ADDENDUM NO. 6

TO

2008-2009
KEISER UNIVERSITY CATALOG
VOLUME 8, NO. 1

Effective July 30, 2009

KEISER UNIVERSITY
CATALOG ADDENDUM

TABLE OF CONTENTS

Keiser University continually reviews, improves and updates its programs, courses and curricula. It is incumbent on the University to reflect these revisions in its publications. The following *Addendum No.6* represents additions, changes and deletions to the *2008-2009 Keiser University Catalog*, August 27, 2008 Edition, Volume 8, No. 1, and is effective July 30, 2009. It includes changes covered in Addenda Nos. 1, 2, 3, 4, and 5.

Page 1 and back cover, Keiser University Additional Locations

Replace this information with the following:

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

Page 8, Mission Statement

Replace this section with the following:

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, the University is committed to provide all 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 our Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

Pages 11 and 12, LICENSURE AND ACCREDITATION

Replace this section with the following:

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, master's, and doctoral levels.
- Keiser University's Medical Assisting program, Ft. Lauderdale, 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 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 Radiologic Technology program, Daytona, Ft. Lauderdale, Lakeland, Melbourne and Sarasota campuses, is accredited by the Joint Review Committee on Education in Radiological Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, www.jrcert.org.
- Keiser University's Medical Assisting program, Daytona Beach campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, Phone 727-210-2350, on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).
- Keiser University's Occupational Therapy Assistant program, Ft. Lauderdale, Kendall, Melbourne, Orlando, and Pembroke Pines campuses, is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). The current status of the program at the Pembroke Pines campus is as a developing program in the process of seeking independent accreditation. Additional campuses seeking accreditation status under the Pembroke Pines charter are Jacksonville and Daytona. ACOTE can be reached at Accreditation Council for Occupational Therapy Education, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, Maryland 20824-1220, (301) 652-AOTA.
- 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 Diagnostic Medical Sonography programs (general concentration), Daytona Beach and Ft. Lauderdale 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 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 Nursing program, Melbourne and Sarasota campuses, are fully approved by the State Board of Nursing. Fort Lauderdale, Kendall, Jacksonville, Lakeland, Orlando, Tallahassee and West Palm Beach campuses are provisionally approved 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, 61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656, www.nlnac.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.

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

Page 18, Descriptions of Facilities and Equipment

Replace this information with the following:

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, student lounge, 18 classrooms, auditorium with seating for more than 90 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.

Page 24 and 25, Admissions, GENERAL ADMISSION REQUIREMENTS

Replace paragraph five with the following:

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 earned associate degree or a higher degree 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 3.25 to be considered. Candidates must meet all other general and allied health program-specific admission requirements.

Pages 31 through 34, Florida's Statewide Course Numbering System

Replace this section with the following:

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 23 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	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
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 55 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.

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 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.

Page 68, PLAGIARISM

Insert the following new section after the INDEPENDENT/DIRECTED STUDY paragraph:

PLAGIARISM

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. 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:

- The first occurrence of an assignment containing plagiarized material results in an automatic "F" for that assignment.
- The first occurrence of a student copying an entire paper and turning it in as their own work results in an automatic "F" for the class.
- The second occurrence of an assignment containing plagiarized material results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire paper as his/her own work results in an automatic suspension from the University for one semester.
- The third occurrence of an assignment containing plagiarized material results in an automatic suspension from the University for one semester.
- The fourth occurrence of an assignment containing plagiarized material results in an automatic dismissal from the University.

Pages 68 and 69, Satisfactory Academic Progress

Replace this section with the following:

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 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 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 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.

Pages 74 through 82, Programs Offered At Each Campus

Replace the program offerings with the following:

CAMPUS	PROGRAMS OFFERED
Daytona	**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)
	Professional Accounting (online only)
	Bachelor of Science
	Health Science (online only)
	Sports Medicine and Fitness Technology
	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 (online only)
	Massage Therapy
	Medical Assisting
	Radiologic Technology
	Sports Medicine and Fitness Technology
	Video Game Design
Ft. Lauderdale	**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)
	Bachelor of Arts
	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)
	Homeland Security (online only)
	Criminal Justice
	Health Services Administration

Legal Studies
Professional Accounting (online only)
Bachelor of Science
Information Technology Management
Health Science
Interdisciplinary Studies
Management Information Systems (online only)
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
Homeland Security (online only)
Paralegal Studies
Associate of Science
Aquatic Engineering (online only)
Computer-Aided Drafting
Computer Programming
Crime Scene Technology
Diagnostic Medical Sonography
Diagnostic Vascular Sonography
Fashion Design and Merchandising
Information Technology
Medical Assisting
Medical Laboratory Technician
Nuclear Medicine Technology
Nursing
Occupational Therapy Assistant
Physical Therapist Assistant
Radiologic Technology
Sports Medicine and Fitness Technology
Video Game Design

Jacksonville **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
Professional Accounting (online only)
Bachelor of Science
Information Technology Management (online only)
Health Science (online only)
Management Information Systems (online only)
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
Paralegal Studies

	Associate of Science

Associate of Science
Computer Graphics and Design
Crime Scene Technology
Information Technology
Medical Assisting
Nursing
Radiologic Technology

Kendall   **Master Degrees**
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (hybrid only)
Bachelor of Arts
Accounting (online only)
Business Administration (concentrations in Management, Human Resource Management, International Business, Finance and Marketing) (online only)
Legal Studies (online only)
Professional Accounting (online only)
Bachelor of Science
Health Science (online only)
Nursing (online only)
Associate of Arts
Accounting
Business Administration
Criminal Justice
Health Services Administration
Paralegal Studies
Associate of Science
Information Technology (online only)
Medical Assisting
Nuclear Medicine Technology
Nursing
Occupational Therapy Assistant
Radiologic Technology

Lakeland   **Bachelor of Arts**
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)
Professional Accounting (online only)
Bachelor of Science
Health Science (online only)
Information Technology Management (online only)
Management Information Systems (online only)
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
Homeland Security (online only)

Paralegal Studies (online only)
Associate of Science
Computer Graphics and Design
Information Technology (online only)
Massage Therapy
Medical Assisting
Nuclear Medicine Technology
Nursing
Radiologic Technology
Sports Medicine and Fitness Technology

Melbourne   **Master Degrees**
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (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)
Professional Accounting (online only)
Bachelor of Science
Health Science (online only)
Information Technology Management (online only)
Management Information Systems (online only)
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
Homeland Security (online only)
Paralegal Studies (online only)
Associate of Science
Culinary Arts
Diagnostic Medical Sonography
Information Technology
Massage Therapy
Medical Assisting
Nuclear Medicine Technology
Nursing
Occupational Therapy Assistant
Radiologic Technology
Web Design and Development

Orlando   **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)
Legal Studies

Professional Accounting (online only)
Bachelor of Science
Health Science (online only)
Information Technology Management (online only)
Management Information Systems (online only)
Nursing (online only)
Associate of Arts
Criminal Justice
Health Services Administration
Paralegal Studies
Associate of Science
Crime Scene Technology
Histotechnology
Information Technology
Massage Therapy
Medical Assisting
Nursing
Occupational Therapy Assistant
Radiologic Technology

Pembroke Pines   **Master Degrees**
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (online and hybrid 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
Professional Accounting (online only)
Bachelor of Science
Health Sciences (online only)
Information Technology Management (online only)
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
Homeland Security (online only)
Paralegal Studies
Associate of Science
Computer Graphics and Design
Histotechnology
Information Technology
Massage Therapy
Medical Assisting
Occupational Therapy Assistant
Technology Integration

Port St. Lucie   **Bachelor of Arts**

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
Professional Accounting (online only)
Bachelor of Science
Health Science (online only)
Management Information Systems (online only)
Nursing (online only)
Sports Medicine and Fitness Technology
Associate of Arts
Accounting
Business Administration
Criminal Justice
Health Services Administration
Paralegal Studies
Associate of Science
Biotechnology
Computer Graphics and Design
Information Technology
Massage Therapy
Medical Assisting
Radiologic Technology
Sports Medicine and Fitness Technology
Surgical Technology
Video Game Design

Sarasota   **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
Professional Accounting (online only)
Bachelor of Science
Elementary Education
Nursing (online only)
Associate of Arts
Accounting
Health Services Administration
Homeland Security (online only)
Paralegal Studies
Associate of Science
Crime Scene Technology
Culinary Arts
Fire Science (online only)
Information Technology

	Medical Assisting
	Nursing
	Radiologic Technology
Tallahassee	**Bachelor of Arts**

Medical Assisting
Nursing
Radiologic Technology

Tallahassee

Bachelor of Arts
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)
Professional Accounting (online only)
Bachelor of Science
Health Science (online only)
Information Technology Management (online only)
Management Information Systems (online only)
Nursing (online only)
Associate of Arts
Accounting
Criminal Justice
Health Services Administration
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

Master Degrees
Master of Business Administration-concentrations in International Business, Leadership for Managers, and Marketing (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
Health Services Administration
Homeland Security (online only)
Legal Studies
Professional Accounting (online only)
Bachelor of Science
Health Science (online only)
Management Information Systems (online only)
Associate of Arts
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
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
Professional Accounting (online only)
<u>Bachelor of Science</u>
Health Science (online only)
Information Technology Management (online only)
Management Information Systems (online only)
Nursing (online only)
<u>Associate of Arts</u>
Accounting
Criminal Justice
Health Services Administration
Homeland Security
Paralegal Studies
<u>Associate of Science</u>
Computer Graphics and Design
Information Technology
Massage Therapy
Medical Assisting
Nursing
Radiologic Technology

Page 83, Program Descriptions, Doctor of Philosophy in Educational Leadership

Insert the following after the heading "Program Descriptions and BEFORE the heading "Master of Arts Degree – Criminal Justice:

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 credits 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 credits hours)

EDU750	Leadership: Theory and Management	3.0 credit hours
EDU751	Leadership: Assessment and Program Evaluation	3.0 credit hours
EDU752	Leadership: Reform and Innovation	3.0 credit hours
EDU753	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 credits 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 (Prerequisite EDR700, EDR800, and EDR810)	3.0 credit hours
EDR820	Advanced Research: Pre-Proposal and Literature Review (Prerequisite EDR700, EDR800, and EDR810)	3.0 credit hours

Dissertation Courses (12 credits 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

Page 83, Program Description, Master of Arts in Criminal Justice

Replace this section with the following:

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.

Page 84, Master of Arts in Criminal Justice Major Core Courses

Replace this section with the following:

Master of Arts in Criminal Justice Major Core Courses (36.0 credit hours)
MACJ501	Seminar in Criminal Justice (prerequisite course)	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	3.0 credit hours
MACJ600	Capstone: Criminal Justice Thesis (taken in last semester)	3.0 credit hours

Page 85-87, Master of Business Administration Degrees, Business Administration

Replace this section with the following:

Business Administration

Accounting Concentration
Leadership for Managers Concentration
International Business 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 four areas: Accounting, Leadership for Managers, International Business, 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 four 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. Students take 15 graduate credit hours in the accounting concentration area. Therefore, no elective courses are offered in this program.

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	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	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.

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

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 |

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

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

Pages 87 through 89, Master of Science Degrees

Replace this section with the following:
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
- Work with a diverse population, motivating for increased performance and satisfaction

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 or internship. 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
EDU540	US Curricular Trends and Issues	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)
EDU550	Education System Organization and Leadership	3.0 credit hours
EDR551	Decision Oriented Educational Research	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
EDR600	Educational Internship (Capstone option)	3.0 credit hours

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

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

Pages 89 through 91, Program Descriptions, Bachelor of Arts Degrees, Accounting

Replace the following Upper Division Accounting Major Courses as follows:

Delete:

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

Add:

ACG4201 Financial Accounting III	3.0 credit hours
ACG4401 Accounting Information Systems	3.0 credit hours
ACG4501 Governmental and Institutional Accounting	3.0 credit hours
ACG4671 Auditing II	3.0 credit hours

Pages 92 through 94, Program Descriptions, Bachelor of Arts Degrees, Professional Accounting

Replace the following Upper Division General Education Course as follows:

Delete:

ENC3223 Business Writing for Accountants	3.0 credit hours

Add:

ENC4313 Research Writing	3.0 credit hours

Pages 110 through 124, Program Descriptions, Bachelor of Science Degrees

Add the following information to this section:

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:
  - Fire Science
  - Paramedical Science
  - Crime Scene Technology
  - Criminal Justice
  - Homeland Security
  - 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 or	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

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 (RHIA) 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 terminologies. 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 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 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
HIM1141	Pharmacology for Health Information Management	3.0 credit hours
HIM 1300	Professional Practicum	3.0 credit hours
HIM1433	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	Health Information Technology Internship	3.0 credit hours
HSC1531	Medical Terminology	3.0 credit hours
MAN1021	Principles of 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)
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

Upper Division Health Information Management Major Courses (45.0 credit hours)
ACG3024   Accounting for Non-Financial Managers   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
HIM3400   Statistics and Research in Health Care   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
HSA3150   Public Policy in Healthcare   3.0 credit hours
HSA3170   Financial Issues in Healthcare   3.0 credit hours
HSC3500   Epidemiology   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

Upper Division General Education Courses   (18.0 credit hours)
IDS3355   Critical Thinking   3.0 credit hours
INP3004   Industrial Psychology   3.0 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
STA3143	Statistical Methods for Healthcare	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

Page 163, Program Descriptions, Associate of Science Degrees

Insert the following after the program description for AS Fire Science:

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 (RHIT) 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
HIM1141	Pharmacology for Health Information Management	3.0 credit hours
HIM 1300	Professional Practicum	3.0 credit hours
HIM1433	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	Health Information Technology Internship	3.0 credit hours
HSC1531	Medical Terminology	3.0 credit hours
MAN1021	Principles of 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

Pages 176 through 179, Program Descriptions, Occupational Therapy Assistant

Replace the sections "Program Outline" and "Occupational Therapy Assistant Major Courses" with the following:

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   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

Page 195, Course Descriptions, Doctor of Philosophy in Educational Leadership

After the heading "Course Descriptions" and before the heading "Master of Arts Degree", insert the following:

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
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.

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.

Page 197, Master of Arts in Criminal Justice Major Course Requirements

Delete the following entry:

MACJ570 (3.0 credit hours)
Forensic Psychology
This course will examine the psychological theories and research that address legal issues, and the role psychologists play in the criminal justice system. An overview of services provided by

psychologists, such as expert witnessing, criminal profiling, trial consulting, legal decision making on child custody, jury selection, and other issues will be covered. The course will assess and analyze the therapeutic services provided to individuals in forensic settings with suspected deviant behaviors such as drug abuse, mental illness, suicide, and sexual deviance. The course will also identify the ethical issues confronted by psychologists in the criminal justice system.

Replace the entry for MACJ600 with the following:

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.

Insert the following:

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)

Page 198, Master of Business Administration Degrees, Major Course Requirements

Replace the entry for MBA511 with the following:

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

Page 199, Master of Business Administration Degrees, Major Course Requirements

Replace relevant sections with the following:

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. Corequisites: 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. Corequisite: MBA501

Page 199 to 200, Master of Business Administration Degrees

Before Leadership for Managers Concentration, insert the following:

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.

Pages 202 through 205, Course Descriptions, Master of Science Degrees

Replace this section with the following:

Education with Leadership Specialization

Education with Teaching and Learning Specialization

Major Course Requirements

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.

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.

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.

EDR600 (3.0 credit hours)
Internship in Education
This course is an optional culminating experience for the Master of Science in Education, Leadership track. It requires 150 hours of on-the-job experience and 50 hours of preparation. A portfolio is developed demonstrating application, analysis, synthesis, and evaluation of the concepts in the curriculum and the internship experience.

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.

Education with College Administration Specialization
Major Course Requirements

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.

Pages 205 through 209, Course Descriptions, Bachelor of Arts Degrees, Accounting

Delete the following course descriptions from this section:

MAN3505 (3.0 credit hours) Operations Management, MAN3611 (3.0 credit hours) Cross-Cultural Management, MAN4583 (3.0 credit hours) Project Management, MAN4602 (3.0 credit hours) International Business

Add the following course descriptions to this section:

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

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: ACG4651

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

Pages 235 through 255, Course Descriptions, Bachelor of Science Degrees

Insert the following course descriptions in this section:

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.

HSA3150 (3.0 credit hours)
Public Policy in Healthcare
This course 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
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.

HSC3500 (3.0 credit hours)
Epidemiology

This course introduces epidemiology as a scientific discipline. External design, methodology and causes of disease are examined to identify potential strategies for prevention and control.

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 3400 (3.0 credit hours)
Statistics and Research in Health Care
This course addresses medical research methodologies; the United States vital statistics system; and, presentation and interpretation of health care data. Also covered are data collection and statistical analysis, as related to performance improvement; and practice related ethical issues, especially as they relate to quality management and performance improvement in healthcare. Additional topics presented include: medical staff credentialing, data analysis and presentation and clinical outcomes. Prerequisite: HIM2400

HIM 3500 (3.0 credit hours)
Health Information Systems in Non-acute Care
An examination of 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 documentation requirements; accreditation and licensure standards; required data sets; and, reimbursement systems and methodologies. The role of the health information management professional is examined within the context of these settings. Course also includes an examination of applicable disease and procedural indices, specialized registries and databases. Prerequisite: HIM3200, HSA3170, PLA3523

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.

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 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.

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 requires a formal paper regarding an important and current health information management issue. Prerequisite: MAN 3025, HIM3200, HIM3500

HIM45000 (3.0 credit hours)
Health Information Management Internship
This is an intensive supervised professional practice experience at an approved external healthcare facility. A minimum of 120 clock hours (4 weeks) on a full-time basis is required at a site, generally completed during traditional business hours. Course emphasizes administrative aspects of health information management services. 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 course in the HIM program.

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.

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.

Page 293, Course Descriptions, Associate of Science Degrees

Insert the following after the section on AS Fire Sciences.

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 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

HIM 1300 (3.0 credit hours)
Professional Practicum
This course provides the student with a supervised professional practice experience at an approved external health information management 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

HIM1141 (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.

HIM1433 (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)
Health Information Technology Internship
This is an intensive supervised professional practice experience at an approved external healthcare facility. A minimum of 120 clock hours (4 weeks) on a full-time basis is required at a site, generally completed during traditional business hours. Skills in areas such as data abstraction and analysis are practiced, and knowledge of record retention and release of information is applied. Application of coding skills and observation of supervisory and planning activities, are documented. 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 course in the HIM program.

Page 308, Course Descriptions, Nursing

Replace the following course descriptions in this section:

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

Page 309, Course Descriptions, Occupational Therapy Assistant

Replace the following course description in this section:

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

Page 340, Graduate Admissions Requirements

Insert the following after this heading:

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 Application for Admission
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a master's degree with a completed Application for Admission
- 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.

Pages 343 and 344, Graduate Admissions Requirements, International Students

Change the information in paragraph three as follows:

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.

Add the following information:

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.

Page 344, Tuition, Fees and Other Costs

Insert the following under this heading:

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 credits +	$8,904.00
Three-Quarter Time	9 to 11.99	$6,678.00
Half Time	6 to 8.99	$4,452.00
Dissertation Full Time	3 credits	$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

Page 348, Graduate School Graduation Requirements
Replace this section with the following:

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 Graduate School Dean

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 Graduate School Dean

Page 370, Online Division, Faculty-General Education

Replace the entry for Anne Marie Fowler with the following:

Anne Marie Fowler
M.F.A. Spalding University
B.A. Louisiana Tech University
A.A. Bossier Parish Community College