wave form analysis, ventilator patient synchrony, and ventilator trouble shooting. Patient monitoring, weaning techniques and psychological implications of mechanical ventilation will also be discussed. Students will work with ventilators, clinical simulators, and lung simulators in the laboratory. Students will be required to demonstrate technical and theoretical competence to pass this course. Pre-requisite RET 2941L

RET 2934C (4.0 credit hours)
Special Topics in Respiratory Care
This course will examine the Respiratory Therapist's role in the care and treatment of older patients. The topics will include the effects of aging on the cardiopulmonary system. Diseases related to the aging process. The course will include the respiratory care of the geriatric patient, Management of patients with chronic respiratory failure, legal issues such as living wills, Do Not Resuscitate documents, Health Care Proxies, health promotion and disease prevention. Bio-terrorism and disaster response is also included. Pre-requisite RET 2283C

RET 2944L (3.0 credit hours)
Clinical Practicum III

This course is a four-week (40 hours per week) clinical experience. This course provides the student with the opportunity to practice skills taught in previous course work. The student will work under the direct supervision Registered Respiratory Therapists at the assigned facility.   Prerequisites: RET 2934C

RET 2710C (4.0 credit hours)
Pediatric and Neonatal Respiratory Care
This course will explore pediatric and neonatal cardiopulmonary disease and treatment. Students will apply basic respiratory procedures as they relate to neonatal and pediatric respiratory disease. These procedures will include airway maintenance, airway clearance, mechanical ventilation of the newborn and pediatric patient, and cardiopulmonary resuscitation of the newborn and pediatric patient. Students will be required to demonstrate technical and theoretical competence to pass this course. Pre-requisite RET 2944L

RET 2946L (3.0 credit hours)
Clinical Practicum IV
The course is a four-week (40 hours/week) clinical experience. A continuation of the practice of the basic skills required to enter the field as a beginning Respiratory Care Practitioner. Students will work under the supervision of Registered Respiratory Therapists at the assigned facility. Pre-requisite RET 2710C

RET 2948L (3.0 credit hours)
Clinical Practicum V
This course is a four -week (40 hours per week) clinical experience. The course provides an opportunity for the student to apply knowledge and skills from all previous academic and clinical education, under the supervision of a clinical instructor at an assigned facility Pre-requisite RET 2946L

RET 2935C (4.0 credit hours)
Respiratory Therapy Management
The study of the organization, management, and ethical and legal issues relating to managing a Respiratory Therapy department. Respiratory care at alternate sites will also be included. Tactful interactions and ethical practices will be emphasized. This course will also serve to review much of what has been assimilated in the program. Preparation for national respiratory credentialing examinations will also be included. Pre-requisite RET 2948L

SPORTS MEDICINE AND FITNESS TECHNOLOGY
Associate of Science Degree
Major Course Requirements

PET1084 (4.0 credit hours)
Health and Fitness Appraisal and Wellness

410

Addresses issues that arise when dealing with clients who have had a disease or medical condition, currently have a disease or medical condition or are at risk for developing a disease or medical condition. Topics include health and fitness assessments and recommended exercise prescription.

PET1352C (4.0 credit hours)
Nutrition and Weight Management
Discusses proper nutrition and weight management practices. Topics include ideal body weight, lean body weight, body fat percentages, metabolic calculations, foods, menus and healthy eating habits.

PET1384 (4.0 credit hours)
Principles of Health and Fitness
Teaches the importance of physical activity and its relationship to health and quality of life. Topics include components of total fitness (physical, social, emotional and intellectual), development of personalized exercise programs, specific health assessments and individualized exercise prescriptions for clients.

PET1604C (4.0 credit hours)
Sports Medicine and First Aid
Focuses on safety, injury prevention and emergency response practices that affect the daily operations and management of a health and fitness facility. Topics include injury prevention, lifestyle modification, management of acute and chronic injuries and recovery therapies.

PET2082C (4.0 credit hours)
Exercise Leadership and Special Populations
Presents basic components of exercise programming and prescription. Topics include principles of cardiorespiratory function, resistance, flexibility exercises, exercise leadership, behavior modification and motivational techniques.

PET2214 (4.0 credit hours)
Sports Psychology
Introduces psychological theories of behavioral change and presents the application of practical concepts from these theories. Topics include lifestyle modification, goal setting, symptoms of anxiety and depression and referrals to third-party physicians.

PET2353 (4.0 credit hours)
Exercise Physiology
Studies the human body and its responses and adaptations to exercise. Topics include structures and functions of the skeletal, muscular, cardiovascular and respiratory systems and basic biomechanical principles.

PET2941 (3.5 credit hours)
Externship I
Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET2942 (3.5 credit hours)
Externship II
Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

SPM2150 (4.0 credit hours)
Sports Administration and Law
Presents effective program administration. Topics include creation of safe, successful programs, reduction of risk and legal situations, exercise waivers, health history questionnaires, legal aspects of instruction and CPR.

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Sports Medicine and Fitness Technology in the Program Descriptions section of this catalog.

SURGICAL TECHNOLOGY

Associate of Science Degree
Major Course Requirements

STS1000C (5.0 credit hours)
Health Care Concepts
Presents concepts necessary for entry into the healthcare field. Topics include historical development of surgery, healthcare delivery systems and facilities, roles and responsibilities of a surgical team, legal/ethical issues, personal and professional relations, job-seeking skills, communication skills and stress management. Students are introduced to principles of pharmacology and identify, mix and measure drugs for patient use. Principles of anesthesia administration, medical terminology, medical errors and reporting systems are presented. Students learn CPR, HIPAA, and study blood borne diseases including HIV/AIDS.

STS1131C (4.0 credit hours)
Surgical Specialties I with Anatomy and Physiology
Focuses on intra-operative and postoperative routines for surgical procedures in GI, OB/GYN and Genitourinary surgical specialties. Students learn diagnostic procedures and preoperative routines for each surgical specialty. Students learn

and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each of these surgical specialties. Students learn the anatomy and physiology of reproductive, urinary and digestive systems applicable to each surgical specialty. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisites: STS1000C, STS1177C, STS1178C

STS1132C (4.0 credit hours)
Surgical Specialties II with Anatomy and Physiology
Focuses on intra-operative and postoperative routines for surgical procedures in orthopedics and neurosurgery. Students learn diagnostic procedures and peri-operative routines for each surgical procedure. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each of these surgical specialties. Students learn the anatomy and physiology of nervous, skeletal and muscular systems applicable to these surgical specialties. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1133C (4.0 credit hours)
Surgical Specialties III with Anatomy and Physiology
Focuses on intra-operative and postoperative routines for surgical procedures in cardiovascular, peripheral vascular and thoracic surgical specialties. Students learn diagnostic procedures and peri-operative routines for each surgical specialty. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each specialty. Students learn the anatomy and physiology of cardiovascular, respiratory and lymphatic systems applicable to each specialty. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1134C (4.0 credit hours)
Surgical Specialties IV with Anatomy and Physiology
Focuses on intra-operative and postoperative routines for surgical procedures in eyes and ENT (ears, nose and throat) and maxillofacial surgical specialties. Students learn diagnostic procedures and peri-operative routines for each surgical specialty. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each surgical specialty. Students learn the anatomy and physiology of maxillofacial (oral, facial and cranium), eyes, ears, nose and throat systems applicable to each specialty. Students learn the endocrine system applicable to

these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1135C (4.0 credit hours)
Surgical Specialties V with Anatomy and Physiology
Focuses on intra-operative and postoperative routines for surgical procedures in plastic and reconstructive (including skin and cosmetic) surgical specialties. Students learn diagnostic procedures and peri-operative routines for each surgical specialty. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each specialty. Students learn the anatomy and physiology of integumentary system, cell biology and structure, tissues and membranes, and immune systems related to each specialty. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1177C (4.0 credit hours)
Surgical Techniques and Procedures I
Presents skills necessary to function as a surgical technologist in an operating room. Topics include principles of aseptic technique, correct posture for scrubbing, gowning and gloving, draping and handling of specimens. Additional topics include basic concepts of microbiology, patient psychological needs, patient assessment and processes for obtaining consent for surgery. Prerequisite: STS1000C

STS1178C (4.0 credit hours)
Surgical Techniques and Procedures II
Presents skills necessary to function as a surgical technologist in an operating room. Topics include principles of aseptic technique, care and counting of sponges, sharps and instruments. Additional topics include wound classifications, patient transfer and positioning techniques, identification of emergency situations, application of thermo-regulatory devices, vital signs, urinary catheterization, hemostasis and blood replacement. Prerequisites: STS1000C, STS1177C

STS1179C (4.0 credit hours)
Surgical Techniques and Procedures III
Presents skills necessary to function as a surgical technologist in an operating room. Topics include principles of aseptic technique, robotics, lasers and their use in an operating room and principles of physics and electricity as related to an operating room environment. In addition, students gain computer knowledge as it relates to the surgical application of computers (hardware, software, graphics and basic Internet). Prerequisites: STS1000C, STS1177C, STS1178C

STS2940 (4.0 credit hours)

Surgical Technology Externship I
Provides students an opportunity to learn clinical procedures of surgical applications through observation and participation under professional supervision. Prerequisites: All courses except STS2941 and STS2942

STS2941 (4.0 credit hours)
Surgical Technology Externship II
Provides students an opportunity to learn clinical procedures of surgical applications through observation and participation under professional supervision. Prerequisite: STS2940

STS2942 (4.0 credit hours)
Surgical Technology Externship III
Provides students an opportunity to learn clinical procedures of surgical applications through observation and participation under professional supervision. Prerequisite: STS2941

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Surgical Technology in the Program Descriptions section of this catalog.

TECHNOLOGY INTEGRATION

Associate of Science Degree
Major Course Requirements

CET1040C (4.0 credit hours)
Introduction to Home Technology Integration
Presents the concepts of digital home technology integration through the installation, integration and troubleshooting of home technology systems. Topics include telephony, home control management, cable/satellite, broadband, telecommunications, security/surveillance systems and audio/video fundamentals.

CET1101C (4.0 credit hours)
Low Voltage Systems
Introduces the concepts of low voltage wiring, National Electrical Safety Code, low voltage systems and components, basic networking and power supplies. Topics include the characteristics and limitations of structured wiring cabling types, resistance, capacitance, induction, transformers and power. Prerequisites CET1040C

CET1171C (4.0 credit hours)
Computer Service and Support PC Systems I

Offers a broad foundation of knowledge and skills in PC support services. Topics include software applications and operating systems including the use of advanced software/system features and programs, the interrelationships among major components of networks, hardware and software selection and installation, integration techniques to enhance projects and preventative hardware maintenance. Additionally, students are trained to write batch scripts, optimize memory, set up devise drivers and assemble discrete components of a computer system, hard drive architecture, cabling and microprocessor basics.

CET1172C (4.0 credit hours)
Computer Service and Support PC Systems II
Provides an in-depth look at advanced computer maintenance concepts and techniques. Topics include PC development techniques, troubleshooting strategies, advancement of technological development and problem-solving strategies. Prerequisite: CET1171C

CET2041 (4.0 credit hours)
Advanced Home Technology Integration
Provides an in-depth look at infrastructure utility management and appliance control. Offers an overview of high voltage concepts and structured wiring. Topics include embedded control systems, structured wiring, PC-based systems, communication protocols, HVAC and power protection devices. Prerequisite: CET1040C

CET2482C (4.0 credit hours)
Computer Telephony I
Provides a fundamental understanding of telephone systems. Topics include POTS/VOIP delivery, intercom, PBX, DSL, wireless and bluetooth technologies. Prerequisite: CET1040C

CET2887 (4.0 credit hours)
Systems Implementation Project
Students will demonstrate acquired skill sets with a systems implementation project covering all coursework. Prerequisites: Successful completion of other major courses

CIS2401C (4.0 credit hours)
Supporting Home Technology
Provides the knowledge and skills to manage and document technological projects and enhance customer service support. Topics include project management and customer contact skills. Prerequisite CET1040C

CTS1184C (4.0 credit hours)
Managing and Maintaining Server Operating Systems
Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts

and resources, maintain server resources, monitor server performance and safeguard data in a Microsoft Windows server environment.

CTS1305C (4.0 credit hours)
Essentials of Networking
Provides an objective assessment of skills and certification of students' networking accomplishments. The course also introduces underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and protocols that operate at various model layers.

HHD1240 (4.0 credit hours)
Audio and Video Design and Installation
Presents audio/video technology concepts required for design, configuration and maintenance. Topics include amplification, speaker specifications, A/V components, interface sources and media server/players. Prerequisite: CET1041C

SCC1050 (4.0 credit hours)
Home Security and Access Control
Develops the knowledge and skills necessary to design and implement security systems and surveillance strategies. Topics include alarms, LAN security, notification methods, digital monitoring, switchers and remote access. Prerequisites: CET1041C, CTS1305

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Technology Integration in the Program Descriptions section of this catalog.

VIDEO GAME DESIGN

Associate of Science Degree
Major Course Requirements

COP1800C (4.0 credit hours)
Java Programming I
Explains creation of standalone applications and interactive Java applets by using Sun Microsystems. Topics include object-oriented techniques, swing components, built-in methods, classes and graphics implementations. Individuals learn by uploading interactive Java applets to the web. Prerequisite: CGS1000C

COP1805C (4.0 credit hours)
Java Programming II
Continues COP 1800C (Java Programming I). Continuation topics include swing implementations, animation and multithreading. Prerequisite: COP1800C

COP2222C (4.0 credit hours)
C++ Programming I
Focuses on creating a fully functional application in C++ using the .NET platform. Topics include control structures, classes and other logical programming theories. Prerequisite: CGS1000C

COP2224C (4.0 credit hours)
C++ Programming II
Continues COP 2222C (C/C++ Programming I). Continuation topics include arrays, functions, database access and built-in math methods. Prerequisite: COP2222C

GRA1150C (4.0 credit hours)
Photo Editing and Manipulation
Presents basic content creation of imagery and text. Topics include general image editing techniques and photo manipulation using pixel-based editing software, creation of texture maps and materials for 3-D applications, image scanning and other methods of assessing and using digital and non-digital visual imagery.

GRA1162C (4.0 credit hours)
3-D Modeling
Introduces industry-standard 3-D animation tools used to design and build models and objects. Topics include 3-D modeling theory and techniques, 3-D template sketches, additive modeling using 3-D primitives, constructive modeling using transformed 2-D shapes, basic 3-D scene creation, texture mapping, camera positioning and scene lighting.

GRA1168C (4.0 credit hours)
3-D Animation
Introduces industry-standard 3-D animation tools used to design models. Topics include keyframing, motion paths, function curves and graphs, animated parameters and modifiers, animated hierarchies and 3-D animation special effects including object morphing and explosions. Prerequisite: GRA1162C

GRA2169C (4.0 credit hours)
Advanced 3-D Modeling
Continues intermediate and advanced instruction of industry-standard 3-D animation tools used to design and build models and objects. Topics include advanced 3-D model creation and editing techniques such as individual vertex manipulation, Boolean modeling and meatballs. Prerequisite: GRA1168C

GRA2765C (4.0 credit hours)
Advanced 3-D Animation

Continues intermediate and advanced instruction in industry-standard 3-D animation tools used to design and build models. Topics include keyframing, motion paths, function curves and graphs, animated parameters and modifiers, animated hierarchies and 3-D animation special effects including object morphing and explosions. Prerequisite: GRA2169C

VGD1110C (4.0 credit hours)
2-D Illustration and Image Editing
Presents techniques of 2-D vector-drawing based graphics. Topics include creating graphic illustrations and editing them for use in three-dimensional applications; typography is studied in depth.

VGD1130C (4.0 credit hours)
Game Texture Mapping
Introduces the art of texture mapping creation. Topics include types of textures, creation of textures, texture set up, proper texture application to student models, texture placement and map file management.

VGD2130C (4.0 credit hours)
Game Development
Introduces the electronic game development process and underlines historical context, content creation strategies and future trends in the industry. Topics include how games are produced, tested and released.

VGD2235C (4.0 credit hours)
Level Design
Introduces tools used to create levels for real time games. Topics include level design and architecture theory, modeling for 3-D engine and texturing methods such as photo manipulation and digital painting. Prerequisite: VGD1230C

VGD2255C (4.0 credit hours)
Game Modeling and Animation
Introduces low-polygonal count modeling and texturing techniques. Students create interactive models and environments for a variety of media, including PC and platform-based games, Internet sites and virtual worlds. Topics include sequencing, periodic animation, hierarchies and motion data. Prerequisite: VGD1235C

VGD2270C (4.0 credit hours)
Applied Game Design I
A capstone project in which students demonstrate their knowledge of game theory by taking a game from conception to a completed project. Students continue the exploration of game theory by discussing and demonstrating how it is applies to production-based projects. Students who

complete this course will have a completed project that shows their understanding of program concepts. Prerequisite: VGD1235C

VGD2280C (4.0 credit hours)
Applied Game Design II
Continues VDG2270, Applied Game Design I. Students demonstrate how game design applies to production-based projects and produce a demo-reel of their completed projects. Prerequisite: VGD2270C

Lower Division General Education Requirements
See specific Lower Division general education requirements for an Associate of Science degree in Video Game Design in the Program Descriptions section of this catalog.

WEB DESIGN AND DEVELOPMENT
Associate of Science Degree
Major Course Requirements

CAP1035C (4.0 credit hours)
2-D Illustration and Image Editing I
Addresses techniques of graphic illustration and image editing. Topics include intermediate instruction on graphic design theory and practice, typography, intermediate and advanced capabilities of two-dimensional vector-drawing based graphics applications.

CAP 1036C (4.0 credit hours)
2-D Illustration and Image Editing II
Continues CAP1035C (2-D Illustration and Image Editing I). Topics emphasized are general image editing techniques as well as photo manipulation techniques using pixel-based image editing software, image scanning and other methods of accessing and using digital and non-digital visual imagery. Prerequisite: CAP1035C

CGS1555C (4.0 credit hours)
Web Design I
An introduction to Web site publishing. Using markup languages, students create a Web site and upload it to a Web server. Techniques will center on compliancy with current World Wide Web Consortium (W3C) standards and functionality in all major Web browsers will be stressed. Topics include formatting text, organizing a Web site, integrating images, linking to external files, linking to email and FTP sites, principles of good Web design, lists, tables, frames, image maps, forms, style sheets, and the cascade mechanism.

CGS1557C (4.0 credit hours)
Web Design II

Continuation of CGS1555C (Web Design I). Provides in-depth study of web site design and development with web editors. Topics include cascading style sheets in depth, html table for web layout and website update/management using file transfer protocol (ftp).

CGS2172C (4.0 credit hours)
E-Commerce Marketing
Focuses on creating well-defined information-secure structures, logical navigation, responsive feedback mechanisms and effective interaction on the web. Students learn to prepare web sites for secure submission to search engines and other web directories. Topics include marketing plans, marketing budgets and advertising options, as well as web-based advertising techniques, platforms and strategies.

CGS2587C (4.0 credit hours)
Delivery Systems for Electronic Publication I
Focuses on various composition applications and delivery systems for the electronic distribution of graphic design projects with an emphasis on creating content of the World Wide Web. Topics include individual Web pages, complete Website layout and design and use of multimedia content such as sound, video and animation.

CGS2588C (4.0 credit hours)
Delivery Systems for Electronic Publication II
Continuation of CSG2588C (Delivery Systems for Electronic Publication I). Expands instruction in composition applications and delivery systems for electronic distribution of graphic design productions with advanced capabilities of multimedia authoring applications as well as advanced user interface design. Theoretical and practical issues specific to the electronic distribution of graphic publications are studied. Prerequisite: CGS2587C

CGS2831C (4.0 credit hours)
Server Side Web Scripting
An introduction to Web site publishing using markup languages. Students create a Web site and upload it to a Web server. Techniques center on compliancy with current World Wide Web Consortium (W3C) standards and functionality in all major Web browsers are stressed. Topics include formatting text, organizing a Web site, integrating images, linking to external files, linking to email and FTP sites, principles of good Web design, lists, tables, frames, image maps, forms, style sheets, and the cascade mechanism.

CGS2878C (4.0 credit hours)

Multimedia Programming

Focuses on design and delivery of cross-platform, low-bandwidth animations, presentations and Web applications. Topics include basics of Actionscript, creation of interactive Web sites, preloaders, galleries, audio and video players and advertisements.

COP2831C (4.0 credit hours)

Introduction to Dynamic Web Scripting

Provides an introduction to designing dynamic sites. Topics include fundamentals of software that makes up a web server, differences between server-sided and client-sided authoring and basic scripting that uses this information to help design more dynamic sites, forms and client-side interaction.

Lower Division General Education Requirements

See specific Lower Division General Education requirements for an Associate of Science degree in Website Design and Development in the Program Descriptions section of this catalog.

GENERAL EDUCATION

BEHAVIORAL/SOCIAL SCIENCE

AMH1010 (3.0 credit hours)

American History Pre 1877

Examines American history from 1492 to 1876, focusing on political, economic and diplomatic events.

AMH1020 (3.0 credit hours)

American History Since 1876

Examines American history since 1876, focusing on political, economic and diplomatic events.

CLP3314 (3.0 credit hours)

Health Psychology

Presents a survey of health psychology. Topics include behaviors and lifestyles affecting individual health, health enhancement, disease prevention, safety and rehabilitation. Prerequisite: PSY1012

DEP2004 (3.0 credit hours)

Lifespan Development

Explores human development and examines theories and empirical studies dealing with human cognitive, social, emotional and physical development in the context of a lifespan. Explores emergent and controversial topics relevant to a student's home and work environment.

IDS1107 (3.0 credit hours)

Strategies for Success
Addresses persistence and high achievement skills to enable students to establish foundations upon which to build in college and later in the business world. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal-setting, self-reflection and self-evaluation not only in an academic environment but also in the corporate world.

IDS3355 (3 credit hours)
Critical Thinking
Focuses on the thinking process and provides students an opportunity to become more clear, insightful and creative thinkers through systematic study and guided practice. Topics include problem solving, perception, beliefs, language and thought, relationships and constructing arguments.

INP3004 (3.0 credit hours)
Industrial Psychology
Focuses on the application of psychological principles and theories to the behavior of people in organizational settings.

INP3224 (3.0 credit hours)
Workforce Diversity
Addresses the experience of work as it varies with gender and ethnic background in the United States. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, relationship of diversity to processes such as supervision, leadership, mentoring and power. Prerequisite: PSY1012 or SYG1000

INP4203 (3.0 credit hours)
Performance Evaluation
Focuses on procedures in personnel psychology. Topics include selection, performance appraisal devices, job analyses, evaluations, calculation of reliability, validity of cutoff scores, needs assessments for training and theories of job assessment.

POS1041 (3.0 credit hours)
Political Science
Addresses how America has evolved from an agrarian to a post-industrial society. Topics include the Constitution and its three branches of government.

PSY1012 (3.0 credit hours)
Introduction to Psychology
Introduces terms and concepts dealing with basic psychological research methods, human and animal behavior, life-span development, states of

consciousness, learning, memory, intelligence, motivation, personality structure, stress and coping, behavior disorders, social pressures and cultures. Students are encouraged to apply critical thinking strategies through their participation in various discussions of psychological theories and concepts throughout this course. (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words for the course.)

SYD4410 (3.0 credit hours)
Sociology of the Urban Community
Examines the development of American cities and suburbs and the unique characteristics of urban life. Topics include urban conditions such as crowding, pollution and ethnic segregation and examine their impact on crime.

SYG 1000 (3.0 credit hours)
Sociology
Explores human society and introduces the discipline and methods of sociology. Topics include customs, groups, organizations, institutions, classes and social processes. (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4000 written words.)

WOH1001 (3.0 credit hours)
Introduction to World History
Presents a comprehensive global perspective of world history. Topics include most geographical areas and civilizations, links among civilizations and political and economic systems. The course perspective is multicultural and multifaceted to support a more integrated understanding of global development. (Offered only online for Business Administration in Spanish)

COMMUNICATIONS
COM4022 (3.0 credit hours)
Healthcare Communications
Presents an overview of specific communication issues in a healthcare setting and explores complex communication patterns between patients, families and healthcare organizations. Topics focus on small group communication, conflict and intercultural communications.

SPC1010 (3.0 credit hours)
Speech
Focuses on preparation and delivery of various types of speeches. Topics include techniques to improve interpersonal communication skills, job interviewing and working in teams.

COMPUTERS
CGS1000C (3.0 credit hours)
Introduction to Computers

Introduces fundamentals of operating personal computer equipment. Topics include basics of word processing, database management, electronic spreadsheets and presentation graphics.

CGS3136C (3.0 credit hours)
Computers in Criminal Justice
Introduces computing tools found in the workplace. Topics include an overview of networks, the Internet, cybersecurity issues, hardware functions, hacking and viruses.

CGS3300 (3.0 credit hours)
Management Information Systems
Discusses management of information systems. Topics include resources, information systems in an organization, social implications and use and evaluation of common microcomputer software packages.

CGS3343C (3.0 credit hours)
Management Information Systems for Health Organizations
Discusses management of information systems in the healthcare industry. Topics include special needs for security and privacy, hardware, software, telecommunications and specific departmental needs.

CGS3362 (3.0 credit hours)
Organization and Technology of Information Systems
Prepares students for professional involvement with computer and information systems through an understanding of organization and management aspects of such systems. Topics include management information software; ways of gathering, sorting and distributing information and data and evaluating software and hardware.

CGS3760C (3.0 credit hours)
Operating Systems
Introduces fundamental concepts of operating systems and their implementation, maintenance and troubleshooting. Students learn various versions of Windows, experience their use in a virtual laboratory and prepare for the software portions of the CompTIA A+ certification examination.

CTS3135 (3.0 credit hours)
Computer Architecture Concepts
Provides detailed information on computer hardware, operating systems and networks. Students learn to disassemble and reassemble computers, troubleshoot and upgrade hardware, install, administer and troubleshoot Windows and LINUX operating systems and implement a small network. At the end of the course, students are prepared to sit for A+ certification examinations.

ECONOMICS

ECO1023 (3.0 credit hours)

Microeconomics

Presents microeconomics theories. Topics include theory and application of supply and demand elasticity, theory of consumer demand, utility, and indifference curve analysis, law of diminishing returns in production ranging from pure competition to pure monopoly, production theory and the theory of income distribution, comparative advantage, trade policies, exchange rates and balance of payments.

ECO2013 (3.0 credit hours)

Macroeconomics

Presents basic economic concepts emphasizing the part the United States plays in a global economy. Foundations of economic theory are presented, using topics from television news and mass media. Topics include GDP, National Income Accounting, United States fiscal policy and economic growth.

ECO4223 (3.0 credit hours)

Money and Banking

Examines the roles of money and credit in the American economy, emphasizing the impact of monetary factors on income and prices Topics include the functions of money, interest rates, foreign exchange, the international financial system, bank management, historical development of the banking system, the Federal Reserve system, monetary policy, financial derivatives and inflation.

ENGLISH

EAP0108

ESOL Level 1

This course is for Basic English Level 1 students starting with either no or very little English and is presented in a blended learning format. Students will build grammar, listening, and reading and writing skills at the beginner level. Students will engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered in the course are: alphabet, numbers, dates, commands, meet someone new, introduce yourself and others, meet someone you know, animals, food, talk about family, talk about hobbies and interests, talk about routines. Prerequisite: Placement test score

EAP0208

ESOL Level 2

This course is for Basic English Level 2 students starting with elementary English skills and is presented in a blended learning format. Students will develop grammar, listening, reading and writing, and comprehension skills at an

expanded Basic English skills level. Students engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered in the course are: weather, describe exteriors, describe interiors, body, describe people, talk about occupations, talk about places, make an appointment, make and receive phone calls ask and give directions. Prerequisite: Successful completion of Level 1 or placement test score

EAP0308
ESOL Level 3
This course is for Intermediate English Level 3 students starting with high beginner English skills and is presented in a blended learning format. Students will develop grammar, listening, reading and writing, and comprehension skills at an expanded Intermediate English level. Students engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered in the course are: manage a conversation, get people's attention, interrupt, apologize, agree and disagree, make invitations, make plans, give instructions, tell about the past, tell about the future, describe a place, compare objects, compare people. Prerequisite: Successful completion of Level 2 or placement test score

EAP0408
ESOL Level 4
This course is for Intermediate English Level 4 students who have a lower intermediate mastery of English. This course is presented in a blended learning format. Students will develop grammar, listening, reading, writing, and comprehension skills at a high intermediate level. Students engage in classroom activities with peers and the teacher, in technology enhanced learning, and in simulations. The topics covered in the course are: tell about customs, make a complaint, tell a story, support an opinion, give advice, compare places, state advantages and disadvantages, and describe an event. Prerequisite: Successful completion of Level 3 or placement test score

ENC0001 (3.0 credit hours)
Basic English
Presents basics of grammar, punctuation, spelling, vocabulary, reading comprehension and writing skills, preparing students for English Composition I. (Not transferable and does not constitute credit toward meeting graduation requirements)

ENC1101 (3.0 credit hours)
English Composition I
Develops writing skills to achieve career goals. Topics include using principles of pre-writing, drafting, revising and editing to write clear, well-developed paragraphs, essays and a documented research paper. Prerequisite ENC 0001 or demonstration of proficiency in Basic English (Gordon Rule course requiring a

grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

ENC2102 (3.0 credit hours)
English Composition II
Continues ENC1101. Topics include essay writing techniques with emphasis on literary analysis, persuasive writing, basic research and documentation methods. Prerequisite ENC1101 (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

ENC3213 (3.0 credit hours)
Writing for Managers
Prepares students to write professionally in support of management objectives for audiences within and outside a corporation or non-profit enterprise. Prerequisite: ENC2102

ENC3223 (3.0 credit hours)
Business Writing for Accountants
Focuses on forms of communication used in the accounting field. Topics include letters, memos, proposals and audit reports typically prepared by accountants. Prerequisites: ENC3213, ACG4651

ENC4313 (3.0 credit hours)
Research Writing
Presents the process for writing proposals as well as informal and formal reports. An overview of constructing an argument and critical analysis of writing material is explored.

LIT1100 (3.0 credit hours)
World Literature
Presents universal themes and ideas in representative masterpieces of the world's literary traditions from ancient times to the twentieth century. The course includes both reading and writing competencies. (Offered only online for Business Administration in Spanish)

CHL1101 (3.0 credit hours)
Chinese Composition I
Develops writing skills to achieve career goals. Topics include using the principles of pre-writing, drafting, revising and editing to write clear, well-developed paragraphs, essays and a documented research paper.

CHL2101 (3.0 credit hours)
Chinese Composition II
Continues CHL1101. Topics include essay writing techniques with emphasis on literary analysis, persuasive writing, basic research and documentation methods.

FOREIGN LANGUAGE

SPN1210 (3.0 credit hours)
Conversational Spanish
Facilitates building conversation skills in Spanish with emphasis on developing vocabulary and proper pronunciation. Focuses on language literacy for daily conversation.

HUMANITIES/FINE ARTS

AML1000 (3.0 credit hours)
American Literature
Explores select American authors and literary texts. Topics include historical background, social forces, literary genres and elements. (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

CNL1000 (3.0 credit hours)
Chinese Literature
Explores select Chinese literary texts. Topics include historical background, social forces, literary genres and elements. Old Chinese grammar, punctuation, and reading comprehension.

ENL1000 (3.0 credit hours)
English Literature
Explores select English authors and literary texts. Topics include historical background, social forces, literary genres and elements. (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

MUH2011 (3.0 credit hours)
Music Appreciation
Introduces basic elements of music combined with a survey of Western art music.

PHI1010 (3.0 credit hours)
Introduction to Philosophy
Explores the history, purpose, methods and problems of philosophy. Topics include systems of philosophical thought as students develop a personal philosophical perspective based on ancient and current theories.

INTERNATIONAL/MULTICULTURAL

COM2460 (3.0 credit hours)
Intercultural Communication
Introduces concepts and theories of intercultural communications. Students examine their own assumptions and learn the subtle and profound ways culture

affects communication. Emphasis is placed on improving communication with people from other cultures.

CPO2002 (3.0 credit hours)
Introduction to Comparative Government and Politics
Addresses governmental institutions and current political parties. Topics include a survey of developmental and historical perspectives that shape political systems and an analysis of factors that influence actions of various political forces. Prerequisite: POS1041

MATHEMATICS

MAC2105 (3.0 credit hours)
College Algebra
Prepares students for disciplines involving quantitative calculations. Topics include operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphs of linear, quadratic, cubic and rational functions, combining and composite functions, direct and inverse variation, absolute value equations and inequalities and radical equations, exponential and logarithmic properties, equations and applications, systems of linear equations and complex numbers. Prerequisite: MAT1033 (Gordon Rule course requiring a grade of "C" or higher)

MAT0020 (3.0 credit hours)
Basic Math – (Basic Algebra)
Reviews basic arithmetic operations and introduces algebra. Topics include whole numbers, fractions, decimals, percents, prime factorization, greatest common factor, order of operations, exponentiation, absolute value, arithmetic operations of signed numbers, averages, simplifying and valuating algebraic expressions, solving linear equations and proportions. (Not transferable and does not constitute credit toward meeting graduation requirements)

MAT1033 (3.0 credit hours)
Intermediate Algebra
Presents algebra concepts and operations. Topics include factoring, operations with rational expressions, absolute value, exponents, radicals and roots, linear and quadratic equations and linear inequalities and graphs, all with applications. Prerequisite: MAT0020 or demonstrated proficiency (Not a transferable course)

MGF2106 (3.0 credit hours)
College Mathematics
Delivers a broad overview of applications of mathematics as they relate to the fields of set theory, logic, informal geometry, probability and statistics. Prerequisite: MAT1033 (Gordon Rule course requiring a grade of "C" or higher)

STA2023 (3.0 credit hours)
Statistics
Introduces statistics. Topics include statistical methods dealing with data collection, grouping and presentation, organization of data, measures of central tendency and dispersion, normal distributions, probability, correlation and regression, estimation, hypothesis testing and contingency table analysis. Prerequisite: MAT1033 (Gordon Rule course requiring a grade of "C" or higher)

STA3060 (3.0 credit hours)
Research and Statistical Analysis
Presents methods and tools of general research. Topics include application of the research process to problem solving, types of research, secondary source research, descriptive statistics and inferential statistics, including frequency distributions, variability, regression and correlation. Prerequisite STA2023

STA3143 (3.0 credit hours)
Statistical Methods for Healthcare
Presents statistical analyses with respect to health sciences. Topics include statistical vocabulary, measures of central tendency, binomial distribution, normal distribution and student t-distribution. It includes preparing an outline for a health survey and critically evaluating a medical report.

NATURAL SCIENCE
BSC1010 (3.0 credit hours)
General Biology
Introduces elementary cell structure, metabolism, and reproduction. Topics include aspects of general and biological chemistry, cell cycles, DNA structure and replication, protein synthesis, nature of heredity and the genetic basis of speciation.

BSC1010L (1.0 credit hour)
General Biology Laboratory
Consists of practical applications of theories and concepts presented in BSC1010 (General Biology).

BSC1011 (3.0 credit hours)
Advanced Biology
Extends theories and concepts presented in BSC1010 (General Biology). Topics include biological classification, nutrient procurement and processing, reproduction and development, environmental responses, interactions of organisms with one another and with their environment. Prerequisite: BSC1010

BSC1011L (1.0 credit hour)
Advanced Biology Laboratory
Consists of practical applications corresponding to the theories and concepts presented in BSC1011 (Advanced Biology).

BSC1030 (3.0 credit hours)
Environmental Science
Studies the structure and function of ecosystems. Topics include biological and non-biological components, resource availability and preservation and interplay between human populations and the ecosystems of which they are a part. The course stresses understanding of environmental issues and human influences and realistically evaluates current options leading to environmental stability on local, regional and global scales.

BSC2085C (4.0 credit hours)
Human Anatomy and Physiology I
Provides basic structure, function and chemistry of the human body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary systems. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection.

BSC2086C (4.0 credit hours)
Human Anatomy and Physiology II
Continues BSC 2085 (Human Anatomy and Physiology I), with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Prerequisite: BSC2085C

CHM1045 (3.0 credit hours)
General Chemistry
Introduces chemical concepts, principles and applications. Topics include atomic structure, chemical bonding, states of matter, solutions, reaction rates and equilibrium, acids and bases and an introduction to organic chemistry.

CHM1045L (1.0 credit hour)
General Chemistry Laboratory
Consists of practical applications of principles and concepts presented in CHM 1045 (General Chemistry).

CHM1046 (3.0 credit hours)
Advanced Chemistry

Surveys molecular structure, nomenclature and reactions of major classes of organic compounds. Topics include main categories of biological molecules and an overview of biochemical processes in living organisms, including digestion, biochemical energetics, molecular genetics and key biosynthetic pathways. Prerequisite: CHM1045

CHM1046L (1.0 credit hour)
Advanced Chemistry Laboratory
Consists of practical applications of topics presented in CHM1046 (Advanced Chemistry).

CHM2210 (3.0 credit hours)
Organic Chemistry I
Emphasizes the study of organic compounds. Topics include structures, synthesis and mechanism of reactions of carbon compounds. Prerequisite: CHM1046

CHM2210L (1.0 credit hours)
Organic Chemistry I Laboratory
Consists of practical applications of topics presented in CHM2210 (Organic Chemistry I).

CHM2211 (3.0 credit hours)
Organic Chemistry II
Continues CHM 2210 (Organic Chemistry I), expanding on topics from a biochemical standpoint. Topics include structures, synthesis and mechanism of reactions of biological carbon compounds. Prerequisite: CHM2210

CHM2211L (1.0 credit hours)
Organic Chemistry II Laboratory
Consists of practical applications of topics presented in CHM2211 (Organic Chemistry II).

HUN3107 (3.0 credit hours)
Nutrition
Presents essentials of normal nutrition and their relationship to the health of individuals and families. These concepts serve as a basis for the development of an understanding of therapeutic application of dietary principles and a nurse's role and responsibility in this facet of patient care.

MCB2000C (4.0 credit hours)
Microbiology I
Presents pathogens and the diseases they cause. Topics include morphology, behavior, characteristics, activities of common microorganisms and techniques of identification, culturing, staining, counting and isolating microorganisms.

PHY2001 (3.0 credit hours)
General Physics I
Presents basic concepts and principles of physics, including practical examples that demonstrate the role of physics in other disciplines. Topics include motion, gravity, vectors, momentum, energy, vibrations, waves, heat and thermodynamics. Prerequisite: MAT1033

PHY2001L (1.0 credit hours)
General Physics I Laboratory
Consists of practical applications of concepts and principles presented in PHY2001 (General Physics I).

PHY2049 (3.0 credit hours)
General Physics II
Explains electrostatics and electromagnetism, geometrical and physical properties of light and atomic and nuclear structures. Prerequisite: PHY2001

PHY2002L (1.0 credit hours)
General Physics II Laboratory
Consists of practical applications of principles presented in PHY2002 (General Physics II).

Graduate School

GRADUATE ADMISSIONS REQUIREMENTS

Doctor Of Philosophy In Educational Leadership

Candidates for admission to the Ph.D. program are required to hold a master's degree (or equivalent) from an accredited institution. An admission decision is based on a combination of a student's graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master's degree with a completed Graduate School Application
- Submission of official transcripts or original foreign evaluations showing successful completion of a master's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

Requirement for GRE/MAT scores may be waived for students who meet any one of the following:

- Doctorate from an accredited institution
- Master's degree from an accredited college or university with a grade average of at least 3.2
- Master's degree from an accredited college or university with a grade average of 3.0 or above with a minimum of two years of professional work experience

Failure to provide documentation or test scores or to achieve the grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

Master of Arts in Criminal Justice

Candidates for admission to the MACJ program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in criminal justice is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test score. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School <u>Application</u>
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree with a completed Graduate School <u>Application</u>
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

Requirement for GRE/MAT scores may be waived for students who meet any one of the following:

- Graduate degree from an accredited institution
- Undergraduate degree from an accredited college or university with a grade average of at least 3.0
- Undergraduate degree from an accredited college or university with a grade average of 2.7 or above with a minimum of two years of professional work experience
- Completion of the first semester of enrollment with a minimum grade average of 3.0 and no grade below a B.

Failure to provide documentation or test scores or to achieve the grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

Master of Business Administration

Candidates for admission to the MBA program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in business is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application including the selection of a concentration
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree with a completed Graduate School Application
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GMAT score of 450, GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

Requirement for GMAT/GRE/MAT scores may be waived for students who meet any one of the following:

- Graduate degree from an accredited institution
- Undergraduate degree from an accredited college or university with a grade average of at least 3.0
- Undergraduate degree from an accredited college or university with a grade average of 2.7 or above with a minimum of two years of administrative, managerial or professional work experience
- Completion of the first semester of enrollment with a minimum grade average of 3.0 and no grade below a B.

Failure to provide documentation or test scores or to achieve the grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

Waiver Requirement for MBA501

Applicants receive test-out credit for MBA501 if they score 155 or higher on the ETS major field examination in business or possess a bachelor's degree in a business-related discipline with a grade average of at least a 2.70 on a 4.0 scale

Master of Science in Education

Candidates for admission to the MSEd program are required to hold a four-year baccalaureate degree (or equivalent) from an accredited institution. An undergraduate degree in education is not a requirement; qualified students from all backgrounds are encouraged to submit applications. An admission decision is based on a combination of a student's undergraduate and/or graduate academic performance, professional experience, letters of recommendation and/or standardized test scores. All students are encouraged to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores in support of their application.

Required documents for admission are as follows:

- Submission of a completed Graduate School Application including the selection of a specialization
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree with a completed Graduate School Application
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 1350 or MAT score at the 40th percentile received within the first semester of enrollment
- Formal resume indicating education and complete work history

Requirement for GRE/MAT scores may be waived for students who meet any one of the following:

- Graduate degree from an accredited institution
- Undergraduate degree from an accredited college or university with a grade average of at least 3.0
- Undergraduate degree from an accredited college or university with a grade average of 2.7 or above with a minimum of two years of professional work experience
- Completion of the first semester of enrollment with a minimum grade average of 3.0 and no grade below a B

Failure to provide documentation or test scores or to achieve the grade point average required at the end of the first semester may lead to suspension or dismissal from the University.

Master of Science in Physician Assistant

Candidates for admission to the MSPA program are required to hold a four-year baccalaureate degree (or equivalent) from a regionally accredited institution with a minimum undergraduate GPA of 2.75. A GRE will be required. Students must come from health care backgrounds and successfully complete the following prerequisite courses with a grade of C or higher: College Math or higher (3sh), English (6sh), including (3sh) English Composition, Humanities (3sh), Social Sciences (3sh), General Biology or Zoology, including lab (4sh), Microbiology, including lab (4sh), Genetics (3sh), Human Anatomy and Physiology (8sh), General Chemistry I and II including lab (8sh), and Biochemistry or Organic Chemistry (3sh), Behavioral Science (6sh).

An admission decision is based on a combination of the student's undergraduate grade point average, writing assessment, healthcare experience, three letters of recommendation (at least two from health care professionals), physician assistant shadowing, community service-volunteering, and interview. A personal interview is required for admission and granted at the invitation of the PA program. Please note: an interview is not granted to all applicants. Each applicant must have a successful background check and drug screen.

Admission Requirements:
1. Bachelor Degree or equivalent
2. Undergraduate minimum GPA 2.75
3. Cumulative minimum science GPA 3.0
4. Cumulative minimum pre-requisite GPA 3.0
5. GRE
6. Complete Physician Assistant Applicant Packet
7. Prerequisites Courses:
   a. College Math or higher
   b. Two English classes with one of English Composition
   c. Humanities
   d. General Biology or Zoology
   e. Microbiology
   f. Biochemistry or Organic
   g. Social Science
   h. Human Anatomy & Physiology
   i. General Chemistry I & II
   j. Genetics
   k. Behavioral Sciences

Student Selection Factors

Keiser University Selection Committee for admissions to the PA program will evaluate applicants based on several factors, including:

1. GPA
2. Writing assessment
3. Three letters of recommendation with at least two from health care professionals
4. Physician assistant shadowing
5. Previous healthcare experiences
6. Community service-volunteering
7. Personal interview

Matriculation Requirement

1. Completion of FileMD folder (immunizations, drug screen, and physicals)
2. Successful background check

Transfer of Credit Procedures

Transfer credit is not awarded in the Master of Science in Physician Assistant program. All program didactic and clinical course work must be completed at Keiser University.

Withdrawal Policy

Student requesting withdrawals from Keiser University Physician Assistant program, must submit a written notice to the Dean of the Graduate School or the Campus President that contains the reason for the withdrawal. The physician assistant program is structured that each course builds on the next. It is imperative that the sequence of classes is followed to successfully complete the program. Students who request a temporary leave of absence or withdrawal will be required to return to the program at the point where they successfully completed their last course. Readmission is not guaranteed. Students are required to submit a written request to the Dean of the Graduate school for approval and re-admittance to the physician assistant program.

TRANSFER OF CREDIT PROCEDURES

The Dean of the Graduate School evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

1. Official transcripts must be received directly from the former institution within a student's first semester or no transfer credits are officially granted.
2. Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that parallel course content and duration of Keiser University courses.

Courses in a student's major must meet the same general course objectives as Keiser University courses.

3. Only courses with a grade of "B" or higher are considered for transfer credit.

4. Graduate students may transfer no more than six semester credit hours to the graduate program at Keiser University and must meet graduate residency requirements.

INTERNATIONAL STUDENTS

Keiser University is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants are asked to furnish proof that they can read, write and speak English fluently. The University accepts only F-1 visas based upon a student's program of study. International student applicants must meet the following requirements for admission to Keiser University:

1. Successful completion of a baccalaureate degree program that is equivalent to a baccalaureate degree in the United States. (Official records must be evaluated by an approved educational evaluator service attesting that completion is equivalent to a baccalaureate degree completed in the United States.)

2. Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

3. If an applicant's primary language is not English, applicants must present a TOEFL score of 500 or higher on a paper-based examination, an IELTS score of 6.0 or higher, a score of 225 on a computer-based examination or an iBT of 64.

Applications for international students can be obtained through the Admissions Office. Applications should be submitted at least two months prior to the start of a program.

CURRICULAR PRACTICAL TRAINING

Keiser University is offering a Curricular Practical Training Component (CPT) for graduate students in the Master of Business Administration major, authorized under U.S. Immigration regulations found in CFR 214 2(f)(10)(i). All students who choose to enroll in the CPT program are required to engage in paid CPT employment with American-based companies for at least 11 months of the total MBA degree, either as part-time or full time employees. Practical training employment must be related to an "integral part of the student's curriculum". Students generally work in CPT employment during the day and take their coursework in the evenings and/or week-ends.

TUITION, FEES AND OTHER COSTS

COSTS OF DOCTORAL DEGREE PROGRAMS

The tuition and fee schedules for all doctoral courses at Keiser University have been calculated on a semester basis and are subject to annual review and modification.

Effective fall term, August 31, 2009:

Initial Fees

Application Fee (one-time charge, non-refundable)	$	50.00
Registration Fee (one-time charge, non-refundable)	$	145.00

Tuition per Semester*

Full Time	12 hours +	$8,904.00
Three-Quarter Time	9 to 11.99 hours	$6,678.00
Half Time	6 to 8.99 hours	$4,452.00
Dissertation Full Time	3 hours	$4,452.00
Residency		$1200.00

Education Fee per Semester**

Day, Evening and Weekend	$	600.00

Other Fees

Withdrawal Fee	$	100.00
Re-Entry Fee	$	150.00
Textbooks average $600.00 per semester		

Keiser University reserves the right to make any changes in tuition, fees, curricula or any phase of its graduate programs, where it is the opinion of the administration that its students and/or the University will benefit. Such changes may be undertaken without further notice.

*One Semester = Two Graduate Terms (each term eight weeks) = Four Courses = 12 Credit Hours
*Dissertation courses = one semester each = Sixteen Weeks
**One Graduate Term = Eight Weeks = Two Courses = 6 Credit Hours

COSTS OF MASTER DEGREE PROGRAMS

The tuition and fee schedules for all graduate courses at Keiser University have been calculated on a semester basis and are subject to annual review and modification.

Effective Fall term, August 31, 2009:

Initial Fees

Application Fee (one-time charge, non-refundable)	$	50.00
Registration Fee (one-time charge, non-refundable)	$	145.00

Tuition per Semester*

Full Time	12 credits +	$7,404.00
Three-Quarter Time	9 to 11.99	$5,553.00
Half Time	6 to 8.99	$3,702.00

Education Fee per Semester**

Day, Evening and Weekend	$ 600.00

Other Fees

Withdrawal Fee	$ 100.00
Re-Entry Fee	$ 150.00
Textbooks average $600.00 per semester	

*One Semester = Two Graduate Terms (each term eight weeks) = Four Courses = 12 credit hours
**One Graduate Term = Eight Weeks = Two Courses = 6 credit hours

COSTS OF MASTER OF SCIENCE IN PHYSICIAN ASSISTANT DEGREE PROGRAM

The tuition and fee schedules for all graduate courses at Keiser University have been calculated on a semester basis and are subject to annual review and modification.

Effective Winter term, January 4, 2010:

Initial Fees

Application Fee (one-time charge, non-refundable)	$	50.00
Registration Fee (one-time charge, non-refundable)	$	145.00

Tuition per Semester*

Full Time	12 credits	$ 8,333.00

Education Fee per Semester

	$ 600.00

Other Fees

Withdrawal Fee	$	100.00
Re-Entry Fee	$	150.00
Required Textbooks for Program	$	4,682.00
Recommended Textbooks for Program	$	500.00
Required Student Equipment for Program	$	550.00
PANCE	$	425.00

Keiser University reserves the right to make any changes in tuition, fees, curricula or any phase of its graduate programs, where it is the opinion of the administration that its students and/or the University will benefit. Such changes may be undertaken without further notice.

*One Semester = sixteen weeks

FINANCIAL AID

Financial aid information may be obtained from the Financial Aid Office at any campus or by applying online through the Keiser University website at www.keiseruniversity.edu. Students with a bachelor degree are not eligible for most grants and scholarships. Loan limits for graduate students are higher than those for undergraduates.

ACADEMIC POLICIES

Graduate Satisfactory Academic Progress

Graduate students at Keiser University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade average of 3.0 after completing his/her first semester at Keiser University. All students must achieve a minimum grade average of 3.0 for the second semester and must maintain a cumulative grade average of at least 3.0 in order to graduate from Keiser University.

Any student whose cumulative grade average falls below 3.0 is placed on academic probation for the next semester. While on academic probation, a student remains eligible for Title IV financial aid funds. Any student on academic probation who brings his/her cumulative grade average to 3.0 is removed from academic probation. Any student who earns a 3.0 grade average for a semester without attaining a cumulative 3.0 while on academic probation is allowed to remain in school. (A student may continue on academic probation even though his/her cumulative grade average is below 3.0 as long as he/she meets the minimum standards each semester.) While on academic probation, a student not earning a 3.0 grade average in a semester is dismissed from Keiser University.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Keiser University requires students to successfully complete 67% of credit hours attempted each academic year. An academic year is two semesters. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All

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students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of an academic year is placed on academic probation for the next semester. While on probation, a student remains eligible for Title IV financial aid funds.

A student who completes 67% of credit hours attempted in a semester while on academic probation is allowed to remain in school. A student may continue on academic probation even though his/her cumulative completion rate is below 67% as long as he/she meets the minimum standards for each semester. A student on academic probation who brings his/her completion rate to 67% is removed from academic probation. A student on probation who does not complete 67% of the credits attempted in a semester is dismissed from Keiser University.

A student who has been dismissed may reapply to Keiser University after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 3.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

A student who is readmitted after dismissal for failure to meet the quantitative standard is readmitted on academic probation and is not eligible for Title IV funds until he/she has completed 67% or more of credit hours attempted.

Keiser University may use its discretion in waiving its Satisfactory Academic Progress standards in cases where students have mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family. Students requesting an appeal of Keiser University's Satisfactory Academic Progress standards must submit a written request, with appropriate documentation, to the Dean of the Graduate School. If an appeal is approved, a student is allowed one additional semester to meet required standards and to regain eligibility for Title IV funds.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters. At that point, Veterans' Benefits can be terminated. A student terminated from Veterans' Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 3.0 cumulative grade average.

Schedule Changes

Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Department Chair or the Dean of the Graduate School. Dates and times for schedule changes are posted as far in advance as possible.

University Withdrawal

When a student withdraws from Keiser University, written notice should be submitted to the Dean of the Graduate School or the Campus President by the student, parent or guardian. Such notice should contain the reason for the withdrawal.

Grading Policy

Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level of performance. Criteria upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, class projects, presentations, research papers and homework/outside assignments. The meaning of the grade notations is as follows and is based on a 4.0 scale:

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90 - 100%
B	Good	3.0	80 - 89%
C	Average	2.0	70 - 79%
F	Failing	0.0	Less than 70%
RC	Residency Complete		
RNC	Residency Not Completed		
AU	Audit	Not Computed	
I	Incomplete	Not Computed	
W	Withdrawal	Not Computed (prior to 50% completion)	
WF	Withdrawal Failing	0.0	(after 50% completion)
WNA	Withdrawal/ No Attendance	Not Computed	
T	Transfer Credit	Not Computed	

Grades are posted online at the end of each term. Students receiving an Incomplete in any subject must meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for an Incomplete must be completed within four (4) weeks of the beginning of the next term. Exceptions to this policy must be approved by the Dean of the Graduate School. Failure to complete the work within this four-week time period will, without administrative approval, result in a failing grade.

Repeating Courses

A course in which a letter grade of "C" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average at Keiser University. A course in which a satisfactory letter grade (e.g., "A", "B") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status.

Students in the Master of Science in Physician Assistant program may not repeat courses.

GRADUATION REQUIREMENTS

Graduate Degrees

As required by the Commission for Independent Education Board in the State of Florida, students receiving Keiser University's Doctor of Philosophy in Educational Leadership degree must earn a minimum of 60 semester credit hours beyond the master's level in the degree specific curriculum.

As required by the Commission for Independent Education Board in the State of Florida, students receiving Keiser University's Master of Business Administration, Master of Science, and Master of Arts degrees must earn a minimum of 24 semester credit hours beyond the bachelor's level in the degree specific curriculum.

Additional Requirements for Doctor of Philosophy in Educational Leadership

To earn a Doctor of Philosophy in Educational Leadership degree from Keiser University, students must accomplish the following:

- Earn a minimum of 60 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 54 credits of the PhD program through Keiser University
- Complete all PhD degree requirements within eight years of beginning coursework; exceptions for extenuating circumstances reviewed by the Graduate School Dean
- Complete a one week residency before the end of the first calendar year
- Successfully complete a comprehensive examination prior to advancing to candidacy
- Advance to candidacy prior to entering into dissertation courses
- Submit a pre-proposal prior to matriculation into dissertation classes
- Maintain active student status until dissertation is approved
- Complete a proposal approved by a dissertation committee

- Successfully defend the proposal
- Complete a dissertation approved by a dissertation committee
- Successfully defend the dissertation

Additional Requirements for Master of Business Administration

To earn a Master of Business Administration degree from Keiser University, students must accomplish the following:

- Earn a minimum of 42 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 36 credits of the MBA program through Keiser University
- Complete all MBA degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

Additional Requirements for Master of Science in Education and Master of Arts in Criminal Justice

To earn a Master of Science or Master of Arts from Keiser University, students must accomplish the following:

- Earn a minimum of 36 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Have no more than two courses with a grade of "C"
- Complete the final 30 credits of the program through Keiser University
- Complete all degree requirements within five years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School

Additional Requirements for Master of Science in Physician Assistant

To earn a Master of Science in Physician Assistant degree from Keiser University, students must accomplish the following:

- Earn a minimum of 138 graduate semester credit hours
- Earn a minimum grade average of 3.0
- Complete all credits of the MSPA program through Keiser University
- Complete all MSPA degree requirements within two years of beginning coursework; exceptions for extenuating circumstances reviewed by the Dean of the Graduate School
- Register for the Physician Assistant National Certification Examination (PANCE) prior to completing the last course.

UNIVERSITY HOURS

Hybrid graduate classes are held from 8:00 a.m. to 12:00 p.m. or 1:00 p.m. to 5:00 p.m. on Saturdays. Please check with the Dean of the Graduate School for specific information on online and hybrid classes.

Evelyn C. Keiser   **Arthur Keiser**

Founders of Keiser University

Administration, Faculty and Staff

Office of the Chancellor

Chancellor/Chief Executive Officer
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Ph.D. Union Institute
B.A. Tulane University

Chairwoman of the Board of Directors
Evelyn C. Keiser
B.S.M.T. Temple University

Executive Vice Chancellor/Chief Operating Officer
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B.S. Fort Lauderdale College

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Ph.D. Kansas State University
M.A. Fort Hayes State University
B.A. Fort Hayes State University

Vice Chancellor of Community Relations and Student Advancement
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M.B.A. Nova University
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B.A. Jilin University, China

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AS Miami Dade College

Adrienne Predko
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B.A. Florida Atlantic
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Director of Finance
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B.S. Bethune-Cookman
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Director of Purchasing
Janet Weinstein
A.S. Fashion Institute of
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**Director of Bookstore
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Purchasing Assistants
Gilbert Lafond
James Harrell
Karen Hackett

Inventory Control Manager
Marlize Smit

Senior Accountants
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Jack Murray
M.B.A. Temple University
B.S. Temple University

Erin Morrow
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Staff Accountants
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Kay Opas

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Michael Bart

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B.S. University of Mary

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Assistant Registrar
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Assistant Bursar
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B.S. Golden Gate University

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Inti Marazita, Program
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A.S. Keiser University

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Academic Calendar

Term Calendar 2010
Semester I
01/01/10	**New Years Day**
01/04/10-01/29/10	Term A Classes Begin
01/18/10	**Martin Luther King Jr. Day**
01/19/10	Return
02/01/10-02/26/10	Term B Classes Begin
02/15/10	**President's Day**
02/16/10	Return
03/01/10-03/26/10	Term C Classes Begin
03/29/10-04/23/10	Term D Classes Begin
04/02/10-04/05/10	**Easter Break**
04/06/10	Return
04/24/10-05/02/10	**Spring Break**

Semester II
05/03/10-05/28/10	Term A Classes Begin
05/31/10	**Memorial Day**
06/01/10	Return
06/01/10-06/25/10	Term B Classes Begin
06/28/10-07/23/10	Term C Classes Begin
07/05/10	**Independence Day**
07/06/10	Return
07/26/10-08/20/10	Term D Classes Begin
08/21/10-08/29/10	**Summer Break**

Semester III
08/30/10-09/24/10	Term A Classes Begin
09/06/10	**Labor Day**
09/07/10	Return
09/27/10-10/22/10	Term B Classes Begin
10/25/10-11/19/10	Term C Classes Begin
11/22/10-12/17/10	Term D Classes Begin
11/25/10-11/26/10	**Thanksgiving Break**
11/29/10	Return
12/18/10-01/02/11	**Holiday Break**

Term Calendar 2011
Semester I

01/01/11	**New Years Day**
01/03/11-01/28/11	Term A Classes Begin
01/17/11	**Martin Luther King Jr. Day**
01/18/11	Return
01/31/11-02/25/11	Term B Classes Begin
02/21/11	**President's Day**
02/22/11	Return
02/28/11-03/25/11	Term C Classes Begin
03/28/11-04/22/11	Term D Classes Begin
04/23/10-05/01/10	**Spring Break**

Semester II

05/02/11-05/27/11	Term A Classes Begin
05/30/11	**Memorial Day**
05/31/11	Return
05/31/11-06/24/11	Term B Classes Begin
06/27/11-07/22/11	Term C Classes Begin
07/04/11	**Independence Day**
07/05/11	Return
07/25/11-08/19/11	Term D Classes Begin
08/20/11-08/28/11	**Summer Break**

Semester III

08/29/11-09/23/11	Term A Classes Begin
09/05/11	**Labor Day**
09/06/11	Return
09/26/11-10/21/11	Term B Classes Begin
10/24/11-11/18/11	Term C Classes Begin
11/21/11-12/16/11	Term D Classes Begin
11/24/11-11/25/11	**Thanksgiving Break**
11/28/11	Return
12/17/11-01/01/12	**Holiday Break**

Term Calendar 2012
Semester I

01/01/12	**New Years Day**
01/02/12-01/27/12	Term A Classes Begin
01/16/12	**Martin Luther King Jr. Day**
01/17/12	Return
01/30/12-02/24/12	Term B Classes Begin
02/20/12	**President's Day**
02/21/12	Return
02/27/12-03/23/12	Term C Classes Begin
03/26/12-04/20/12	Term D Classes Begin
04/21/12-04/29/12	**Spring Break**

Semester II

04/30/12-05/25/12	Term A Classes Begin
05/28/12	**Memorial Day**
05/29/12	Return
05/29/12-06/22/12	Term B Classes Begin
06/25/12-07/20/12	Term C Classes Begin
07/04/12	**Independence Day**
07/05/12	Return
07/23/12-08/17/12	Term D Classes Begin
08/18/12-08/26/12	**Summer Break**

Semester III

08/27/12-09/21/12	Term A Classes Begin
09/03/12	**Labor Day**
09/04/12	Return
09/24/12-10/19/12	Term B Classes Begin
10/22/12-11/16/12	Term C Classes Begin
11/19/12-12/14/12	Term D Classes Begin
11/22/12-11/23/12	**Thanksgiving Break**
11/28/12	Return
12/15/12-01/06/13	**Holiday Break**

Term Calendar 2013
Semester I

01/01/13	**New Years Day**
01/07/13-02/01/13	Term A Classes Begin
01/21/13	**Martin Luther King Jr. Day**
01/22/13	Return
02/04/13-03/01/13	Term B Classes Begin
02/18/13	**President's Day**
02/19/13	Return
03/04/13-03/29/13	Term C Classes Begin
04/01/12-04/26/13	Term D Classes Begin
04/27/12-05/05/13	**Spring Break**

Semester II

05/06/13-05/31/13	Term A Classes Begin
05/27/13	**Memorial Day**
05/28/13	Return
06/03/13-06/28/13	Term B Classes Begin
07/01/13-07/26/13	Term C Classes Begin
07/04/13	**Independence Day**
07/05/13	Return
07/29/13-08/23/13	Term D Classes Begin
08/24/13-09/01/13	**Summer Break**

Semester III

09/02/13-09/27/13	Term A Classes Begin
09/02/13	**Labor Day**
09/03/13	Return
09/30/13-10/25/13	Term B Classes Begin
10/28/13-11/22/13	Term C Classes Begin
11/25/13-12/20/13	Term D Classes Begin
11/28/13-11/29/13	**Thanksgiving Break**
12/02/13	Return
12/21/13-01/05/13	**Holiday Break**

Graduate School Academic Calendar

Term Calendar 2010
Semester I

01/01/10	**New Years Day**
01/04/10-02/27/10	Term A Classes Begin
01/18/10	**Martin Luther King Jr. Day**
01/19/10	Return
02/15/10	**President's Day**
02/16/10	Return
03/01/10-04/24/10	Term C Classes Begin
04/02/10-04/05/10	**Easter Break**
04/06/10	Return
04/25/10-05/02/10	**Spring Break**

Semester II

05/03/10-06/26/10	Term A Classes Begin
05/31/10	**Memorial Day**
06/01/10	Return
06/28/10-08/21/10	Term C Classes Begin
07/05/10	**Independence Day**
07/06/10	Return
08/22/10-08/29/10	**Summer Break**

Semester III

08/30/10-10/23/10	Term A Classes Begin
09/06/10	**Labor Day**
09/07/10	Return
10/25/10-12/18/10	Term C Classes Begin
11/25/10-11/26/10	**Thanksgiving Break**
11/29/10	Return
12/19/10-01/02/11	**Holiday Break**

Term Calendar 2011
Semester I

01/01/11	**New Years Day**
01/03/11-02/26/11	Term A Classes Begin
01/17/11	**Martin Luther King Jr. Day**
01/18/11	Return
02/21/11	**President's Day**
02/22/11	Return
02/28/11-03/26/11	Term C Classes Begin
04/23/10-05/01/10	**Spring Break**

Semester II

05/02/11-06/25/11	Term A Classes Begin
05/30/11	**Memorial Day**
05/31/11	Return
06/27/11-07/23/11	Term C Classes Begin
07/04/11	**Independence Day**
07/05/11	Return
08/20/11-08/28/11	**Summer Break**

Semester III

08/29/11-10/22/11	Term A Classes Begin
09/05/11	**Labor Day**
09/06/11	Return
10/24/11-12/17/11	Term C Classes Begin
11/24/11-11/25/11	**Thanksgiving Break**
11/28/11	Return
12/17/11-01/01/12	**Holiday Break**

Term Calendar 2012
Semester I

01/01/12	**New Years Day**
01/02/12-02/25/12	Term A Classes Begin
01/16/12	**Martin Luther King Jr. Day**
01/17/12	Return
02/20/12	**President's Day**
02/21/12	Return
02/27/12-04/21/12	Term C Classes Begin
04/22/12**-04/29/12**	**Spring Break**

Semester II

04/30/12-06/23/12	Term A Classes Begin
05/28/12	**Memorial Day**
05/29/12	Return
06/25/12-08/18/12	Term C Classes Begin
07/04/12	**Independence Day**
07/05/12	Return
08/19/12**-08/26/12**	**Summer Break**

Semester III

08/27/12-10/20/12	Term A Classes Begin
09/03/12	**Labor Day**
09/04/12	Return
10/22/12-12/15/12	Term C Classes Begin
11/22/12**-11/23/12**	**Thanksgiving Break**
11/28/12	Return
12/16/12**-01/06/13**	**Holiday Break**

Term Calendar 2013

Semester I

01/01/13	**New Years Day**
01/07/13-03/2/13	Term A Classes Begin
01/21/13	**Martin Luther King Jr. Day**
01/22/13	Return
02/18/13	**President's Day**
02/19/13	Return
03/04/13-04/27/13	Term C Classes Begin
04/27/13-05/05/13	**Spring Break**

Semester II

05/06/13-06/29/13	Term A Classes Begin
05/27/13	**Memorial Day**
05/28/13	Return
07/01/13-08/24/13	Term C Classes Begin
07/04/13	**Independence Day**
07/05/13	Return
08/25/13-09/1/13	**Summer Break**

Semester III

09/02/13-10/26/13	Term A Classes Begin
09/02/13	**Labor Day**
09/03/13	Return
10/28/13-12/21/13	Term C Classes Begin
11/28/13-11/29/13	**Thanksgiving Break**
12/02/13	Return
12/22/13-01/05/13	**Holiday Break**