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# KEISER UNIVERSITY

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**2015 - 2016**  
**KEISER UNIVERSITY**  
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Keiser University publishes an “electronic catalog” annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, Keiser University reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The University makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the University web site at <http://www.keiseruniversity.edu> or call the main campus at 954-776-4456 for specific information if desired.

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Keiser University main campus – Ft. Lauderdale, FL

## General Information

### MISSION STATEMENT

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

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

### STRATEGIC DIRECTIONS

Keiser University has identified five key long-range strategic directions to guide the institution and to encourage successful growth.

As such, Keiser University aspires to:

- Promote academic excellence and achievement through quality educational programs.
- Attract and retain diverse quality faculty and staff.
- Grow distinctive and accessible high-demand program offerings.
- Foster a supportive environment for successful teaching and learning.
- Expand campus locations and collaborations in the southeastern region of the United States and internationally.

### GOALS

The institutional goals of Keiser University support both the institution’s long-range strategic directions and the institution’s mission. As such, Keiser University seeks to:

- Continually change, improve and ensure the effectiveness of the University's programs in preparing students for successful careers.

- Engage and maintain a faculty that is well-qualified academically, possesses current technical and professional knowledge and experience and has the ability to convey this knowledge to students.
- Improve written and verbal competencies of students as well as analytical and technical skills.
- Provide facilities that support educational programs and enable students to develop profession-specific skills.
- Engage and maintain a staff that is caring, provides student support and meets the University's educational goals and objectives.
- Attract qualified students of diverse backgrounds.
- Provide a collegiate atmosphere of academic freedom that encourages open exchange of ideas.
- Provide distance learning activities through Web-based courses and degrees.
- Provide a commitment to research at the doctoral level.

## PHILOSOPHY

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

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

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

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

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

## HISTORY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In 2010, Keiser University opened new locations in Ft. Myers, Florida, Port St. Lucie, Florida (College of Golf and Sport Management), and Shanghai, China.

In 2012, Keiser University attained Level VI recognition from the Commission on Colleges of the Southern Association of Colleges and Schools. Level VI is the highest classification awarded to institutions offering four or more doctorate degrees.

In 2013, Keiser University established another off-campus instructional site at the former location of the Latin American Campus of Ave Maria University in San Marcos, Nicaragua. The Latin American Campus was founded by the University of Mobile (Alabama), a Baptist University in 1993. In 2000, operations of the Latin American Campus were transferred from the University of Mobile to Ave Maria College (Michigan), a Catholic college and the predecessor of Ave Maria University of Florida. In 2004, the Latin American Campus began the process which led to its becoming part of Ave Maria University in Florida.

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

## ACCREDITATION

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

- Keiser University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and degrees at the associate, baccalaureate, masters, specialist, and doctoral levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Keiser University. *Please note: Normal inquiries about Keiser University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Keiser University and not to the Commission's office. The Commission should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.*
- The following business programs at Keiser University- Ft. Lauderdale Campus and its extended off-campus learning sites in Florida are accredited by the Accreditation Council

for Business Schools and Programs: Associate of Arts in Business Administration, Bachelor of Arts in Business Administration, and Masters of Business Administration.

- Keiser University Center for Culinary Arts, Melbourne, Sarasota, and Tallahassee campuses, is accredited by the American Culinary Federation, Inc., 180 Center Place Way, St. Augustine, Florida 32095, (904) 824-4468, [www.acfchefs.org](http://www.acfchefs.org).
- Keiser University's Culinary Arts program at the Melbourne and Sarasota locations has been accepted by the World Association of Chefs Societies (WACS) into their Recognition of Quality Culinary Education program.
- Keiser University's Diagnostic Medical Sonography, Daytona Beach (general concentration), Fort Lauderdale (general and vascular concentrations), Fort Myers (general concentration), and Melbourne (general concentration) campuses, are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350 [www.caahep.org](http://www.caahep.org)
- Keiser University's Coordinated Program (CP) in Dietetics and Nutrition at the Lakeland, Pembroke Pines and Port St. Lucie campuses is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Chicago, IL 60606; 312/899-5400. The CP has accreditation through July 2017.
- The Associate Degree Health Information Management program at Keiser University, Fort Lauderdale campus, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21<sup>st</sup> floor, Chicago, IL 60601-5800. <http://cahiim.org>.
- The Bachelor Degree Health Information Management program at Keiser University, Fort Lauderdale campus, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21<sup>st</sup> floor, Chicago, IL 60601-5800. <http://cahiim.org>.
- Keiser University's Histotechnology program, Orlando and Pembroke Pines campuses, is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880, (773) 714-8886 (fax), [info@naaccls.org](mailto:info@naaccls.org), <http://www.naaccls.org>.
- Keiser University's Associate of Science degree in Medical Assisting, Daytona Beach campus, is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.
- Keiser University's Associate of Science in 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 60018-5119, (773) 714-8880, (773) 714-8886 (fax), [info@naaccls.org](mailto:info@naaccls.org), <http://www.naaccls.org>.
- Keiser University's Fort Lauderdale campus is seeking programmatic accreditation for its Bachelor of Science in Medical Laboratory Science program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018. 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 site survey does not assure that the Medical Laboratory Science program will be granted accreditation status. If the program attains "Serious Applicant Status" prior to graduation, graduates will be eligible to sit for the American

Society for Clinical Pathology (ASCP) Medical Laboratory Scientist examination immediately upon completion of the program.

- Keiser University's Medical Laboratory Technician program, Orlando Campus, is seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, 773-714-8880. E-Mail: [info@naacils.org](mailto:info@naacils.org) Website: [www.naacils.org](http://www.naacils.org) The program received serious applicant status on November 11, 2015.
- Keiser University's Associate Degree Nursing program, Ft. Lauderdale, Jacksonville, Lakeland, Melbourne, Miami, Orlando, Sarasota, Tallahassee, Tampa, and West Palm Beach campuses, holds continuing accreditation status by the Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000, fax 404-975-5020. [www.acenursing.org](http://www.acenursing.org)
- Keiser University's Bachelor of Science in Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791, [www.aacn.nche.edu](http://www.aacn.nche.edu). For more information about Keiser University's BSN programs, go to [www.keiseruniversity.edu/nursing-bs](http://www.keiseruniversity.edu/nursing-bs).
- Keiser University's Occupational Therapy Assistant program, Daytona, Ft. Lauderdale, Fort Myers, Jacksonville, Melbourne, Miami, Orlando, Pembroke Pines, Tallahassee, Tampa and West Palm Beach campuses, are fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE can be reached at the Accreditation Council for Occupational Therapy Education, American Occupational Therapy Association, 4720 Montgomery Lane, Suite 200, Bethesda, Maryland 20814-3449. Office phone: (301) 652-AOTA, [www.acoteonline.org](http://www.acoteonline.org).
- The Physical Therapist Assistant Programs at Keiser University's Fort Lauderdale, Sarasota, Jacksonville, Lakeland, and West Palm Beach campuses are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone:(703) 706-3245; email:[accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org). Graduation from a physical therapist assistant education program accredited by a regional or national institutional accrediting agency recognized by the United States Department of Education and/or by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia, 22314; phone: 703-706-3245;[accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination which is required in all states.
- Effective July 29, 2014, the Physical Therapist Assistant program at Keiser University's Miami campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.
- Keiser University's Radiologic Technology program, Daytona, Ft. Lauderdale, Jacksonville, Lakeland, Melbourne, Miami, and Sarasota campuses, is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, [www.jrcert.org](http://www.jrcert.org).
- The AS Degree Respiratory Therapy program at Keiser University located in Fort Lauderdale, FL, program number 200571, is accredited by the Commission on



Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)), 1248 Harwood Road, Bedford, Texas 76021-4244, Tel. (817) 283-2835.

- 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.
- Keiser University Latin American Campus is a member of/accredited by the Nicaraguan Council of National Universities (CNU) to award bachelors in arts and sciences degrees. For additional information on the CNU, please go to their webpage [www.cnu.edu.ni](http://www.cnu.edu.ni) or call 505-2278-5072 or 505-2278-3385 regarding the Keiser University Latin American Campus status.
- Keiser University Latin American Campus holds International Mission status with the Foreign Ministry of the Government of Nicaragua.
- (Accreditations and approvals are available at the University for inspection during regular business hours.)

### AMERICANS WITH DISABILITIES ACT

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

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

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

A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.

Within 15 business days after acknowledging receipt of the handicapped policy complaint, the president of the campus will inform the complainant regarding the institutional response to the written complaint.

Students have the right to file a grievance with Keiser University in the event that students believe the University has not followed its policies. The grievance procedures are described in this catalog.

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

Dr. Christopher Stabile  
Associate Vice Chancellor of Teaching and Learning  
Office of the Chancellor  
1900 W. Commercial Boulevard, Suite 180  
Ft. Lauderdale, Florida 33309  
Tel: (954) 776-4476  
[cstabile@keiseruniversity.edu](mailto:cstabile@keiseruniversity.edu)

## EQUAL OPPORTUNITY STATEMENT

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

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

## MEMBERSHIPS AND APPROVALS

### **Association Memberships**

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

## **Chamber of Commerce Memberships**

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

## **Approvals**

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

## **Other Affiliations**

Brevard Economic Development Commission  
Business Development Board of the Palm Beaches  
Emerge Lakeland  
Higher Education Partnership in South East Florida  
Lakeland Economic Development Council  
Lakewood Ranch Business Alliance  
Leon County Economic Development Council  
Manatee Economic Development Council  
Metro Orlando Economic Development Commission  
Polk County Workforce Development Board  
Sarasota Economic Development Corporation  
Sarasota Workforce Development Committee  
Suncoast Education Alliance  
Tallahassee Work Force Development Board  
Work Force Alliance, Palm Beach County

## **Articulation Agreements**

In an effort to make the transition from institutions as effortless as possible, Keiser University maintains articulation agreements with various institutions of higher learning. Please contact the Vice Chancellor of Academic Affairs at the Office of the Chancellor for a current listing.

## GOVERNANCE

Keiser University is a not-for-profit 501(c)(3) corporation incorporated in the State of Florida. Keiser University is managed and controlled by the Everglades College, Inc. Board of Trustees which is the legal entity responsible for policy and procedure promulgation, review and amendment.

### **Board of Trustees**

#### **Chair:**

Gregg Wallick, President, Best Roofing

#### **Members:**

Tom Foster, President, Foster Learning Corporation

Frank Frione, President/CEO GFA International

Anita Harrow, Ph.D, Author

Bill Kent, President, Team Horner Group

Maria C. Kondracki, President, Strategic Planning, Inc.

Craig Perry, CEO, Perry Ventures

Thea Scott, CDA Emeritus, Dental Practice Management, LLC, Accounts Payable

Andrew Wright, President/Founder, On-Rite Corporation



### **Keiser University, Clearwater**

Keiser University – Clearwater is located off Highway 19 near East Bay Drive, not far from the St. Petersburg-Clearwater International Airport. At our Clearwater campus, you can take advantage of the services offered by our helpful admissions, academic affairs, student services and financial aid departments.

Our Clearwater campus features spacious classrooms, labs, computer workstations, auditorium, and career and student services centers, and a student lounge area where you can go between classes or study for your next exam. We also offer convenient on-site parking.



### **Keiser University College of Golf & Sport Management**

The Keiser University College of Golf & Sport Management is located on the Keiser University Flagship Campus at 2600 North Military Trail in West Palm Beach. The College maintains state-of-the-art equipment and facilities for its programs in Golf Management, Exercise Science, Sport Management, and Sports Medicine and Fitness Technology. The Flagship Campus is the home of 17 NAIA athletic teams, club sports, and intramural activities. All equipment used at the Keiser University College of Golf & Sport Management meets industry standards and promotes program objectives.



### **Keiser University, Daytona Beach**

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



### **Keiser University Flagship Campus**

Keiser University's Flagship Campus is located at 2600 North Military Trail in West Palm Beach, on a 100-acre site with 263,968 square feet of buildings. The Flagship Campus offers students suite-style residence halls with meal plans, 24-hour security, Wi-Fi, and cable access, and maintains facilities to support 17 NAIA athletic teams, club sports, and intramural activities. All equipment used at Keiser University meets industry standards and program requirements.



### **Keiser University, Ft. Lauderdale**

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



### **Keiser University, Fort Myers**

The Fort Myers site is located off of I-75 at the 138 Exit. The 41,000 square-foot building has ample parking and is on a bus line. The Fort Myers campus has a library, student lounge and balcony, a student success center and an auditorium. Academically, there are three computer laboratories, eleven classrooms, and individual laboratories for diagnostic medical sonography, crime scene technology, information technology, medical assisting, sports medicine and fitness technology, and occupational therapy. All equipment used at Keiser University is comparable to industry standards and effectively meets all program learning objectives.



### **Keiser University, Jacksonville**

The Jacksonville site is located in south Jacksonville at The Summit at Southpoint, 6430 Southpoint Parkway. The 66,000 square-foot campus, located in a three-story building, has free parking. The Jacksonville campus has a library, writing center and mathematics lab, two student lounges, 28 classrooms, auditorium with seating for 104 people, seven medical laboratories, four computer laboratories, two radiology x-ray rooms, two physical therapy labs, three nursing labs, a forensic lab, a sport medicine and fitness technology laboratory and a crime scene technology laboratory. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Lakeland**

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





### **Keiser University, Melbourne**

The Melbourne site is approximately three miles east of Interstate 95 between the Eau Gallie and US 192 exits. It comprises two buildings totaling approximately 92,000 square feet with 36 classrooms, 18 medical and science laboratories, eight computer laboratories, and offices. The complex has a library, auditorium, and two student lounges. Keiser University provides adjacent free parking. The buildings house facilities for Culinary Arts students, including a production kitchen, three kitchen laboratories, classrooms, and a multi-use facility for banquets, seminars, and special functions. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Miami**

The Miami site is located at 2101 NW 117<sup>th</sup> Avenue. The facilities consist of approximately 90,000 square feet, divided into three floors of classrooms, laboratories, an auditorium, conference rooms, bookstore, a library, administrative offices and student break areas, plus a 140,000 square foot parking garage. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, New Port Richey**

The New Port Richey campus of Keiser University is located in downtown New Port Richey on highway 19 North. The building has five floors and the campus has approximately 22,000 sq. ft. and consists of laboratories, classrooms and offices on the first, second and third floors. The University has a library, student lounge, one computer laboratory, and four medical laboratories. Keiser University provides free parking and is on a major bus line. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Orlando**

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



### **Keiser University, Pembroke Pines**

The Pembroke Pines site is located off of Interstate 75, at 1640 SW 145<sup>th</sup> Avenue. The building has over 78,000 square feet of classrooms, laboratories and offices. It includes 39 classrooms, five medical laboratories, seven computer laboratories, one crime scene laboratory, a library and a 125-seat auditorium, as well as a covered walkway from the parking lot to the building. All equipment used at the University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Port St. Lucie**

The Port St. Lucie site is located on U.S. 1 two miles north of Port St. Lucie Boulevard. The building contains over 50,000 square feet of classrooms, computer laboratories, medical laboratories and administrative offices. It also contains a library, student lounge and an auditorium with theater-style seating. Free adjacent parking is provided. All equipment used at the University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, San Marcos, Nicaragua**

The San Marcos site is located on the beautifully renovated site of a former teachers' school, *La Antigua Escuela Normal de Señoritas de San Marcos*, Department of Carazo, Nicaragua and encompasses over 740,000 square feet including green areas and athletic field. It has 23 classrooms, a library and auditorium, campus dining facilities, modern computer and science laboratories, spacious dormitories, faculty offices, fitness center, administrative buildings, student services building, conference center, and a 300-person chapel, *La Purísima*. The equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Sarasota**

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



### **Keiser University, Shanghai, China**

The Shanghai campus is located on the 8th floor of the SIFEC building in the Putuo district of Shanghai in the People’s Republic of China. The site has over 700 square meters (7,500 square feet) of classrooms, offices, and meeting and conference rooms, with a library, student lounge, and wireless computer network. There is a parking garage across the street from the campus. The City of Shanghai also has an excellent public transportation system with easy access to the campus buildings. All equipment is comparable to industry standards and effectively meets program objectives.



### **Keiser University, Tallahassee and Annex**

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



### **Keiser University, Tampa**

The Tampa site is located on West Waters Avenue one mile east of the Veterans Expressway. The campus is accessible to several major interstate highways. The five-story building provides over 96,000 square feet of classrooms, computer and medical laboratories and offices. The University has a library, writing studio, career center, a cafe and more than 400 adjacent free parking spaces. All equipment used at the campus is comparable with industry standards and effectively meets all program objectives.



### **Keiser University, West Palm Beach**

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



## Admissions

### GENERAL ADMISSIONS REQUIREMENTS

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

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

or

Verification of GED completion (GED scores or GED diploma)

or

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

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

Verification of an earned degree from an accredited institution recognized by the United States Secretary of Education,

An evaluation of an official transcript by an approved educational evaluator service attesting that the degree is equivalent to a degree earned at a regionally accredited institution of higher education in the United States.

Home-schooled applicants who have a high school diploma are considered for admission.

An applicant must make arrangements to take Keiser University's entrance examination (administered at the University) or provide results of his/her Scholastic Aptitude Test (SAT), American College Testing examination (ACT), or Armed Services Vocational Aptitude Battery examination (ASVAB).

University requirements for admission are a combined score of 1230 on the SAT (or 830 on the previously used SAT examination), a composite score of 17 on the ACT, a score of 50 on the ASVAB, or successful passing score on the University entrance examination.

## Entrance Test Concordance Table

SAT Composite Score <i>Current Version 2006-Present (Critical Reading+ Math+Writing)</i>	SAT Composite Score <i>Previous Version 2005-Earlier (Critical Reading+ Math)</i>	ACT Composite Score	ASVAB Score	Wonderlic Score
1590	1070	23	65	25
1530	1030	22	65	24
1470	990	21	65	23
1470	990	21	65	22
1410	950	20	65	21
1410	950	20	65	20
1350	910	19	65	19
1350	910	19	65	18
1290	870	18	50	17
1230	830	17	50	16
1230	830	17	50	15
1170	790	16	31	14
1170	790	16	31	13

Candidates seeking general admission to the University are not required to take the general admission test upon providing written proof of an associate or higher degree earned from an accredited college. Candidates providing proof of an associate or higher degree with a cumulative grade point average of 3.0 or higher from an accredited college seeking entry into the University's allied health programs are exempt from taking the general admissions test. Candidates must meet all other general and allied health program-specific admission requirements.

Associate's degree nursing program candidates are not required to take the University's admissions test, however must pass the TEAS test as part of the acceptance criteria. Bachelor of Science in Nursing programs have program-specific admissions requirements.

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

The University reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security of the University and the University community. This judgment will be based on an individual determination taking into account any



information the University has about a prospective student's criminal record and the presence of secondary school students on the campus.

Additionally, the University reserves the right to evaluate the individual circumstances regarding registered sex offenders, and in certain cases refuse admission to the University. When a prospective student receives a registered sex offender designation, the University reserves the right to place the admissions process on hold, contingent upon the review and approval from a designated acceptance committee.

**The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:**

*To be considered for enrollment, all applicants must supply:*

- *A completed Keiser University application*
- *An official high school transcript with un-weighted GPA above 2.8 or college GPA above 2.0 on a 4.0 scale*
- *Transfer students: For students with less than 24 credit hours, high school records are requested*
- *An SAT (code 3840) score equal to or above 1580 or an ACT (4813 code) scores equal to or above 22*
- *Students whose native language is not English may be admitted with a minimum score of 500 on the paper based TOEFL exam (which is the equivalent of 173 on the computer based TOEFL or 61 on the internet based TOEFL.*
- *One well-constructed essay on either of the following topics:*
- *Describe why you would like to attend Keiser University and what you hope to gain from your time here (500 words)*
- *Describe a character who has had an influence on you and explain that influence.*
- *This person must be a character in literature or an historical figure. This essay should be typewritten and demonstrate consideration for content as well as grammar and style.*
- *Essays should be typewritten and demonstrate consideration for content as well as grammar style.*
- *Two letters of recommendation from individuals not related to the applicant that provides thoughtful reflection on the applicant's ability to succeed at Keiser University. Two letters should include an academic reference from an academic source (teacher, guidance counselor, or tutor), as well as a character reference from a pastor or employer.*

**Transfer applicants**

- *In addition to freshman requirements, transfer applicants must have a minimum college grade point average GPA of 2.0 on a 4.0 scale (70 on a scale of 0-100) and official college transcripts from each college previously attended, whether or not credit was earned. Official transcripts must be mailed directly to the Admissions Office. Transfer applicants who have passed 30 or more semester units of college coursework (non-remedial) in a regionally accredited U.S. college with a GPA of 2.0 on a 4.0 scale or higher are exempt from the high school transcript and admissions exam requirements for freshmen.*
- *Two letters of recommendation. In some instances, a personal interview with a University representative may be required.*

**CONDITIONAL OR PROBATIONAL ADMISSION STUDENTS**

Applicants who do not meet the established admissions criteria may be considered for conditional or probationary admission by the (faculty) Admissions Committee, Chaired by the Academic Dean. Students admitted conditionally or on probation may be required to take remedial courses that do

not count toward degree completion and/or attend counseling and tutoring in the Center for Academic Excellence and may also only be allowed to enroll in a limited number of regular degree-related courses. Grades for students admitted conditionally are reviewed at the end of the semester. Students who make acceptable progress and fulfill the conditions of their admission are allowed to continue their studies as regular students.

#### CLEARANCE TO REGISTER REQUIREMENTS

Applicants who appear to meet the minimum admission criteria for regular admission, but whose admission applications are still incomplete three weeks prior to registration, may be issued a "Clearance-to-Register." These applicants are then permitted to register for classes, with the understanding that their status as regular students admitted to the institution is not resolved until they submit the remaining materials necessary to complete their application. Failure to comply with the submission of all required documentation can result in suspension from classes unless rectified in a timely manner (one semester maximum).

#### ACADEMIC PLACEMENT DETERMINATION

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

#### **The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:**

*New students at the Latin American Campus are also tested for Spanish placement unless transfer credit or credit by examination has been awarded.*

#### PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

All candidates must achieve the required entrance examinations scores and all other requirements for admission to specific bachelor and associate degree allied health programs. Scores on the SAT, ACT or ASVAB examinations equivalent to Keiser University's entrance examination may be accepted in lieu of taking the University's examination.

#### INTERNATIONAL STUDENTS

Keiser University is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English before they enroll. Applicants are asked to furnish proof that they can read, write and speak English fluently. The University accepts only F-1 visas based upon a student's program of study. International student applicants must meet the following requirements for admission to Keiser University: Successful completion of a secondary school program that is equivalent to high school in the United States. (Official records must be evaluated by an approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States.)

Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

If an applicant's primary language is not English, the applicant must present a TOEFL® score of 500 or higher on a paper-based examination, a score of 173 on a computer-based examination, an internet-based score (iBT) of 61, or an IELTS™ score of 6.0 or higher.

#### **The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:**

*Applicants who are not citizens of Nicaragua are required to process their Foreign Resident Identification Card (Cédula de Residencia) with the Nicaraguan Immigration Authorities. Requirements include a Police Record, Birth Certificate, fees and other documentation. The Student Life Department at the Latin American Campus assists new students in the application process. It is the applicant's responsibility to obtain all relevant documents and obtain legal residency status. For more information, consult the Student Life Handbook.*

### **English Proficiency Requirements**

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

Applicants who have previously attended a high school, college or university in the United States for more than two years and have earned passing grades in English courses may be exempt from an English proficiency exam.

The following exams are accepted as proof of proficiency in English:

#### **TOEFL®**

Paper-based:	500 or higher
Computer-based:	173 or higher
Internet-based (iBT):	61 or higher

<b>IELTS™</b>	6.0 or higher
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### **Conditional Admissions**

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

### **English Proficiency Placement Examination**

Upon matriculation to Keiser University, ALL new international undergraduate and graduate students, except for those who are exempted, will be tested once again for English proficiency during orientation. New international students should not assume that they are exempt from taking this English test even though they have had many years of English education in their home countries or abroad or met the above English proficiency requirements.

### **HIGH SCHOOL STUDENTS**

High School students with verified enrollment at the twelfth grade level of an approved high school may apply to Keiser University for acceptance provided that all other applicable entrance requirements are met. Acceptance will enable the student to be enrolled at the university; however, coursework may not be initiated until such time as verification of high school graduation is provided (See General Admissions Requirements in the Keiser University Catalog). Thereupon such conditional status shall be removed.

Effective: 12/13/2012

## UNDERGRADUATE TRANSFER OF CREDIT POLICY

### **General Information**

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

Keiser University requires that, at a minimum, a student complete the final 25% of a program through the University. Active duty, reservists, and National Guard service members who are students can complete at a minimum 25% of a program at any time through the University and graduate.

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

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

### **Conversion of Clock Hours for Transfer Credit**

Courses in clock hours are evaluated using the following formulas:

15 lecture clock hours = 1 semester credit hour

30 laboratory clock hours = 1 semester credit hour

45 externship clock hours = 1 semester credit hour

### **Transfer from Regionally Accredited Institutions**

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

### **Transfer from Non-Regionally Accredited Institutions**

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

University reserves the right to test applicants or request that they successfully pass an examination administered by a Keiser University faculty member.

### **Transfer from International Institutions**

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

### **Transfer of Credits from Keiser University**

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

### **Veteran Transfer of Credits**

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

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

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

### **Transfer students with an Associate of Arts degree from an Institution which follows the Florida Common Course Numbering System**

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

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

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

### Transfer Students with Bachelor Degrees

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

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

**Individual programmatic requirements supersede these general education transfer guidelines.**

### Transfer of Credit Procedures

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

- Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that parallel course content and duration of Keiser University courses. Courses in a student's major must meet the same general course objectives as Keiser University courses.
- Only courses with a grade of "C" or higher are considered for transfer credit.
- Credit value accepted by Keiser University follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.
- Approved articulation agreements with other colleges are recognized for transfer of credit.
- Decisions are made so that a student's academic program provides the most professional training.

### Credit by Examination

Credit value accepted by Keiser University follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.

Approved articulation agreements with other colleges are recognized for transfer of credit.

Decisions are made so that a student's academic program provides the most professional training.

### Advanced International Certificate of Education (AICE)

Students completing approved AICE examinations with scores of A, B, C, D or E on both A and AS levels will earn Keiser University credit.

The official AICE transcript is required in order to award credit. The credit will be awarded as follows:

AICE Exam Title	Keiser University Course Equivalencies	Keiser University Credit Awarded
Accounting A Level	ACG1001 and ACG2011	6
Accounting AS Level	ACG1001	3
Biology A Level	BSC1005/1010L and BSC1006/1011L	8
Biology AS Level	BSC1005/1010L	4
Business A Level	GEB1112 and MAN1021	6
Business AS Level	GEB1112	3
Chemistry A Level	CHM1045/1045L and CHM1046/1046L	8

Chemistry AS Level	CHM1045/1045L	4
Computing A or AS Level	CGS1000C	3
Economics A Level	ECO1023 and ECO2023	6
Economics AS Level	ECO1023	3
English Language A Level	ENC1101 and ENC2102	6
English Language AS Level	ENC1101	3
English Literature A Level	AML1000 and ENL1000 or CWL1000	6
English Literature AS Level	ENL1000	3
Environmental Science A or AS Level	BSC1050	3
History A Level	AMH1010 and AMH1020 or WOH1001	6
History AS Level	AMH1010 or AMH1020 or WOH1001	3
Marine Science A or AS Level	OCB1010	3
Mathematics A Level	MAT1033 and MAC2105 or MGF2106	6
Mathematics AS Level	MAT1033	3
Music A or AS Level	MUH2011	3
Physics A Level	PHY2001/2001L and PHY2002/2002L	8
Physics AS Level	PHY2001/2001L	4
Psychology A Level	PSY1012 and DEP2004	6
Psychology AS Level	PSY1012	3
Sociology A or AS Level	SYG1000	3
Statistics A or AS Level	STA2023	3
Thinking Skills A or AS Level	PHI1010	3

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY

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

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

Keiser University welcomes a variety of students of all ages to its campuses; many students bring a depth of knowledge to specific subjects. It recognizes and honors such knowledge by accepting the full range of College Level Examination Program (CLEP) tests. Assuming that an acceptable

grade (see list below) is attained on a CLEP examination, Keiser University grants credit toward degree completion.

### Credit-Granting Scores

Examinations	Credit	Score	Score Replaces
<b>English Composition</b> (with or without essay)	6	50	ENC1101 English Composition I ENC2102 English Composition II
<b>Humanities</b>	6	50	AML1000 American Literature ENL1000 English Literature
<b>Mathematics</b>	6	50	MAT1033 Intermediate Algebra  MAC2105 College Algebra MGF2106 College Math
<b>Natural Sciences</b>	6	50	BSC1005 General Biology BSC1006 Advanced Biology BSC1050 Environmental Science CHM2045 General Chemistry CHM2046 Advanced Chemistry
<b>Social Sciences/History</b>	6	50	AMH1010 American History Pre 1876 AMH1020 American History Since 1876 POS1041 Political Science

### Subject Examinations

#### Business

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

#### Composition and Literature

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

#### Computers

Introduction to Computers	3	50	CGS1000 Introduction to Computers
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#### Foreign Languages

Spanish Level I	3	50	SPN1210 Conversational Spanish
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#### History and Social Sciences

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



### Science and Mathematics

Algebra	3	50	MAT1033 Intermediate Algebra
General Biology	6	50	BSC1005 General Biology BSC1005L General Biology Laboratory
General Chemistry	6	50	CHM2045 General Chemistry CHM2045L General Chemistry Laboratory

Students who wish to receive credit for CLEP examinations (general or subject) are responsible for having CLEP transcripts mailed to the University by the College Entrance Examination Board, and they are responsible for ordering and paying any fees associated with CLEP transcripts. The Dean must receive the transcript directly from the CEEB by the end of the student's first semester.

### ADVANCED PLACEMENT POLICY

Keiser University participates in the Advanced Placement Program agreement administered by high schools through the College Entrance Examination Board (CEEB). Under this system, a student entering Keiser University may receive placement in advanced courses and accelerate their studies. Students who have participated in the AP Program in high school and received a score of 3 or better on qualifying AP examinations are eligible to receive college credit for related courses. In order to be eligible to receive credit, students must submit an official Advanced Placement score report from the College Entrance Examination Board.

Students who wish to receive credit for College Entrance Examination Board AP examinations are responsible for having their AP score reports mailed to the University by the College Board, and are responsible for ordering and paying any fees associated with AP score reports. Reports must be received by Keiser University directly from the College Entrance Examination Board.

The College Entrance Examination Board AP Automated Score Reporting Services are available 24 hours a day, seven days a week at the following numbers:

1-888-308-0013 (toll free in the United States, U.S. territories, and Canada)

1-609-771-7366 (outside of the United States, U.S. territories, and Canada)

Advanced Placement tests, equivalent Keiser University courses, and qualifying scores are shown below.

College Board AP Test	AP Test Score	KU Course Equivalent		Credits Earned
		Course Number	Course Name	
<b>Arts</b>				
<b>Music</b>				
Music Theory	3 or higher	MUH2011	Music Appreciation	3
<b>English</b>				
English Language & Composition	3 or 4	ENC1101*	English Composition I	3
English Language & Composition	5	ENC1101*, ENC2102*	English Composition I, English Composition II	6
English Literature &	3 or	AML1000*	American Literature	3

Composition	higher			
	<b>OR</b>			
	3 or higher	ENL1000*	English Literature	3
<b>Foreign Languages</b>				
<b>Chinese</b>				
Chinese Language	3	CHL1101	Chinese Composition I	3
<b>Spanish</b>				
Spanish Language	3 or higher	SPN1210	Conversational Spanish	3
<b>Mathematics &amp; Computer Science</b>				
<b>Calculus</b>				
Calculus AB	3 or higher	MAT2311	Calculus	4
Calculus BC	3 or higher	MAT2311	Calculus	4
<b>Computer Science</b>				
Computer Science A	3 or higher	COP2360C	C# (Sharp) Programming I	4
<b>Statistics</b>				
Statistics	3 or higher	STA2023	Statistics	3
<b>Sciences</b>				
<b>Biology</b>				
Biology	3	BSC1005, BSC1005L	General Biology & Laboratory	4
Biology	4 or higher	BSC1005, BSC1005L, BSC1006, BSC1006L	General Biology & Laboratory, Advanced Biology & Laboratory	8
<b>OR</b>				
Biology	3	BSC2010, BSC2010L	Biology I & Laboratory	4
Biology	4 or higher	BSC2010, BSC2010L, BSC2011, BSC2011L	Biology I & Laboratory, Biology II & Laboratory	8
<b>Chemistry</b>				

Chemistry	3	CHM2045, CHM2045L	General Chemistry & Laboratory	4
Chemistry	4 or higher	CHM2045, CHM2045L, CHM2046, CHM2046L	General Chemistry & Laboratory, Advanced Chemistry & Laboratory	8
College Board AP Test	AP Test Score	KU Course Equivalent		Credits Earned
		Course Number	Course Name	
<b>Geology/Geography</b>				
Environmental Science	3 or higher	BSC1050	Environmental Science	3
<b>Physics</b>				
Physics B ( <i>general principles of physics</i> )	3	PHY2001, PHY2001L	General Physics I & Laboratory	4
	<b>OR</b>			
	3	PHY2053, PHY2053L	Physics I & Laboratory	4
Physics B ( <i>general principles of physics</i> )	4 or higher	PHY2001, PHY2001L, PHY2002, PHY2002L	General Physics I & Laboratory, General Physics II & Laboratory	8
	<b>OR</b>			
	4 or higher	PHY2053, PHY2053L, PHY2054, PHY2054L	Physics I & Laboratory, Physics II & Laboratory	8
Physics C ( <i>mechanics</i> )	3 or higher	PHY2053, PHY2053L	Physics I & Laboratory	4
Physics C ( <i>electricity and magnetism</i> )	3 or higher	PHY2054, PHY2054L	Physics II & Laboratory	4
<b>Social Sciences</b>				
<b>Economics</b>				
Macroeconomics	3 or higher	ECO2013	Macroeconomics	3
Microeconomics	3 or higher	ECO1023	Microeconomics	3
<b>History</b>				
U.S. History	3	AMH1010	American History Pre	3

			1876	
U.S. History	4 or higher	AMH1010, AMH1020	American History Pre 1876, American History Since 1876	6
World History	3 or higher	WOH1001	Introduction to World History	3
<b>Political Science</b>				
Comparative Government & Politics	3 or higher	CPO2002	Introduction to Comparative Government & Politics	3
U.S. Government & Politics	3 or higher	POS1041	Political Science	3
<b>Psychology</b>				
Psychology	3 or higher	PSY1012*	Introduction to Psychology	3

### INTERNATIONAL BACCALAUREATE (IB)

Keiser University values the International Baccalaureate (IB) Diploma Program and its engaging and challenging curriculum that encourages critical thinking, intercultural understanding and respect. The University welcomes applications from IB students.

Keiser University will award credit based on scores achieved on the IB Diploma program examinations. Students will be awarded up to 45 credits. Students with a score of 4 on subject areas will receive 3 – 4 credits for each examination. Students with a score of 5 or above will receive 6 – 8 credits.

Students who are awarded IB credit for ENC1101, ENC2102 or MAC2105 will receive Gordon Rule Credit.

English is the official language of instruction at Keiser University. All prospective students must demonstrate English language competency prior to admission. IB applicants to Keiser University must satisfy this requirement by attaining a minimum score of 4 on the standard or higher English language examinations. There is no need for students who have taken these IB Diploma Program English courses to take other qualifications such as IELTS or TOEFL.

The official International Baccalaureate transcript is required in order to award credit. The credit will be awarded as follows:

<b>Subject</b>	<b>Score of 4 on standard or higher level exams (3 credits/4 credits lab courses)</b>	<b>Score of 5-7 on standard or higher level exams (6 credits/8 credits lab courses)</b>
Biology	BSC1005/1010L (4 credits)	BSC1005/1010L (8 credits) BSC1006/1011L
Business and Management	GEB1112 or MAN1021	GEB1112/MAN1021
Chemistry	CHM1045/1045L (4 credits)	CHM1045/1045L (8 credits) CHM1046/1046L

Computer Science	CGS1000C	
Economics	ECO1023	ECO1023/ECO2013
English	ENC1101	ENC1101/ENC2102
Environmental Systems	BSC1050 or OCB 1010	BSC1050/OCB1010
History of Americas	AMH1010 or AMH1020 or WOH1001	AMH1010 and AMH1020 or WOH1001
Language A: Literature	AML1000 or ENL100 or CWL 1000	AML1000 and ENL1000 or CWL 1000
Mathematics	MAT1033	MAT1033/MAC2105
Music	MUH2011	
Philosophy	PHI1010	
Physics	PHY2001/2001L (4 credits)	PHY2001/2001L (8 credits) PHY2049/2002L
Psychology	PSY 1012	PSY1012/DEP2004
Social and cultural anthropology	SYG1000	SYG1000

### POLICY ON TRANSFER CREDIT FOR MILITARY TRAINING AND EDUCATION

Keiser University provides processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a servicemember's degree program.

Keiser University recognizes and uses the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services in determining the value of learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcript by the Community College of the Air Force (CCAF), when applicable to a student's program.

#### Procedures:

The transferring student must accomplish the following:

Supply an unofficial military transcript for evaluation during the admissions process

Order an official military transcript from their respective branch of service

Ensure the official military transcript is provided to Keiser University by the end of the student's first semester

### CREDIT FOR LIFE EXPERIENCE POLICY

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

#### Student Participation

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

#### Credit Earned

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

the final 25% of a program through the University. A grade of Pass/Fail is awarded for completed portfolios submitted within the specified time frame.

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

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

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

#### FLORIDA’S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS 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 SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

#### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
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, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic 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 that has the same prefix and course number but 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 a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory 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 courses that must be evaluated individually or 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.

Courses not offered by the receiving institution.

For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.

Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.

Applied academics for adult education courses.

Graduate courses.

Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.

Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### **Courses at Nonregionally Accredited Institutions**

The SCNS 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 SCNS and appeals regarding course credit transfer decisions should be directed to **Dr. David Kreitner** in the Office of the Chancellor, Academic Affairs Department, **954-776-4476** or to 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 SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.





## Financial Services

### CONSUMER INFORMATION

The Higher Education Opportunity Act of 1965 revised 2008 (HEOA) requires postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: <http://www.keiseruniversity.edu/heoa/>

### GENERAL INFORMATION

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

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

Keiser University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSA instructions to complete on the web may be obtained in the Financial Services Department or going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), Keiser University code 015159.

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

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

## GRANTS

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

### **Federal Pell Grant**

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

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

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

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

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

### **William L. Boyd, IV, Florida Resident Access Grant (FRAG)**

The grant program provides tuition assistance to Florida undergraduate students attending an eligible private non-profit Florida College or University. To be considered for the Florida Resident Access Grant the applicant must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester along with the other eligibility requirements.

## LOANS

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

### **The William D. Ford Federal Direct Loan Program**

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

### **Subsidized Direct Loan**

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

### **Unsubsidized Direct Loan**

Federal Direct Loan Unsubsidized Program interest rate is determined each year by the federal government. If a student qualifies, the amount of an Unsubsidized Stafford Loan is \$6,000 for each undergraduate year. Based on student eligibility for the subsidized loan, the Unsubsidized Loan amount may be increased based on unmet need if eligible. Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. Interest is charged throughout the life of the loan.

### **Federal Direct PLUS Loan**

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

### **Federal Perkins Loan**

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

### **Federal Work Study (FWS)**

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

## **SCHOLARSHIPS**

### **Keiser University Scholarship Programs**

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

### **Private Scholarships**

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

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

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

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

### STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is to provide the website information to complete the [Free Application for Federal Student Aid](#) at the time of enrollment. To be eligible to receive most need-based aid, students must meet the following requirements:

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

### FINANCIAL AID PROCEDURES

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

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

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

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

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

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

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

## STUDENT RIGHTS

All Keiser University students have the right to:

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

- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.
- Information concerning the University's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all University personnel.
- Access to their student records.
- Freedom of academic expression.

## STUDENT RESPONSIBILITIES

It is the responsibility of each Keiser University student to:

- Abide by the Keiser University student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about University programs prior to enrollment.
- Pay special attention to the Free Application for Federal Student Aid, complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the University of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the University if they receive a Federal Perkins Loan, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, or Federal Direct PLUS Loan.
- Notify the University and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
- Satisfactorily perform the work agreed upon in a Federal Work-Study program.
- Understand the University refund policy which is stated on the Application for Admission and in this catalog.
- Read the contents of the Application for Admission carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain University property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.

## SATISFACTORY ACADEMIC PROGRESS

### **Undergraduate Satisfactory Academic Progress Policy (SAP)**

The qualitative standard requires that a student achieve a minimum Grade Point Average (GPA) of 1.7 after completing his/her first semester at Keiser University and a 2.0 CGPA for each semester thereafter.

The quantitative standard (PACE) 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 the 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 that a student successfully complete 67% of the cumulative credits attempted after completing his/her first semester at Keiser University and each semester thereafter. 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.

When determining SAP, the Qualitative (CGPA) and the Quantitative (PACE) are determined independently of each other and a student may be placed on AFAW or AFAP for either CGPA or PACE or both at the end of a semester.

In the event a student does not achieve a 1.7 or greater GPA in his/her first semester or a 2.0 CGPA in any semester thereafter, or earn 67% of the cumulative credits attempted, the student will be placed on Academic Financial Aid Warning (AFAW).

A student on AFAW who meets the SAP requirements at the end of the semester is removed from AFAW. While on academic financial aid warning, a student not meeting the SAP requirements at the end of the semester will be dismissed from Keiser University. To avoid dismissal the student may submit a written appeal requesting to be placed on AFAP and if approved continues to be eligible for Title IV funding.

While on Academic Financial Aid Probation, a student not earning a 2.0 cumulative GPA or better by the end of the semester or the required 67% of credits attempted will be monitored to ensure they are meeting the requirements of the approved Action Plan. If the student is making progress as required, the student will be allowed one additional semester of aid as long as the student would be able to meet the required maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated and the student may be dismissed from Keiser University.

A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on Academic Financial Aid Probation and is not eligible for Title IV funds until the student has achieved a 2.0 CGPA and/or the required 67% PACE at the end of the returning semester.

The CGPA continues throughout a student's tenure at Keiser University. When a student transfers from one program to another, the student's current CGPA will transfer to the new program and the final calculation will include all courses taken at Keiser University.

When a student transfers from one program to another, the quantitative SAP of the student is calculated based on credits attempted and earned in the new program, as well as all credits attempted and earned in the current program that are also applicable to the new program. All credits that are transferred from another institution are also included in the calculation.

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 CGPA 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 on Academic Financial Aid Probation 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 if re-enrolling students.

\*\*\*\*\* When determining Satisfactory Progress, remedial courses MUST be included when calculating the student's qualitative SAP but NOT for quantitative PACE.

#### Academic/Financial Aid Probation Appeal

When a student fails to make Satisfactory Academic Progress after one semester on Academic/Financial Aid Warning, the student may appeal to be placed on Academic/Financial Aid Probation.

The appeal must be a signed written appeal based on an injury, sudden illness, death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow him/her to make satisfactory progress in the next semester.

If the appeal is approved based on the fact that the student should be able to make satisfactory progress in the next semester, the student will be placed on Academic/Financial Aid Probation and receive a written response with the required plan of actions needed to be completed by the student during that semester. The student will continue eligibility for Title IV funding while meeting the requirements of the action plan for that 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 Dean 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 financial aid warning 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 CGPA.

#### **SPECIFIC STANDARDS FOR ALLIED HEALTH PROGRAMS**

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

To enter the Allied Health program core component, the student must achieve a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) in all general education courses. Earning a grade of "D" or "F" in any general education course, and/or not attaining a cumulative



GPA of 3.0 (on a 4.0 scale) in the general education component will prevent the student from entering the program core. The student may elect to repeat a general education course in which a grade of “D” or “F” was received. Transfer credits from another institution will be calculated into this required general education cumulative GPA for admission into the program core.

To continue in the Allied Health program, the student is expected to achieve a minimum cumulative core GPA of 2.75 in the professional courses after completion of the first core semester and for all subsequent semesters. If the student does not meet the required cumulative GPA of 2.75 at the end of a core semester the student will be placed on administrative action in the form of a “Final Written Warning”.

A student on “Final Written Warning” may continue in the program with less than a cumulative core GPA of 2.75 ONLY if the subsequent semester shows upward progression in the cumulative core GPA over the previous semester’s cumulative core GPA. The student will be removed from “Final Written Warning” once a cumulative core GPA of 2.75 has been achieved. If at the end of the semester the cumulative core GPA for a student on “Final Written Warning” remains the same as the previous semester’s cumulative core GPA (below the required 2.75) or has declined further, the student will be dismissed from the program.

A student who has been dismissed from the program for failure to achieve a minimum cumulative core GPA of 2.75 will be offered a one-time opportunity to re-start the program from the beginning; after waiting out one full semester. However, acceptance for program re-entry is contingent upon not exceeding the program’s maximum capacity. The student will be placed on the wait list and await their new programmatic start date. Grades earned for previously taken core courses will not be considered in calculation of core GPA.

For the purposes of this policy, a core semester is defined as the completion of four consecutive terms (i.e., ABCD term order). The Allied Health semester may differ from the established University semester and does not recognize W or WNA in the grade calculation. Allied Health progress is based on qualitative measures and will be evaluated every fourth core course, after the completion of the final term of each core semester.

A student who fails a course within a core semester may choose to re-enter the program when the course re-sequences. The failing grade will only be replaced when and if the student earns a passing grade. Grade calculation will include four consecutive terms, bridging terms, to meet the established core semester for which the student has re-entered. The student must meet the same core semester GPA requirements as previously stated. Should a student be out of an Allied Health program for an extended length of time (as determined in the program’s Student Handbook) then the student will be required to re-apply to the program and start the core from the beginning. Grades earned for previously taken core courses will not be considered.

Programs:

Diagnostic Medical Sonography  
Diagnostic Vascular Sonography  
Dietetics and Nutrition  
Health Information Management\*  
Histotechnology\*\*  
Nuclear Medicine Technology  
Occupational Therapy Assistant  
Physical Therapy Assistant  
Radiation Therapy

Radiologic Technology  
Respiratory Therapy  
Surgical Technology

\*Students enrolled in the Health Information Management program are required to complete BSC2085C, BSC2086C, CGS1000, and ENC1101 prior to entering the program core requirement.

\*\*Students enrolled in the Histotechnology program are not required to complete general education courses prior to beginning the Histotechnology core courses. Therefore, these students are not required to achieve a minimum cumulative GPA of 3.0 in all general education courses prior to entering the program core component.

**The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:**

**INSTITUTIONAL AID PROGRAM (Scholarships for International Students/Non-U.S. Citizen and Residents)**

*The Institutional Scholarships are awarded based on need and merit. This funding is available to provide partial tuition assistance to deserving international students with documented financial need. Due to limited funds, most scholarships are awarded to International Student/Non-U.S. Citizens and Residents. Students must have a minimum high school cumulative GPA of 2.0 on a scale of 0.0. to 4.0, or 70 on a scale of 0 to 100.*

**The Franciscan Scholarship:** *This is a need based grant and the award criteria considers the family's income, the distance the student must travel to the college and the family's educational expenses for other children.*

**The Aquinas Scholarship:** *This is a "merit" based scholarship and the award is based on criteria considering academic achievements, participation in community service, church activities, or school leadership organizations, and artistic or athletic ability.*

**The Pastoral Scholarship:** *This is available for students who are committed to the community through community service programs and social outreach, and that demonstrate financial need. The scholarship will be open to students from any high school. All applicants must submit letters of recommendation from their high school principal or director. Scholarship recipients will be chosen based on the Pastoral Scholarship Committee's assessment of the student's potential to enhance community service. Pastoral Scholarships are renewable for up to four years and will cover 80% of tuition and fees and room and board. Being eligible for Federal Student Aid does not prohibit students from receiving a Pastoral Scholarship, although they will be required to apply for any grants for which they are eligible to offset the costs to the university.*

**Academic Leadership Scholarship:** *This is available for U.S. Citizens and Residents who have a minimum cumulative high school GPA (grade point average) of 3.2 or 93%. Recipients are required to be enrolled full-time, live on campus and maintain a minimum cumulative GPA of 3.2 or above.*

*Many scholarships and grants include a voluntary work-study component in which students are assigned to work with faculty members or administrators for ten hours per week. Refer to the Work Study Policy in the Human Resources Office. Each scholarship or grant is tailored to the*

financial and academic needs of the recipient. The individual institutional aid award letter provides the specifics of the award, the cumulative GPA required, and the work-study requirement.

To apply for scholarships, students must first apply for admission. Application materials are available in the Financial Aid office, or downloaded from the university's website. All Scholarship Applicants are encouraged to submit supporting documentation (awards and honors received, letters of recommendation) for the Scholarship Committee to consider.

### **FEDERAL STUDENT AID PROGRAMS AVAILABLE AT THE LATIN AMERICAN CAMPUS (For eligible U.S. Citizens and Residents ONLY)**

The Latin American Campus participates in the following Federal Student Aid Programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Subsidized and Unsubsidized Stafford Loans
- Federal PLUS Parent Loan
- Alternative Loan Programs

### **Federal Financial Aid Credit Balance Policy**

Federal Credit balances occur when the amount of federal funds credited to the student's account exceed the amount of tuition, fees, room, board and other authorized charges. Federal refunds are paid to the student (or parent) within fourteen (14) days after the credit balance occurred. Credit balances checks are processed and distributed by the Business Office.

### **ADDING/DROPPING CLASSES**

Final eligibility for financial aid is based on the number of hours for which students are enrolled as of the Official Count Day. The Official Count Day is published in the academic calendar.

## **Tuition, Fees, and Other Costs**

### **COSTS**

Keiser University wishes to eliminate possible areas of misunderstanding before students begin class. This allows the University to devote future efforts to support our students' education. At Keiser University tuition and fees are charged to the student by the semester. Each semester is 16 weeks. Keiser University students are not charged by the course or by credit hours. University student tuition and fees are subject to annual review and modification.

Effective Fall term, August 31, 2015:

### **Initial Fees**

Application Fee (one-time charge)	\$55.00
Registration Fee (one-time charge)	\$145.00

### **Tuition Charge Per Semester (Tuition is charged and payable on the first day of the class in the semester)**

Tuition for Students attending Full Time:	\$8,392.00
Tuition for Students less than full time: tuition is charged based on a pro-rata calculation at the beginning of the semester.	

**Tuition Charge Per Semester for Life Experience Credit**

Tuition for life experience course is 25% of normal tuition for a semester.

**Education Fee per Semester by degree**

Certificate Programs	\$440.00
Associate of Science	\$440.00
Associate of Arts	\$440.00
Bachelor of Arts	\$440.00
Bachelor of Science	\$440.00

Associate of Science Degree/Bachelor of Science Degree in the following majors:

Biomedical Sciences/Technology, Diagnostic Medical/Vascular Sonography, Dietetics & Nutrition, Histotechnology, Massage Therapy, Medical Laboratory Science/Technology, Nuclear Medicine Technology, AS Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiation Therapy, Radiologic Technology, Respiratory Therapy, Surgical Technology	\$770.00
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Associate of Science Degree with a major in Baking and Pastry Arts or Culinary Arts	\$1,440.00
Externship Education Fee	\$770.00

Associate of Science with a major in Golf Management	\$1,792.00
Bachelor of Science Sport Management with Concentration in Golf Management	\$1,792.00

**Allied Health Examination and Licensure Fees    Effective 5/2/16**

Program	Exam/Licensure Fees	Program	Exam/Licensure Fees
<b>AS Diagnostic Medical Sonography</b>	\$200.00 ARDMS SPI <u>\$250.00 ARDMS Specialty</u> \$450.00 Total	<b>AS Nuclear Medicine Technology</b>	\$175.00 NMTCB \$200.00 ARRT <u>\$ 50.00 State</u> \$420.00 Total
<b>AS Diagnostic Vascular Sonography</b>	\$200.00 ARDMS SPI <u>\$250.00 ARDMS VT</u> \$450.00 Total		
<b>AS Health Information Management</b>	\$229.00 RHIT exam (AHIMA member) \$299.00 RHIT exam (AHIMA non-member)	<b>AS Nursing</b>	\$110.00 State License \$200.00 VUE Testing \$310.00 Total
<b>BS Health Information Management</b>	\$229.00 RHIA exam (AHIMA member) \$299.00 RHIA exam (AHIMA non-member)	<b>AS Occupational Therapy Assistant</b>	\$555.00 NBCOT Exam <u>\$ 25.00 Exam</u> \$580.00 Total

<b>AS Histotechnology</b>	\$215.00 ASCP (HT Exam) OR \$240.00 ASCP (HTL Exam) \$100.00 State License <u>\$ 45.00 State trainee license (FL)</u> \$430.00 Total (HT) OR \$455.00 (HTL)	<b>AS Physical Therapist Assistant</b>	\$180.00 Application fee \$400.00 Boards <u>\$ 50.00 Jurisprudence</u> \$630.00 Total
<b>AS Massage Therapy</b>	\$155.00 DOH <u>\$195.00 MBLEx</u> \$350.00 Total	<b>AS Radiation Therapy</b>	\$200.00 ARRT <u>\$ 50.00 State</u> \$250.00 Total
<b>AS Medical Assisting</b>	\$120.00 RMA/CMA \$30.00 Online Practice Exam <u>\$175.00 Basic X-ray</u> \$325.00 Total	<b>AS Radiologic Technology</b>	\$200.00 ARRT <u>\$50.00 State</u> \$250.00 Total
<b>AS Medical Laboratory Technician</b>	\$160.00 AMT* \$200.00 ASCP* \$245.00 AAB* \$ 45.00 Trainee <u>\$ 55.00 State</u> \$260.00-\$705.00 Total <i>*(exam choice)</i>	<b>AS Respiratory Therapy</b>	\$195.00 TMC <u>\$195.00 CSRRT</u> \$390.00 Board Exams \$165.00 CRT State FL License <u>\$165.00 RRT State FL License</u> \$720.00 Total
<b>BS Dietetics and Nutrition</b>	\$200.00 RD/RDN Exam Florida Licensure By Endorsement (Graduate has passed the RD/RDN Exam): \$80 non-refundable application processing fee (all applicants) \$80 initial licensure fee (all applicants) \$5 unlicensed	<b>AS Surgical Technology</b>	\$35 AST Student Membership \$45 Exam Study Guide <u>\$167 Exam Application</u> \$247 Total

	activity fee (all applicants) \$75 endorsement fee (only endorsement applicants) \$50 temporary permit fee (only if requesting a permit) Total: \$240.00 (without temporary permit) \$290.00 (with temporary permit)		
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**Other Fees**

Withdrawal Fee	\$100.00
Re-entry Fee	\$150.00
Transcript Fee	\$5.00

- Degree programs with Majors which require a student kit, will be assessed a fee accordingly.
- Degree programs with Majors which require background checks, certification exams, or finger printing will be assessed a fee accordingly.
- Textbook prices are available on the student portal by course.
- Students taking online courses who have the textbooks shipped will have shipping charges assessed to them.
- Late fee for students who have Cash Payments: the late fee charge is \$10.00 per month for each month past due.

**Keiser University reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the university will benefit. Such changes may be made without further notice. Tuition is charged by the semester as stated above. An academic transcript and diploma will not be released if the student has a balance with the institution for any reason.**

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

Any fees incurred by the school from any bank or credit card company, due to any chargebacks, non-sufficient fund fees, or any other fee incurred in pursuit of payment are subject to a \$25 fee per transaction. This fee will be charged to the student's ledger card.

A \$25 fee will be charged to the student's ledger card for a stipend check to be sent within the United States via overnight mail.

### **Uniforms, Tests, Supplies, and Special Fees**

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

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

### **University Interruption**

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

### **Student Withdrawals**

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

## **CANCELLATION AND REFUND POLICY**

### **Tuition and Fee Disclosure**

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

### **RETURN OF TITLE IV FUNDS (R2T4)**

The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy. As such a student may still owe a balance to the University for unpaid institutional charges. Federal regulations specify how the University must determine the amount of Federal financial aid the student is entitled to have earned when a student withdraws from the University.

The percentage amount of Federal financial aid a student has earned during a payment period is calculated based on the total number of calendar days completed in a payment period divided by the total number of calendar days in the payment period. For students who withdraw during the payment period the school will perform the return calculation on a payment period basis. An academic year is defined as two semesters equivalent to 32 weeks of instruction and at least \*24 semester hours. (\*12 semester hours for graduate candidate students in dissertation courses)

The amount of assistance earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period, you earn 30% of the FSA assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you may earn all the FSA assistance you were scheduled to receive for that period. Anytime a student begins attendance in at least one course, but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal or graduate, the institution must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and the cost of education.

### **Order of Return of Title IV Funds**

A school must return Title IV funds to the programs from which the student received aid during the payment, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Federal TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a return is required
- The Federal Return of Title IV funds does not apply to federal work-study, scholarships, state grants or institutional awards.

### **CANCELLATION/WITHDRAWAL CALCULATION**

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

Withdrawal at any time during the first week of the semester – 90% refund of tuition only.

Withdrawal at any time during the second week of the semester – 85% refund of tuition only.

Withdrawal at any time during the third week of the semester – 80% refund of tuition only.

Withdrawal at any time during the fourth week of the semester – no refund.

Any funds paid for supplies, books or equipment which can be and are returned to the University, are refunded to a student who withdraws prior to the start of a semester, providing the student returns said items that can be resold. The University reserves the right to determine if above-mentioned items are returnable. All registration fees are refunded if a student is not accepted into his/her particular program. Students must notify the University in writing of cancellation. All



monies paid by an applicant are refunded if cancellation occurs within three business days after signing the University's Application for Admission and making an initial payment. If cancellation occurs after three business days from the signing of the University's Application for Admissions, all application and registration fees in excess of \$100 are refunded to the student. Refunds are made within thirty days from the date of determination of a student's withdrawal. All balances owed the University due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation are billed to the student. No official academic transcript and diploma is issued to any student who owes a balance to the University at the time of the request. Upon payment of an outstanding debt, a transcript and diploma may be issued.

**The following section applies only to applicants/students at the College of Golf and Sport Management:**

	FALL SEMESTER	WINTER SEMESTER	ACADEMIC YEAR
	8/31/15-12/20/15	1/11/16-5/8/16	TOTAL
Tuition 12 to 17 credits	\$8,028.00	\$8,028.00	\$16,056.00
Student Fee	\$1,792.00	\$1,792.00	\$3,584.00
Estimate Books	\$622.00	\$622.00	\$1,244.00
Total without Housing	\$10,442.00	\$10,442.00	\$20,884.00

Education Fee excludes health insurance premium; all students must either demonstrate coverage by a qualified US health insurance plan or pay the premium and receive coverage from a policy provided by the University.

Room	\$2,750.00	\$2,750.00	\$5,500.00
Board	2,430.00	2,430.00	4,860.00
Sales Tax	\$145.80	\$145.80	\$291.60
Total including Housing	\$15,767.80	\$15,767.80	\$31,535.60

All housing students must have a board plan. Alternate plans may be available.

All Freshman students must live on campus, unless they live with a parent or relative within a 50 mile radius.

Applicable Per Credit Hour Charge for 1 – 11 credits	\$618.00 per credit
Applicable Per Credit Hour Charge for 18 and over credits	\$428.00 per credit
Applicable Per Credit Hour Charge for compressed courses (Fri/Sat)	\$535.00 per credit
Applicable Per Credit Hour Charge for summer courses	\$535.00 per credit

**Tuition Charge per Semester for Life Experience**

**Credit**

Tuition for life experience course is 25% of normal tuition for a semester.

**Other Fees**

Car Permit (annually)	\$50.00	Re-entry fee	\$150.00
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Car Permit additional or replacement	\$15.00	Return Check Fee	\$35.00
Graduation Fee	\$80.00	Student ID replacement	\$25.00
Health Insurance Fee academic year	\$1,149.00	Test out per credit hour	\$75.00
Health Insurance Fee Spring Only	\$672.00	Transcript Fee	\$5.00
Late Payment Fee	\$200.00	Withdrawal Fee	\$100.00
Library Late Fee	\$10.00		

This is not all-inclusive listing of all the different fees which may be charged.

**The following section applies only to applicants/students at the Keiser University Flagship Campus:**

**2015-2016 Undergraduate Tuition and Fees**

**Initial Fees**

Application Fee (one-time charge)	\$30.00
Orientation Fee (one-time charge)	\$100.00

	FALL SEMESTER 8/31/15- 12/20/2015	WINTER SEMESTER 1/11/2016-5/8/2016	ACADEMIC YEAR
Tuition 12 to 17 credits	\$12,500.00	\$12,500.00	\$25,000.00
Student Fee	\$430.00	\$430.00	\$860.00
Technology Fee	\$185.00	\$185.00	\$370.00
Estimate Books	\$622.00	\$622.00	\$1,244.00
Total without Housing:	\$13,737.00	\$13,737.00	\$27,474.00

Education Fee excludes health insurance premium; all students must either demonstrate coverage by a qualified US health insurance plan or pay the premium and receive coverage from a policy provided by the University.

Room	\$2,750.00	\$2,750.00	\$5,500.00
Board	\$2,430.00	\$2,430.00	\$4,860.00
Sales Tax 6%	\$145.80	\$145.80	\$291.60
Total Including Housing	\$19,062.80	\$19,062.80	\$38,125.60

All housing students must have a Board plan. Alternate plans may be available.

All Freshmen must live on campus, unless they live with a parent or relative within a 50 mile radius.

Applicable Per Credit Hour Charge for 1 – 11 credits	\$962.00
Applicable Per Credit Hour Charge for 18 and over credits	\$666.00
Applicable Per Credit Hour Charge for compressed courses (ex: Fri/Sat)	\$833.00
Applicable Per Credit Hour Charge for summer courses	\$833.00

**Tuition Charge per Semester for Life Experience Credit**

Tuition for life experience course is 25% of normal tuition for a semester.

**Other Fees**

Car Permit (annually)	\$50.00	Re-entry fee	\$150.00
Car Permit additional or replacement	\$15.00	Return Check Fee	\$35.00
Graduation Fee	\$80.00	Student ID replacement	\$25.00
Health Insurance Fee academic year	\$1,149.00	Test out per credit hour	\$75.00
Health Insurance Fee Spring Only	\$672.00	Transcript Fee	\$5.00
Late Payment Fee	\$200.00	Withdrawal Fee	\$100.00
Library Late Fee	\$10.00		

This is not an all-inclusive listing of all the different fees which may be charged.

**2015-2016 Flagship Campus Adult Degree Program Undergraduate Tuition and Fees**

**Initial Fees**

Application Fee (one-time charge)	\$30.00
Orientation Fee (one-time charge)	\$100.00

Tuition \$425.00 per credit hour

**Tuition Charge per Semester for Life Experience Credit**

Prior Learning Portfolio	\$1,750.00
Prior Learning Portfolio Class	\$425.00

**Other Fees**

Car Permit (annually)	\$50.00	Re-entry fee	\$150.00
Car Permit additional or replacement	\$15.00	Return Check Fee	\$35.00
Graduation Fee	\$80.00	Student ID replacement	\$25.00
Late Payment Fee	\$200.00	Test out per credit hour	\$75.00

Library Late Fee	\$10.00	Transcript Fee	\$5.00
		Withdrawal Fee	\$100.00

This is not an all-inclusive listing of all the different fees which may be charged.

**The following section applies only to applicants/students at the San Marcos, Nicaragua Latin American Campus:**

**TUITION AND FEES (effective for Fall Semester starting August 31, 2015)**

**2015-2016 Undergraduate Tuition and Fees**

Application fee (one-time charge)	\$ 50.00
Orientation Fee (one-time charge)	\$100.00

**Full Time Rate - Resident Student (12 - 18 Semester credit hours)**

Tuition	\$6,636.00 per semester
Room and Board Plan A (Monday-Friday)	\$1,570.00 per semester
Room and Board Plan B (Monday-Sunday)	\$1,777.00 per semester
Education Fee (Activity, Technology, Medical, Insurance, Retreat, Gym, Career Service, Library Fees)	\$ 225.00 per semester

**Full-Time Rate - Commuter Student**

Tuition	\$6,636.00 per semester
Tuition of students less than full time: tuition is charged based on a pro-rata calculation at the beginning of the semester.	
Education Fee (Technology, Activity and other Fees)	\$ 225.00 per semester

Part time students below 12 credits, and enrollment beyond 18 credits of the permitted full time rate will be charged at \$442.40 per credit hour.

**Tuition Charge per Semester for Life Experience Credit**

Tuition for life experience course is 25% of normal tuition for a semester.

**Other Fees**

ID card	\$ 5.00
ID Card Replacement Fee	\$ 7.00
Drop/Add Fee	\$ 20.00
Dormitory Reservation Fee	\$ 25.00
Official Transcripts	\$ 25.00
Business Office Clearance, (Each Additional Copy)	\$ 2.00
Duplicate Dormitory Key	\$ 16.00
Charge for Returned Check	\$ 30.00
Vehicle Registration (Including Decal), Per Semester	\$ 20.00
Delayed Payment Charge (Automatically Posted to Student's Account)	\$ 30.00
Graduation Fee	\$ 700.00
Stamps for CNU Accreditation	\$ 30.00
Re-entry Fee	\$150.00

Withdrawal Fee

\$100.00

**Note: All fees are subject to change as deemed necessary by the University**



## Student Services

### ORIENTATION

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

### CAREER SERVICES

Through the Department of Student Services, students are able to participate in student activities, organizations, honor societies, and leadership programs, as well as avail themselves of an array of career development resources (all of which assist with career and professional development). Through Keiser University's academic departments, students learn the requisite skills for their career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, career fairs, and professional networking. An online career center is available 24 hours a day, 7 days a week. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and lifetime job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Keiser University's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Keiser University's Web-based career center at [www.collegecentral.com/keiser](http://www.collegecentral.com/keiser) and successful completion of the University's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current résumé and to maintain satisfactory attendance. Additionally, all students must complete an exit interview before their graduation date. Although career services assistance is provided, Keiser University cannot promise or guarantee employment

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

### **Part-Time Employment**

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

### **Full-Time Employment**

The Department of Student Services offers assistance to all Keiser University graduates preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, job opportunities. The Department also provides businesses with, applicant screening as well as referrals for local businesses and industries. Career Development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis. Although Keiser University provides employment assistance for full-time work, it cannot promise or guarantee employment.

Career and leadership development seminars are offered on an on-going basis. Topics such as effective résumé writing and how to prepare for an interview assist students in conducting a professional job search. Workshops including networking, leadership and soft skills, civic responsibility, the "do's and don'ts" of social media, time management, financial success strategies, professionalism, and study skills. These seminars prepare students to succeed in college and in life.

The Student Services Departments creates many opportunities for students to interact with employers. Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. Employer visits in the classroom provide students with opportunities to hear first-hand what it takes to succeed in a chosen field of study. By providing these services, the University prepares a workforce that is not only knowledgeable in its field, but also prepared to meet the needs of a demanding job market.

## **STUDENT ORGANIZATIONS**

### **Alpha Phi Sigma Criminal Justice Honor Society (APS)**

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

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

### **Lambda Nu**

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

### **Phi Theta Kappa International Honor Society (PTK)**

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

### **Sigma Beta Delta International Honor Society (SBD)**

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

### **Student Government Association (SGA)**

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

### **Student Nurses Association (SNA)**

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

#### **Student Occupational Therapy Association (SOTA)**

The purpose of the Student Occupational Therapy Association (SOTA) is to promote awareness and service of occupational therapy throughout the campus and the community. SOTA members are provided networking opportunities among occupational therapy and allied health professionals in the community, additional learning opportunities in the field of occupational therapy, and to provide funds for community or charitable needs. Any active student of the Occupational Therapy Assistant Program at Keiser University can sign up to become a member of the Student Occupational Therapy Association. Please speak to your Occupational Therapy instructor for more information.

#### **Student Physical Therapy Association (SPTA)**

The purpose of the Student Physical Therapy Association (SPTA) is to promote awareness and service of physical therapy throughout the campus and the community. SPTA members are provided networking opportunities among physical therapy and allied health professionals in the community, additional learning opportunities in the field of physical therapy, and work to promote service to the community. Any active student of the Physical Therapist Assistant Program at Keiser University is automatically a member of the Student Physical Therapy Association. Please speak to your Physical Therapist Assistant instructor for more information.

#### **Student Veterans of America (SVA)**

Student Veterans of America (SVA) is a coalition of student veterans organizations on college campuses across the United States; Keiser University has several chapters throughout the state of Florida. SVA Chapters coordinate a wide range of campus activities. These activities include, but are not limited to:

Informal social meetings that serve as peer support groups

Benefits seminars and counseling in conjunction with other organizations

Publication of newsletters and brochures

Local service projects and volunteer work

Pre-professional networking

These local peer support groups are an important part of ensuring that every veteran is ultimately successful in higher education. If you are a Veteran interested in joining or starting a SVA Chapter at your campus location, please contact Student Services for more information.

To learn more about your specific campus' organizations, please visit your Department of Student Services.

#### **ALUMNI ASSOCIATION**

The alumni association promotes Keiser University by serving as ambassadors through involvement and volunteerism; by fostering love, respect and pride in the university; and by supporting, communicating, and furthering its mission and vision.



Its affiliated Eagles Clubs are involved in the planning of events on a campus-by-campus basis. Keiser University believes that the return of alumni for special events encourages a cohesive student/alumni body and promotes community involvement. Alumni Relations maintains an online website and the alumni online magazine at <http://alumni.keiseruniversity.edu>

Keiser University alumni are automatically enrolled as members in the prestigious Keiser University Alumni Association which affords those individuals certain membership benefits and member discounts at hundreds of national retailers. Benefits also include a 10% discount on logo wear and memorabilia at the Keiser University campus bookstores. The discount program was launched in August 2013 and the discount is honored when requested by a verified alumni member.\* Once an alumni member identifies themselves by presenting their Keiser University Alumni Association membership card, this action will prompt the bookstore personnel to apply the discount at the time of the transaction.

\*The discount is not granted for historical purchases in a retroactive fashion.

## COUNSELING

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

## HOUSING

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

## HEALTH INSURANCE

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

## GRADUATION

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

**The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:**

## STUDENT LIFE

The Student Life Department strives to provide a vibrant on-campus culture in which all students have the opportunities necessary to ensure the development of their whole person. The various departments of Pastoral Life, Student Activities, and Athletics complement Academics by contributing to the well-rounded development of our students' intellectual, spiritual and social lives. The chapel, health clinic, cafeteria, library, dorms and athletic fields all contribute to provide a complete life experience.

Student Life policies for the Latin American Campus in San Marcos, Nicaragua are stipulated in the 2014-2015 Keiser University Latin American Campus Student Handbook distributed by the Department of Student Life and available at [www.keiseruniversity.edu](http://www.keiseruniversity.edu) (San Marcos, Nicaragua campus section).

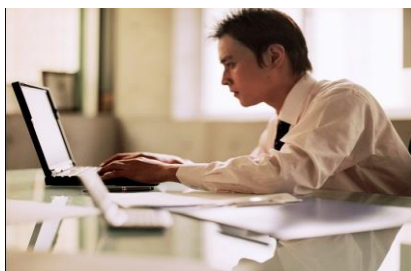
**The following section applies only to students at the Flagship Campus in West Palm Beach, Florida:**

**STUDENT LIFE**

The Office of Student Life at Keiser University’s Residential Campus provides both residential and commuter students many opportunities to jumpstart the achievement of their personal and professional goals through participation in a wide variety of student activities, clubs and organizations, and community engagement. With one-third of our students coming from outside the United States, our campus life is enriched by the contributions of students from more than 50 nations. Popular student organizations include the International Club, Collegiate DECA, the Student Government Association, the Entrepreneurship Society, the Advertising Association, and more.

Our students enjoy numerous on- and off-campus networking and social activities, as well as participation in intramural sports. Serving as popular hubs of activity are the Library, the Dining Facility in Dalby Commons, the Student Life Center/Gymnasium, our non-denominational Chapel, and athletic fields.

A member of the National Association of Intercollegiate Athletics (NAIA), the Keiser University Residential Campus offers talented student-athletes the opportunity to participate in 17 intercollegiate athletic programs, including Men’s and Women’s Golf, Tennis, Cross Country, Basketball, Track and Field, and Women’s Volleyball, Men’s Baseball, Women’s Softball, and Competitive Cheer and Competitive Dance.



**Distance Learning**

**OBJECTIVES**

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

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

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

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

### **ADMISSIONS REQUIREMENTS FOR ENROLLMENT IN ONLINE LEARNING**

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

### **FACULTY/STUDENT INTERACTION**

Given the unique nature of online learning, faculty/student interaction is critical for success. Online classes offer several opportunities for interaction, both faculty/student and student/student interaction. Some methods of interaction include online lectures, e-mail, document sharing, threaded discussions and interactive synchronized (audio/visual) chat discussion areas. Students are required to log in and participate in an online class a specified number of times per week. Faculty members review, respond and reply to students within a 24-hour time period. More traditional methods of contact are also available, including phone (toll free for those out of area), fax and office visits when feasible.

### **FACILITIES AND EQUIPMENT**

Keiser University has computers available with Internet access for student use at campuses throughout Florida. The University provides technical services and training through its online platform. Personal desk top or lap top computer with internet access is required for students in online programs. Students are required to have Microsoft office for all online classes.

### **STUDENT SERVICES**

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

### **ACADEMIC ADVISING**

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

Keiser University's distance learning activities are a one-on-one activity. Faculty members provide appropriate tutoring based on individual needs. Each faculty member can be contacted 24 hours per day, 7 days per week via his or her e-mail account. Response time per student request is

within twenty-four (24) hours. If a student needs help in understanding electronic platforms or utilization of the University's website, 24 hours per day, 7 days per week service is provided by the Help Desk, which is available by telephone (toll free or via e-mail).

### TESTING

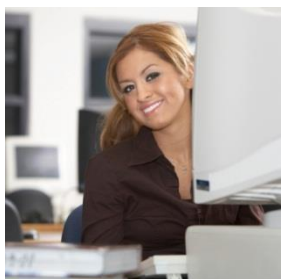
Keiser University's technical and academic programs provide for a variety of testing services. Tests are provided online through the University's distance learning platform. A variety of tests can be administered electronically, telephonically or in person if practical. In certain cases, students may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

### DELIVERY OF BOOKS

The University's Bookstore is online for professional use. Books can be ordered via bookstore website or in person at the online bookstore in Ft. Lauderdale. If a student plans to visit a campus to obtain his/her textbooks, he/she should call prior to a visit to confirm that online classroom books are available. Once ordered, books are delivered via UPS in five to seven business days. Online orders should be placed no more than three weeks prior to class start to ensure proper materials for online classroom activities and correct book editions are purchased.

### LEARNING RESOURCES

Keiser University's Library is a university wide "system library" with a branch located at each brick and mortar campus as well as an electronic collection of resources; all of which serve both online and on campus students and faculty. The library holds membership in a plethora of specialized state and private library consortia, and is a participant in the online Ask-A-Librarian program. The library's collections are curated and managed by a team of more than 25 professional librarians each of whom holds a master of library science degree from an American Library Association Accredited institution. The library's combined collections currently total well over 120,000 titles and continue to expand. In addition the library provides access to over 80 electronic database resources, e-books and dozens of specialized subject related links. The main library is open more than 75 hours per week. Training in the utilization of the library's general and specialized resources is provided through online videos, and presentations that are located on the library's website as well as by telephone, e-mail, and in person. The library publishes tip sheets and subject pathfinders and makes them freely available for each of the various programs of study offered at the university. Training sessions are provided to students early in their programs of study and the library prides itself on making such training available upon demand in a variety of different formats.



## Administrative Policies and Procedures

## GENERAL INFORMATION

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

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

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

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

## EFFECTIVE CATALOG DATE

Students enrolled in a program which has been modified effective with the publication of this catalog or any addenda thereto may continue under the previously published catalog if appropriate courses are still available. Any student who has been out more than one semester must re-enroll under the most recent catalog/addendum. Keiser University reserves the right to make appropriate changes to curriculum, program and graduation requirements.

## OFFICIAL COMMUNICATION WITH STUDENTS

The University-assigned email account shall serve as the official means of communication with all students. Examples of such communication include, but are not limited to: notifications from the University, Campus, Program, Library, Financial Aid Department, Academic Affairs Department and Student Services Department. Course information (class materials, assignments, questions and instructor feedback) may also be provided through the Keiser University student email account.

Students are required to activate their University email account upon enrollment and are responsible to routinely check for updates.

## BURSAR'S OFFICE

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

## UNIVERSITY BOOKSTORE

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

## FIRE PRECAUTIONS

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

Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators.

Stand at a safe distance from the building.

Do not re-enter the building until directed to do so by University administration.

## CAMPUS SAFETY

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

"Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911."

## Annual Security Report

In compliance with the 34 CFR 668.41 and 34 CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Keiser University's Annual Security Report is posted:

<http://www.keiseruniversity.edu/safetyandsecurity/annual-security-report.php>

The Annual Security Report contains crime statistics and describes institutional security policies. Upon request the institution will provide a hard copy of the report.

## The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

*In Nicaragua in cases of emergency, dial 911 for the Red Cross and 118 for the National Police. The Keiser University Latin American Campus is a closed campus. Only staff, students, and visitors that have permission to enter the campus are allowed on the premises. Campus security staff is responsible for maintaining a safe environment, and enforcing proper procedures in the event of an incident. Campus security can also contact local authorities when necessary.*

## PARKING

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

to all cars parked at Keiser University. Additional permit decals may be obtained from the Student Services Department.

## STUDENT CONDUCT POLICIES

### ACADEMIC HONESTY AND PROFESSIONAL BEHAVIOR

#### ACADEMIC HONESTY POLICY

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

#### **Acquiring or Providing Information Dishonestly**

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

#### **Plagiarism**

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

#### *Partially plagiarized assignments*

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

The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.

The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the University.

#### *Entirely plagiarized assignments*

The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.

The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the University.

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

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

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

### **Conspiracy**

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

### **Fraudulent Behavior**

Fraudulent behavior includes sharing one's confidential login information with another person, which can also be an instance of misrepresenting oneself. In addition, allowing another student to participate in class assignments under your name and submitting work under another student's name constitute violations of academic integrity.

### **Fabrication of Information**

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the University; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the University's reputation or that of the members of its academic community of students and scholars.

### **Multiple Submissions**

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

### **Facilitating Academic Dishonesty**

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



### **Abuse or Denying Others Access to Information or Resource Materials**

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

### **Falsifying Records and Official Documents**

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

### **Clinical Misconduct (if applicable to major)**

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

### **Disclosure of Confidential Information (if applicable to major)**

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

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

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

### **Sanctions for Violating the Academic Honesty Policy**

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

The first occurrence of academic dishonesty will result in a grade of "F" for the assignment or examination.

The second occurrence of academic dishonesty will result in a grade of "F" for the course.

The third occurrence of academic dishonesty will result in dismissal from the University.

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

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

### PROFESSIONAL BEHAVIOR POLICY

The University has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-level positions in their fields.

Adhere to University policies and procedures as outlined in the University catalog.

Adhere to program policies and procedures as outlined in the program student handbook.

Adhere to policies and procedures of the clinical education site where assigned.

Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.

Demonstrate responsibility and accountability in all aspects of the educational process.

Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.

Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates unprofessional behavior(s), the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action (*Professional Behavior Procedure*). A student action plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

### Professional Behavior Procedure

The Administrative Action will become effective in the semester the student is currently enrolled in, and remain in place for the remainder of the *following* semester. At the completion of the *following* semester, the program director or dean will assess the student's progress and determine whether to remove the student from or to extend the Administrative Action. Failure to meet the terms of the Administrative Action, as outlined in a student action plan, will result in dismissal from the program. If additional unprofessional behavior(s) should occur during the remainder of the program, the student will be dismissed from the program and the University, and may be eligible for re-entry to the University.

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

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the student will be placed on Administrative Action.

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

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

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the program director addressing professional behavior expectations.

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

#### ACADEMIC AND ADMINISTRATIVE DISMISSAL

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

Failure to meet minimum educational standards established by the program in which the student is enrolled.

Failure to meet student responsibilities including, but not limited to:

- meeting of deadlines for academic work and tuition payments;
- provision of documentation, corrections and/or new information as requested;
- notification of any information that has changed since the student's initial application;
- purchase or otherwise furnish required supplies;
- maintenance of University property in a manner that does not destroy or harm it;
- return of library books in a timely manner and payment of any fines that may be imposed;
- obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
- continued inappropriate personal appearance;
- continued unsatisfactory attendance;
- non-payment for services provided by the University;
- failure to comply with policies and procedures listed in the current University catalog and student handbook; or
- conduct prejudicial to the class, program or University.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
  - willful destruction or defacement of University or student property;
  - theft of student or University property;
  - improper or illegal conduct, including hazing, sexual harassment, etc.;
  - use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
  - being under the influence of alcoholic beverages or illegal drugs while on campus;
  - cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;

- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or
- threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

### **Anti-Hazing Policy**

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the University.

### **Conflict Resolution**

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

### **Student Disciplinary Procedures**

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

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

### **STANDARDS OF APPEARANCE**

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

### **Allied Health Programs Major Courses**

Students in allied health programs taking major courses must wear medical scrubs and shoes of the correct color and style. Uniforms must be maintained and clean at all times. Where applicable, allied health students are given an ID badge which is to be affixed to a student's uniform. Medical students must wear white nursing shoes or approved predominately white substitutes. Allied health students may not wear artificial or acrylic nails in any clinical area.

### **Crime Scene Technology Major Courses**

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

### **Culinary Arts and Baking and Pastry Arts Major Courses**

Students in Culinary Arts or Baking and Pastry Arts taking major courses have a kitchen dress code and a dining room dress code, depending on where a student is assigned on a particular day. Acceptable jewelry includes wedding bands, emergency medical bracelets and wristwatches; there are no exceptions. Students must arrive to class in a clean uniform; students not in uniform

are given an opportunity to correct the situation within an hour; if not corrected, they receive an absence for the day. Students are expected to maintain personal grooming standards while handling food. Hair restraints, shaving daily, clean uniforms, hand washing and use of deodorants are required. Students not in compliance will receive an absence for the day.

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

### **General Education and Other Courses**

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

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

### **Military Personnel**

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

### **GRIEVANCE PROCEDURES**

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

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

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

### **DRUG POLICY**

Keiser University is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or

distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

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

The institution discloses under CFR 86.100 information related to Keiser University's drug prevention program. The Consumer Information located on Keiser University's website provides a description of this program and a security report.

#### **FIREARMS POLICY**

Certified Florida law enforcement officers and assigned licensed and uniformed security officers are the only people permitted to possess a gun or weapon of any kind on any Keiser University campus. Any other possession of a weapon of any kind for any reason by anyone on a Keiser University campus is strictly prohibited. The above stated policy provides an exception only in the case of Keiser University students who are certified Florida law enforcement officers currently employed by a recognized Florida law enforcement agency. There are no other exceptions to this policy.

#### **The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:**

*Security guards and certified Nicaraguan law enforcement officers are the only people permitted to possess a gun or weapon of any kind at the Keiser University Latin American Campus. Any other possession of a weapon of any kind for any reason by anyone on a Keiser University campus is strictly prohibited.*

#### **ARBITRATION CLAUSE FOR KEISER UNIVERSITY**

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

#### **INTELLECTUAL PROPERTY POLICY**

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

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of

research done in connection with regular duties or assignments, is the exclusive property of the University. Such property is the exclusive property of an employee if no University funds, space, facilities or time of faculty members, staff members or students were involved in the development.

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

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

#### PRIVACY OF STUDENT RECORDS

Policies and procedures concerning the privacy of student records maintained by Keiser University and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by campus Registrar’s Office (academic records), Financial Services Department (financial aid records) and Bursar’s Office (accounts receivable records).

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

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

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

The Family Educational Rights and Privacy Act (FERPA), requires that the University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance, enrollment status (full-, half-, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request to the registrar at their campus.

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parent/guardian still retains the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

### KEISER UNIVERSITY TRANSCRIPTS

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

### SEXUAL HARASSMENT

Keiser University actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

### TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Keiser University not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The University is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

All University students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Keiser University forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law. Additional details on this policy can be found at the following link <http://www.keiseruniversity.edu/safety-and-security/> under the heading "Title IX Resources". A copy of the primary prevention and awareness program is also available at the above link under the heading "Primary Prevention & Awareness Program".

#### Title IX Coordinators:

Brandon Biederman, Associate Vice Chancellor of Compliance

Dr. Michelle Morgan, Associate Vice Chancellor of Regional Operations  
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309, 954-776-4476



### Title IX Responsible Employees:

Campus Response Team (CRT) members are Title IX responsible employees. CRT members are identified by their CRT lanyard, and the hand-held radio that they carry.

## Academic Policies

### CREDIT HOURS

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

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

### UNIVERSITY HOURS

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

### The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:

*The University is in session throughout the year, with the exception of holidays and vacations listed in the Academic Calendar.*

### SPECIAL TUTORING

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

### ACADEMIC ADVISEMENT

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

### LIBRARY SYSTEM

Keiser University's Library provides a combined collection of well over 150,000 print titles, access to several collections of electronic books, as well as access to more than 80 highly specialized electronic subject databases. The library's US and internationally based campus facilities each provide a pleasant, well-appointed learning environment that includes, study space, relaxation space, and computers to access all information available through the library's electronic resources.

The Library System belongs to several state supported multi-type library consortia as well as LIRN (The Library Information Resource Network) which is a consortium of private institutional libraries with the purpose of providing quality affordable database information resources. Together, these consortia memberships are a major advantage to all Keiser University students because they

increase the number and types of educational resources that can be accessed and they reduce the cost of providing such resources.

The Main Library facility is open 75 hours per week, from 7:30 a.m. to 9:30 p.m. Monday through Thursday and Fridays 7:30am to 6:00pm, and Saturday 8:00am to 5:00pm. Hours at other campus facilities vary and are provided on Keiser University's webpage under the specific campus of interest.

All Keiser University Libraries are staffed by a professional librarian holding an American Library Association Accredited Master of Library Science degree (ALA/MLS) with several campus libraries having more than one library staff member with the ALA/MLS degree. In order to guarantee that, beyond the physical Library hours, all patrons can access library resources and the service of a professional librarian the library also participates in, and provides an online link to the web-based "Ask A Librarian" service that is available 24 hours a day from the library webpage where students may access the Library's collections, reading lists, or inter-library loan service, as well as the 80+ different web-based research databases to which the library subscribes.

The library provides a variety of information literacy and library training opportunities to assist students in the utilization of the library resources. Library training in one form or another is available at any time. Self-paced, web-based training, as well as video and PowerPoint tutorials are embedded directly into the Library's web-based catalog which may be accessed from any Internet connection via the easy to remember URL: [www.keiserlibrary.com](http://www.keiserlibrary.com) Subject-specific classroom presentations conducted by a professional librarian are also available at the request of instructors, and individual instruction by a professional librarian either in person or by telephone is available to anyone upon request during regular Library hours.

Keiser Library System aims to tailor its resources and services to specific educational, research and public service needs; and to offer these resources and services through a variety of delivery methods to meet the needs of campus-based as well as web-based and distance learners. All of the library's physical and electronic collections are professionally managed by the American Library Association-accredited librarians who work both individually and in concert to provide the highly focused collection of materials and services necessary for Keiser University's educational programs and to keep these resources and services equitable among all students and faculty, without regard to their location.

#### GENERAL EDUCATION COURSES

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

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

## THE WRITING STUDIO

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

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

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

## GORDON RULE

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

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

American <u>and/or</u> English Literature	AML1000 or ENL1000	4,000 words/course
English Composition I <u>and/or</u> II	ENC1101 or ENC2102	4,000 words/course

Introduction to Psychology <u>and/or</u> Sociology	PSY1012 or SYG1000	4,000 words/course
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Satisfactory completion is a grade of “C” or higher.

## AVERAGE CLASS SIZE

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

## FIELD TRIPS

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

## GUEST LECTURERS

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

## SCHEDULE CHANGES

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

## COURSE WAIVER/SUBSTITUTION

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

## ATTENDANCE

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

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

### **The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:**

*Students must be in attendance by the end of the Add/Drop period in order to begin a course.*

## HONOR CODE

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

## LEAVE OF ABSENCE POLICY

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

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

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

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

#### UNIVERSITY WITHDRAWAL POLICY

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

The student has a responsibility to notify the University of their intent to withdraw and indicate the date of the withdrawal. If the student plans to return to school, this should be indicated to the Dean of Academic Affairs or the Campus President during this process.

A student who withdraws and does not notify the University of their intent to return must be withdrawn within 14 days of the last date of attendance. In addition, any student who has not attended class within 14 days must be withdrawn.

The above policy will affect the student's grade based on the following:

Withdrawal prior to 50% completion of the course, a grade of W will be assigned.

Withdrawal after 50% completion of the course, a grade of F will be assigned.

#### MILITARY DEPLOYMENT POLICY

Military students must provide a copy of orders to request a withdrawal from the institution for Military Duty. No academic penalty will be given for deployment. If the student is currently attending a class, the student has the option to complete the course with the approval of their faculty member and Dean. The student can request an "Incomplete" grade and will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis.

If the student decides to withdraw from the class, a grade of "WM" will be earned and the class will be retaken upon return to the University. The "WM" grade will not affect the student's satisfactory academic progress (SAP) due to Military Deployment.

If the withdrawal is during the semester, no withdrawal fee will be charged. If the student was activated during a term, that term, and the remaining semester, will not incur any charges. Upon re-entry, admissions fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable. Service members, Reservists, and Guard members will be readmitted to their program of study provided that SAP was being made prior to suspending their studies due to service obligations.

## POLICY ON CLASS ABSENCES DUE TO MILITARY SERVICE

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the Dean. Absence due to short-term military duty is recognized as an excused absence. To validate such an absence, the student must present evidence to the Dean's office. The Dean will then provide a letter of verification to the student's faculty for the term.

Students are not to be penalized if absent from an examination, lecture, laboratory, clinicals, or other class activity because of an excused military absence. However, students are fully responsible for all material presented during their absence, and faculty are required to provide opportunities, for students to make up examinations and other work missed because of an excused absence. The faculty member is responsible to provide reasonable alternate assignment(s), as applicable, and/or opportunities to make up exams, clinicals, or other course assignments that have an impact on the course grade. Faculty may require appropriate substitute assignments.

## POLICY ON MILITARY STIPENDS

In an effort to assist the student, the institution will release a credit balance only when charges are posted and the credit is showing.

### Chapter 33 Example:

- Student is certified in VA Once for semester 13WB
- Student is charged – Tuition, Education Fee, book
- These charges create a debit balance on the ledger card
- Student receives: Pell Grant, Direct Loans and Military Scholarship
- Student still has a debit balance
- No funds will be released under policy.

If a Military student is requesting a fund release when a debit balance exists, the following process must be followed:

- Military student submits request in writing
- Bursar emails request to Military Affairs team for review
- Military Affairs team reviews file, determines if funding is forthcoming
- Military Affairs team submits request to Associate Vice Chancellor of Student Financial Services (AVCSFS ) for review and determination of either full release or partial release
- AVCSFS makes determination and will either approve a release or speak with student and explain why it is not possible.
- If release is determined, AVCSFS will place in activity the approval amount and schedule stipend to be issued during the next scheduled check run. There should be no special checks cut off cycle.

### Chapter 31 Vocational Rehabilitation Exemption

Veterans who are being funded by the Chapter 31 Vocational Rehabilitation benefits will be given the following options for any Title IV funds being used for living expenses:

Once a credit is created on the account, all credits will be released to the student.

The student can opt to have  $\frac{1}{4}$  of all Title IV funds being used for living expenses processed at the beginning of each term within the semester, once the student has posted attendance and the Title IV funds are processed and posted to the account.\*

The student can receive all Title IV funds once the student has posted attendance and at the beginning of the semester, once the Title IV funds are processed and posted to the account.\*

\*Title IV funds are not automatically eligible funds and the student is required to sit for at least 60% of the semester for the Title IV loans to be eligible for retention. Pell Grant recipients must start each course within the semester. If the student fails to sit for all terms within the semester, a R2T4 calculation must be performed and any balance created by the student becoming ineligible for Title IV funds will be the responsibility of the STUDENT.

Funds will only be authorized for release once Title IV funds are processed and posted to the Veteran's account and after verification of an approved VA Form 28-1905. Failure to provide approved VA documentation or posted Title IV funds will result in stipend requests being denied.

#### ACADEMIC RE-ADMITTANCE POLICY

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

Students must obtain permission from the Dean of Academic Affairs to re-enroll, and the Dean will provide a re-entry form.

Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, a re-entry fee of \$150 must be paid.

Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.

If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director/Coordinator. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester. Students are re-enrolled under current tuition charges.

If students are re-admitted under academic financial aid warning, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.

After obtaining required signatures on a re-entry form, a reentering student must return the form to the Dean of Academic Affairs to be scheduled for classes.

#### DISCIPLINARY RE-ADMITTANCE POLICY

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

Students re-entering are placed on one semester of disciplinary probation.

If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester, students are removed from the probation.

#### ADD-DROP PERIOD

Keiser University maintains an add/drop period during which students may change courses without academic penalty. Add/drops may occur only during the first three class days of a course.

Students withdrawing from a course, but not replacing it with another, must be aware of how this affects full-time status, tuition charges and satisfactory academic progress.

**The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:**

*Add/drops may occur only during the first two weeks of a regular semester, with exceptions made by the Academic Dean, and on the days stipulated in the Academic Calendar for Summer Sessions.*

**ACADEMIC LOAD**

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

It is a policy of Keiser University that students maintaining a 3.2 cumulative GPA or higher, 90 percent class attendance, and who have completed at least one semester as a full time student may take additional credits beyond 12 but not to exceed 18 credits per semester.

Students who are enrolled in a program that requires more than 18 credit hours per semester are not eligible to enroll in additional credit hour courses during that semester.

Eligible students may take additional credits (courses) by requesting one additional concurrent course in a given term, or two additional courses within a semester.

Eligible students may make a request for two ground, or two hybrid classes within the same term to the Dean of Academic Affairs. Both the Dean of Academic Affairs and the Director of Financial Aid must approve the request.

If a student wishes to take one ground or one hybrid class and one online class, the student must hold a 3.5 or higher CGPA and the request must be approved by the Dean of Academic Affairs and Director of Financial Aid.

Exceptions to this policy must be approved by the Associate Vice Chancellor of Academic Affairs.

**The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:**

Students who have completed at least one semester as a full-time student may take additional credits beyond 15 credits but not exceed 18 credits per semester with the approval of the Dean of Academic Affairs if their Cumulative GPA is 3.0 or higher (subject to per credit tuition rates)

**TESTING**

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



## GRADING

Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level of performance. Criteria upon which a student's performance is evaluated are distributed to each student at the beginning of each course in the form of a Course Control Document/course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, laboratory assignments, class projects and homework/outside assignments. The meaning of grade notations is as follows and is based on a 4.0 scale:

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

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

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

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

**NOTE:** A "D" grade earned in a course may not satisfy transfer requirements and does not meet Gordon Rule requirements. Further, students with a "D" grade should contact the Dean of

Academic Affairs for assistance in determining what courses with a grade of “D” must be retaken for admission to upper division courses.

## SCHOLASTIC HONORS

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

### **The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:**

*Dean's List Scholastic Honors distinction is denoted as President's List at the Latin American Campus and Honor Roll is denoted as Dean's List.*

## REPEATING COURSES

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

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

## CORE COURSE REPEAT POLICY

A course in which a letter grade of "D" or "F" has been earned may be repeated to improve the grade point average. Only the higher grade is used in computation of a cumulative grade point average at Keiser University. No course may be repeated more than two (2) times. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Registrar's Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. However, a core pre-requisite course in which a minimum grade of “B” is required (i.e., Anatomy and Physiology I & II\*) may be repeated only one time if a letter grade of “C” has been earned. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating Satisfactory Academic Progress.

\*The AS Nursing Program, the Physical Therapist Assistant Program and the Respiratory Therapy Program require a minimum letter grade of “B” in the Anatomy and Physiology I & II prerequisite courses. A letter grade of “C” may be repeated only once. Students are advised to speak with Financial Aid Services regarding availability of Title IV funding for the repeat of a course.

## INDEPENDENT/DIRECTED STUDY

An independent/directed study gives qualified students an opportunity to work independently under the direction and guidance of a faculty sponsor. It extends a learning experience beyond the standard course structure and classroom activity. The independent/directed study format for coursework is not appropriate in all circumstances and is not a format that can be chosen by a

student as a matter of right. The decision to conduct a student's course of study in the independent/directed study format is at the discretion of the Dean of Academic Affairs and is based upon a variety of factors.

## ACADEMIC YEAR

An academic year is defined as two semesters equivalent to 32 weeks of instruction and at least 24 semester hours.

## GRADE LEVELS

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

## STANDARDIZED TESTING REQUIREMENTS

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

## Proficiency Profile (Educational Testing Service)

The ETS Proficiency Profile (formerly MAPP) is a measure of college-level reading, mathematics, writing and critical thinking in the context of the humanities, social sciences and natural sciences. All Keiser University students in Associate of Arts, Bachelor of Arts, and Bachelor of Science degree programs are required to take the Proficiency Profile upon completion of the General Education component of their degree program. Students are notified when they are eligible to complete the ETS Proficiency Profile. Failure to sit for the assessment may delay progression to the professional core, or graduation.

## DEGREE REQUIREMENTS

### BACHELOR OF ARTS

Students receiving Keiser University's Bachelor of Arts degrees must earn a minimum of 120 semester credit hours. The 120 credit hours include a minimum of 45 credit hours of prescribed general education courses combined with a minimum of 60 credit hours of prescribed major courses. Remaining credit hours are drawn from either general education or major courses.

### BACHELOR OF SCIENCE

Students receiving Keiser University's Bachelor of Science degrees must earn a minimum of 120 semester credit hours. The 120 credit hours include a minimum of 36 credit hours of prescribed general education courses combined with a minimum of 60 credit hours of prescribed major courses. Remaining credit hours are drawn from either general education or major courses.

## ADDITIONAL REQUIREMENTS FOR BACHELOR OF ARTS OR SCIENCE

- To be eligible for a Bachelor of Arts or Bachelor of Science degree, students must:
- Complete a designated program of study which includes at least 120 semester hours of credit. Both degrees require that all required courses in a program be completed.
- Complete degree requirements with a cumulative grade average of 2.0 or higher.
- Complete the final 25% of a program through Keiser University.
- Complete the ETS Proficiency Profile.

- File an application for degree with the campus Student Services Department on or before the published date during the last term of resident study. The degree will not be awarded unless the application is completed.
- Resolve all financial obligations to the University.
- Complete all required exit paperwork.

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

#### ASSOCIATE OF ARTS

Students receiving Keiser University's Associate of Arts degree must successfully complete a minimum of 60 semester credit hours of study. The 60 credit hours must include a minimum of 36 semester credit hours of prescribed general education courses combined with a minimum of 24 semester credit hours of prescribed major courses.

Students in Associate of Arts programs must also meet Gordon Rule requirements (see catalog section) for graduation. Students must complete ETS Proficiency Profile testing.

#### ASSOCIATE OF SCIENCE

Students receiving Keiser University's Associate of Science degree must successfully complete at least 60 semester credit hours of study. The 60 credit hours must include a minimum of 24 semester credit hours of prescribed general education courses combined with a minimum of 36 semester credit hours of prescribed major courses.

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

#### ADDITIONAL REQUIREMENTS FOR ASSOCIATE OF ARTS OR SCIENCE

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

Complete a designated program of study which includes at least 60 semester hours of credit.

Both degrees require that all required courses in a program be completed.

Complete degree requirements with a cumulative grade average of 2.0 or higher.

Complete the last 25% of a program at Keiser University.

File an application for degree with the Campus Student Services Department on or before the published date during the last term of resident study. The degree will not be awarded unless the application has been completed.

Resolve all financial obligations to the University.

Complete all required exit paperwork.

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

## REGISTRY AND LICENSURE EXAMINATIONS

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

Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. Program directors submit required paperwork in advance for each graduating class. Students are required to register for the examination(s) within 30 days of completing their program and sit for the examination within 90 days. If a program has multiple examinations, the first examination must be completed in 90 days and the second within 120 days.

Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Keiser University Catalog.

## Programs Offered at Each Campus

*Note: The most recent list of programs offered at each campus location can be found on the Keiser University website at <http://www.keiseruniversity.edu/campuses/>*

### PROGRAMS OFFERED

Clearwater

#### **Master of Arts**

Accounting (online only)

Criminal Justice (online only)

Homeland Security (online only)

#### **Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Professional MBA (online only)

#### **Master of Science**

Education, Allied Health Teaching and Leadership (online only)

Education, Career College Administration (online only)

Education, Leadership (online only)

Education, Online Teaching and Learning (online only)

Education, Teaching and Learning (online only)

Joint Master of Science in Education - Master of Business Administration (online only)

Management (online only)

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Organizational Psychology (online only)

Psychology (online only)

#### **Bachelor of Arts**

Accounting (online only)

Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics

Criminal Justice

Health Services Administration (online only)

Homeland Security (online only)

Legal Studies (online only)

Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Cyber Forensics/Information Security (online only)

Health Science (online only)

Information Technology Management (online only)

Interdisciplinary Studies

Management Information Systems (online only)

Nursing (RN to BSN) (online only)

**Associate of Arts**

Criminal Justice

General Studies

Health Services Administration (online only)

Homeland Security (online only)

Paralegal Studies (online only)

**Associate of Science**

Information Technology

Medical Assisting

Surgical Technology

**Bachelor of Science**

Exercise Science

Sport Management with concentrations in Golf Management, or Sales, Media, and Technology [Degree-Completion]

Sport Management with concentrations in Golf Management, or Sales, Media, and Technology [Track 2 Course-Based] (online only)

Sports Medicine and Fitness Technology

**Associate of Science**

Golf Management

Sports Medicine and Fitness Technology

College of Golf

Daytona

**Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Marketing (online only)

**Master of Science**

Education, Allied Health Teaching and Leadership (online only)

Education, Career College Administration (online only)

Education, Leadership (online only)

Education, Teaching and Learning (online only)

Management (online only)

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Organizational Psychology (online only)

Psychology (online only)

**Bachelor of Arts**

Accounting (online only)

Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics

Criminal Justice

Health Services Administration (online only)

Homeland Security (online only)

Legal Studies (online only)

Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business (online only)

**Bachelor of Science**

Forensic Investigations (online only)

Health Science (online only)

Information Technology Management (online only)

Interdisciplinary Studies (online only)

Nursing (online only)

Sports Medicine and Fitness Technology

**Associate of Arts**

Criminal Justice

General Studies

Health Services Administration (online only)

Homeland Security (online only)

Paralegal Studies (online only)

**Associate of Science**

Diagnostic Medical Sonography

Information Technology (online only)

Medical Assisting

Occupational Therapy Assistant

Flagship Campus Radiologic Technology

**Master of Business Administration**

Accounting

Health Services Administration

International Business

Management

Marketing

Professional MBA

**Bachelor of Arts**

Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics

Criminal Justice

Health Services Administration

Political Science

Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Business Administration** [offered only as part of the teach-out Agreement with Northwood University]

Accounting

Advertising and Marketing

Automotive Marketing & Management

Economics

Entrepreneurship

Fashion Marketing & Management

Finance

Hospitality Management

International Business

Management

Marketing

Sports and Entertainment Management

**Bachelor of Science**

Nursing (RN to BSN) (online only)

Biomedical Sciences

Exercise Science

Interdisciplinary Studies

Social Media Communications

Sport Management with concentrations in Golf Management, or Sales, Media, and Technology [Degree-Completion]

Sport Management with concentrations in Golf Management, or Sales, Media, and Technology [Track 2 Course-Based] (online only)

Sports Medicine and Fitness Technology

**Associate of Arts**



Ft. Lauderdale  
Graduate School

Hospitality

**Associate of Science**

Golf Management

Sports Medicine and Fitness Technology

**Doctor of Philosophy**

Adult Education (online only)

Counselor Education and Supervision

Curriculum and Instruction (online only)

Educational Leadership (online only)

Industrial and Organizational Psychology (online only)

Instructional Design and Technology (online only)

Psychology (online only)

**Doctor of Business Administration**

Business Administration with specializations in Marketing, Global Organizational Leadership, or Global Business (online only)

**Doctor of Health Science**

Health Science (online only)

**Educational Specialist Degrees**

Educational Leadership (online only)

Instructional Design and Technology (online only)

**Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting

Accounting (offered in Mandarin) (online only)

Health Services Administration

Health Services Administration (offered in Mandarin) (online only)

International Business

International Business (offered in Mandarin) (online only)

International Business (offered in Spanish) (online only)

Management

Management (offered in Mandarin) (online only)

Management (offered in Spanish) (online only)

Marketing

Marketing (offered in Mandarin) (online only)

Professional MBA

Professional MBA (offered in Mandarin) (online only)

Professional MBA (offered in Spanish) (online only)

**Master of Science**

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Joint Master of Science in Education - Master of Business Administration

(online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Clinical Mental Health Counseling (online only)  
Information Technology Leadership  
Management (online only)  
Organizational Psychology (online only)  
Psychology (online only)

**Graduate Certificates**

Career College Administration (online only)  
Health Services Management (online only)  
Management and Leadership (online only)

Ft. Lauderdale  
Undergraduate

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
Management  
Marketing  
Professional MBA

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Occupational Therapy (bridge program)  
Physician Assistant

**Bachelor of Arts**

Accounting  
  
Business Administration with concentrations in International Business,  
Management, Human Resource Management, Marketing, Finance, or  
Transportation and Logistics  
Criminal Justice  
Financial Crime Investigation  
Health Services Administration  
Legal Studies  
Psychology with concentrations in Human Services, Developmental  
Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Biomedical Sciences  
Forensic Investigations

Health Information Management

Health Science

Imaging Sciences with concentrations in Imaging Administration, Radiologic Technology, Vascular Sonography, Nuclear Medicine, or Clinical Imaging Information Technology Management (online only)

Interdisciplinary Studies

Management Information Systems (online only)

**Associate of Arts**

Accounting

Criminal Justice

General Studies

Health Services Administration

Paralegal Studies

**Associate of Science**

Crime Scene Technology

Diagnostic Medical Sonography (Concentration in General and Vascular Sonography)

Health Information Management

Information Technology

Information Technology and Programming

Medical Assisting

Medical Laboratory Technician

Nursing

Occupational Therapy Assistant

Physical Therapist Assistant

Radiologic Technology

Respiratory Therapy

Sports Medicine and Fitness Technology

Video Game Design

Fort Lauderdale  
Online Division

**Doctor of Business Administration**

Business Administration (offered in Spanish) with specializations in Global Organizational Leadership, or Global Business

**Master of Business Administration**

International Business (offered in Spanish)

Management (offered in Spanish)

Professional MBA (offered in Spanish)

**Master of Science**

Management (offered in Spanish)

Nursing

Nursing, Family Nurse Practitioner

**Bachelor of Arts**

Accounting

Accounting (offered in Spanish) (Licenciatura/Bachillerato en Contabilidad)

Business Administration (offered in Spanish) with concentrations in International Business, Management, Marketing, or Finance  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Criminal Justice  
Health Services Administration  
Health Services Administration (offered in Spanish)  
Homeland Security  
Legal Studies  
Political Science  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN)  
Cyber Forensics/Information Security  
Health Science  
Information Technology Management  
Interdisciplinary Studies  
Management Information Systems  
Public Safety Administration

**Associate of Arts**

Accounting  
Criminal Justice  
General Studies  
Health Services Administration  
Homeland Security  
Paralegal Studies

**Associate of Science**

Information Technology  
Medical Administrative Billing and Coding  
Medical Administrative Billing and Coding (offered in Spanish) (Asociado en Codificación y Facturación Administrativa Médica)  
Medical Assisting  
Medical Assisting Science  
Medical Assisting Science (offered in Spanish) (Asociado en Ciencias de Asistencia Médica )

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration

Ft. Myers

International Business  
Management  
Marketing  
Professional MBA

**Master of Science**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
Management (online only)  
Marketing (online only)  
Professional MBA (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business,  
Management, Human Resource Management, Marketing, Finance, or  
Transportation and Logistics  
Criminal Justice (online only)  
Health Services Administration (online only)  
Homeland Security (online only)  
Legal Studies (online only)  
Political Science (online only)  
Psychology with concentrations in Human Services, Developmental  
Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Biomedical Sciences  
Cyber Forensics/Information Security  
Forensic Investigations  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies (online only)  
Management Information Systems (online only)  
Public Safety Administration (online only)  
Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting (online only)  
Criminal Justice  
General Studies  
Health Services Administration (online only)  
Homeland Security (online only)  
Hospitality  
Paralegal Studies (online only)

**Associate of Science**

Jacksonville

Crime Scene Technology  
Diagnostic Medical Sonography  
Information Technology  
Medical Assisting  
Occupational Therapy Assistant  
Sports Medicine and Fitness Technology

**Master of Arts**

Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
Management  
Marketing  
Professional MBA

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Leadership (online only)  
Psychology (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Criminal Justice  
Health Services Administration (online only)  
Homeland Security (online only)  
Legal Studies (online only)  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Biomedical Sciences  
Biotechnology  
Cyber Forensics/Information Security  
Forensic Investigations  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies (online only)

Management Information Systems (online only)  
Public Safety Administration (online only)  
Sports Medicine and Fitness Technology

**Associate of Arts**

Criminal Justice  
General Studies  
Health Services Administration (online only)  
Homeland Security (online only)  
Hospitality  
Paralegal Studies (online only)

**Associate of Science**

Crime Scene Technology  
Graphic Arts and Design  
Information Technology  
Medical Assisting  
Nursing  
Occupational Therapy Assistant  
Physical Therapist Assistant  
Radiologic Technology  
Sports Medicine and Fitness Technology

Lakeland

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
Management (online only)  
Marketing (online only)  
Professional MBA (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Management (online only)  
Nutrition (online only)

Psychology (online only)

**Bachelor of Arts**

Accounting (online only)

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

Criminal Justice

Health Services Administration (online only)

Homeland Security (online only)

Legal Studies

Political Science (online only)

Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business (online only)

**Bachelor of Science**

Nursing (RN to BSN) (online only)

Cyber Forensics/Information Security (online only)

Dietetics and Nutrition

Exercise Science

Forensic Investigations

Health Science (online only)

Information Technology Management (online only)

Interdisciplinary Studies

Management Information Systems (online only)

Network Systems and Data Communications

Public Safety Administration (online only)

Social Media Communications

Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting (online only)

Criminal Justice

General Studies

Health Services Administration (online only)

Homeland Security (online only)

Paralegal Studies

**Associate of Science**

Crime Scene Technology

Graphic Arts and Design

Information Technology

Medical Assisting

Nuclear Medicine Technology

Nursing

Physical Therapist Assistant

Radiation Therapy



Radiologic Technology  
Sports Medicine and Fitness Technology

**Master of Arts**

Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
Management (online only)  
Marketing (online only)  
Professional MBA (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Management (online only)  
Psychology (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Criminal Justice (online only)  
Health Services Administration (online only)  
Homeland Security  
Legal Studies (online only)  
Political Science (online only)  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Biomedical Sciences  
Dietetics and Nutrition  
Health Science (online only)  
Imaging Sciences with concentrations in Imaging Administration, Radiologic Technology, Vascular Sonography, Nuclear Medicine, or Clinical Imaging  
Information Technology Management (online only)  
Interdisciplinary Studies (online only)  
Management Information Systems (online only)  
Network Systems and Data Communications

Software Engineering  
Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting  
Business Administration  
Criminal Justice  
General Studies  
Health Services Administration (online only)  
Homeland Security (online only)  
Paralegal Studies (online only)

**Associate of Science**

Culinary Arts  
Diagnostic Medical Sonography (Concentration in General Sonography)  
Information Technology  
Medical Assisting  
Nuclear Medicine Technology  
Nursing  
Occupational Therapy Assistant  
Radiation Therapy  
Radiologic Technology

Miami

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
International Business (offered in Spanish) (online only)  
Management  
Management (offered in Spanish) (online only)  
Marketing  
Professional MBA  
Professional MBA (offered in Spanish) (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)

Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Management (online only)  
Management (offered in Spanish) (online only)  
Organizational Psychology (online only)  
Psychology (online only)

**Bachelor of Arts**

Accounting  
Business Administration (offered in Spanish) with concentrations in International Business, Management, Marketing, or Finance (online only)  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Criminal Justice  
Health Services Administration (online only)  
Health Services Administration (offered in Spanish (online only))  
Legal Studies (online only)  
Political Science (online only)  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Health Science (online only)  
Imaging Sciences with concentrations in Imaging Administration, Radiologic Technology, Vascular Sonography, Nuclear Medicine, or Clinical Imaging Information Technology Management (online only)  
Interdisciplinary Studies  
Management Information Systems (online only)  
Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting  
Business Administration  
Criminal Justice  
General Studies  
Health Services Administration  
Paralegal Studies

**Associate of Science**

Crime Scene Technology  
Information Technology (online only)  
Medical Assisting  
Nursing  
Occupational Therapy Assistant  
Physical Therapist Assistant

Radiologic Technology  
 Sports Medicine and Fitness Technology

New Port Richey **Master of Arts**  
 Accounting (online only)  
 Criminal Justice (online only)  
 Homeland Security (online only)

**Master of Business Administration**  
 Accounting (online only)  
 Health Services Administration (online only)  
 International Business (online only)  
 Management (online only)  
 Marketing (online only)  
 Professional MBA (online only)

**Master of Science**  
 Nursing (online only)  
 Nursing, Family Nurse Practitioner (online only)  
 Joint Master of Science in Education - Master of Business Administration (online only)  
 Education, Career College Administration (online only)  
 Education, Teaching and Learning (online only)  
 Education, Allied Health Teaching and Leadership (online only)  
 Education, Leadership (online only)  
 Education, Online Teaching and Learning (online only)  
 Management (online only)  
 Organizational Psychology (online only)  
 Psychology (online only)

**Bachelor of Arts**  
 Accounting (online only)  
 Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
 Criminal Justice  
 Health Services Administration (online only)  
 Homeland Security (online only)  
 Legal Studies (online only)  
 Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**  
 Nursing (RN to BSN) (online only)  
 Cyber Forensics/Information Security (online only)  
 Health Science (online only)  
 Information Technology Management (online only)  
 Interdisciplinary Studies

Management Information Systems (online only)

**Associate of Arts**

Criminal Justice

General Studies

Health Services Administration (online only)

Homeland Security (online only)

Paralegal Studies (online only)

**Associate of Science**

Diagnostic Medical Sonography (Concentration in General Sonography)

Information Technology

Medical Assisting

Orlando

**Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Marketing (online only)

Professional MBA (online only)

**Master of Science**

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Education, Career College Administration (online only)

Education, Teaching and Learning (online only)

Education, Leadership (online only)

Management (online only)

Organizational Psychology (online only)

Psychology (online only)

**Bachelor of Arts**

Accounting(online only)

Business Administration (offered in Spanish) with concentrations in International Business, Management, Marketing, or Finance (online only)

Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics

Criminal Justice

Health Services Administration (online only)

Homeland Security(online only)

Legal Studies

Political Science (online only)

Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)

Biomedical Sciences

Biotechnology

Forensic Investigations

Health Science

Information Technology Management (online only)

Interdisciplinary Studies (online only)

Management Information Systems (online only)

Network Systems and Data Communications

Public Safety Administration (online only)

Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting (online only)

Criminal Justice

General Studies

Health Services Administration (online only)

Homeland Security (online only)

Paralegal Studies

**Associate of Science**

Crime Scene Technology

Histotechnology

Information Technology

Medical Assisting

Medical Laboratory Technician

Nursing

Occupational Therapy Assistant

Radiologic Technology

Sports Medicine and Fitness Technology

Pembroke Pines

**Master of Arts**

Accountancy (online only)

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Business Administration (offered in Spanish) with concentrations in Leadership for Managers, or International Business (online only)

Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing

**Master of Science**

Accounting

Health Services Administration  
International Business  
International Business (offered in Spanish) (online only)  
Management  
Management (offered in Spanish) (online only)  
Marketing  
Professional MBA  
Professional MBA (offered in Spanish) (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration (offered in Spanish) with concentrations in International Business, Management, Marketing, or Finance  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Criminal Justice  
Health Services Administration  
Health Services Administration (offered in Spanish) (online only)  
Homeland Security (online only)  
Legal Studies  
Political Science (online only)  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Computer Information Systems  
Cyber Forensics/Information Security (online only)  
Dietetics and Nutrition  
Forensic Investigations  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies  
Management Information Systems (online only)  
Network Systems and Data Communications  
Public Safety Administration (online only)  
Software Engineering

**Associate of Arts**

Accounting  
Criminal Justice  
General Studies  
Health Services Administration (online only)  
Homeland Security (online only)  
Paralegal Studies

**Associate of Science**

Crime Scene Technology  
Graphic Arts and Design  
Histotechnology  
Information Technology  
Medical Administrative Billing and Coding (online only)  
Medical Assisting  
Occupational Therapy Assistant  
Video Game Design

Port St. Lucie

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
Management (online only)  
Marketing (online only)  
Professional MBA (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Management (online only)  
Organizational Psychology (online only)  
Psychology (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics (online only)  
Criminal Justice  
Health Services Administration (online only)  
Homeland Security (online only)  
Legal Studies  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business



**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Biomedical Sciences  
Biotechnology  
Dietetics and Nutrition  
Exercise Science  
Forensic Investigations  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies  
Management Information Systems (online only)  
Network Systems and Data Communications  
Public Safety Administration (online only)  
Social Media Communications  
Software Engineering  
Sport Management with concentrations in Golf Management, or Sales, Media, and Technology [Track 2 Course-Based] (online only)  
Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting (online only)  
Criminal Justice  
General Studies  
Health Services Administration (online only)  
Homeland Security (online only)  
Paralegal Studies

**Associate of Science**

Biotechnology  
Crime Scene Technology  
Golf Management  
Graphic Arts and Design  
Information Technology  
Massage Therapy  
Medical Assisting  
Nursing  
Radiologic Technology  
Sports Medicine and Fitness Technology  
Video Game Design

**Master of Business Administration**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
International Business (offered in Spanish) (online only)

San Marcos,  
Nicaragua

Management (online only)  
Management (offered in Spanish) (online only)  
Marketing (online only)  
Professional MBA (online only)  
Professional MBA (offered in Spanish) (online only)

**Master of Science**

Management (online only)

**Graduate Certificate**

Management and Leadership (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration (offered in Spanish) with concentrations in International Business, Management, Marketing, or Finance (online only)  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Criminal Justice (online only)  
Health Services Administration (online only)  
Health Services Administration (offered in Spanish) (online only)  
Homeland Security (online only)  
Legal Studies (online only)  
Political Science  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Cyber Forensics/Information Security (online only)  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies  
Management Information Systems  
Public Safety Administration (online only)  
Software Engineering

**Associate of Arts**

Accounting (online only)  
Business Administration (online only)  
Criminal Justice (online only)  
General Studies  
Health Services Administration (online only)  
Homeland Security (online only)  
Paralegal Studies (online only)

**Associate of Science**

Information Technology (online only)

Shanghai (off-campus site)

**Master of Business Administration**

Accounting (offered in Mandarin)  
Health Services Administration (offered in Mandarin)  
International Business (offered in Mandarin)  
Management (offered in Mandarin)  
Marketing (offered in Mandarin)  
Professional MBA (offered in Mandarin)

**Bachelor of Arts**

Business Administration (offered in Mandarin) with concentration in Management

Sarasota

**Master of Arts**

Criminal Justice (online only)

**Master of Business Administration**

Accounting (online only)  
Health Services Administration (online only)  
International Business (online only)  
Management (online only)  
Marketing (online only)  
Professional MBA (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Information Security  
Information Technology Leadership  
Psychology (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Criminal Justice  
Health Services Administration (online only)  
Homeland Security (online only)  
Legal Studies  
Political Science (online only)  
Psychology with concentrations in Human Services, Developmental

Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (Accelerated)

Nursing (RN to BSN)

Cyber Forensics/Information Security

Forensic Investigations

Health Science

Information Technology Management

Interdisciplinary Studies

Public Safety Administration

Sport Management with concentration in Sales, Media, and Technology  
[Track 1 Internship-Based]

Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting

Criminal Justice

General Studies

Health Services Administration (online only)

Homeland Security (online only)

Paralegal Studies

**Associate of Science**

Baking and Pastry Arts

Crime Scene Technology

Culinary Arts

Fire Science (online only)

Information Technology

Medical Assisting

Nursing

Physical Therapist Assistant

Radiologic Technology

Sports Medicine and Fitness Technology

Tallahassee

**Master of Arts**

Criminal Justice (online only)

Homeland Security (online only)

**Master of Business Administration**

Accounting (online only)

Health Services Administration (online only)

International Business (online only)

Management (online only)

Marketing (online only)

Professional MBA (online only)

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration  
(online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Allied Health Teaching and Leadership (online only)  
Education, Leadership (online only)  
Education, Online Teaching and Learning (online only)  
Management (online only)  
Organizational Psychology (online only)  
Psychology (online only)

**Graduate Certificate**

Career College Administration (online only)  
Health Services Management (online only)  
Management and Leadership (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business,  
Management, Human Resource Management, Marketing, Finance, or  
Transportation and Logistics  
Criminal Justice  
Health Services Administration (online only)  
Homeland Security (online only)  
Legal Studies (online only)  
Psychology

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies  
Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting  
Criminal Justice  
General Studies  
Health Services Administration (online only)  
Homeland Security (online only)  
Paralegal Studies (online only)

**Associate of Science**

Baking and Pastry Arts  
Culinary Arts  
Information Technology

Tampa

Medical Assisting  
Nursing  
Occupational Therapy Assistant  
Radiologic Technology  
Sports Medicine and Fitness Technology

**Master of Arts**

Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
Management  
Marketing  
Professional MBA

**Master of Science**

Nursing (online only)  
Nursing, Family Nurse Practitioner (online only)  
Joint Master of Science in Education - Master of Business Administration (online only)  
Education, Career College Administration (online only)  
Education, Teaching and Learning (online only)  
Education, Leadership (online only)  
Management (online only)  
Psychology (online only)

**Graduate Certificate**

Health Services Management (online only)  
Management and Leadership (online only)

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics  
Business Analytics  
Criminal Justice  
Health Services Administration  
Homeland Security (online only)  
Legal Studies  
Political Science (online only)  
Psychology with concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business

**Bachelor of Science**

Nursing (RN to BSN) (online only)

Biomedical Sciences  
Biotechnology  
Cyber Forensics/Information Security  
Forensic Investigations  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies  
Management Information Systems (online only)  
Public Safety Administration (online only)  
Software Engineering  
Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting  
Criminal Justice  
General Studies  
Health Services Administration  
Hospitality  
Paralegal Studies

**Associate of Science**

Crime Scene Technology  
Graphic Arts and Design  
Information Technology  
Medical Assisting  
Nursing  
Occupational Therapy Assistant  
Radiologic Technology  
Sports Medicine and Fitness Technology  
Surgical Technology

W. Palm Beach

**Master of Arts**

Accountancy (online only)  
Criminal Justice (online only)  
Homeland Security (online only)

**Master of Business Administration**

Accounting  
Health Services Administration  
International Business  
Management  
Marketing  
Professional MBA

**Bachelor of Arts**

Accounting (online only)  
Business Administration with concentrations in International Business,

Management, Human Resource Management, Marketing, Finance, or  
Transportation and Logistics  
Criminal Justice  
Health Services Administration  
Homeland Security  
Legal Studies  
Psychology with concentrations in Human Services, Developmental  
Psychology, Health Care and Fitness, and Business  
Bachelor of Arts  
Accounting (online only)  
Business Administration with concentrations in International Business,  
Management, Human Resource Management, Marketing, Finance, or  
Transportation and Logistics

**Bachelor of Science**

Nursing (RN to BSN) (online only)  
Cyber Forensics/Information Security  
Forensic Investigations  
Health Science (online only)  
Information Technology Management (online only)  
Interdisciplinary Studies  
Sports Medicine and Fitness Technology

**Associate of Arts**

Accounting  
Criminal Justice  
General Studies  
Health Services Administration  
Homeland Security  
Paralegal Studies

**Associate of Science**

Crime Scene Technology  
Information Technology  
Nursing  
Occupational Therapy Assistant  
Physical Therapist Assistant  
Radiologic Technology  
Sports Medicine and Fitness Technology



### BACHELOR OF ARTS DEGREES



#### ACCOUNTING

### Bachelor of Arts Degree

#### Spanish Bachelor of Arts degree in Accounting

For program information in Spanish, please refer to the Spanish edition of this catalog.

#### Program Mission

The mission of the Keiser University Bachelor of Arts in Accounting degree program is to prepare students for careers as accountants in a variety of industries including governmental and not-for-profit organizations.

#### Program Goal

The goal of the Keiser University Bachelor of Arts in Accounting degree program is to provide more advanced knowledge of profession-related concepts and skills needed by accountants in a variety of accounting specialties areas.

#### Program Description

Keiser University's Bachelor of Arts degree in Accounting focuses on accounting, general business, ethics, analytical and communications skills needed in today's business environment. The program provides the unique skills needed in various areas of accounting such as: taxation, auditing, managerial/cost, financial, governmental, not-for-profit and accounting information systems as well as general business. The Bachelor of Arts degree in Accounting also uses various business and accounting related software programs to enhance students' knowledge.

#### Program Objectives

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

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

- Demonstrate knowledge of accounting/tax concepts and standards as they relate to various specialty areas within accounting
- Use concepts related to the general business environment in professional accounting situations
- Obtain proficiency in the use of business and accounting/tax software applications
- Enhance research and communication skills using professional literature
- Relate ethical, legal, regulatory, and professional standards to accounting situations

### **Prerequisites for Upper Division Courses**

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

\*Courses must be completed with a grade of “C” or higher

### **Program Outline**

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

#### **Lower Division Accounting Major Courses (24.0 credit hours)**

ACG1001*	Accounting Principles I	3.0 credit hours
ACG2011*	Accounting Principles II	3.0 credit hours
ACG2062*	Accounting Information for Business Decisions	3.0 credit hours
ACG2091*	Integrated Accounting	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours
TAX2004*	Principles of Taxation	3.0 credit hours

\*Courses must be completed with a grade of “C” or higher

#### **Lower Division General Education Courses (36.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

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

#### **Communications (3.0 credit hours)**

SPC1017	Speech Communications	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **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
CWL1000	Contemporary World 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 ( <b>required</b> )	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

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

**Upper Division Accounting Major Courses (51.0 credit hours)**

ACG4101*	Intermediate Accounting I	3.0 credit hours
ACG4111*	Intermediate Accounting II	3.0 credit hours
ACG4201*	Advanced Accounting	3.0 credit hours
ACG 4253*	International Financial Reporting	3.0 credit hours
ACG4342*	Advanced Managerial/Cost Accounting	3.0 credit hours
ACG4401*	Accounting Information Systems	3.0 credit hours
ACG4501*	Governmental and Institutional Accounting	3.0 credit hours
ACG4651*	Auditing I	3.0 credit hours
ACG4671*	Auditing II	3.0 credit hours
BUL3130	Legal and Ethical Environment of Business	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours
TAX4001*	Income Tax Accounting	3.0 credit hours

\*Courses must be completed with a grade of "C" or higher

**Upper Division General Education Courses (9.0 credit hours)**

CGS3300	Management Information Systems	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours



## BUSINESS ADMINISTRATION

### **Bachelor of Arts Degree (ACBSP Accredited)**

#### **Spanish Bachelor of Arts Degree in Business Administration**

For program information in Spanish, please refer to the Spanish version of this catalog.

#### **Shanghai Bachelor of Arts Degree in Business Administration**

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

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

#### **Program Description**

Keiser University’s Bachelor of Arts degree in Business Administration focuses on a more in-depth study of the functional areas of business, communication skills, ethical business practices and technology skills needed in today’s global business environment. The program offers several concentrations that allow students to specialize in a specific business discipline to enhance their career opportunities within that field. The program includes opportunities for students to apply skills and knowledge learned throughout the program.

#### **Mission**

Keiser University’s Bachelor of Arts degree in Business Administration is intended to prepare career focused students with comprehensive knowledge of business principles. Students are offered a well-rounded business education as they learn the key content areas of management, marketing, finance, accounting, economics, and law; this includes exposure to how technology, ethical decision-making and other business elements are transforming workplaces locally and globally.

## Program Objectives

The following objectives are designed to meet Keiser University's mission and its goals:  
Comprehend and apply concepts of the functional areas related to local and global business  
Comprehend, discuss, and apply regulatory and ethical practices  
Enhance proficiency in the use of basic information systems and quantitative techniques  
Enhance research, communication, and presentation skills using professional literature  
Demonstrate the integration of knowledge and professional skills in specific areas of concentration

## Prerequisites for Major Courses

None

## Program Outline

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

### Lower Division Business Administration Major Courses (24.0 credit hours)

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours

### Lower Division General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

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

#### Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours
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#### Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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#### 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
CWL1000	Contemporary World 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 ( <b>required</b> )	3.0 credit hours

### **Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

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

### **Upper Division Business Administration Major Courses (33.0 credit hours)**

ACG3073	Managerial Accounting	3.0 credit hours
BUL3130	Legal and Ethical Environment of Business	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN3326	Industrial/Organizational Psychology	3.0 credit hours
MAN 4164	Leadership	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAN4602	International Business	3.0 credit hours
MAN4999	Integrated Studies Capstone Course	3.0 credit hours
QMB3200	Quantitative Approach to Business Decisions	3.0 credit hours

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

MAN3504	Operations Management	3.0 credit hours
MAN3611	Cross-Cultural Management	3.0 credit hours
MAN4065	Business Ethics	3.0 credit hours
MAN4113	Managing Diversity	3.0 credit hours
MAN4631	Global Strategy and Policy	3.0 credit hours
MAR4403	Sales and Sales Management	3.0 credit hours

### **Upper Division Business Administration Major Courses**

#### **Human Resource Management Concentration (18.0 credit hours)**

**NOTE: This concentration is not offered in Spanish**

MAN4113	Managing Diversity	3.0 credit hours
MAN4337	Performance Management	3.0 credit hours
MNA3324	Recruitment, Selection and Staffing	3.0 credit hours
MNA4306	Training and Development	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
MNA4405	Labor Relations	3.0 credit hours

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

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

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

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

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

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

**Upper Division Business Administration Major Courses  
Transportation and Logistics (18.0 credit hours)**

TRA3035	Foundations of Transportation	3.0 credit hours
TRA3153	Strategic Transportation Management	3.0 credit hours
TRA4202	Logistics Systems Management	3.0 credit hours
TRA4435	Post and Terminal Operation Management	3.0 credit hours
TRA4721	Global Logistics	3.0 credit hours
TRA4945	Logistics Practicum	3.0 credit hours

**Upper Division General Education Courses (12.0 credit hours)**

CGS3300	Management Information Systems	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours



## BUSINESS ANALYTICS

### Bachelor of Arts Degree

#### Program Description

Keiser University's Bachelor of Arts degree in Business Analytics prepares students for a career in Business Analytics, also known as Business Intelligence. Students are offered an integrated business and information technology education that is the key driver to ask the right questions to uncover the strategic information needs within organizations, answer these questions by extracting and assessing meaningful data, and clearly communicate the information from the data so that sound decisions can be made. The emphasis of this program is on developing students' business, technological, analytical, and communication skills. During the application components of this program, students work independently, in groups, and with community organizations to further develop the necessary skills needed for a business analyst.

#### Program Objectives

Prepare students' abilities to understand business concepts, terms, and theories.

Prepare students in becoming proficient in the use of computer languages, databases, and other applications of information technology.

Develop students' understanding of business problems.

Develop students' analytical skills used in business decisions.

Develop students' ability to solve problems through the use of critical thinking techniques.

Develop students' communication skills necessary to meet the needs of business organizations.

Prepare students for a professional work environment as a business analyst.

#### Prerequisites for Upper Division Major Courses

Successful completion of MAC2233, MAD2104, STA2023

#### Program Outline

To receive a Bachelor of Arts in Business Analytics, students must earn 132 credit hours. Program requirements are as follows:

#### Lower Division Business Analytics Major Courses (29 credit hours)

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours



MAN1021	Principles of Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours
CTS1305C	Essentials of Networking	4.0 credit hours
COP2843C	Web Systems	4.0 credit hours
CGS2531	Problem Solving Using Computer Software	3.0 credit hours
MAN2999	Integrated Studies Capstone Course for Lower Division	3.0 credit hours

**Lower Division General Education Courses (40.0 credit hours)**

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

**Behavioral/Social Science (3.0 credit hours)**

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

**Communication (3.0 credit hours)**

SPC 1017	Speech Communication	3.0 credit hours
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**Computers (3.0 credit hours)**

CGS 1000	Introduction to Computers	3.0 credit hours
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**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
ENC2013*	English Composition II	3.0 credit hours

**Humanities/Fine Arts (3 credit hours)**

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

**Mathematics (10 credit hours)**

STA2023	Statistics	3.0 credit hours
MAD2104	Discrete Mathematics and Probability	4.0 credit hours
MAC2233	Survey of Calculus	3.0 credit hours

**Natural Science (6 credit hours)**

BSC1005	General Biology	3.0 credit hours
	or	
BSC2010	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
	Or	
BSC2011	Advanced Biology	3.0 credit hours
CHM2045	Chemistry	3.0 credit hours
CHM2046	Advanced Chemistry	3.0 credit hours

PHY2053	Physics I	3.0 credit hours
PHY2054	Physics II	3.0 credit hours
PHY2001	Physics I	3.0 credit hours
PHY2002	Physics II	3.0 credit hours
BSC1050	Environmental Biology	3.0 credit hours

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

\*Must be completed with a "C" or higher for Gordon Rule credit.

**Upper Division Major Courses (54 credit hours)**

ACG3073	Managerial Accounting	3.0 credit hours
BUL3130	Legal/Ethical Environment of Business	3.0 credit hours
FIN3400	Principles of Managerial Finance	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAR4804	Marketing Strategy	3.0 credit hours
GEB3523	Business Case Studies	3.0 credit hours
QMB3200	Quantitative Approach to Business	3.0 credit hours
ISM3230	Introduction to Business Programming	3.0 credit hours
ISM3112	Systems Analysis Methodologies	3.0 credit hours
ISM3116	Introduction to Business Intelligence	3.0 credit hours
ISM4403	Advanced Business Intelligence	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
ISM4117	Data Mining and Warehousing	3.0 credit hours
CEN4125	Cloud and Internet Computing	3.0 credit hours
QMB4999	Integrated Studies Capstone Course	3.0 credit hours
	or	
MAN4999	Integrated Studies Capstone Course	
QMB4941	Internship in Business Analytics: Information Systems and Operations Management	6.0 credit hours
	or	
QMB4930	Special Topic and Projects in Operations Analysis	

**Upper Level General Education Courses (9 credits)**

STA3163	Intermediate Statistics	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours
COM3441	Group Communication and Team Interaction	3.0 credit hours



## CRIMINAL JUSTICE

### Bachelor of Arts Degree

#### Program Description

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

#### Program Objectives

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

To understand the history of the criminal justice system, to include: its evolution and its impact on society.

To develop students' ability to understand the tools and procedures used by criminal justice professionals.

To develop students' ability to think critically and communicate effectively, both verbally and in writing

To facilitate the development of students' proficiency in researching, collecting and organizing complex data, solving problems and working collaboratively.

To prepare students for employment and advancement in criminal justice related fields

#### Prerequisites for Major Courses

Successful completion of ENC 4313 prior to student entering CJE 4710 Integrated Criminal Justice Capstone Project

#### Program Outline

To receive a Bachelor of Arts degree in Criminal Justice, students must earn 120.0 credit hours.

Program requirements are as follows:

#### Lower Division Criminal Justice Major Courses (24.0 credit hours)

CCJ1010	Criminology	3.0 credit hours
CCJ1020	Introduction to Criminal Justice	3.0 credit hours
CJC2000	Introduction to Corrections	3.0 credit hours
CJE1000	Introduction to Law Enforcement	3.0 credit hours
CJE1130	Communications and Writing for CJ Professionals	3.0 credit hours
CJE2600	Criminal Investigations	3.0 credit hours
CJJ2001	Introduction to Juvenile Procedures	3.0 credit hours
CJL2100	Criminal Law	3.0 credit hours

#### Lower Division General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
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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)**

SPC1017	Speech Communications	3.0 credit hours
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**Computers (3.0 credit hours)**

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

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

**English (6.0 credit hours)**

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

**Humanities/Fine Arts (3.0 credit hours)**

AML1000	American Literature	3.0 credit hours
CWL1000	Contemporary World 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 <b>(required)</b>	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	3.0 credit hours

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

**Upper Division Criminal Justice Major Courses (51.0 credit hours)**

CCJ3601	Deviant Behavior	3.0 credit hours
CCJ3666	Victimology	3.0 credit hours
CCJ 4032	Crime and the Media	3.0 credit hours
CCJ4450	Criminal Justice Management	3.0 credit hours
CCJ4489	Ethics in Criminal Justice	3.0 credit hours

CCJ4641	Organized Crime	3.0 credit hours
CCJ4644	White-Collar and Economic Crime	3.0 credit hours
CCJ4651	Drug Control	3.0 credit hours
CCJ4661	Terrorism	3.0 credit hours
CCJ4693	Human Exploitation	3.0 credit hours
CJE3140	Private Security	3.0 credit hours
CJE4175	Comparative Criminal Justice Systems	3.0 credit hours
CJE 4275	Protective Services	3.0 credit hours
CJE4688	Cyber Crimes	3.0 credit hours
CJE4710* **	Integrated Criminal Justice Capstone Project	3.0 credit hours
CJL3231	Constitutional Criminal Procedures	3.0 credit hours
CJL4133	Criminal Evidence and Procedures	3.0 credit hours

\* must be taken in the student's last semester  
\*\* Successful completion of ENC 4313 Research Writing before a student can be enrolled.

**Upper Division General Education Courses (9.0 credit hours)**

ENC 4313	Research Writing	3.0 credit hours
INP 3224	Workforce Diversity	3.0 credit hours
SYD4410	Sociology of the Urban Community	3.0 credit hours



**FINANCIAL CRIME INVESTIGATION  
Bachelor of Arts Degree**

**Program Description**

Keiser University's Bachelor of Arts degree in Financial Crime Investigation (FCI) provides students with competencies in the areas of computer information analysis, criminal justice, and accounting. The program provides students with the necessary skills to investigate financial criminal activity through the analysis of financial records, proper collection and documentation of information, and interpretation of the evidentiary value of the information gathered.

**Program Objectives**

The following objectives are designed to meet Keiser University's mission and its goals: To provide students with the knowledge and critical thinking skills applicable to the field of financial fraud detection and examination.

To provide students with the skills to properly communicate their evaluation of evidence gathered during their investigation of various financial crimes to law enforcement agencies and in court proceedings.

To provide students with credits towards the opportunity to sit for the examination for the status of Certified Fraud Examiner (CFE). The examination is given by the Association of Certified Fraud Examiner.

### Prerequisites for Major Courses

- ACG1001 is a prerequisite for ACG2011
- ACG2011 is a prerequisite for FIN2001
- ACG4101 is a prerequisite for ACG4111
- ACG4111 is a prerequisite for ACG4342 & ACG4651
- ACG4651 is a prerequisite for ACG4671
- ACG4671 is a prerequisite for ACG4401 & ACG4682
- CET1171C is a prerequisite for CET1172C

### Program Outline

To receive a Bachelor of Arts degree in Financial Crime Investigations, students must earn 122.0 credit hours. Program requirements are as follows:

#### Lower Division Financial Crime Investigations Major Courses (26.0 credit hours)

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
CET1171C	Service/Support PC Systems I	4.0 credit hours
CET1172C	Service/Support PC Systems II	4.0 credit hours
CJE1130	Communication and Writing for Criminal Justice Professionals	3.0 credit hours
CJE2600	Criminal Investigations	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours

#### Lower Division General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1877	3.0 credit hours
AMH1020	American History Post 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)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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#### Economics (6 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

### English (6 credit hours)

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

### Humanities/Fine Arts (3 credit hours)

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

### Mathematics (6 credit hours)

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

### Natural Science (6 credit hours)

BSC1010	General Biology	3.0 credit hours
BSC1010L	General Biology Laboratory	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours
BSC1011L	Advanced Biology Laboratory	3.0 credit hours
BSC1050	Environmental Science	3.0 credit hours

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

\*Must be completed with a grade of "C" or higher for Gordon Rule credit.

### Upper Division Financial Crime Investigations Courses (45 credit hours)

ACG4101	Intermediate Accounting I	3.0 credit hours
ACG4111	Intermediate Accounting II	3.0 credit hours
ACG4342	Advanced Managerial Accounting	3.0 credit hours
ACG4401	Accounting Information Systems	3.0 credit hours
ACG4651	Auditing I	3.0 credit hours
ACG4671	Auditing II	3.0 credit hours
ACG4682	Fraud Examination	3.0 credit hours
BUL3130	Legal and Ethical Environments of Business	3.0 credit hours
CCJ4641	Organized Crime	3.0 credit hours
CCJ4644	White-Collar and Economic Crime	3.0 credit hours
CFI4475	Network Forensics	3.0 credit hours
CFI4477	Computer System Forensic Analysis	3.0 credit hours
CJE4688	Cyber Crimes	3.0 credit hours
CJL4133	Criminal Evidence and Procedures	3.0 credit hours
ISM4212	Database Management	3.0 credit hours

### Upper Division General Education Courses (15 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ECO4223	Money and Banking	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours

STA3163  
Elective

Intermediate Statistics  
Elective

3.0 credit hours  
3.0 credit hours



## HEALTH SERVICES ADMINISTRATION

### **Bachelor of Arts Degree**

#### **Program Description**

Keiser University's Bachelor of Arts degree in Health Services Administration provides a basic understanding of health services administration and of the unique skills needed by a health service administrator. Topics include theoretical and practical skills-building coursework in both the public and private sectors including topics such as healthcare leadership, healthcare marketing, healthcare public policy, ethical and legal considerations in healthcare, healthcare finance and research methods.

#### **Spanish Bachelor of Arts degree in Health Services Administration**

For program information in Spanish, please refer to the Spanish edition of this catalog.

#### **Program Objectives**

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

To provide students with a comprehensive foundation in healthcare administrative theory and practice pertinent to a successful career in healthcare management

To develop a student's ability to apply critical thinking, problem solving and professional communication skills

To prepare students to work within various healthcare settings while applying ethical management principles and upholding industry standards

To give students a thorough understanding of the measurement of health and disease in our population, the roles of various types of health professions in the delivery of services across the continuum of care and the importance of prevention in the cost of service provision.

#### **Prerequisites for Major Courses**

None

#### **Program Outline**

To receive a Bachelor of Arts Degree in Health Services Administration, students must earn a total of 120.0 credit hours. Program requirements are as follows:

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

APA2265	Accounting for Healthcare	3.0 credit hours
HSA1117	Principles of Health Service Administration	3.0 credit hours



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

### **Lower Division General Education Courses (36.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

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

#### **Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **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)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

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

\*Must be completed with a grade of "C" or higher for Gordon Rule credit

**Upper Division Health Services Administration Major Courses (48.0 credit hours)**

FIN3373	Healthcare Finance	3.0 credit hours
HSC3010	Healthcare to Settings Analysis	3.0 credit hours
HSA3150	Public Policy in Healthcare	3.0 credit hours
HSA3551	Ethics in Healthcare	3.0 credit hours
HSA4011	Public Health Management	3.0 credit hours
HSA4185	Leadership in Health Organizations	3.0 credit hours
HSC3057	Research Methods in Healthcare	3.0 credit hours
HSA4222	Long-Term Managed Care Systems	3.0 credit hours
HSA4502	Risk Management in Healthcare	3.0 credit hours
HSA4938	Health Service Administration Capstone Project	3.0 credit hours
HSC3661	Issues in Healthcare Communication	3.0 credit hours
MAN3025	Introduction to Management and Organizational Behavior	3.0 credit hours
MAR3712	Healthcare Marketing	3.0 credit hours
MNA4404	Management Law and Employee Relations	3.0 credit hours
MNA4405	Labor Relations	3.0 credit hours
PLA3523	Health Law and Ethics	3.0 credit hours

**Upper Division General Education Courses (12.0 credit hours)**

COM3131	Interpersonal Communication	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours



HOMELAND SECURITY

**Bachelor of Arts Degree Online**

**Program Description**

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

## Program Objectives

The following objectives are designed to meet Keiser University's mission and its objectives:  
Students are able to apply generally accepted management principles for use in forming emergency plans for multiple agencies

Students are able to prepare for, recognize, investigate and respond to terrorism

Students develop an understanding of issues currently threatening society and how to respond to such threats.

## Prerequisites for Major Courses

None

## Program Outline

To receive a Bachelor of Arts degree in Homeland Security, students must earn 120.0 credit hours.

Program requirements are as follows:

### Lower Division Homeland Security Major Courses (24.0 credit hours)

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

### Lower Division General Education Courses (36 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

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

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

#### English (6.0 credit hours)

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

**Humanities/Fine Arts (3.0 credit hours)**

AML1000*	American Literature	3.0 credit hours
ENL1000*	English Literature	3.0 credit hours
CWL1000*	Contemporary World 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 ( <b>required</b> )	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

\*Must be completed with a grade of "C" or higher for Gordon Rule credit

**Upper Division Homeland Security Major Courses (42.0 credit hours)**

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

**Upper Division General Education Courses (18 credit hours)**

ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP3004	Industrial Psychology	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours
SYD4410	Sociology of the Urban Community	3.0 credit hours



## LEGAL STUDIES

### **Bachelor of Arts Degree**

#### **Program Description**

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

#### **Program Objectives**

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

Students will develop legal research skills

Students will develop legal drafting skills

Students will be able to analyze substantive law

Students will understand civil and criminal procedure

Students will be able to advance litigation case files using law office technology

Students will recognize legal ethical dilemmas

#### **Prerequisites for Major Courses**

PLA 1103 is a prerequisite for PLA 3107

PLA 2203 is a prerequisite for PLA 4307

PLA 2272 is a prerequisite for PLA 4703

PLA 1103, PLA 1423 and PLA 2203 are prerequisites for PLA 3155

#### **Program Outline**

To receive a Bachelor of Arts degree in Legal Studies, students must earn 120.0 credit hours.

Program requirements are as follows:

#### **Lower Division Legal Studies Major Courses (24.0 credit hours)**

PLA1103	Legal Research and Writing I	3.0 credit hours
PLA1304	Criminal Law	3.0 credit hours
PLA1423	Contracts	3.0 credit hours
PLA1600	Wills, Trusts and Estates	3.0 credit hours
PLA2203	Civil Litigation	3.0 credit hours
PLA2272	Torts	3.0 credit hours
PLA2610	Real Property	3.0 credit hours
PLA2800	Family Law	3.0 credit hours

## Lower Division General Education Courses (36.0 credit hours)

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

### Behavioral/Social Science (6.0 credit hours)

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

### Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours
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### Computers (3.0 credit hours)

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

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

### English (6.0 credit hours)

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

### Humanities/Fine Arts (3.0 credit hours)

AML1000*	American Literature	3.0 credit hours
CWL1000*	Contemporary World 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)

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

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

\*Must be completed with a grade of "C" or higher for Gordon Rule credit

### Upper Division Legal Studies Major Courses (48.0 credit hours)

PLA3107	Legal Research and Writing II	3.0 credit hours
PLA3155	Legal Drafting	3.0 credit hours
PLA3308	Criminal Procedure	3.0 credit hours
PLA3433	Business Organizations	3.0 credit hours

PLA3663	Income Tax	3.0 credit hours
PLA3700	Ethics	3.0 credit hours
PLA3705	Worker's Compensation	3.0 credit hours
PLA4084	Legal Interviewing and Investigation	3.0 credit hours
PLA4240	Alternative Dispute Resolution	3.0 credit hours
PLA4263	Evidence	3.0 credit hours
PLA4307	Advanced Civil Litigation	3.0 credit hours
PLA4703	Advanced Torts	3.0 credit hours
PLA4733	Law Office Technology	3.0 credit hours
PLA4844	Immigration Law	3.0 credit hours
PLA4880	Constitutional Law	3.0 credit hours
PLA4950	Legal Studies Capstone Project	3.0 credit hours

### Upper Division General Education Courses (12.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours



## POLITICAL SCIENCE

### Bachelor of Arts Degree

#### Program Description

The Bachelor of Arts degree in Political Science explores government policy, processes, political campaigning, political theory, legal studies, and international relations. The degree has a strong liberal arts and research focus designed to prepare students for graduate level training in a variety of disciplines along with entry-level work in a host of disparate fields. This is a broad-spectrum program that introduces students to the general study of the field of political science, and is suited for students with an interest in public policy, foreign affairs, issues in immigration and the environment as well as those seeking an academic foundation for work in political campaigns.

#### Program Objectives

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

Explain the functions of government in American society

Explain the differences between various government and economic systems

Explain various political theories

Apply a framework for understanding the political, economic, social, historical, and philosophical underpinnings of various political theories

Analyze the role of US foreign policy in the world today

Understand the stressors that population, natural resources, and environmental issues have on political frameworks

Understand the role of public opinion on political behavior

Analyze the role of mass media in the political system

Analyze regional tensions and regional powers in order to explain their significance to global relations.

Develop an understanding of APA format and writing in the field of political science.

## Prerequisites for Major Courses

Completion of all lower level courses with a C or better.

The following lower division courses, if not taken as part of an associate's program, 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):

BSC1050	Environmental Science	3.0 credit hours
CPO2002	Introduction to Comparative Government and Politics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours
INR2001	International Relations	3.0 credit hours
MAC2105	College Algebra <u>or</u>	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
POS1041	Political Science	3.0 credit hours
POT1003	Intro to Political Theory	3.0 credit hours
STA2023	Statistics	3.0 credit hours

## Program Outline

The curriculum for the Bachelor of Arts degree in Political Science requires 120.0 upper division semester credit hours consisting of 36 credits in lower division general education courses, 24 credits in lower division major courses, 12 credits in upper division general education courses, and 48 credits in upper division major. A total of 120 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. POS1041 is a prerequisite for ALL courses in the major, both lower division and upper division.**

## Lower Division Political Science Major Courses (24.0 credit hours)

POS1041	Political Science	3.0 credit hours
CPO2002	Introduction to Comparative Government and Politics	3.0 credit hours
INR2001	International Relations	3.0 credit hours
POT1003	Intro to Political Theory	3.0 credit hours
PLA1304	Criminal Law	3.0 credit hours



CPO2030	Politics of the Developing World	3.0 credit hours
INR2109	US Latin American Relations	3.0 credit hours
DSC1011	Domestic and International Terrorism	3.0 credit hours

### Lower Division General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

AMH1010	American History Pre 1876 <b>(required)</b>	3.0 credit hours
AMH1020	American History Since 1876 <b>(required)</b>	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

ECO2013	Macroeconomics <b>(required)</b>	3.0 credit hours
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#### 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
CWL1000	Contemporary World Literature	3.0 credit hours

#### Mathematics (6.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Math	3.0 credit hours
STA2023	Statistics <b>(required)</b>	3.0 credit hours

#### Natural Science (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1050	Environmental Science <b>(required)</b>	3.0 credit hours

**NOTE: All lower division major and general education courses must be successfully completed with a minimum of a C before upper division courses are undertaken.**

#### Upper Division Political Science Major Courses (48.0 credit hours)

POS3063	Intergovernmental Relations	3.0 credit hours
POS3235	Mass Media and Politics	3.0 credit hours
POS3413	The American Presidency	3.0 credit hours
POS3205	Voting Behavior and Public Opinion	3.0 credit hours
POS3274	The Campaign Process	3.0 credit hours
POT3632	Religion and Politics	3.0 credit hours

PAD3034	Intro to Public Policy	3.0 credit hours
POT3044	Great Political Thinkers	3.0 credit hours
INR3274	Middle East Foreign Policy	3.0 credit hours
POS4035	Environmental Politics	3.0 credit hours
PAD4204	Public Finance	3.0 credit hours
ECO4701	The World Economy	3.0 credit hours
POS4142	Urban Government Social Policy	3.0 credit hours
PLA4880	American Constitutional Law	3.0 credit hours
PLA4844	Immigration Law	3.0 credit hours
PUP4052	Issues in International Policy	3.0 credit hours

### **Upper Division General Education Courses (12.0 credit hours)**

COM3465	Conflict Resolution	3.0 credit hours
HIS3319	History of Civil Rights and Civil Liberties	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours



## **PSYCHOLOGY**

### **Bachelor of Arts Degree**

#### **Program Description**

The Bachelor of Arts degree in Psychology offers a diverse curriculum that provides a broad-based education in many facets of behavior, mental processes, communication, research, and writing. Courses include forensics, sports and positive psychology, as well as the traditional courses needed to prepare students for graduate studies. Students may select from four tracks/concentrations within the major (Human Services, Developmental Psychology, Health Care/Fitness, and Business). Student learning objectives include the application of scientific method and the ethical treatment of human and animal research subjects.

#### **Program Objectives**

Upon completion of this program, students are able to:

- Apply the scientific method to psychological research
- Identify what constitutes ethical treatment of human and animal subjects in research
- Develop an understanding of APA format and writing in the field of psychology
- Develop an understanding of how statistical tests are commonly used in psychological research.

- Analyze human behavior and mental processes
- Explain theories of development throughout the lifespan
- Evaluate theories of personality
- Understand applied psychological approaches for health, marriage and family, sports, and industrial psychology.
- Explain basic concepts of clinical and counseling psychology
- Explain processes of cognition

### Prerequisites for Major Courses

PSY1012 Introduction to Psychology

STA2023 Statistics

### Program Outline

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

#### Lower Division Psychology Courses (18.0 credit hours)

DEP1030	Introduction to Cognitive Development	3.0 credit hours
PSY1082	Introduction to Experimental Psychology	3.0 credit hours
PSY2023	Careers and Writing in Psychology	3.0 credit hours
PSY2206	Social Psychology	3.0 credit hours
PSY2214	Abnormal Psychology	3.0 credit hours
PSY2314	Psychology of Personality	3.0 credit hours

#### Lower Division General Education Courses (36.0 credit hours)

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

##### Behavioral/Social Science (6.0 credit hours)

POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

##### Communications (3.0 credit hours)

SPC1017	Speech Communication	3.0 credit hours
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##### Computers (3.0 credit hours)

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

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

##### English (6.0 credit hours)

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

**Humanities/Fine Arts (3.0 credit hours)**

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL1000	Contemporary World 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 ( <b>required</b> )	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours

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

**Upper Division Psychology Courses (12.0 credit hours)**

CLP3300	Concepts of Clinical and Counseling Psychology	3.0 credit hours
PSY3213	Research Methods	3.0 credit hours
DEP3103	Child Psychology	3.0 credit hours
CLP3314	Health Psychology	3.0 credit hours

**21.0 CREDITS ARE REQUIRED FROM THE FOLLOWING COURSES. STUDENTS MAY CHOOSE 21.0 HOURS WITHIN A SINGLE CONCENTRATION OR SELECT COURSES FROM VARIOUS CONCENTRATIONS BELOW.**

**Human Services Concentration (21.0 credit hours)**

CLP3005	Marriage and Family	3.0 credit hours
CLP4390	Forensic Psychology	3.0 credit hours
PSY4302	Theory, Application and Evaluation of Tests	3.0 credit hours
PSY2450	Constructs of Interpersonal Conflict	3.0 credit hours
DEP4481	Death and Dying	3.0 credit hours
PSY4942	Psychology Internship I	3.0 credit hours
PSY4943	Psychology Internship II	3.0 credit hours

**Developmental Psychology Concentration (21.0 credit hours)**

DEP2280	Human Exceptionality	3.0 credit hours
DEP4305	Adolescent Psychology	3.0 credit hours
DEP4404	Psychology of Adult Development and Aging	3.0 credit hours
EXP3404	Principles of Learning	3.0 credit hours
PSY4830	Sport Psychology	3.0 credit hours
PSY4850	Positive Psychology	3.0 credit hours
PSY4999	Psychological Studies Capstone Course	3.0 credit hours

**Health Care and Fitness Concentration (21.0 credit hours)**

CLP4182	Addictive Behaviors	3.0 credit hours
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PSY3309	Behavioral Neuroscience	3.0 credit hours
PSY4830	Sport Psychology	3.0 credit hours
PSY4836	Coaching and Team Building	3.0 credit hours
PSY4850	Positive Psychology	3.0 credit hours
PSY4942	Psychology Internship I	3.0 credit hours
PSY4943	Psychology Internship II	3.0 credit hours

### **Business Concentration (21.0 credit hours)**

PSY2450	Constructs of Interpersonal Conflict	3.0 credit hours
MAN4164	Leadership	3.0 credit hours
INP4203	Performance Management	3.0 credit hours
PSY3336	Industrial/Organizational Psychology	3.0 credit hours
PSY4850	Positive Psychology	3.0 credit hours
SYD4410	Sociology of the Urban Community	3.0 credit hours
PSY4999	Psychological Studies Capstone Course	3.0 credit hours

### **Upper Division General Education Courses (12.0 credit hours)**

IDS3355	Critical Thinking	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
COM3131	Interpersonal Communication	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours

### **Electives**

**SEVEN COURSES TO BE SELECTED BY THE ADVISOR/DEPARTMENT CHAIR**

## **BACHELOR OF SCIENCE DEGREES**



### **BIOMEDICAL SCIENCES**

## **Bachelor of Science Degree**

### **Program Description**

The Bachelor of Science degree in Biomedical Sciences program prepares students for entry into health sciences and analytical/research laboratories. Graduates possess the skills to perform in a variety of science related positions in health departments, zoos, clinical and environmental chemistry, pharmaceuticals, and laboratories.

Graduates of the program will have completed the prerequisites necessary to be successful in graduate programs in the sciences as well as a multitude of professional programs such as occupational and physical therapy, dentistry, pharmacy, and physician assistant programs. However, a Bachelor of Science degree in Biomedical Sciences can also be a terminal program for individuals who wish to work in laboratory settings and other occupations.

### Program Objectives

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

- To develop critical thinkers who are capable of meeting the evolving needs of the biomedical field.
- To prepare students for successful entry into professional and/or related graduate programs.
- To develop students analytical skills and laboratory techniques routinely applied in scientific research.
- To develop students written and verbal competencies, enabling them to formulate concise and accurate reports of experimental work.
- To develop students capable of using the scientific methods to design experimental studies and statistically analyze the results.
- To develop biomedical professionals who practice within a legal, ethical framework.
- To develop students through the integration of content relating to current concepts of life sciences, physical sciences, and interdisciplinary studies.

### Program Outline

To receive a Bachelor of Science degree in Biomedical Sciences, students must earn 123 credit hours. Program requirements are as follows:

#### Lower Division Biomedical Sciences Major Courses (32.0 credit hours)

BSC2010	Biology I	3.0 credit hours
BSC2010L	Biology I Laboratory	1.0 credit hour
BSC2011	Biology II	3.0 credit hours
BSC2011L	Biology II Laboratory	1.0 credit hour
CHM2045	General Chemistry	3.0 credit hours
CHM2045L	General Chemistry Laboratory	1.0 credit hour
CHM2046	Advanced Chemistry	3.0 credit hours
CHM2046L	Advanced Chemistry Laboratory	1.0 credit hour
CHM2210	Organic Chemistry	3.0 credit hours
CHM2210L	Organic Chemistry Laboratory	1.0 credit hour
CHM2211	Organic Chemistry II	3.0 credit hours
CHM2211L	Organic Chemistry II Laboratory	1.0 credit hour
PHY2053	Physics I	3.0 credit hours
PHY2053L	Physics I Laboratory	1.0 credit hour
PHY2054	Physics II	3.0 credit hours
PHY2054L	Physics II Laboratory	1.0 credit hour

#### Lower Division General Education Courses (31.0 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

PSY1012	Introduction to Psychology (required)	3.0 credit hours
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POS1041	Political Science	3.0 credit hours
DEP2004	Lifespan Development	3.0 credit hours
AMH1010	American History Pre 1877	3.0 credit hours
AMH1020	American History Post 1877	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017	Speech Communications	3.0 credit hours
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**Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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**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
CWL1000	Contemporary World Literature	3.0 credit hours

**Mathematics (7.0 credit hours)**

STA2023	Statistics	3.0 credit hours
MAT2311	Calculus	4.0 credit hours

**Electives (3.0 credit hours)**

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours
PSY2214	Abnormal Psychology	3.0 credit hours

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

**Upper Division Biomedical Sciences Major Courses (51.0 credit hours)**

BCH4053	Biochemistry I	3.0 credit hours
BCH4054	Biochemistry II	3.0 credit hours
PCB3063	Genetics	3.0 credit hours
PCB3063L	Genetics Laboratory	1.0 credit hour
PCB3522	Molecular Biology I	3.0 credit hours
PCB3023L	Molecular Cell Biology Laboratory	1.0 credit hour
PCB4524	Molecular Biology II	3.0 credit hours
MCB3020	Microbiology	4.0 credit hours
MCB3020L	Microbiology Laboratory	1.0 credit hour
PCB4239	Molecular Immunology	3.0 credit hours
PCB3233L	Immunology Laboratory	1.0 credit hour
MCB4414	Microbial Metabolism	3.0 credit hours
MCB4721C	Methods in Biotechnology	4.0 credit hours
MCB4312	Molecular Biotechnology	3.0 credit hours
BSC3403C	Quantitative Biological Methods	4.0 credit hours
BSC4458	Bioinformatics	3.0 credit hours

PCB3703C	Human Physiology	4.0 credit hours
ZOO3733C	Human Anatomy	4.0 credit hours

### Upper Division General Education Courses (9.0 credit hours)

PLA3523	Health Law and Ethics	3.0 credit hours
ENC3241	Writing for the Technical Professional	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours



## BIOTECHNOLOGY

### Bachelor of Science Degree

#### Program Description

The Bachelor of Science in Biotechnology program trains students in many disciplines including genetics, biochemistry and molecular biology and prepares them for entry into health sciences and analytical/research laboratories. Graduates possess the skills to perform laboratory tests using standardized laboratory procedures.

Graduates of the program will have completed the prerequisites necessary to be successful in graduate programs in the sciences. However, a Bachelor of Science in Biotechnology can also be a terminal program for individuals who wish to work in laboratory settings and other occupations.

#### Program Objectives

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

- To develop critical thinkers who are capable of meeting the evolving needs of the biotechnology field.
- To prepare students for successful entry into professional and/or related graduate programs.
- To develop students analytical skills and laboratory techniques routinely applied in scientific research.
- To develop students written and verbal competencies, enabling them to formulate concise and accurate reports of experimental work.
- To develop students capable of using the scientific methods to design experimental studies and statistically analyze the results.
- To develop biotechnology professionals who practice within a legal, ethical framework.
- To develop students through the integration of content relating to current concepts of life sciences, physical sciences, and interdisciplinary studies.



## Program Outline

To receive a Bachelor of Science in Biotechnology, students must earn 122.0 credit hours. Program requirements are as follows:

### Lower Division Biotechnology Science Major Courses (24.0 credit hours)

CHM2045	General Chemistry	3.0 credit hours
CHM2045L	General Chemistry Laboratory	1.0 credit hour
CHM2046	Advanced Chemistry	3.0 credit hours
CHM2046L	Advanced Chemistry Laboratory	1.0 credit hour
CHM2010	Organic Chemistry	3.0 credit hours
CHM2010L	Organic Chemistry Laboratory	1.0 credit hour
CHM2011	Organic Chemistry II	3.0 credit hours
CHM2011L	Organic Chemistry II Laboratory	1.0 credit hour
PHY2053	Physics I	3.0 credit hours
PHY2053L	Physics I Laboratory	1.0 credit hour
PHY2054	Physics II	3.0 credit hours
PHY2054L	Physics II Laboratory	1.0 credit hour

### Lower Division General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
POS1041	Political Science	3.0 credit hours
DEP2004	Lifespan Development	3.0 credit hours
AMH1010	American History Pre 1877	3.0 credit hours
AMH1020	American History Post 1877	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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#### English (6.0 credit hours)

ENC1101	English Composition	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
CWL1000	Contemporary World Literature	3.0 credit hours

#### Mathematics (7.0 credit hours)

STA2023	Statistics	3.0 credit hours
MAT2311	Calculus	4.0 credit hours

**Natural Sciences (8.0 credit hours)**

BSC2010	Biology I	3.0 credit hours
BSC2010L	Biology I Laboratory	1.0 credit hour
BSC2011	Biology II	3.0 credit hours
BSC2011L	Biology II Laboratory	1.0 credit hour

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

**Upper Division Biotechnology Major Courses (53.0 credit hours)**

BCH4053	Biochemistry I	3.0 credit hours
BCH4054	Biochemistry II	3.0 credit hours
PCB3063	Genetics	3.0 credit hours
PCB3063L	Genetics Laboratory	1.0 credit hour
PCB3522	Molecular Biology I	3.0 credit hours
PCB3023L	Molecular Cell Biology Laboratory	1.0 credit hour
PCB4524	Molecular Biology II	3.0 credit hours
MCB3020	Microbiology	4.0 credit hours
MCB3020L	Microbiology Laboratory	1.0 credit hour
PCB4239	Molecular Immunology	3.0 credit hours
PCB3233L	Immunology Laboratory	1.0 credit hour
MCB4414	Microbial Metabolism	3.0 credit hours
MCB4721C	Methods in Biotechnology	4.0 credit hours
MCB4312	Molecular Biotechnology	3.0 credit hours
BSC3403C	Quantitative Biological Methods	4.0 credit hours
BSC4458	Bioinformatics	3.0 credit hours
PCB3703C	Human Physiology	4.0 credit hours
PCB4529	Experimental Molecular Biology	3.0 credit hours
PCB4174	Foundation of Bio-Imaging Science	3.0 credit hours

**Upper Division General Education Courses (9.0 credit hours)**

PLA3523	Health Law and Ethics	3.0 credit hours
ENC3241	Writing for the Technical Professional	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours

**COMPUTER INFORMATION SYSTEMS  
Bachelor of Science Degree**

## Program Objectives

Keiser University's Bachelor of Science Degree in Computer Information Systems prepares the learner for entry-level jobs in a diverse set of positions within the field of information technology. The computer information systems degree focuses on developing skills within the realms of software engineering, network engineering, and technology management. The knowledge domains covered within this program include: introductory and advanced compiled programming, scripting and automation, network design, network architecture, systems analysis, introductory and advanced security, mobile application development, database management, project management, and information technology management. The knowledge domains outlined by this program will develop the learner's theoretical and practical understanding of these topics to foster innovation and to enable a well-rounded approach when assisting organizations with achieving business objectives.

## Program Description

The following objectives are designed to meet Keiser University's mission and goals: Identification of issues and strategies for designing and implementing computer-based information systems in a variety of computing and business environments.

A robust understanding of networking and routing technologies.

A thorough working knowledge of multiple modern computer programming and scripting languages.

Working knowledge of at least one modern database management system.

A thorough understanding of security concepts as they relate to information systems.

To develop the skills necessary for managing and leading information technology projects and teams.

## Program Outline

To obtain a Bachelor of Science Degree in Computer Information Systems, learners must earn 126.0 semester credit hours. Program requirements are as follows:

### Lower Division Computer Information Systems Major Courses (48.0 credit hours)

CTS1156C	Supporting Client Operating Systems	4.0 credit hours
CTS1305C	Essentials of Networking	4.0 credit hours
CTS1328C	Managing/Maintaining Server OS	4.0 credit hours
CTS2106C	Multi-User Operating Systems (Linux)	4.0 credit hours
CIS2350C	Principles of Information Security	4.0 credit hours
CTS2304C	Internetworking Technologies (Routing)	4.0 credit hours
COT2104	Discrete Mathematics and Probability	4.0 credit hours
COT1405	Introduction to Algorithms	4.0 credit hours
COP2843C	Web Systems	4.0 credit hours
COP2360C	C# (Sharp) Programming I	4.0 credit hours
COP1800C	Java Programming I	4.0 credit hours
COP1805C	Java Programming II	4.0 credit hours

### Lower Division General Education Courses (30.0 credit hours)

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

### Behavioral/Social Science (3 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
POS1041	Political Science	3.0 credit hours

SYG1000	Sociology	3.0 credit hours
<b>Communications (3 credit hours)</b>		
SPC1017	Speech	3.0 credit hours
<b>Computers (3 credit hours)</b>		
CGS1000C	Introduction to Computers	3.0 credit hours
<b>English (6 credit hours)</b>		
ENC1101	English Composition I	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours
<b>Humanities/Fine Arts (3 credit hours)</b>		
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
<b>Mathematics (6 credit hours)</b>		
MAC2105	College Algebra	3.0 credit hours
STA2023	Statistics	3.0 credit hours
<b>Natural Science (6 credit hours)</b>		
BSC1010	General Biology	3.0 credit hours
BSC1011	Advanced Biology	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1046	Advanced Chemistry	3.0 credit hours
PHY2001	General Physics I	3.0 credit hours
PHY2002	General Physics II	3.0 credit hours
<b>Upper Division Computer Information Systems Major Courses (39.0 credit hours)</b>		
CEN3064	Software Design	3.0 credit hours
COP3610	Operating Systems	3.0 credit hours
COP3650	Mobile Application Development	3.0 credit hours
COT3205	Theory of Computation	3.0 credit hours
CEN4086	Cloud & Internet Computing	3.0 credit hours
CTS3817	Web Server Administration	3.0 credit hours
CTS4321	Advanced Linux Administration	3.0 credit hours
CTS4652	Advanced Routing Technology	3.0 credit hours
CIS4352	Ethical Hacking	3.0 credit hours
ISM3112	Systems Analysis	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
ISM4300	Information Technology Management	3.0 credit hours
<b>Upper Division General Education Courses (9.0 credit hours)</b>		
STA3163	Intermediate Statistics	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours



## CYBERFORENSICS/INFORMATION SECURITY

### **Bachelor of Science Degree**

#### **Program Description**

Keiser University's Bachelor of Science degree in Cyberforensics/Information Security is a degree completion program for graduates of associate of science programs in technology-related fields. It provides students with the technical expertise and investigative skills required in the area of data encryption, stopping hackers, and other aspects of keeping sensitive information out of the wrong hands. Students will also be able to assess system weaknesses and to detect and prevent cybercrimes.

#### **Program Objectives**

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

- To provide students with the knowledge, critical thinking skills and communication skills needed in the field of Cyber Forensics/Information Security.
- To assist students in becoming proficient in the use of information technology security tools and basic forensic techniques for the collection, preservation, analysis, and reporting of digital network evidence.
- To enhance students' ability to plan for, detect, respond to, and recover from incidences that require network forensic activity.
- To equip students with the skills needed to analyze the legal considerations for investigating and prosecuting computer crimes to develop a forensic process that is defensible in court.
- NOTE: This is a degree completion program.
- Applicants must complete prerequisites and have evidence of graduation from an accredited associate of science program in a technology-related field.

#### **Prerequisites for Major Courses**

Graduation from an accredited associate degree program in a technology-related field.

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 accredited institutions)

ECO1023	Microeconomics	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours
MAC2105	College Algebra	3.0 credit hours
	OR	
MGF2106	College Mathematics	3.0 credit hours

PSY1012	Introduction to Psychology	3.0 credit hours
STA2023	Statistics	3.0 credit hours

A minimum 24 semester credit hours of general education courses must be earned by students transferring in credits from another associate degree program.

### Program Outline

To receive a Bachelor of Science degree in Cyber Forensics/Information Security, students must earn 60.0 credit hours at the bachelor’s level in addition to having earned an associate’s degree in a technology-related field from an accredited institution. Program requirements are as follows:

### Upper Division Cyber Forensics /Information Security Major Courses

(48.0 credit hours)

ACG3024	Accounting for Non-Financial Majors	3.0 credit hours
BUL3130	Legal and Ethical Environments of Business	3.0 credit hours
CIS4253	Ethics in Information Technology	3.0 credit hours
CIS4365	Security Policies and Disaster Preparedness	3.0 credit hours
ISM3112	System Analysis	3.0 credit hours
CJL4133	Criminal Evidence and Procedures	3.0 credit hours
ISM4113	Systems Design	3.0 credit hours
CJE4688	Cyber Crimes	3.0 credit hours
CJ4644	White-Collar and Economic Crime	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
ISM4302	Information Technology Planning	3.0 credit hours
CFI4473	Digital Media Forensics	3.0 credit hours
CFI4475	Network Forensics	3.0 credit hours
CFI4477	Computer System Forensic Analysis	3.0 credit hours
CFI4479	Network Defense and Countermeasures	3.0 credit hours
CGS3362	Organization and Technology of Information Systems	3.0 credit hours

### Upper Division General Education Courses (12.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours



### DIETETICS AND NUTRITION Bachelor of Science Degree

## **Program Description**

Keiser University's Bachelor of Science degree in Dietetics and Nutrition combines clinical evaluation, community concerns, and food service management into a profession long valued for its service to individuals and the community at large and focused on proper nutrition and the prevention of chronic diseases. The Coordinated Program in Dietetics is unique since the didactic instruction is integrated with the supervised practice. Following graduation, students are eligible to sit for the national Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN) examination. Upon successful completion of this exam, the RD/RDN is eligible for licensure in Florida or any other state that licenses dietitians/nutritionists.

## **Program Mission**

The mission of the coordinated program in Dietetics and Nutrition is to provide a comprehensive baccalaureate program, inclusive of a high quality didactic curriculum and supervised practice, preparing students for entry-level practice as Registered Dietitians/Registered Dietitian Nutritionists in a diverse environment demonstrating integrity, leadership, excellence, and a commitment to service the needs of the community population.

## **Program Goals**

Recruit, retain, and prepare a diverse population of students for successful careers as Registered Dietitians/Registered Dietitian Nutritionists in a variety of settings.

Instill graduates with a commitment to integrity, leadership, excellence, and service to the community while working as Registered Dietitians/Registered Dietitian Nutritionists.

## **Program**

## **Objectives**

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

- Over a 5 year period, an average of 80% of graduates will have passed the RD exam on their first attempt.
- 80% of students will graduate within 3 years of their first upper division major course.
- 80% of graduates responding to the alumni survey will be employed in an entry-level RD/RDN position within 12 months of graduation.
- Over a 5 year period, 80% of employers reporting will indicate via the employer survey, graduates first year performance rate "average (3) to excellent (5)".
- 20% of graduates who respond to an alumni survey will report involvement in leadership and/or community activities.
- 80% of students will have participated in at least one volunteer or paid work experience in food and nutrition, community service and/or campus organization membership.

*Programmatic outcomes results from the above objectives are available upon request.*

## **Alternate Pathways**

Graduates of an ACEND-accredited Didactic Program in Dietetics (DPD) who meet the following requirements may apply for the Alternate Pathway Option. Graduates of this alternate pathway option receive a BS in Dietetics and Nutrition, completing the supervised practice and three courses to establish residency (DIE 4246C Clinical Nutrition, DIE 4365 Dietetics Management of Nutrition Program, and DIE 4506 Seminar in Dietetics and Nutrition) These graduates are also eligible to sit for the RD/RDN exam.

- An original copy of a Verification Statement.
- A minimum cumulative GPA of 3.0 on a 4.0 scale
- Two letters of reference
- One page letter of applications that includes, but is not limited to work and volunteer experience, projected focus in the field of dietetics and applicant's desire to become a practicing Registered Dietitian/Registered Dietitian Nutritionist.

Applicants must also complete an interview with the Program Coordinator or Program Director and take a pretest to establish placement in a cohort.

### Other Considerations:

Criminal Background Checks, both Level 1 and Level 2 are required at various stages of the program, and are at the student's expense.

10-panel drug testing is required before supervised practice and at the discretion of the supervised practice site, and is at the student's expense.

Uniforms and lab coats are required during core classes and supervised practice, and are at the student's expense.

Travel to and from supervised practice sites is at the student's expense.

Tuition, fees, and financial information is available in the **Tuition, Fees, and Other Costs** section of this catalog.

### Prerequisites for Major Courses

- Background check and drug screening when applicable.
- Minimum grade of "C" for general education courses.
- Successful completion of BSC2085C, BSC2086C, MCB 2000C, STA 2023, CHM 2045, CHM 2045L, CHM 2046, CHM 2046L, BSC1005, HUN 2201, BCH 1020C, PSY 1012 or SYG 1000 and ECO 2031 or ECO 1023. These classes 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 Dietetics and Nutrition, students must earn 137.0 credit hours. Program requirements are as follows:

#### Lower Division Dietetics Major Courses (3.0 credit hours)

HUN2201	Principles of Nutrition	3.0 credit hours
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#### Lower Division General Education Courses (51.0 credit hours)

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

#### Behavioral/Social Science (3.0 credits)

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

#### Communication (3.0 credits)

SPC1017	Speech Communication	3.0 credit hours
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**Computers (3.0 credits)**

CGS1000C Introduction to Computers 3.0 credit hours

**Economics (3.0 credits)**

ECO1023 Microeconomics 3.0 credit hours

ECO2013 Macroeconomics 3.0 credit hours

**English (6.0 credits)**

ENC1101 English Composition I 3.0 credit hours

ENC2102 English Composition II 3.0 credit hours

**Mathematics (6.0 credits)**

MAT1033 Intermediate Algebra 3.0 credit hours

STA2023 Statistics 3.0 credit hours

**Natural Science (27.0 credits)**

BSC1005 General Biology 3.0 credit hours

BCH1020C Fundamentals of Biochemistry 4.0 credit hours

BSC2085C Human Anatomy/Physiology I 4.0 credit hours

BSC2086C Human Anatomy/Physiology II 4.0 credit hours

CHM2045 General Chemistry 3.0 credit hours

CHM2045L General Chemistry Laboratory 1.0 credit hours

CHM2046 Advanced Chemistry 3.0 credit hours

CHM2046L Advanced Chemistry Laboratory 1.0 credit hours

MCB2000C Microbiology 4.0 credit hours

**Upper Division Dietetics Major Courses (83.0 credit hours)**

DIE3125C Management of Dietary Systems 4.0 credit hours

DIE3244C Medical Nutrition Therapy 4.0 credit hours

DIE3317 Dietetics in Community Health 3.0 credit hours

DIE3434 Nutrition Education 3.0 credit hours

DIE4246C Clinical Nutrition 4.0 credit hours

DIE4365 Dietetics Management of Nutrition Program 3.0 credit hours

DIE4435C Nutrition Counseling 4.0 credit hours

DIE4506 Seminar in Dietetics and Nutrition 3.0 credit hours

DIE4536 Enrichment Practicum in Dietetics 7.0 credit hours

DIE4537 Supervised Dietetics Practice 1A-1B 7.0 credit hours

DIE4538 Supervised Dietetics Practice 2A -2B 7.0 credit hours

DIE4564 Research Methods 3.0 credit hours

DIE4940 Field Experience in Nutrition & Dietetics 7.0 credit hours

FOS3021C Fundamentals of Food 4.0 credit hours

FOS4041C Food Science 4.0 credit hours

FSS3233C Institution Food Service Production 3.0 credit hours

HUN3403 Lifecycle Nutrition 3.0 credit hours

HUN4241 Advanced Nutrition 3.0 credit hours

HUN4296 Nutrition and Health Issues 3.0 credit hours

PET3361C Nutrition in Health and Exercise 4.0 credit hours

\*The above supervised practice rotations consist of a variety of sites including foodservice management, community and clinical nutrition. More information about supervised practice is available upon request.



## ELEMENTARY EDUCATION **Bachelor of Science Degree**

### **Program Description**

Keiser University's Bachelor of Science degree in Elementary Education is a state-approved teacher preparation program that meets the requirement for Florida certification in Elementary Education with endorsements in English for Speakers of Other Languages (ESOL) and Reading K-12. To meet the requirement for graduation, students must successfully complete all coursework and clinical/internships and have a passing score on the appropriate FTCE General Knowledge Test, the Subject Area Examination in Elementary Education K-6, and the Professional Education Test. Passing scores for the examinations must be on file in the registrar's office in order to receive the transcript stamp for Florida Department of Education certification. In the lower division, courses stress basics of teaching, utilization of technology in the classroom, teaching in diverse classrooms, and an understanding of the many facets of multiculturalism. In the upper division, courses include creating curricula, educational assessment, classroom management, foundations of reading and literacy, ESOL methodology, and scientifically-based strategies for classrooms. The education courses are in alignment with Florida Department of Education's requirements for an Elementary Education degree.

### **Program Objectives**

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

To educate teachers who are prepared to meet the needs of a diverse student population in a variety of settings

To educate teachers who manage and monitor student learning and the learning environment

To educate teachers who engage in professional development and dialogue and are members of professional learning communities

To educate teachers who use technology to enhance student learning and personal professional development

To graduate teachers with ESOL and Reading endorsements

### **Prerequisites for Upper Division Major Courses**

All lower division courses must be successfully completed with a minimum grade point average of 2.5 on a 4.0 scale and a C or better in all coursework

The FTCE General Knowledge Test must be passed

**Graduation Requirements** (in addition to those in the Degree Requirements section of catalog):

- Successful completion of all upper division courses with a minimum grade point average of 2.5 on a 4.0 scale and a C or better in all coursework
- Demonstration through portfolio review and formal observation both competency and understanding of the Florida Educator Accomplished Practices, Florida Standards/Next Generation Sunshine State Standards, ESOL Standards, and Reading Competencies
- Completion of the major requirements in a state-approved education preparation program
- Successful completion of all Student Teaching Clinical and Internship requirements

### **Program Outline**

To receive a Bachelor of Science degree in Elementary Education, students must earn 123.0 semester credit hours. Program requirements are as follows:

#### **Lower Division Elementary Education Major Courses (9.0 credit hours)**

EDF1005	Introduction to Education	3.0 credit hours
EDF2085	Teaching Diverse Populations	3.0 credit hours
EME2040	Technology in Education	3.0 credit hours

#### **Lower Division General Education Courses (52.0 credit hours)**

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

#### **Behavioral/Social Science (12.0 credit hours)**

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

#### **Communications (3.0 credit hours)**

SPC1017	Speech Communications	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **English (3.0 credit hours)**

ENC1101*	English Composition I	3.0 credit hours
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#### **Humanities/Fine Arts (6.0 credit hours)**

AML1000*	American Literature	3.0 credit hours
PHI1010	Introduction to Philosophy	3.0 credit hours

#### **International/Multicultural (6.0 credit hours)**

COM2460	Intercultural Communication	3.0 credit hours
CPO2002	Introduction to Comparative Government and Politics	3.0 credit hours

#### **Mathematics (9.0 credit hours)**

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

### **Natural Science (10.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours
PSC1121	Physical Science	3.0 credit hours

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

\*Must be completed with a grade of "C" or higher for Gordon Rule credit

### **Upper Division Elementary Education Major Courses (62.0 credit hours)**

#### **Upper Division Education Foundation Courses (18.0 credit hours)**

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

#### **Upper Division Methods Courses (24.0 credit hours)**

LAE3210	Literacy	3.0 credit hours
LAE3314	Teaching Language Arts	3.0 credit hours
LAE4414	Teaching Children's Literature	3.0 credit hours
MAE4310	Teaching Mathematics	3.0 credit hours
RED4510	Teaching Reading	3.0 credit hours
RED4542	Reading Diagnosis	3.0 credit hours
SCE4053	Teaching Science	3.0 credit hours
SSE4113	Teaching Social Studies	3.0 credit hours

#### **Upper Division English for Speakers of Other Languages Courses (6.0 credit hours)**

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

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

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

**To graduate, students must earn a 2.5 grade point average in all lower and upper division major courses.**



## EXERCISE SCIENCE

### **Bachelor of Science Degree**

#### **Program Description**

Keiser University's Bachelor of Science degree in Exercise Science combines both didactic instruction integrated with supervised practice and externships necessary to provide the student with the necessary tools to be successful in this field. The focus of this program is to prepare the student to take four nationally recognized and accredited field certifications. In addition, the coursework focuses on preparing the student with a strong foundation in science-based General Educations and a balanced offering of Core classes. Following graduation from the Exercise Science program, students will have the necessary requirements to pursue a degree in a variety of medical fields including physical therapy.

#### **Program Objectives**

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

- Develop a student's ability to apply health and fitness assessments in the development, monitoring and motivation of individuals with exercise prescriptions.
- Effectively prepare students to properly conduct and monitor exercise sessions in both healthy and special populations.
- Apply learned principles to properly conduct assessments and measurements in sports performance assessments in both healthy and special populations and interpret the results
- Analyze and apply principles related to the human movement system as well as using corrective exercise strategies to correct dysfunctional movement patterns.
- Prepare graduates for careers in Exercise Science and/or further education.

#### **Prerequisites for Major Courses**

At a minimum, students must successfully complete (with a minimum of a 2.0 or "C" grade in each of these courses) the following two general education requirements before beginning any core coursework. The 2.0 or "C" grade in BSC2085C is the minimum grade a student can earn before a student entering BSC2086C.

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

## Program Outline

To receive a Bachelor of Science in Exercise Science, students must earn 121.0 credit hours. Program requirements are as follows.

### Lower Division Exercise Science Major Courses

(16.0 credit hours)

PET1084C	*Health and Fitness Appraisal and Wellness	4.0 credit hours
PET1352C	Nutrition and Weight Management	4.0 credit hours
PET1384C	*Principles of Health and Fitness	4.0 credit hours
PET2353C	Exercise Physiology	4.0 credit hours

\*Students must successfully pass these classes with a minimum of a 2.0, or "C".

### Lower Division General Education Courses (49.0 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
DEP2004	Lifespan Development	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours
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#### Computers (3.0 credit hours)

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

ENC1101	English Composition I	3.0 credit hours
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#### 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
MAT1033	Intermediate Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics (required)	3.0 credit hours

#### Physics (8.0 credit hours)

PHY2001	Physics I	3.0 credit hours
PHY2001L	Physics I Laboratory	1.0 credit hours
PHY2049	Physics IIE	3.0 credit hours
PHY2049L	Physics II Lab	1.0 credit hours

#### Natural Science (20.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hours
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	1.0 credit hours

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

### Upper Division Exercise Science Major Courses

(56.0 credit hours)

PET3310C	Applied Kinesiology	4.0 credit hours
APK3114C	Strength Training and Conditioning	4.0 credit hours
APK4050C	Research Methods in Health & Human Performance	4.0 credit hours
HSC3171C	Stress Management	4.0 credit hours
PET3361C	Nutrition in Health and Exercise	4.0 credit hours
PET31042C	Corrective Exercise Techniques	4.0 credit hours
PET3639C	Advanced Care and Prevention of Athletic Injuries	4.0 credit hours
PET4214C	Sport and Exercise Psychology	3.0 credit hours
PET4353C	Physiology of Fitness & Exercise	4.0 credit hours
PET4517C	Sports Business Management	3.0 credit hours
PET4552C	Exercise Programming for Special Populations	4.0 credit hours
PET4901C	Integrated Studies in Exercise Science Capstone	4.0 credit hours
PET4941	Externship I	3.0 credit hours
PET4942	Externship II	3.0 credit hours
SPM4157C	Exercise Leadership II	4.0 credit hours



## FORENSIC INVESTIGATIONS

### Bachelor of Science Degree

#### Program Description

Keiser University's Bachelor of Science degree in Forensic Investigations prepares students with competencies in the collection, preservation, and analysis of physical evidence for presentation in legal proceedings. The program provides students with the skills required to recognize relevant scientific information discoverable through forensic analysis of various types of physical evidence. Oral and written communications regarding the results of investigations and forensic analysis is also emphasized.

## Program Objectives

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

- To provide students with a comprehensive background in forensic investigative procedures and techniques.
- To instruct students in basic scientific concepts attributable to the natural and physical sciences.
- To provide students with a comprehensive background in the current use of natural and physical sciences in the solution of crime
- To provide students with a comprehensive background in criminal statutes, rules of criminal procedure, and rules of evidence which affect their capacity to testify effectively as expert witnesses in legal proceedings.
- To assist graduates in obtaining entry-level positions where their forensic investigation skills can be employed.

## Prerequisites for Upper Division Major Courses

All lower division courses must be completed with a minimum grade average of 2.5 on a 4.0 scale.

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

Successful completion of all upper division courses with a minimum grade average of 2.5 on a 4.0 scale.

## Program Outline

To receive a Bachelor of Science degree in Forensic Investigations, students must earn a minimum of 127 semester credit hours as follows:

### Lower Division Forensic Investigation Major Courses (36.0 credit hours)

CJB1712C	Crime Scene & Evidence Photography	4.0 credit hours
CJB1714C	Crime Scene Digital Image & Processing	4.0 credit hours
CJE1670C	Crime Scene Procedures	4.0 credit hours
CJT1351C	Communication & Writing for the Crime Scene Professional	4.0 credit hours
CJT2112C	Crime Scene Safety	4.0 credit hours
CJT2113C	Legal Aspects of Crime Scene Careers	4.0 credit hours
CJT2141C	Introduction to Forensic Science	4.0 credit hours
CJT2240C	Fingerprint Identification and Development	4.0 credit hours
CJT2260C	Introduction to Biological Evidence	4.0 credit hours

### Lower Division General Education Courses (35.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours



SYG1000 Sociology 3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017 Speech Communications 3.0 credit hours

**Computers (3.0 credit hours)**

CGS1000C Introduction to Computers 3.0 credit hours

**English (3.0 credit hours)**

ENC1101 English Composition I 3.0 credit hours

**Humanities/Fine Arts (3.0 credit hours)**

AML1000 American Literature 3.0 credit hours

ENL1000 English Literature 3.0 credit hours

**Mathematics (6.0 credit hours)**

MAT1033 Intermediate Algebra 3.0 credit hours

STA2023 Statistics (required) 3.0 credit hours

**Natural Science (14.0 credit hours)**

BSC1005 General Biology 3.0 credit hours

BSC1006 Advanced Biology 3.0 credit hour

CHM2045 General Chemistry 3.0 credit hours

CHM2045L General Chemistry Laboratory 1.0 credit hour

CHM2046 Advanced Chemistry 3.0 credit hours

CHM2046L Advanced Chemistry Laboratory 1.0 credit hour

**Upper Division Forensic Investigation Major Courses (40.0 credit hours)**

CJB4712C Digital Image Capture and Processing 4.0 credit hours

CJE3670C Forensic Investigations 4.0 credit hours

CJF3460C Forensic Biology 4.0 credit hours

CJF3470C Forensic Anthropology 4.0 credit hours

CJF3480C Forensic Chemistry 4.0 credit hours

CJF3140C Criminalistics I 4.0 credit hours

CJF3141C Criminalistics II 4.0 credit hours

CJF4351C Advanced Evidence Documentation 4.0 credit hours

CJL4620C Statutory Elements of Proof 4.0 credit hours

CJL4621C Advanced Legal Procedure and Evidence 4.0 credit hours

**Forensic Investigations Externships or Optional Courses (7.0 credit hours)**

CJE4940 Forensic Investigations Externship I 3.5 credit hours

CJE4941 Forensic Investigations Externship II 3.5 credit hours

CJE4950 Forensic Investigations Capstone Course I 3.5 credit hours

CJE4951 Forensic Investigations Capstone Course II 3.5 credit hours

**Upper Division General Education Courses (9.0 credit hours)**

CGS3300 Management Information Systems 3.0 credit hours

IDS3355  
ENC4313

Critical Thinking  
Research Writing

3.0 credit hours  
3.0 credit hours



The Health Information Management program is accredited  
by the Commission on Accreditation for Health Informatics  
and Information Management Education (CAHIIM)

## HEALTH INFORMATION MANAGEMENT

### **Bachelor of Science Degree**

#### **Program Description**

Keiser University's Bachelor of Science degree in Health Information Management prepares students to function as Health Information Administrators (HIA) who can interact with all levels of an organization – clinical, financial, administrative, and information systems – that employ patient data in decision-making and everyday operations. Students learn the necessary information and skills to become experts in managing patient health information and medical records, administering computer information systems, collecting and analyzing patient data, and using classification systems and medical vocabularies. They also learn medical, administrative, ethical and legal requirements and standards related to healthcare delivery and the privacy of protected health information.

The program provides students with the knowledge and skills necessary to position themselves as the critical link between care providers, payers, and patients by possessing critical-thinking and problem-solving abilities as well as communication and interpersonal skills. The program also instills a commitment to life-long learning and important ethical values. The program fosters the acquisition of leadership abilities and systems-thinking necessary for adapting careers within a changing healthcare environment.

The Bachelor Degree Health Information Management program at Keiser University, Fort Lauderdale campus, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21<sup>st</sup> floor, Chicago, IL 60601-5800. <http://cahiim.org>.

#### **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 possess comprehensive knowledge of medical, administrative, ethical and legal requirements and standards related to healthcare delivery and the privacy of protected patient information.

To develop health information administrators who can interact with all levels of an organization – clinical, financial, administrative, and information systems– that employ patient data in decision – making and everyday operations.

To develop a student’s ability to think critically and communicate effectively.

To train students in the use of the medical language and classification systems used to code diagnoses and procedures in patient records for continuity of care, healthcare reimbursement, and medical research.

To prepare and assist graduates in obtaining entry-level employment in health information administration.

### **Prerequisites for Major Courses**

Background check and drug screening.

Minimum grade of “C” for general education courses.

Successful completion of the following courses with a cumulative grade point average of 3.0 on a scale of 4.0: BSC2085C, BSC2086C, CGS1000, and ENC1001.

### **Program Outline**

To receive a Bachelor of Science degree in Health Information Management, students must earn 128.0 credit hours. Program requirements are as follows:

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

HSC1531	Medical Terminology	3.0 credit hours
HIM1000C	Introduction to Health Information Management and Healthcare Systems	3.0 credit hours
HIM1100C	Health Data Concepts and Systems	3.0 credit hours
HIM1200C	Legal Aspects of Health Information Management	3.0 credit hours
HSC1141	Pharmacology for Health Information Management	3.0 credit hours
HSC1433	Pathophysiology for Health Information Management	3.0 credit hours
HIM2000C	International Classification of Diseases Coding I	3.0 credit hours
HIM2100C	International Classification of Diseases Coding II	3.0 credit hours
HIM2300C	Current Procedural Terminology Coding	3.0 credit hours
HIM2350C	Health Insurance and Reimbursement	3.0 credit hours
HIM2400C	Healthcare Statistics and Research	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours
HIM2500	Professional Practice Experience	3.0 credit hours

#### **Lower Division General Education Courses (26.0 credit hours)**

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

#### **Behavioral/Social Science (3 credits)**

PSY1012	Introduction to Psychology	3.0 credit hours
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#### **Communication (3 credits)**

SPC1017	Speech Communications	3.0 credit hours
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**Computers (3 credits)**

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

ENC1101	English Composition I	3.0 credit hours
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**Humanities/Fine Arts (3 credits)**

AML1000	American Literature	3.0 credit hours
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ENL 1000	English Literature	3.0 credit hours
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**Mathematics (3 credits)**

MAC2105	College Algebra	3.0 credit hours
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MGF2106	College Mathematics	3.0 credit hours
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**Natural Science (8 credits)**

BSC2085C	Human Anatomy/Physiology I	4.0 credit hours
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BSC2086C	Human Anatomy/Physiology II	4.0 credit hours
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**Upper Division Health Information Management Major Courses (51.0 credit hours)**

ACG3024	Accounting for Managers and Investors	3.0 credit hours
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FIN3373	Healthcare Finance	3.0 credit hours
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HIM3000C	Healthcare Informatics I	3.0 credit hours
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HIM3100C	Healthcare Informatics II	3.0 credit hours
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HIM3200C	Healthcare Data Security and Privacy	3.0 credit hours
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HIM3500C	Electronic Health Records	3.0 credit hours
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HIM 3800C	Alternative Health Record Systems	3.0 credit hours
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HIM4000C	Management of Health Information I	3.0 credit hours
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HIM4100C	Management of Health Information II	3.0 credit hours
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HIM4200C	Data Analytics and Research Methods	3.0 credit hours
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HIM4500	Health Information Management Externship	3.0 credit hours
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HIM4700C	Health Information Management Synthesis	3.0 credit hours
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ISM3112	Systems Analysis	3.0 credit hours
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ISM4113	Systems Design	3.0 credit hours
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ISM4212	Database Management Systems	3.0 credit hours
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PLA3523	Health Law and Ethics	3.0 credit hours
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STA3133	Intermediate Statistics	3.0 credit hours
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**Upper Division General Education Courses (12.0 credit hours)**

CGS3300	Management Information Systems	3.0 credit hours
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COM3131	Interpersonal Communication for	
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Professionals	3.0 credit hours
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ENC3213	Professional Writing	3.0 credit hours
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IDS3355	Critical Thinking	3.0 credit hours
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## HEALTH SCIENCE

### **Bachelor of Science Degree**

#### **Program Description**

The Bachelor of Science in Health Science is a degree completion program for graduates of associate of science programs in allied health fields. The program supports expansion of the professional role with a focus on interdisciplinary collaboration, problem-solving and leadership capabilities for meeting the ever -changing needs of today's dynamic healthcare system.

#### **Program Objectives**

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

- Enhance students' leadership abilities within the healthcare profession
- Explore the political, legal and ethical issues that impact on the practice of healthcare
- Foster interdisciplinary collaboration within a healthcare setting
- Develop a healthcare provider's ability to educate clients, colleagues and the general public

#### **Program Mission:**

The Bachelor of Science in Health Science is a degree completion program for graduates of associate of science programs in allied health fields. The program supports expansion of the professional role with a focus on interdisciplinary collaboration, problem-solving and leadership capabilities for meeting the ever -changing needs of today's dynamic healthcare system.

#### **Program Goals:**

- Enhance students' leadership abilities within the healthcare profession
- Explore the political, legal and ethical issues that impact on the practice of healthcare
- Foster interdisciplinary collaboration within a healthcare setting
- Develop a healthcare provider's ability to educate clients, colleagues and the general public

#### **Prerequisites for Major Courses**

Graduation from an accredited associate degree program in an allied health field

The following lower division courses must be successfully completed before beginning upper division major courses (Course equivalency is established by the Dean of Academic Affairs from official transcripts received from regionally accredited institutions.):

- DEP2004 Life Span Development
- ECO2013 Macroeconomics
- ENC2102 English Composition II
- MAC2105 College Algebra  
OR
- MGF2106 College Mathematics
- STA2023 Statistics

A minimum 24 semester credit hours of general education courses must be earned by students transferring credits from another associate degree program.

### Program Outline

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

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

#### Upper Division Health Science Major Courses (48.0 credit hours)

FIN3373	Healthcare Financing	3.0 credit hours
HSC3010	Healthcare Settings Analysis	3.0 credit hours
HSA3341	Conflict Management in Healthcare	3.0 credit hours
HSA3150	Public Policy in Healthcare	3.0 credit hours
HSA3412	Cultural Competency in Healthcare	3.0 credit hours
HSA4140	Program Planning and Evaluation	3.0 credit hours
HSA4185	Leadership in Healthcare Organizations	3.0 credit hours
HSA4222	Long-Term Managed Care Systems	3.0 credit hours
HSA4502	Risk Management in Healthcare	3.0 credit hours
HSC3231	Client Education in Healthcare	3.0 credit hours
HSC3057	Research Methods in Health Care	3.0 credit hours
HSC3500	Epidemiology	3.0 credit hours
HSC4250	Task Analysis and Curriculum Development in the Health Professions	3.0 credit hours
MAN3025	Introduction to Management/Organizational Behavior	3.0 credit hours
MAR3712	Healthcare Marketing	3.0 credit hours
PLA3523	Health Law and Ethics	3.0 credit hours

#### Upper Division General Education Courses (12.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
COM3131	Interpersonal Communication for Professionals	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours



## IMAGING SCIENCES

### **Bachelor of Science Degree**

#### **Program Description**

Keiser University's Bachelor of Science in Imaging Sciences degree is a completion program for associate degree graduates from an accredited institution holding a current registry or certification awarded by a national certification board for Radiologic Technology, Magnetic Resonance Imaging, Nuclear Medicine Technology, Diagnostic Medical Sonography, or Radiation Therapy. The Bachelor of Science in Imaging Sciences degree develops the technologist's administrative and/or clinical knowledge, providing the educational foundation for advanced certifications and career growth. Students may choose from concentrations in imaging management, radiology, nuclear medicine, diagnostic vascular sonography, or clinical imaging depending upon the student's area of interest and career pathway. The program offers technologists with an associate degree and a current registry in Radiology, Magnetic Resonance Imaging, Nuclear Medicine Technology, Diagnostic Medical Sonography, or Radiation Therapy from a nationally recognized certification board advanced course work toward a bachelor's degree completion and at least partial fulfillment of post-primary certification eligibility requirements. The program curriculum provides foundational courses in current interdisciplinary and administrative aspects of an imaging department. Additionally, the program allows for a more focused study of leadership and of advanced technological or clinical aspects of the imaging sciences through a specific concentration choice.

#### **Program Mission**

The mission of the Keiser University Bachelor of Science in Imaging Sciences program is to meet the changing needs of the healthcare community by offering career advancement opportunities to graduates of an accredited associate degree program currently certified in Radiology Technology, Magnetic Resonance Imaging, Nuclear Medicine Technology, Diagnostic Medical Sonography, or Radiation Therapy. The Imaging Sciences program utilizes a multidisciplinary approach to prepare students for upward career mobility in imaging management and/or imaging technology.

#### **Program Goal**

Apply advanced knowledge, innovative technologies, and management skills essential to the medical imaging and therapeutic professions.

#### **Program Objectives**

The program's mission and goals are further defined in the following program objectives:

- Apply analytical and managerial skills for diverse healthcare settings
- Communicate with internal and external healthcare stakeholders
- Investigate advanced, current, and emerging diagnostic imaging technologies
- Demonstrate effective leadership skills

### Prerequisites for Major Courses

- An Associate's Degree from an accredited institution and credentialing in one of the following: Radiology Technology, Magnetic Resonance Imaging, Nuclear Medicine Technology, Diagnostic Medical Sonography or Radiation Therapy is required for admission.
- The following lower division general education courses:

### Lower Division Requirements (9.0 credit hours)

ENC2102	English Composition II	3.0 credit hours
STA2023	Statistics	3.0 credit hours

**AND** one of the following:

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Math	3.0 credit hours

### Program Outline

To receive the degree, students must earn 60.0 upper-division semester credit hours in the program.

Program requirements are as follows:

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

### Upper Division Major Courses (30.0 credit hours)

RTE3201	Essentials of Imaging & Therapy	3.0 credit hours
RTE3213	Imaging Science Information Systems	3.0 credit hours
FIN3373	Healthcare Finance	3.0 credit hours
PLA3523	Health Law & Ethics	3.0 credit hours
HSA4502	Risk Management in Healthcare	3.0 credit hours
RTE3206	Leadership in Radiology	3.0 credit hours
MAN3025	Intro to Management & Org Behavior	3.0 credit hours
HSC3661	Issues in Healthcare Communications	3.0 credit hours
HSC3010	Healthcare Settings Analysis	3.0 credit hours
HSA3341	Conflict Management in Healthcare	3.0 credit hours

### Imaging Administration Concentration (21 credit hours)

MAR3712	Healthcare Marketing	3.0 credit hours
HSA3150	Public Policy in Healthcare	3.0 credit hours
RTE4930	Accreditation & Regulation in Imaging Sciences	3.0 credit hours
MAN4337	Performance Management	3.0 credit hours
RTE4205	Radiology Operations Management	3.0 credit hours
RTE4208	Economics in Medical Imaging	3.0 credit hours
<b>Electives –3 credits</b>		3.0 credit hours

### Radiologic Technology Concentration (21 credit hours)



RTE3765	Cross Sectional Anatomy	3.0 credit hours
RTE3590	CT	3.0 credit hours
RTE3591	MRI I	3.0 credit hours
RTE4592	MRI II	3.0 credit hours
<b>Electives –9 credits</b>		9.0 credit hours

**Vascular Sonography Concentration (21 credit hours)**

SON3142	Cerebrovascular Sonography	3.0 credit hours
SON3177	Peripheral Vascular Sonography	3.0 credit hours
SON 119	Abdominal Vascular Sonography	3.0 credit hours
SON4930	Vascular Lab Administration & Accreditation	3.0 credit hours
<b>Electives –9 credits</b>		9.0 credit hours

**Nuclear Medicine Concentration (21 credit hours)**

NMT3710	PET CT and Radiopharmaceuticals	3.0 credit hours
NMT3714	Nuclear Medicine Pathology	3.0 credit hours
NMT4930	Special topics in Nuclear Medicine	3.0 credit hours
NMT4430	Radiation Biology	3.0 credit hours
<b>Electives –9 credits</b>		9.0 credit hours

**\*\*Clinical Imaging Concentration (21 credit hours)**

RTE3765	Cross Sectional Anatomy	3.0 credit hours
RTE3590	CT	3.0 credit hours
RTE3591	MRI I	3.0 credit hours
RTE3940	Internships/Practicums/Clinical Practice	3.0 credit hours
RTE3941	Internships/Practicums/Clinical Practice	3.0 credit hours
RTE4940	Internships/Practicums/Clinical Practice	3.0 credit hours
RTE 4941	Internships/Practicums/Clinical Practice	3.0 credit hours

**Upper Division General Education Courses (9 credit hours)**

ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours

**Additional Electives**

RTE3474	Quality Management	3.0 credit hours
RTE3588	Mammography	3.0 credit hours
RTE3561	Radiographic Special Procedures	3.0 credit hours

**\*\*Clinical Imaging concentration available only at Miami campus**



## INFORMATION TECHNOLOGY MANAGEMENT

### Bachelor of Science Degree

#### Program Description

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

#### Program Objectives

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

- To educate students in basic business principles applicable to information technology management
- To increase knowledge of the business side of technology by learning and applying customer-centered problem analysis, design and implementation
- To develop written and oral communication skills necessary for a successful management career

#### Prerequisites for Major Courses

- Evidence of graduation from an accredited associate of science program in a computer-related field.

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

- ECO1023 Microeconomics
- ENC2102 English Composition II
- MAC2105 College Algebra
- MGF2106 College Mathematics

OR

- PSY1012 Psychology
- STA2023 Statistics

#### Program Outline

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

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

#### Information Technology Management Major Courses (45.0 credit hours)

ACG3024	Accounting for Non-Financial Majors	3.0 credit hours
BUL3130	Legal and Ethical Environments of Business	3.0 credit hours
CIS4253	Ethics in Information Technology	3.0 credit hours
CIS4365	Corporate Security Policy and Preparedness	3.0 credit hours

ISM3112	System Analysis	3.0 credit hours
ISM3483	eBusiness Infrastructure Management	3.0 credit hours
ISM4113	Systems Design	3.0 credit hours
ISM4130	Information Systems Implementation	3.0 credit hours
ISM4153	Enterprise Information Systems	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
ISM4300	Information Technology Management	3.0 credit hours
ISM4302	Information Technology Planning	3.0 credit hours
MAN3025	Introduction to Management/Organizational Behavior	3.0 credit hours
MAN3504	Operations Management	3.0 credit hours
MAN4583	Project Management	3.0 credit hours

### **Upper Division General Education Courses (15.0 credit hours)**

CGS3300	Management Information Systems	3.0 credit hours
CGS3362	Organization and Technology of Information Systems	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours



## **INTEGRATED MARKETING COMMUNICATIONS Bachelor of Science Degree**

### **Program Description**

The Keiser University Bachelor of Science in Integrated Marketing Communications prepares students for careers in the fields of marketing, advertising, public relations, communications, social media technology and its applications, and management. Students are offered courses in management, marketing, public relations, social media technology/applications, and communications in order to learn key concepts for ethical decision making and other marketing/communication elements. Students will also learn to apply marketing and communication theories and practices in the workplace, both locally and globally.

### **Program Objectives**

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

- Apply key concepts of communication theory and practice in the workplace

- Understand communication and marketing concepts and how to apply these concepts within the workplace
- Understand and apply management and marketing skills in connection with the evolving landscape of marketing and communications
- Utilize technology required within the framework of communications and marketing to optimize potential in the workplace

### **Prerequisites for Major Courses**

None

### **Program Outline**

To receive a Bachelor of Science degree in Integrated Marketing Communications, students must earn 120.0 credit hours. Program requirements are as follows:

### **Lower Division Integrated Marketing Communications Major Courses (18.0 credit hours)**

GRA1044C	Introduction to Mktg/Self Promotion	3.0 credit hours
COM1221	Introduction to Social Media Platforms	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

### **Lower Division General Education Courses (33.0 credit hours)**

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

#### **Behavioral/Social Science (6.0 credit hours)**

POS1041	Political Science (required)	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### **Communications (3.0 credit hours)**

SPC1017	Speech Communication	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **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)**

MAT1033	Intermediate Algebra	3.0 credit hours
MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours

STA2023	Statistics	3.0 credit hours
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**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1050	Environmental Science	3.0 credit hours
OCB1010	Marine Biology	3.0 credit hours

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

**Upper Division Social Media Communications Major Courses (60.0 credit hours)**

COM3033	Persuasion	3.0 credit hours
COM3110	Business and Professional Communication	3.0 credit hours
COM3106	Cross-Cultural Communication	3.0 credit hours
COM3332	Communication, Technology, and Change	3.0 credit hours
COM3500	Political Communication	3.0 credit hours
COM3905	History and Philosophy of American Media	3.0 credit hours
COM4302	Introduction to Communication Research	3.0 credit hours
COM4053	Public Relations Campaigns	3.0 credit hours
COM4500	Communication Law and Ethics	3.0 credit hours
COM4603	Social Media and Society	3.0 credit hours
COM4950/4958	Internship OR Capstone	3.0 credit hours
MAR4403	Sales and Sales Management	3.0 credit hours
MAR4503	Consumer Behavior	3.0 credit hours
MAR4334	Advertising/Promotional Management	3.0 credit hours
MAR4804	Marketing Strategy	3.0 credit hours
MAR4841	Service Marketing	3.0 credit hours
MAR4721	E-Marketing	3.0 credit hours
MAN3326	Industrial/Organizational Psychology	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
MAN4602	International Business	3.0 credit hours

**Upper Division General Education Courses (9.0 credit hours)**

CGS3300	Management Information Systems	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	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:

<u>Curriculum Requirement</u>	<u>Semester Credit Hours</u>
General Education Courses	36.0 (Lower Division courses)
Interdisciplinary Concentration	30.0 (15.0 credits in minimum of 2 disciplines-Upper Division)
Open Electives	51.0 (27.0 credits must be Upper Division courses)
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)

SPC1017	Speech	3.0 credit hours
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### Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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### 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)

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	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, Biomedical Sciences, Biotechnology, Business Administration, Criminal Justice, General Studies\*, Health Science, Health Services Administration, Homeland Security, Information Technology Management, Legal Studies, Management Information Systems, Political Science, Psychology, Software Engineering.

#### \*General Studies Courses:

CLP3314	Health Psychology	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
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**MANAGEMENT INFORMATION SYSTEMS**  
**Bachelor of Science Degree**

**Program Description**

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

**Program Objectives**

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

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

To instruct students in the conduct of computer-assisted research

**Prerequisites for Major Courses**

None

**Program Outline**

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

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

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resources Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours



## Lower Division General Education Courses (36.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

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

### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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### Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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### 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 ( <b>required</b> )	3.0 credit hours

### Natural Science (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

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

### Upper Division Management Information Systems Major Courses (48.0 credit hours)

BUL3130	Legal and Ethical Environment of Business	3.0 credit hours
CTS3107C	Computer Operating Systems	3.0 credit hours
CTS3135C	Computer Hardware Architecture Concepts	3.0 credit hours

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

### Upper Division General Education Courses (15.0 credit hours)

CGS3300	Management Information Systems	3.0 credit hours
CGS3362	Organization and Technology of Information Systems	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours



## NETWORK SYSTEMS AND DATA COMMUNICATIONS

### Bachelor of Science Degree

#### Program Description

Keiser University's Bachelors of Science in Network Systems and Data Communications provides a comprehensive program of study, designed to prepare graduates for entry-level positions in data operations and infrastructure planning environments. Network systems and data communications analysis pertains to the planning, designing, testing, implementation, and evaluation of network and data communications systems. Students are provided a hands-on collaborative learning curriculum based on industry led criteria. The program fosters the acquisition of systems-thinking and research skills necessary within a dynamic technical environment.

#### Program Objectives

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

- Provide students with a comprehensive background in Network Systems and Data Communications procedures and techniques.
- Show students how to properly conduct research for recommending network and data communications hardware and software solutions.
- Provide the skill sets to analyze, design, test, and evaluate network systems.
- Assist graduates in obtaining entry-level positions in Network Systems and Data Communications Analysis and related fields.
- Develop the students' ability to communicate effectively and think critically.

### Prerequisites for Major Courses

None

### Program Outline

To receive a Bachelor of Science degree in Network Systems and Data Communications, students must earn 126 semester credit hours. Program requirements are as follows:

#### Lower Division Network Systems and Data Communications Major Courses (48.0 credit hours)

CET1171C	Service/Support PC Systems I	4.0 credit hours
CET1172C	Service/Support PC Systems II	4.0 credit hours
CTS1156C	Supporting Client Operating Systems	4.0 credit hours
CTS1305C	Essentials of Networking	4.0 credit hours
CTS1328C	Managing/Maintaining Server Op Sys	4.0 credit hours
CIS2350C	Principles of Information Security	4.0 credit hours
CTS2106C	Multi-User Operating Systems	4.0 credit hours
CTS2153C	Application Support	4.0 credit hours
CTS2302C	Implementing Directory Services	4.0 credit hours
CTS2304C	Internetworking Technologies	4.0 credit hours
CTS2306C	Implementing a Network Infrastructure	4.0 credit hours
COP2843C	Web Systems	4.0 credit hours

#### Lower Division General Education Requirements (30 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
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#### Communication (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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#### 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
STA2023	Statistics	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1046	Advanced Chemistry	3.0 credit hours
PHY2001	General Physics I	3.0 credit hours
PHY2002	General Physics II	3.0 credit hours

**Upper Division Network Systems and Data Communications Major Courses (39.0 credit hours)**

CTS3370C	Designing a Virtual Infrastructure	3.0 credit hours
CTS3817C	Web Server Administration	3.0 credit hours
CTS4323C	Enterprise Planning & Optimization	3.0 credit hours
CTS4321C	Advanced Linux Administration	3.0 credit hours
ISM3112	Systems Analysis	3.0 credit hours
CTS4113	Wireless Networks and Mobile Computing	3.0 credit hours
ISM4212	Database Management Systems	3.0 credit hours
CIS4352C	Ethical Hacking	3.0 credit hours
CTS4652C	Advanced Routing Technology	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
ISM4300	Information Technology Management	3.0 credit hours
CTS3330C	Implementing a Messaging Infrastructure	3.0 credit hours
CET3482C	IP Telephony	3.0 credit hours

**Upper Division General Education Courses (9.0 credit hours)**

STA3163	Intermediate Statistics	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours



NURSING - BSN

**Bachelor of Science in Nursing Degree**

## Program Description

Keiser University offers Bachelor of Science in Nursing degrees for both pre-licensure students completing their first program of study in professional nursing, and licensed registered nurses with a previous associate's degree in nursing (ASN or ADN), diploma degree, and international students. Applicants should discuss which BSN program is best suited for them with a nursing admissions counselor.

- **Traditional BSN:**
  - students beginning first program of study
  - eight 16 week semesters
  - Fall/Spring only schedule or year round schedule depending on campus
- **FastTrack BSN:**
  - students beginning first program of study (may have previous college credits)
  - seven 16 week semesters, year round schedule
- **Accelerated BSN:**
  - students with a previous bachelor's or graduate degree
  - four 16 week semesters, year round schedule
- **RN to BSN:**
  - licensed RNs
  - fully online or hybrid (depending on campus)
  - five 16 week semesters

Graduates of these BSN programs will be prepared to provide compassionate, patient-centered, culturally competent nursing care to individuals, families, groups, communities, and populations in a variety of settings, using evidence-based knowledge and skills related to wellness, health promotion, illness, disease management, and end-of-life care to improve healthcare outcomes. They will practice in partnership with patients as members and leaders of interprofessional healthcare teams, utilizing the most current healthcare technologies.

The baccalaureate degree in nursing at Keiser University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791, [www.aacn.nche.edu/ccne-accrreditation](http://www.aacn.nche.edu/ccne-accrreditation).

## Program Goals:

Keiser University's Bachelor of Science in Nursing program enables students to provide evidence-based collaborative care to diverse patient populations in varied settings. At the conclusion of the program, BSN graduates will be able to:

1. Enact leadership, clinical decision-making, and effective communications skills to provide and evaluate safe high quality nursing services.
2. Creatively engage in rational inquiry utilizing evidence-based nursing knowledge in both well-defined, relatively common clinical situations, and in complex clinical situations.
3. Employ information management and patient care technology knowledge and skills to enhance the delivery of quality patient care.
4. Maintain an understanding of system and organizational level policy in order to provide appropriate direct and indirect nursing care for ethnically, culturally, and/or spiritually diverse patients and their families within varied healthcare systems and settings.

5. Participate in and lead interprofessional healthcare efforts to design and manage the care of individuals and their families.
6. Practice nursing within ethical, legal, and humanistic frameworks, promoting nursing's values of altruism, autonomy, human dignity, integrity, and social justice to provide quality, cost-effective care founded on health promotion and disease prevention principles to individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.

## **Prerequisites for Major Courses**

### ***All BSN programs***

- Required health and immunizations screening
- Personal interview with the nursing program
- 3.0 average GPA for general education courses
- "B" grade or better in the following prerequisite courses:
 

BSC2085C	Human Anatomy & Physiology I
BSC2086C	Human Anatomy & Physiology II
CHM2045	General Chemistry I
CHM2045L	General Chemistry Lab
MCB2000C	Microbiology I

### ***Traditional BSN and FastTrack BSN:***

- High school GPA of 3.2 or higher AND
- Either SAT 1590 or ACT 23
- Successful background check and drug screening

### ***Accelerated BSN***

- Bachelor's or graduate degree in a non-nursing discipline
- Successful background check and drug screening
- DEP2004 Lifespan Development as prerequisite

### ***RN to BSN***

- Graduation from either an associate degree nursing program or a diploma nursing program
- Nursing Diploma, International, Associate Degree in Applied Science in Nursing, and applicants who attended a non-accredited academic institution must satisfy the following prerequisites (or equivalent with a "C" or higher) before beginning upper division major courses. Course equivalency is established by the Dean of Academic Affairs or the University Department Chair from official transcripts received from accredited institutions.
  - MAC2105 College Algebra or MAT1033 Intermediate Algebra
  - ENC1101 English Composition I
  - AML1000 American Literature or English Literature, ENL 1000
  - CGS1000C Introduction to Computers
  - BSC2085C Human Anatomy and Physiology I
  - BSC2086C Human Anatomy and Physiology II
  - MCB2000C Microbiology I
  - DEP2004 Lifespan Development
- Proof of current, active, and non-restricted professional licensure as a registered nurse in

the United States. Students in an RN to BSN on campus hybrid program must hold a Florida RN license.

## Program Outlines

### **Traditional BSN (119.0 credit hours)**

Depending on the campus, students in this beginning program of professional nursing study may attend in either the Fall/Spring semesters only or year round for eight semesters. Students must maintain a cumulative GPA of 3.0 or higher.

### **General Education Requirements (40.0 credit hours)**

ENC1101	English Composition I	3.0 credit hours
CHM2045	General Chemistry I	3.0 credit hours
CHM2045L	General Chemistry Lab	1.0 credit hours
MAC2105	College Algebra	3.0 credit hours
BSC2085C	Human Anatomy & Physiology I	4.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
ENC2102	English Composition II	3.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours
Elective	Humanities Elective	3.0 credit hours
BSC2086C	Human Anatomy & Physiology II	4.0 credit hours
DEP2004	Lifespan Development	3.0 credit hours
STA2023	Statistics	3.0 credit hours
Elective	General Elective	3.0 credit hours

### **Nursing Major Requirements (79.0 credit hours)**

NUR1010	Professional Nursing I	1.0 credit hours
NUR1011	Professional Nursing II	1.0 credit hours
NUR3129	Pathophysiology for BSN	4.0 credit hours
NUR2065C	Physical Assessment in Healthcare	3.0 credit hours
NUR2243	Clinical Decision Making in Evidence Based Practice	2.0 credit hours
NUR2032C	Care Management I	8.0 credit hours
NUR2140C	Nursing Pharmacotherapeutics	4.0 credit hours
NUR2833C	Nursing Quality and Safety in Healthcare	2.0 credit hours
NUR3219C	Care Management II	9.0 credit hours
NUR3047	Culturally Responsive Care across the Lifespan	3.0 credit hours
NUR3826	Ethical and Legal Aspects of Nursing Practice	3.0 credit hours
NUR3411C	Care Management III	9.0 credit hours
NUR4165	Nursing Research for Evidence-Based Practice	3.0 credit hours
NUR4870	Information Technology for Nursing	3.0 credit hours
NUR3767C	Care Management IV	8.0 credit hours
NUR4108	Public Policy and Risk Management in Nursing	3.0 credit hours
NUR4764C	Care Management V	9.0 credit hours
NUR4827	Nursing Leadership and Management	3.0 credit hours
NUR4828	Professional Nursing III	1.0 credit hours

### ***FastTrack BSN (118.0 credit hours)***

Students in this beginning program of professional nursing study attend year round for seven semesters. Students must maintain a cumulative GPA of 3.0 or higher.

#### **General Education Requirements (40.0 credit hours)**

ENC1101	English Composition I	3.0 credit hours
CHM2045	General Chemistry I	3.0 credit hours
CHM2045L	General Chemistry Lab	1.0 credit hours
MAC2105	College Algebra	3.0 credit hours
Elective	Humanities Elective	3.0 credit hours
BSC2085C	Human Anatomy & Physiology I	4.0 credit hours
ENC2102	English Composition II	3.0 credit hours
Elective	General Elective	3.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours
BSC2086C	Human Anatomy & Physiology II	4.0 credit hours
DEP2004	Lifespan Development	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
STA2023	Statistics	3.0 credit hours

#### **Nursing Major Requirements (75.0 credit hours)**

NUR1010	Professional Nursing I	1.0 credit hours
NUR1011	Professional Nursing II	1.0 credit hours
NUR3129	Pathophysiology for BSN	4.0 credit hours
NUR2065C	Physical Assessment in Healthcare	3.0 credit hours
NUR2243	Clinical Decision Making in Evidence Based Practice	2.0 credit hours
NUR2032C	Care Management I	8.0 credit hours
NUR2833C	Nursing Quality and Safety in Healthcare	2.0 credit hours
NUR3219C	Care Management II	9.0 credit hours
NUR2140C	Nursing Pharmacotherapeutics	4.0 credit hours
NUR3826	Ethical and Legal Aspects of Nursing Practice	3.0 credit hours
NUR4870	Information Technology for Nursing	3.0 credit hours
NUR3411C	Care Management III	9.0 credit hours
NUR3047	Culturally Responsive Care across the Lifespan	3.0 credit hours
NUR4165	Nursing Research for Evidence-Based Practice	3.0 credit hours
NUR4108	Public Policy and Risk Management in Nursing	3.0 credit hours
NUR4717C	Advanced Care Management	13.0 credit hours
NUR4827	Nursing Leadership and Management	3.0 credit hours
NUR4828	Professional Nursing III	1.0 credit hours

### ***Accelerated BSN (75.0 credit hours)***

Students with previous bachelor's or graduate degrees in this beginning program of professional nursing study attend year round for four semesters. Students must maintain a cumulative GPA of 3.0 or higher, and Nursing Core courses must be completed with a grade of "B" or higher to proceed successfully through the program.

#### **Nursing Major Requirements (75.0 credit hours)**

NUR2017	Professional Nursing I & II for ABSN	2.0 credit hours
NUR3129	Pathophysiology for BSN	4.0 credit hours



NUR2065C	Physical Assessment in Healthcare	3.0 credit hours
NUR2243	Clinical Decision Making in Evidence Based Practice	2.0 credit hours
NUR2032C	Care Management I	8.0 credit hours
NUR2833C	Nursing Quality and Safety in Healthcare	2.0 credit hours
NUR3219C	Care Management II	9.0 credit hours
NUR2140C	Nursing Pharmacotherapeutics	4.0 credit hours
NUR3826	Ethical and Legal Aspects of Nursing Practice	3.0 credit hours
NUR4870	Information Technology for Nursing	3.0 credit hours
NUR3411C	Care Management III	9.0 credit hours
NUR3047	Culturally Responsive Care across the Lifespan	3.0 credit hours
NUR4165	Nursing Research for Evidence-Based Practice	3.0 credit hours
NUR4108	Public Policy and Risk Management in Nursing	3.0 credit hours
NUR4717C	Advanced Care Management	13.0 credit hours
NUR4828	Professional Nursing III	1.0 credit hours
NUR4827	Nursing Leadership and Management	3.0 credit hours

### **RN to BSN (60.0 credit hours)**

This degree completion program for registered nurses emphasizes critical thinking, leadership, management, research, physical assessment, and health promotion across a variety of community-based healthcare settings. The curriculum accentuates cultural, political, economic, and social issues that affect patients and influence healthcare delivery through online and/or face-to-face classroom (depending on campus) and clinical components. Students must complete all courses with a grade of "C" or higher to proceed successfully through the program.

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

### **Upper Division General Education Courses (12.0 credit hours)**

COM3131	Interpersonal Communication for Professionals	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP4203	Performance Evaluation	3.0 credit hours

### **Upper Division Nursing Major Courses (48.0 credit hours)**

NUR3065	Physical Assessment in Healthcare	3.0 credit hours
NUR3126	Pathophysiology I	3.0 credit hours
NUR3127	Pathophysiology II	3.0 credit hours
NUR3516	Crisis Intervention	3.0 credit hours
NUR3655	Transcultural Factors in Healthcare Delivery	3.0 credit hours
NUR3805	Nursing Role and Scope	3.0 credit hours
NUR3826	Ethical and Legal Aspects of Nursing Practice	3.0 credit hours
NUR4165	Nursing Research	3.0 credit hours
NUR4286	Nursing and the Aging Family	3.0 credit hours
NUR4636	Community Nursing	3.0 credit hours
NUR4817	Nursing Roles Practicum	3.0 credit hours
NUR4827	Nursing Leadership and Management	3.0 credit hours
NUR4870	Nursing Informatics	3.0 credit hours
HSA3341	Conflict Management in Healthcare	3.0 credit hours

HSA4011	Public Health Management	3.0 credit hours
HSA4502	Risk Management in Healthcare	3.0 credit hours

**Information about clinical courses:** Two courses (NUR 4636 and NUR 4817) require 45 clinical hours each. Students are responsible for securing the appropriate preceptors for the two clinical courses. Additional information regarding the clinical course requirements can be found in the RN to BSN Clinical Course Manual.



## PUBLIC SAFETY ADMINISTRATION

### **Bachelor of Science Degree**

#### **Program Description**

The Bachelor of Science degree in Public Safety Administration 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 at 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
- 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
- STA2023 Statistics 3.0 credit hours

A minimum 24 semester credit hours of general education courses must be earned by students transferring credits from another associate degree program.

## Program Outline

The curriculum for the Bachelor of Science degree in Public Safety Administration requires 60.0 upper division semester credit hours consisting of 48.0 credits in upper division major courses and 12.0 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 (48.0 credit hours)

PAD3034	Public Policy	3.0 credit hours
PAD3712	Information Resources Management in the Public Sector	3.0 credit hours
PAD3820	Foundations of Public Safety Administration	3.0 credit hours
PAD4204	Public Finance	3.0 credit hours
PAD4232	Grant and Contract Management	3.0 credit hours
PAD4390	Hazard Mitigation	3.0 credit hours
PAD4426	Public Sector Labor Relations	3.0 credit hours
PAD4442	Public Relations	3.0 credit hours
PAD4603	Administrative Law	3.0 credit hours
COM3465	Conflict Resolution	3.0 credit hours
DSC3056	Issues in Disaster Response	3.0 credit hours
DSC4214	Catastrophic Event Response Planning	3.0 credit hours
DSC4554	Critical Infrastructure Protection	3.0 credit hours
MAN3240	Concepts and Techniques in Organizational Behavior	3.0 credit hours
MAN4065	Business Ethics	3.0 credit hours
MAN4863	Facilities and Property Management	3.0 credit hours

### Upper Division General Education Courses (12.0 credit hours)

ENC3213	Professional Writing	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours
POS3063	Intergovernmental Relations	3.0 credit hours
POS4142	Urban Government Social Policy	3.0 credit hours



## SOFTWARE ENGINEERING Bachelor of Science Degree

### Program Description

Keiser University's Bachelor of Science in Software Engineering prepares students with the knowledge and practical skills to function in entry-level positions within the profession. Software engineering relates to the conceptualization, design, implementation, deployment and maintenance of software solutions (software development life cycle). At its core, the program seeks to provide the theoretical fundamentals of software development coupled with an appreciation and understanding of practical aspects and competencies required by the industry. This program is designed to foster innovation through flexibility of software engineering as a business problem-solving discipline.

### Program Objectives

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

To provide students with a comprehensive background in software engineering procedures and techniques

To provide the theoretical foundations to ensure precision within the software lifecycle

To instruct students in the validation and verification of software artifacts

To develop, within students, an appreciation for the importance of excellent business acumen and communication skills

### Prerequisites for Major Courses

None

### Program Outline

To receive a Bachelor of Science degree in Software Engineering, students must earn 126.0 semester credit hours. Program requirements are as follows:

#### Lower Division Software Engineering Major Courses (48.0 credit hours)

COP1800C	Java Programming I	4.0 credit hours
COP1805C	Java Programming II	4.0 credit hours
COP2360C	C# (Sharp) Programming I	4.0 credit hours
CTS1305C	Essentials of Networking	4.0 credit hours
COT1405C	Introduction to Algorithms	4.0 credit hours

CEN2010C	Software Engineering I - Introduction to Software Engineering Principles	4.0 credit hours
CTS2106C	Multi-User Operating Systems (Linux)	4.0 credit hours
CDA2100C	Computer Architecture	4.0 credit hours
CEN2721C	Human Computer Interface Design	4.0 credit hours
CEN2027C	Software Maintenance and Evolution	4.0 credit hours
COT 2104C	Discrete Mathematics and Probability	4.0 credit hours
COP2843C	Web Systems	4.0 credit hours

### **Lower Division General Education Requirements (30.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

PSY1012	Introduction to Psychology	3.0 credit hours
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#### **Communication (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **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
STA2023	Statistics	3.0 credit hours

#### **Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1046	Advanced Chemistry	3.0 credit hours
PHY2001	General Physics I	3.0 credit hours
PHY20002	General Physics II	3.0 credit hours

### **Upper Division Software Engineering Major Courses (39.0 credit hours)**

COP3610	Operating Systems	3.0 credit hours
CEN4230	Domain Specific Languages	3.0 credit hours
COT3205	Theory of Computation	3.0 credit hours
COP3650	Mobile Application Development	3.0 credit hours
CEN3011	Software Engineering II - Advanced Software Engineering	3.0 credit hours
CEN3064	Software Design	3.0 credit hours
CEN3410	Software Testing	3.0 credit hours

ISM4212	Database Management Systems	3.0 credit hours
COP4620	Compiler Construction	3.0 credit hours
CDA4125	Concepts of Parallel and Distributed Processing	3.0 credit hours
MAN4583	Project Management	3.0 credit hours
CEN4086	Cloud and Internet Computing	3.0 credit hours
CEN3016	Specification of Software Systems	3.0 credit hours

### **Upper Division General Education Courses (9.0 credit hours)**

STA3163	Intermediate Statistics	3.0 credit hours
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
CGS3300	Management Information Systems	3.0 credit hours



## **SPORT MANAGEMENT Bachelor of Science Degree**

### **Program Description**

Keiser University's Bachelor of Science in Sport Management is designed to provide students with the knowledge and skills required for a career in the sport industry. The sport industry is one of the largest segments of the economy, and opportunities for careers exist in international, professional, amateur, and collegiate sport, as well as in tourism, recreation, and private sport enterprise. The Keiser curriculum focuses on the business aspects of the sport industry, including marketing, management, law, ethics, economics, and finance. The program is offered as a 120-credit program and a 60-credit degree completion program. The 120-credit program features two tracks: an internship-based track with a concentration in Sales, Media, and Technology and a course-based track with concentrations in Golf Management, Psychology, and Sports Medicine and Fitness Technology. The degree completion program also features concentrations in Golf Management, Psychology, and Sports Medicine and Fitness Technology. Students enrolling in the degree completion program must have an approved Associate's degree.

### **Program Objectives**

Upon completion of this program, students are able to:

- Effectively market sport, its products and services, for consumer consumption

- Limit liability in sport organizations through application of both risk management and best legal practices in sport
- Manage partnerships and communication between sport organizations and media outlets
- Design, implement, and manage sport events
- Apply ethical principles in the management of sport organizations
- Assess current issues in sport management and their likely impact on varying sport organizations
- Discuss the economics of sport and its influence on the business decisions of sport organizations
- Manage the day-to-day business aspects of a sport organization for increased performance and effectiveness in the market

Students enrolled in the Sales, Media, and Technology Concentration are able to:

- Identify trends in sport consumption and manage market strategies to improve consumption of a sport product or service
- Apply best practices in sales to improve sales performance in a sport organization
- Generate original print and broadcast coverage of sport
- Design, implement and manage a social media marketing strategy of a sport organization
- Students enrolled in the Golf Management Concentration are able to:
  - Identify golf industry trends and match marketing strategies to improve organizational performance
  - Apply best practices in the management and coaching of athletes
  - Utilize current technologies to increase athlete performance in sport
  - Recruit, train, supervise and release staff in a golf organization
- Students enrolled in the Sports Medicine and Fitness Technology Concentration are able to:
  - Discuss best nutritional practices for athletes engaged in sport
  - Design, implement, and manage an exercise program for athletes
  - Apply best practices for the management of stress in sport organizations
  - Identify issues of substance abuse and formulate strategies for successfully addressing those in a sport organization

Students enrolled in the Psychology Concentration are able to:

- Apply best practices in adolescent psychology to the coaching and management of youth in sport
- Design strategies for building team cohesiveness within sport organizations
- Identify addictive behaviors and their impact on an individual's performance within organizations
- Discuss individual health and health enhancement within the context of sports

### **Prerequisites for Major Courses**

Successful completion of lower division SPM courses

### **Program Outline**

To receive a Bachelor of Science Degree in Sport Management, students must earn a total of 120.0 credit hours. Students may choose from one of the following options:

**Track 1 Internship** – Students must earn a total of 120.0 credit hours. Program requirements are listed below.

**Track 2 Course-Based** – Students must earn a total of 120.0 credit hours. Program requirements are listed below.

**Degree Completion** - Students must have an associate degree in golf, physical education, fitness, sports, recreation or a related field from an accredited institution and earn 60.0 upper division credit hours for a total of 120.0 credit hours. Program requirements are listed below.

**Lower Division Sport Management Courses – Track 1-Internship (27.0 credit hours)**

ACG1001	Accounting Principles I	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
SPM1000	Introduction to Sport Management	3.0 credit hours
SPM2001	Introduction to Sport Marketing and Sales Management	3.0 credit hours
SPM2022	Current Issues in Sport Management	3.0 credit hours
SPM2403	Sport Media Relations	3.0 credit hours
SPM2500	Financial Management in the Sport Industry	3.0 credit hours
SPM1940	Sport Management Internship I	3.0 credit hours
SPM2940	Sport Management Internship II	3.0 credit hours

**Lower Division Sport Management Courses – Track 2 Course-Based (27.0 credit hours)**

ACG1001	Accounting Principles I	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
SPM1000	Introduction to Sport Management	3.0 credit hours
SPM2001	Introduction to Sport Marketing and Sales Management	3.0 credit hours
SPM2022	Current Issues in Sport Management	3.0 credit hours
SPM2403	Sport Media Relations	3.0 credit hours
SPM2500	Financial Management in the Sport Industry	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours

**Lower Division General Education Courses (33.0 credit hours)**

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

**Behavioral/Social Science (3.0 credit hours)**

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017	Speech Communication	3.0 credit hours
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**Computers (3.0 credit hours)**

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

ECO1023	Microeconomics	3.0 credit hours
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**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
CWL1000	Contemporary World 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 ( <b>required</b> )	3.0 credit hours

### **Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1050	Environmental Science	3.0 credit hours
BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM 1046	Advanced Chemistry	3.0 credit hours
OCB1010	General Marine Biology	3.0 credit hours

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

### **Upper Division Sport Management Courses – Track 1-Internship (33.0 credit hours)**

ACG3024	Accounting for Managers and Investors	3.0 credit hours
SPM3010	Sport in American Life	3.0 credit hours
SPM3040	Governance and Policy in Sport Organizations	3.0 credit hours
SPM3721	Risk Management	3.0 credit hours
SPM4104	Venue and Event Management	3.0 credit hours
SPM4204	Ethical Issues in Sport Management	3.0 credit hours
SPM4300	Strategic Sport Marketing and Sponsorship	3.0 credit hours
SPM4501	Sport Economics	3.0 credit hours
SPM4505	Sport Finance	3.0 credit hours
SPM3940	Sport Management Internship III	3.0 credit hours
SPM4940	Sport Management Internship IV	3.0 credit hours

### **Upper Division Sport Management Courses – Track 2 Course-Based and Degree Completion (33.0 credit hours)**

ACG3024	Accounting for Managers and Investors	3.0 credit hours
SPM3010	Sport in American Life	3.0 credit hours
SPM3040	Governance and Policy in Sport Organizations	3.0 credit hours
SPM3721	Risk Management	3.0 credit hours
SPM4104	Venue and Event Management	3.0 credit hours
SPM4204	Ethical Issues in Sport Management	3.0 credit hours
SPM4300	Strategic Sport Marketing and Sponsorship	3.0 credit hours
SPM4501	Sport Economics	3.0 credit hours

SPM4505	Sport Finance	3.0 credit hours
SPM 4116	Strategic Management for Sport Organizations	3.0 credit hours
PSY 4830	Sport Psychology	3.0 credit hours

**Sales, Media, and Technology Concentration (for students enrolled in Track 1)**  
(18.0 credit hours)

SPM3320	Sport Consumer Behavior	3.0 credit hours
SPM3321	Selling in Sport Management	3.0 credit hours
SPM3322	Advanced Selling and Sales Management	3.0 credit hours
SPM4400	Sport Journalism	3.0 credit hours
SPM4401	Sport Broadcasting	3.0 credit hours
SPM4402	Managing Social Media in Sport Business	3.0 credit hours

**Golf Management Concentration (for students enrolled in Track 2 and Degree Completion)**

(18.0 credit hours)

SPM3110	Golfer Development Programs	3.0 credit hours
SPM3115	Principles and Science of Coaching	3.0 credit hours
SPM3310	Marketing in Golf	3.0 credit hours
SPM4118	Technology in Sports Coaching	3.0 credit hours
SPM4128	Human Resources Mgmt. for the Golf Professional	3.0 credit hours
SPM4150	Sport Law for the Golf Professional	3.0 credit hours

**Upper Division General Education Courses (9.0 credit hours)**

ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours

**Degree Completion Requirements**

Graduation from an accredited associate degree program in golf, physical education, fitness, sports, recreation or a related field

The following lower level division courses must be successfully completed. (Course equivalency is established by the Dean of Academic Affairs from official transcripts received from accredited institutions.)

ENC2102 English Composition II (prerequisite ENC1101)

MAC2105 College Algebra or MGF2106 College Math, or STA2023 Statistics



## SPORTS MEDICINE AND FITNESS TECHNOLOGY

### Bachelor of Science Degree

#### Program Description

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

#### Program Objectives

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

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

#### Prerequisites for Major Courses

At a minimum, students must successfully complete (with a minimum grade of 2.0 or "C") the following two general education requirements before beginning major coursework:

BSC2085C Human Anatomy and Physiology I

BSC2086C Human Anatomy and Physiology II

#### Program Outline

To receive a Bachelor of Science in Sports Medicine and Fitness Technology, students must earn 120.0 credit hours. Program requirements are as follows:

#### Lower Division Sports Medicine and Fitness Technology Major Courses

(36.0 credit hours)

PET1084C	Health and Fitness Appraisal and Wellness	4.0 credit hours
PET1352C	Nutrition and Weight Management	4.0 credit hours
PET1384C	Principles of Health and Fitness	4.0 credit hours
PET1604C	Sports Medicine and First Aid	4.0 credit hours
PET2082C	Exercise Leadership I	4.0 credit hours
PET2214C	Sports Psychology	3.0 credit hours
PET2353C	Exercise Physiology	4.0 credit hours
PET2941	Externship I	3.0 credit hours
PET2942	Externship II	3.0 credit hours
SPM2150C	Sports Administration and Law	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 (3.0 credit hours)**

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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**Computers (3.0 credit hours)**

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

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

**Humanities/Fine Arts (3.0 credit hours)**

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

**Mathematics (6.0 credit hours)**

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
STA2023	Statistics (required)	3.0 credit hours

**Natural Science (8.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours

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

**Upper Division Sports Medicine and Fitness Technology Major Courses**

(46.0 credit hours)

APK3114C	Strength Training and Conditioning	4.0 credit hours
HSC3172C	Stress Management	4.0 credit hours
APK4050C	Research Methods in Health and Human Performance	4.0 credit hours
PET3310C	Applied Kinesiology	4.0 credit hours
PET3361C	Nutrition in Health and Exercise	4.0 credit hours
PET3639C	Advanced Care and Prevention of Athletic Injuries	4.0 credit hours
PET3104C	Corrective Exercise Techniques	4.0 credit hours
PET4517C	Sports Business Management	3.0 credit hours
PET4552C	Exercise Programming for Special Populations	4.0 credit hours
PET4940C	Integrated Studies in Sports Medicine	

	Capstone	4.0 credit hours
SPM4157C	Exercise Leadership II	4.0 credit hours
SPM4305C	Sports Marketing and Promotions	3.0 credit hours

### **General Education Courses (9.0 credit hours)**

COM3131	Interpersonal Communication for Professionals	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours

## **ASSOCIATE OF ARTS DEGREES**



### **ACCOUNTING**

## **Associate of Arts Degree**

### **Program Mission**

The mission of the Keiser University Associates of Arts in Accounting degree program is to prepare students for entry-level careers as accounting clerks and bookkeepers.

### **Program Goal**

The goal of the Keiser University Associates of Arts in Accounting degree program is to introduce accounting concepts and skills needed for entry-level accounting positions.

### **Program Description**

Keiser University's Associate of Arts degree in Accounting focuses on entry-level accounting skills including communication needed in today's business environment. The program provides a basic understanding of not only essential business skills but also addresses the unique skills needed by an entry-level accountant. Accounting topics include: financial accounting, federal taxation, and the use of basic accounting software.

### **Program Objectives**

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

- Identify basic accounting/tax concepts and standards
- Prepare basic financial statements/tax documents
- Use common business and accounting software applications at a basic level
- Use professional communication skills in the preparation of documents and presentations
- Identify components of regulatory and ethical business practices

### **Prerequisites for Major Courses**

None

## Program Outline

To receive an Associate of Arts degree in Accounting, students must earn 60.0 credit hours. Program requirements are as follows:

### Accounting Major Courses (24.0 credit hours)

ACG1001*	Accounting Principles I	3.0 credit hours
ACG2011*	Accounting Principles II	3.0 credit hours
ACG2062*	Accounting Information for Business Decisions	3.0 credit hours
ACG2091*	Integrated Accounting	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours
TAX2004*	Principles of Taxation	3.0 credit hours

\*Courses must be completed with a grade of "C" or higher

### Lower Division General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

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

#### Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours
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#### Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
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#### 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
CWL1000	Contemporary World Literature	3.0 credit hours

#### Mathematics (6.0 credit hours)

MAC2105*	College Algebra	3.0 credit hours
MGF2106*	College Mathematics	3.0 credit hours

STA2023\*                      Statistics **(required)**                      3.0 credit hours

**Natural Science** (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

\*Courses must be completed with a grade of “C” or higher



**BUSINESS ADMINISTRATION**

**Associate of Arts Degree (ACBSP Accredited)**

**Program Description**

Keiser University’s Associate of Arts degree in Business Administration focuses on a basic understanding of business skills needed for entry-level business professionals. The program introduces students to the functional areas of business, including ethical business practices, technology, and communication skills needed in today’s business environment.

**Mission**

Keiser University’s Associate of Arts degree in Business Administration is intended to provide career-focused students the ability to gain the fundamental, communication, administration, and career advancement skills necessary to prosper in a diverse local and global business environment.

**Program Objectives**

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

- Describe basic concepts of the functional areas related to local and global business
- Define regulatory and ethical business practices
- Use basic information systems and quantitative techniques
- Develop professional communication, documentation, and presentations through basic research techniques.

**Prerequisites for Major Courses**

None

**Program Outline**

To receive an Associate of Arts degree in Business Administration, students must earn 60.0 credit hours. Program requirements are as follows:

**Business Administration Major Courses (24.0 credit hours)**

ACG1001	Accounting Principles I	3.0 credit hours
ACG2011	Accounting Principles II	3.0 credit hours
BUL1240	Business Law	3.0 credit hours
FIN2001	Financial Management	3.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours

**Lower Division General Education Courses (36.0 credit hours)**

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

**Behavioral/Social Science (3.0 credit hours)**

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

**Communications (3.0 credit hours)**

SPC1017	Speech Communications	3.0 credit hours
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**Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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**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 ( <b>required</b> )	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours



BSC1006L  
BSC1050

Advanced Biology Laboratory  
Environmental Science

1.0 credit hour  
3.0 credit hours



## CRIMINAL JUSTICE

### Associate of Arts Degree

#### Program Description

Keiser University's Associate of Arts degree in Criminal Justice presents the major components of the American criminal justice system. It includes criminal behavior patterns, law enforcement organizations, juvenile systems, legal principles and doctrines and fundamentals of criminal investigations. Courses utilize hands-on activities and analytical exercises.

#### Program Objectives

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

- To develop students' understanding of the American criminal justice system.
- To present students with an in-depth review of institutions, laws, theories and the players that make up the system.
- To assist graduates in obtaining entry-level criminal justice positions
- To prepare students for employment or advancement in criminal justice related fields

#### Prerequisites for Major Courses

None

#### Program Outline

To receive an Associate of Arts degree in Criminal Justice, students must earn 60.0 credit hours. Program requirements are as follows:

#### Criminal Justice Major Courses (24.0 credit hours)

CCJ1010	Criminology	3.0 credit hours
CCJ1020	Introduction to Criminal Justice	3.0 credit hours
CJC2000	Introduction to Corrections	3.0 credit hours
CJE1000	Introduction to Law Enforcement	3.0 credit hours
CJE1130	Communications and Writing for CJ Professionals	3.0 credit hours
CJE 2600	Criminal Investigations	3.0 credit hours

CJJ 2001	Introduction to Juvenile Procedures	3.0 credit hours
CJL2100	Criminal Law	3.0 credit hours

### General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

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)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

#### English (6.0 credit hours)

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

#### Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL 1000	Contemporary World 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 ( <b>required</b> )	3.0 credit hours

#### Natural Science (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Laboratory	1.0 credit hour



## GENERAL STUDIES

### **Associate of Arts Degree**

#### **Program Description**

Keiser University's Associate of Arts degree in General Studies provides a curriculum that allows broad exposure to multiple disciplines. This major provides a practical alternative for associate 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 courses from eligible disciplines into a coherent program. The degree combines general education courses with interdisciplinary electives. 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:

- Understand a broad range of concepts, terms, and theories
- Be able to think critically and communicate effectively
- Be prepared to obtain entry-level employment in various fields

#### **Prerequisites for Major Courses**

None

#### **Program Outline**

To receive an Associate of Arts degree in General Studies, students must earn 60.0 credit hours. Program requirements are as follows:

#### **General Studies Major Courses (24.0 credit hours)**

A selection of 24.0 credit hours from lower division courses in the following Eligible Disciplines list is required (other disciplines may be added by the University). See the Keiser University Catalog for courses in each discipline. The selection of courses is subject to approval by the dean of academic affairs.

*Eligible Disciplines:* Accounting, Biomedical Sciences, Biotechnology, Business Administration, Criminal Justice, Health Services Administration, Homeland Security, Legal Studies, Management

Information Systems, Political Science, Psychology, Software Engineering.

**General Education Courses (36.0 credit hours)**

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

**Behavioral/Social Science (6.0 credit hours)**

6.0 credit hours from any lower division Behavioral/Social Science courses offered at the university

**Communications (3.0 credit hours)**

SPC1017                      Speech Communications                      3.0 credit hours

**Computers (3.0 credit hours)**

CGS1000C                      Introduction to Computers                      3.0 credit hours

**Economics (3.0 credit hours)**

3.0 credit hours from any lower division Economics courses offered at the university

**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)**

3.0 credit hours from any lower division Humanities/Fine Arts courses offered at the university

**Mathematics (6.0 credit hours)**

6.0 credit hours from any lower division Mathematics courses offered at the university above Intermediate Algebra

**Natural Science (6.0 credit hours)**

6.0 credit hours from any lower division Natural Science courses offered at the university

\*Courses must be completed with a grade of "C" or higher.



HEALTH SERVICES ADMINISTRATION  
**Associate of Arts Degree**

## Program Description

Keiser University's Associate of Arts degree in Health Services Administration provides instruction in basic health services administration skills. Students use laptop computers to learn computer skills and software applications necessary in a healthcare business environment. The program prepares students in both business and health service administration, providing courses on business law, management and marketing principles, medical anatomy, physiology and terminology and front office management.

## Program Objectives

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

- To develop students' understanding of software systems used in administrative healthcare
- To familiarize students with medical terminology, anatomy and physiology
- To train students in the application of business principles to healthcare administration
- To assist graduates in obtaining entry-level employment in health services administration

## Prerequisites for Major Courses

None

## Program Outline

To receive an Associate of Arts in Health Services Administration, students must earn 60.0 credit hours. Program requirements are as follows:

### Health Services Administration Major Courses (24.0 credit hours)

APA2265	Accounting for Healthcare	3.0 credit hours
HSA1117	Principles of Health Service Administration	3.0 credit hours
HSA1192C	Healthcare Computer Applications	3.0 credit hours
HSA1253	Medical Office Administration and Billing	3.0 credit hours
HSA2253	CPT Coding for Health Service Administration	3.0 credit hours
HSC1531	Healthcare Medical Terminology	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

### General Education Courses (36.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

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

### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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**Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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**Economics (6.0 credit hours)**

ECO1023	Microeconomics	3.0 credit hours
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ECO2013	Macroeconomics	3.0 credit hours
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**English (6.0 credit hours)**

ENC1101	English Composition I	3.0 credit hours
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ENC2102	English Composition II	3.0 credit hours
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**Humanities/Fine Arts (3.0 credit hours)**

AML1000	American Literature	3.0 credit hours
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ENL1000	English Literature	3.0 credit hours
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**Mathematics (6.0 credit hours)**

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

BSC1005	General Biology	3.0 credit hours
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BSC1005L	General Biology Laboratory	1.0 credit hour
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BSC1050	Environmental Science	3.0 credit hours
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BSC1006	Advanced Biology	3.0 credit hours
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BSC1006L	Advanced Biology Laboratory	1.0 credit hour
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**HOMELAND SECURITY****Associate of Arts Degree****Program Description**

Keiser University's Associate of Arts degree in Homeland Security provides a comprehensive review of the major components of the Department of Homeland Security, the agencies that comprise the Department and the laws, authorities and actions of the Department. Hazardous materials identification and handling, acts of terrorism and the response and recovery actions of Homeland Security agencies are detailed, including laws and legislative actions that give authority to the multiple agencies involved.

## Program Objectives

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

- To provide students with a comprehensive review of the major components of the Department of Homeland Security
- To develop students' abilities to effectively communicate in verbal and written formats
- To provide students with an understanding of domestic and international terrorism, including the agencies, responses and actions used to deal with it
- To assist graduates in obtaining entry-level employment in Homeland Security areas

## Prerequisites for Major Courses

None

## Program Outline

To receive an Associate of Arts degree in Homeland Security, students must earn 60.0 credit hours. Program requirements are as follows:

### Homeland Security Major Courses (24.0 credit hours)

CCJ1020	Introduction to Criminal Justice	3.0 credit hours
CJL2180	Constitutional Law for the Homeland Security Professional	3.0 credit hours
DSC1006	Introduction to Homeland Security	3.0 credit hours
DSC1011	Domestic and International Terrorism	3.0 credit hours
DSC1570	Introduction to Cyber-Terrorism	3.0 credit hours
DSC2033	Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction	3.0 credit hours
DSC2036	Organizing the War on Terrorism	3.0 credit hours
DSC2210	Emergency Planning and Security Measures I	3.0 credit hours

### General Education Courses (36.0 credit hours)

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

### Behavioral/Social Science (6.0 credit hours)

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

### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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### Computers (3.0 credit hours)

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

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

**English (6.0 credit hours)**

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

**Humanities/Fine Arts (3.0 credit hours)**

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

**Mathematics (6.0 credit hours)**

MAC2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics <b>(required)</b>	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

**HOSPITALITY****Associate of Arts Degree****Program Description**

Keiser University's Associate of Arts degree in Hospitality will prepare students with competencies in the areas of sales, financial management, food and beverage sales and safety, facilities maintenance and housekeeping, as well as general accounting tailored to the hotel and resort industry. Course work will focus on the business aspects of hospitality operations and incorporates externships to solidify skills.

**Program Objectives**

The following program objectives are designed to meet Keiser University mission and goals. Graduates will be able to:

- Understand the basic functions, objectives, and operational skills that are common to the hospitality industry
- Demonstrate content knowledge in the field of hotel, resort, and hospitality management



- Research and analyze information in the field
- Translate theory into practical applications in the resort, hospitality, recreation and tourism industry
- Demonstrate satisfactory oral and written presentation skills
- Demonstrate industry competency and skills during field experiences/ externships
- Evaluate information in order to understand the dynamics of changing work environments, problem solve, make decisions, and provide leadership skills necessary to succeed in the hotel, resort, hospitality, and tourism profession
- Analyze, synthesize, and evaluate real-world work experiences and apply textbook theory
- Use accounting and financial skills necessary to demonstrate competence in dealing with changing economic conditions in the hotel, resort and hospitality industry

### Pre Requisites for Major Courses

None

### Program Outline

To receive an Associate of Arts degree in Hospitality, a student must earn 60 credit hours. Program requirements are as follows:

#### Hospitality Major Courses (24 credit hours required)

HFT1000	Introduction to Hospitality Industry	3.0 credit hours
HFT1265	Food and Beverage Management	3.0 credit hours
HFT2930	Selected Topics in Hospitality Industry	3.0 credit hours
HFT2500	Hospitality Marketing, Sales & Promotion	3.0 credit hours
HFT1210	Supervision in Hospitality Industry	3.0 credit hours
HFT2430	Hotel Financial Accounting- Night Auditing	3.0 credit hours
HFT2945	Hospitality Externship I	3.0 credit hours
HFT2946	Hospitality Externship II	3.0 credit hours

#### General Education Courses (36 credit hours required)

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

#### Behavioral/Social Science (3 credits required)

AMH1010	American History Pre 1877	3.0 credit hours
AMH1020	American History Post 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 credits required)

SPC1017	Speech Communication	3.0 credit hours
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#### Computers (3 credits required)

CGS1000C	Introduction to Computers	3.0 credit hours
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#### Economics (6 credits required)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

**English (6 credits required)**

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

**Humanities/Fine Arts (3 credits required)**

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

**Mathematics (6 credits required)**

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

**Natural Science (6 credits required)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hours
BSC1050	Environmental Science	3.0 credit hours

\*Must be completed with a grade of “C” or higher for Gordon Rule credit

**PARALEGAL STUDIES****Associate of Arts Degree****Program Description**

Keiser University’s Associate of Arts degree in Paralegal Studies prepares students to support attorneys in transactional and litigation fields through legal research, document drafting, case management, evidence gathering, and all aspects of criminal and civil procedure. Paralegals are often involved in trial preparation, investigations, and other dispute resolution processes. Paralegals may also help draft legal instruments, such as wills, contracts, and real estate documents. Additionally, the Associates of Arts degree in Paralegal Studies prepares students to identify and properly respond to ethical issues associated with the practice of law.

**Program Objectives**

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

- To develop students' written and verbal competencies, enabling them to think critically and communicate effectively
- To instruct students in analytical and technical skills
- To provide students with a sound understanding of legal practice in the United States
- To prepare graduates to work as paralegals for lawyers in both civil and criminal practices in firms, businesses, and corporations

### Prerequisites for Major Courses

None

### Program Outline

To receive an Associate of Arts degree in Paralegal Studies, students must earn 60.0 credit hours. Program requirements are as follows:

#### Paralegal Studies Major Courses (24.0 credits)

PLA1103	Legal Research and Writing I	3.0 credit hours
PLA1304	Criminal Law	3.0 credit hours
PLA1423	Contracts	3.0 credit hours
PLA1600	Wills, Trusts and Estates	3.0 credit hours
PLA2203	Civil Litigation	3.0 credit hours
PLA2272	Torts	3.0 credit hours
PLA2610	Real Property	3.0 credit hours
PLA2800	Family Law	3.0 credit hours

#### General Education Courses (36.0 credit hours)

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

#### Behavioral/Social Science (6.0 credit hours)

POS1041	Political Science ( <b>required</b> )	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours
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#### Computers (3.0 credit hours)

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

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

#### English (6.0 credit hours)

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

#### Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
CWL1000	Contemporary World 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)**

BSC1005 General Biology 3.0 credit hours

BSC1005L General Biology Laboratory 1.0 credit hour

BSC1006 Advanced Biology 3.0 credit hours

BSC1006L Advanced Biology Laboratory 1.0 credit hour

BSC1050 Environmental Science 3.0 credit hours

**ASSOCIATE OF SCIENCE DEGREES**



**BAKING AND PASTRY ARTS**

**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Baking and Pastry Arts provides instruction in the art and science of baking and pastry preparation. Students use a variety of tools and equipment to produce items such as quick breads, yeast breads, cakes, frozen desserts, centerpieces, candies, cookies and various pastries. Students also study proper foodservice sanitation, supervisory procedures and nutrition.

**Program Goals**

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

- To prepare students for positions as entry-level bakers and pastry cooks
- To create an environment that nurtures the ability to become successful in the food service industry
- To provide students with the knowledge to produce various breads, desserts and pastries as prepared by bakers and pastry chefs in the foodservice industry.

## Program Objectives

The student will be able to:

- Follow a daily production schedule, identify purchasing specification and follow a baking formula to obtain consistent results in quality and quantity.
- Receive, store and issue food in a cost effective manner as to reduce waste and minimize contamination.
- Demonstrate critical thinking skills and fine motor skills to prepare hot and cold foods in conjunction with bakery products for presentation.
- Provide guest satisfaction that strives to meet and exceed instructor and guest expectations.
- Work in a safe and sanitary manner in accordance with the Florida Food Code.
- Create a professional atmosphere that is in harmony with the ACF's Culinarians' Code.

## Prerequisites for Major Courses

None

## Program Outline

To receive an Associate of Science degree in Baking and Pastry Arts, students must earn 72.0 credit hours. Program requirements are as follows:

### Baking and Pastry Arts Major Courses (48.0 credit hours)

FSS1200C	Foodservice Sanitation and Fundamentals	3.0 credit hours
FSS1011C	Nutrition and Sensory Evaluation	3.0 credit hours
FSS1063C	Introduction to Baking	3.0 credit hours
FSS2383C	Supervision and Cost Controls	3.0 credit hours
BPA1146C	Pastry Basics	3.0 credit hours
BPA1943C	Yeast Breads & Laminated Dough	3.0 credit hours
BPA2121C	Advanced Pastry Techniques	3.0 credit hours
BPA2234C	Specialty Yeast Breads	3.0 credit hours
BPA2241C	Chocolates, Confections & Centerpieces	3.0 credit hours
BPA2262C	European Tortes & Contemporary Plated Desserts	3.0 credit hours
BPA2271C	Cake Baking Design & Decoration	3.0 credit hours
BPA2292C	Wedding Cakes, Amenities and Showpieces	3.0 credit hours
BPA2299	Baking and Pastry Arts Externship	12.0 credit hours

### General Education Courses (24.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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**Computers (3.0 credit hours)**

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

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

**Humanities/Fine Arts (3.0 credit hours)**

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

**Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
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**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours
CHM2045	General Chemistry	3.0 credit hours
CHM2045L	General Chemistry Laboratory	1.0 credit hour
CHM2046	Advanced Chemistry	3.0 credit hours
CHM2046L	Advanced Chemistry Laboratory	1.0 credit hour

**BIOTECHNOLOGY****Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Biotechnology trains students in many disciplines including genetics, biochemistry and molecular biology. Graduates possess the skills to perform laboratory tests using standardized laboratory procedures.

**Program Objectives**

The following objectives are designed to meet Keiser University's mission and its objectives:  
 To develop a student's ability to perform proficiently on laboratory and testing procedures  
 To develop a student's abilities in critical thinking and documentation

To develop students for entry-level position in the biotechnology field

### Prerequisites for Major Courses

General education courses must be completed with an overall grade average of 2.50 or higher

### Program Outline

To earn an Associate of Science degree in Biotechnology, student must earn 62.5 semester credit hours. Program requirements are as follows:

#### Biotechnology Major Courses (38.5 credit hours)

BCH1020C	Fundamentals of Biochemistry	4.0 credit hours
BCH1417C	Molecular and Cell Biology	4.0 credit hours
BSC1421C	Introduction to Biotechnology	4.0 credit hours
MCB1930C	Cell Culturing	4.0 credit hours
PCB1258C	Diagnostic Microbiology	4.0 credit hours
PCB1239C	Clinical Immunology	4.0 credit hours
PCB2061C	Genetics	4.0 credit hours
PCB2940	Biotechnology Externship I	3.5 credit hours
PCB2941	Biotechnology Externship II	3.5 credit hours
PCB2942	Biotechnology Externship III	3.5 credit hours

#### General Education Courses (24.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

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

#### Humanities/Fine Arts (3.0 credit hours)

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

#### Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours

STA2023                      Statistics    3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005                      General Biology    3.0 credit hours

CHM2045                      General Chemistry    3.0 credit hours



COMPUTER-AIDED DRAFTING  
**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Computer-Aided Drafting develops design techniques and skills that satisfy entry-level requirements as a general designer in a CAD environment. Students explore the theoretical design process in architecture, building information modeling (BIM), and mechanical, civil and structural engineering, together with general 3-D modeling principles. In addition to traditional design training, hands-on computer-aided design is applied to all design disciplines.

**Program Objectives**

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

- To develop a student's ability to design and draft effectively using accepted industry standards
- To prepare students for jobs in architectural, civil, mechanical, and structural engineering fields
- To assist students in becoming proficient in the use of design drafting software

**Prerequisites for Major Courses**

None

**Program Outline**

To receive an Associate of Science degree in Computer-Aided Drafting, students must earn 72.0 credit hours. Program requirements are as follows:

**Computer-Aided Drafting Major Courses (48.0 credit hours)**



EDT1721	Mechanical Prototyping	4.0 credit hours
ETD1200C	Computer Drafting Applications	4.0 credit hours
ETD2530C	Architectural Design I	4.0 credit hours
ETD2531C	Architectural Design II	4.0 credit hours
ETD2535C	Interior Design	4.0 credit hours
ETD2356C	Architectural Modeling	4.0 credit hours
ETD2357C	Architectural Rendering	4.0 credit hours
ETD2397C	Building Information Management I	4.0 credit hours
ETD2398C	Building Information Management II	4.0 credit hours
ETD2542C	Structural Engineering Drafting	4.0 credit hours
ETD2548C	Civil Engineering Drafting	4.0 credit hours
ETD1201C	Computer Network System	4.0 credit hours

### **General Education Courses (24.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### **Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **English (3.0 credit hours)**

ENC1101	English Composition I	3.0 credit hours
ENC 102	English Composition II	3.0 credit hours

#### **Humanities/Fine Arts (3.0 credit hours)**

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

#### **Mathematics (3.0 credit hours)**

MAT 1033	Intermediate Algebra	3.0 credit hours
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#### **Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours



## CRIME SCENE TECHNOLOGY

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Description

Keiser University's Associate of Science degree in Crime Scene Technology prepares students with competencies in the areas of locating, documenting, collecting, preserving and presenting physical material as evidence in legal proceedings.

#### Program Objectives

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

- To provide students with a comprehensive background knowledge of the American criminal justice system, its key components and participants.
- To instruct students in the basic and advanced criminal investigative activities with primary emphasis on principles, concepts, theories and fundamental procedures utilized in crime scene investigations.
- To instruct students in the procedures used to effectively process and document a crime scene investigation.
- To introduce students to basic courtroom procedures and protocols.
- To assist graduates in obtaining entry-level positions as crime scene investigators or forensic identification specialists.

#### Prerequisites for Major Courses

None

#### Program Outline

To receive an Associate of Science degree in Crime Scene Technology, students must earn 63.0 credit hours. Program requirements are as follows:

#### Crime Scene Technology Major Courses (36.0 credit hours)

CJB1712C	Crime Scene and Evidence Photography	4.0 credit hours
CJB1714C	Crime Scene Digital Image & Processing	4.0 credit hours
CJE1670C	Crime Scene Procedures	4.0 credit hours
CJT1351C	Comm. and Writing for Crime Scene Professionals	4.0 credit hours

CJT2112C	Crime Scene Safety	4.0 credit hours
CJT2113C	Legal Aspects of Crime Scene Careers	4.0 credit hours
CJT2141C	Introduction to Forensic Science	4.0 credit hours
CJT2240C	Fingerprint Identification and Development	4.0 credit hours
CJT2260C	Introduction to Biological Evidence	4.0 credit hours

### General Education Courses (27.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech Communications	3.0 credit hours
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#### Computers (3.0 credit hours)

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

ENC1101	English Composition I	3.0 credit hours
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#### Humanities/Fine Arts (3.0 credit hours)

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

#### Mathematics (6.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
STA2023	Statistics (required)	3.0 credit hours

#### Natural Science (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours



## CULINARY ARTS

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Description

The Associate of Science degree in Culinary Arts presents a comprehensive curriculum that includes laboratory sessions, academic preparation and hands-on experience. Students acquire professional knowledge of food, its preparation and handling and cooking from basic to advanced. The curriculum includes an externship to prepare students for entry-level positions in the foodservice industry.

#### Program Goals

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

- To provide students with skills needed for cooking wholesome, attractive, food preparations
- To create an environment that nurtures the ability to become successful in the food service industry
- To prepare students for entry-level employment in the food foodservice industry

#### Program Objectives

The student will be able to:

- Follow a daily production schedule, identify purchasing specification and follow a baking formula to obtain consistent results in quality and quantity.
- Receive, store, and issue food in a cost effective manner as to reduce waste and minimize contamination.
- Demonstrate critical thinking skills and fine motor skills to prepare hot and cold foods in conjunction with bakery products for presentation.
- Provide guest satisfaction that strives to meet and exceed instructor and guest expectations.
- Work in a safe and sanitary manner in accordance with the Florida Food Code.
- Create a professional atmosphere that is in harmony with the ACF's Culinarians' Code.

#### Prerequisites for Major Courses

None

#### Program Outline

To receive an Associate of Science degree in Culinary Arts, students must earn 72.0 credit hours.

Program requirements are as follows:

#### Culinary Arts Major Courses (48.0 credit hours)

FSS1011C	Nutrition and Sensory Evaluation	3.0 credit hours
FSS1063C	Introduction to Baking and Pastry	3.0 credit hours
FSS 1200C	Sanitation and Fundamentals	3.0 credit hours

FSS1203C	Principles of Food	3.0 credit hours
FSS1296C	Stock and Sauces	3.0 credit hours
FSS1240C	American Regional Cuisine	3.0 credit hours
FSS1244C	Classical French Cuisine	3.0 credit hours
FSS2242C	International Cuisine	3.0 credit hours
FSS2247C	Pastries and Desserts	3.0 credit hours
FSS2248C	Garde Manger	3.0 credit hours
FSS2383C	Supervision and Cost Controls	3.0 credit hours
HFT1841C	Dining Room Service	3.0 credit hours
HFT2941	Culinary Arts Externship	12.0 credit hours

### **General Education Courses (24.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### **Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **English (3.0 credit hours)**

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

#### **Humanities/Fine Arts (3.0 credit hours)**

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

#### **Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
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#### **Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour

BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours
CHM2045	General Chemistry	3.0 credit hours
CHM2045L	General Chemistry Laboratory	1.0 credit hour
CHM2046	Advanced Chemistry	3.0 credit hours
CHM2046L	Advanced Chemistry Laboratory	1.0 credit hour



## DIAGNOSTIC MEDICAL SONOGRAPHY

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Description

Keiser University's Associate of Science degree in Diagnostic Medical Sonography presents an integration of didactic, laboratory and clinical experiences. The program prepares students to function as entry-level diagnostic medical sonographers. Sonographers are highly skilled professionals qualified to provide patient services using diagnostic techniques under the supervision of a licensed doctor of medicine or osteopathy and assist physicians in gathering data necessary to reach diagnostic decisions.

#### Program Mission Statement

Keiser University's Associate of Science degree in Diagnostic Medical Sonography prepares competent graduates who are eligible for entry-level positions in the ultrasound field. The program facilitates the development of learned knowledge and skills of a graduate sonographer. The Diagnostic Medical Sonography program strives to instill the values and concepts of life-long learning to its graduates

#### Program Goals

##### *Track 1 – General Concentration*

To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**The program's mission and goal is further defined in the following program objectives:**

1. Demonstrate knowledge, skills and attitudes reflective of an entry level sonographer.
2. Perform routine sonographic exams while providing quality patient care as an entry level sonographer.

3. Exhibit professional and ethical behaviors consistent within the scope of practice of an entry level sonographer.

### *Track 2 – General and Vascular Concentrations*

To prepare competent entry-level general sonographers and vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

#### **The program’s mission and goal is further defined in the following program objectives:**

1. Demonstrate knowledge, skills, and attitudes reflective of an entry level general sonographer and vascular technologist.
2. Display professional and ethical behaviors when communicating in the healthcare setting.
3. Demonstrate clinical competency by performing appropriate physiologic, two-dimensional, Doppler and other sonographic and noninvasive procedures.
4. Demonstrate the necessary knowledge in general sonography/vascular technology.

#### **Prerequisites for Major Courses**

- Background check and drug screening
- Completion of lower division general education courses with a minimum grade of “C” in each course. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, PHY2001, ENC1101 and MAT1033
- Cumulative grade average of 3.0 on a 4.0 scale for general education courses

#### **Program Outline**

To receive an Associate of Science degree in Diagnostic Medical Sonography students must earn 81.0 credit hours (Track 1 -general concentration) or 91 credit hours (Track 2 - general and vascular concentrations).

Courses must be completed with a grade of “C” or higher to progress to the next course in the program. Program requirements are as follows:

#### **Diagnostic Medical Sonography Major Courses**

##### **Track 1 - General Concentration (55.0 credit hours)**

SON1000C	Introduction to Diagnostic Medical Sonography	4.0 credit hours
SON1100C	Practical Aspects of Sonography	3.0 credit hours
SON1113C	Cross-Sectional Anatomy	4.0 credit hours
SON1614C	Acoustic Physics and Instrumentation	4.0 credit hours
SON1804	Clinical Rotation I	3.0 credit hours
SON1814	Clinical Rotation II	3.0 credit hours
SON1824	Clinical Rotation III	3.0 credit hours
SON2009C	Diagnostic Medical Sonography Review	3.0 credit hours
SON2111C	Abdominal Sonography	4.0 credit hours
SON2120C	OB/GYN Sonography I	4.0 credit hours
SON2122C	OB/GYN Sonography II	4.0 credit hours
SON2150C	Ultrasound of Superficial Structures and Neonate	4.0 credit hours
SON2171C	Introduction to Vascular Sonography	3.0 credit hours
SON2834	Clinical Rotation IV	3.0 credit hours

SON2844	Clinical Rotation V	3.0 credit hours
SON2854	Clinical Rotation VI	3.0 credit hours

**Track 2 - General and Vascular Concentrations (64.5 credit hours)**

SON1000C	Introduction to Diagnostic Medical Sonography	4.0 credit hours
SON1100C	Practical Aspects of Sonography	3.0 credit hours
SON1113C	Cross-Sectional Anatomy	4.0 credit hours
SON1614C	Acoustic Physics and Instrumentation	4.0 credit hours
SON1804	Clinical Rotation I	3.0 credit hours
SON1814	Clinical Rotation II	3.0 credit hours
SON1824	Clinical Rotation III	3.0 credit hours
SON2111C	Abdominal Sonography	4.0 credit hours
SON2120C	OB/GYN Sonography I	4.0 credit hours
SON2122C	OB/GYN Sonography II	4.0 credit hours
SON2150C	Ultrasound of Superficial Structures and Neonate	4.0 credit hours
SON2170C	Hemodynamics and Cerebrovascular Sonography	3.0 credit hours
SON2177C	Peripheral and Abdominal Venous Sonography	3.0 credit hours
SON2178C	Peripheral and Abdominal Arterial Sonography	3.0 credit hours
SON2834	Clinical Rotation IV	3.0 credit hours
SON2844	Clinical Rotation V	3.0 credit hours
SON2855	Clinical Rotation VI	2.0 credit hours
SON2865	Clinical Rotation VII	2.0 credit hours
SON2875	Clinical Rotation VIII	2.0 credit hours
SON2930	Abdominal Sonography Review	1.0 credit hour
SON2931	OB/GYN Sonography Review	1.0 credit hour
SON2932	Vascular Sonography Review	1.0 credit hour
SON2933C	Sonography Graduate Seminar	1.0 credit hour

**General Education Courses (26.0 credit hours)**

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

**Behavioral/Social Science (3.0 credit hours)**

PSY1012	Introduction to Psychology	3.0 credit hours
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**Computers (3.0 credit hours)**

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

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

**Humanities/Fine Arts (3.0 credit hours)**

AML1000	American Literature	3.0 credit hours
CWL1000	Contemporary World Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

**Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
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## **Natural Science (11.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
PHY2001	General Physics I	3.0 credit hours

Keiser University reserves the right to revise a “program of study” as deemed necessary to ensure current professional standards and best practices. Between 2014-2016 the Diagnostic Medical Sonography Program (*Track 1 and Track 2*) experienced an adjustment in course credit hours, resulting in an adjustment to the total program credits hours. The credit hour adjustment did not interrupt the students’ educational experience, program length, graduation date or degree offering.



## **FIRE SCIENCE**

### **Associate of Science Degree Online**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### **Program Description**

Keiser University’s Associate of Science degree in Fire Science provides instruction in fire prevention methods, fire detection systems, building construction, life safety codes, fire investigation, tactics and strategy, methods of instruction and fire department administration. This program will assist firefighters in advancement and placement in the fire service.

#### **Program Objectives**

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

- To provide students with an understanding of crisis management, fire suppression and extinguishment methods
- To prepare students to conduct a proper fire scene investigation
- To prepare students for employment with the Fire Service, including management positions
- To develop students’ abilities to perform community service for protection of life and property

#### **Prerequisites for Major Courses**

Certified firefighter with documented evidence of FFP1000, Introduction to Fire Science or comparable coursework/experience

## Program Outline

To receive an Associate of Science degree in Fire Science, students must earn 60.0 credit hours. Program requirements are as follows:

### Fire Science Major Courses (36.0 credit hours)

FFP1505	Fire Prevention Practices	3.0 credit hours
FFP1510	Codes and Standards	3.0 credit hours
FFP1540C	Private Fire Protection Systems I	3.0 credit hours
FFP1740	Fire Service: Course Delivery	3.0 credit hours
FFP1810C	Firefighting Tactics and Strategy I	3.0 credit hours
FFP2120C	Building Construction for the Fire Service	3.0 credit hours
FFP2521C	Blueprint Reading and Plans Review	3.0 credit hours
FFP2610	Fire Investigation: Cause and Origin	3.0 credit hours
FFP2720	Company Officer	3.0 credit hours
FFP2741C	Fire Service Course Design	3.0 credit hours
FFP2780	Fire Department Administration	3.0 credit hours
FFP2811	Firefighting Tactics and Strategy II	3.0 credit hours

### General Education Courses (24.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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### Computers (3.0 credit hours)

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

ENC1101	English Composition I	3.0 credit hours
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### Humanities/Fine Arts (3.0 credit hours)

AM 1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

### Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
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### Natural Science (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1050	Environmental Science	3.0 credit hours



## GOLF MANAGEMENT

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Description

Keiser University's Associate of Science degree in Golf Management prepares students for a variety of positions in the golf industry. In this program, students are prepared to provide golf instruction, manage golf course operations, ensure appropriate maintenance of golf facilities and equipment, as well as integrate the play of golf into the broader hospitality and recreation domain. Through a competency-based education format and state-of-the-art golf training equipment, students are given opportunities for success in their academic, professional, and personal lives.

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

#### Program Objectives

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

- Present students with a comprehensive background in the history, rules, and traditions of golf.
- Expose students to the proper physical and mental competencies required of golf professionals.
- Develop students' abilities in analyzing, making decisions regarding, and managing golf facilities and equipment, course operations, as well as staff.
- Provide students the opportunity to demonstrate effective teaching techniques in playing golf.
- Examine and synthesize golf management in relation to the hospitality industry.

#### Prerequisites for Major Courses

None

#### Program Outline

To receive an Associate of Science degree in Golf Management, students must earn 60.0 credit hours. Program requirements are as follows:

**Golf Management Major Courses (36.0 credit hours)**

SPM1050	Traditions of Golf: History and Culture	3.0 credit hours
SPM1051	Golf Swing Fundamentals	3.0 credit hours
SPM1052	Short Game Fundamentals	3.0 credit hours
SPM1053	The Mental Approach to Golf	3.0 credit hours
SPM1054	Fundamentals of Golf Instruction	3.0 credit hours
SPM1056	Golf Club Fitting and Repair	3.0 credit hours
SPM1057	Rules of Golf	3.0 credit hours
SPM2440	Tournament Management	3.0 credit hours
SPM2642	Golf Course Design & Maintenance	3.0 credit hours
SPM2612	Club Management	3.0 credit hours
SPM2058	Advanced Golf Instruction	3.0 credit hours
SPM2810	The Business of Golf	3.0 credit hours

**General Education Courses (24.0 credit hours)**

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

**Behavioral/Social Science (3.0 credit hours)**

IDS1107	Strategies for Success	3.0 credit hours
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**Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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**Computers (3.0 credit hours)**

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

ENC1101	English Composition I	3.0 credit hours
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**Humanities/Fine Arts (3.0 credit hours)**

AML1000	American Literature	3.0 credit hours
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**Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
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**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Lab	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Lab	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours
OCB1010	General Marine Biology	3.0 credit hours
BSC2085C	Anatomy & Physiology I	4.0 credit hours
BSC2086C	Anatomy & Physiology II	4.0 credit hours



## GRAPHIC ARTS AND DESIGN

### **Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### **Program Description**

The Graphic Arts and Design program at Keiser University builds upon interest in the visual arts, design, and communication to help students learn a variety of software applications and design principles in order to create successful design solutions. Graphic artists and designers influence how people see the world, where people shop, how people vote, how people learn, and what people remember.

Pre-requisites for the Graphic Arts and Design program include a desire to learn, a willingness to work, and an open mind. Whether you have no art experience, no computer experience, or have been playing in Photoshop since you were three, using state of the industry software and hardware, our graphic art and design program teaches you more than how to make a great image, video, or web site. The Graphic Arts and Design program teaches you the skills to build a career out of doing what you love.

Graphic artists and designers may be employed by a wide variety of employers that could include: the US Government, the US Military, the FBI or CIA, state and local tourism councils, non-profit organizations, hospitals, pharmacies, drug manufacturers, advertising agencies, manufacturing firms, photography studios, video production houses, video game companies, motion picture studios, television stations, sports teams, print shops, tee-shirt shops, web design firms, churches, publishing firms, educational organizations design, political campaigns, newspapers, magazines, and more. If you saw it, read it, or played it, chances are someone got paid to design it.

#### **Program Mission**

It is the mission of the Graphics Arts and Design Program at Keiser University to prepare students for successful careers in Graphic Arts, Graphic Design, and related fields, to help students acquire the necessary knowledge and practical application of design theory and processes to grow professionally and academically throughout their careers, and to become lifetime learners of their craft and contributing members of the design community.

#### **Program Goals**

- To prepare the student to enter the workforce prepared to perform the various roles called upon in the fields of graphic design, graphic arts, and related fields including page layout, advertising, video editing, web design, illustration, image editing, and other visual communication technologies.

- To teach the student to develop, coordinate, and execute successful design strategies through the use of best practices, applied theory, real world projects, and critique.
- To instruct and prepare the student to use a variety of software and hardware tools to create meaningful and marketable design solutions, to expand his or her creative vision, and to find a balance between individual expression and building a career.
- To provide the foundations in design theory and application that will allow the student to continually build upon his or her skill set and knowledge throughout his or her career.

## Program Objectives

Upon completion of the AS in Graphic Arts and Design, students will be able to:

- Demonstrate knowledge of the processes needed for the development, coordination, and execution of design strategies
- Apply a knowledge of history, theory, and criticism to create audience-based, print and digital communications
- Produce design solutions in a variety of state of the industry mediums: print, online, and video
- Critique the work of others in terms of technical, social, and historical value
- Use typography as both a design element and a communication tool
- Apply an understanding of the importance of self-promotion in the development of his or her own career.
- Communicate visually, orally, and in writing at a professional level.

## Prerequisites for Major Courses

None

## Graduation Requirements

To graduate with an Associate of Science degree in Graphic Arts and Design, a student must compile and present a [comprehensive print and electronic portfolio](#) of designs representative of [all major courses](#) in the program and further, must maintain a professional blog with weekly posts.

## Program Outline

To receive an Associate of Science degree in Graphic Arts and Design, students must earn 60.0 credit hours. Program requirements are as follows:

### Graphic Arts and Design Major Courses (36 credit hours)

GRA1100C	Intro to Graphic Arts	3.0 credit hours
GRA1044C	Intro to Marketing and Self-Promotion	3.0 credit hours
GRA2151C	Digital Illustration	3.0 credit hours
GRA2150C	Digital Image Editing	3.0 credit hours
DIG2109C	Digital Publishing	3.0 credit hours
DIG2321C	Principles of 3D Modeling and Animation	3.0 credit hours
DIG 2280C	Digital Video and Audio Editing	3.0 credit hours
DIG2292C	Post Production	3.0 credit hours
GRA2142C	Web Design 1 – HTML & CSS	3.0 credit hours
GRA2143C	Web Design 2 - Layout & Interactivity	3.0 credit hours
GRA2144C	Web Design 3 - Content Management Systems	3.0 credit hours
GRA2590C	Graphic Design Portfolio- Professional Development	3.0 credit hours

## General Education Courses (24.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1877	3.0 credit hours
AMH1020	American History Post 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit Hours

### Communications (3 credit hours)

SPC1010	Speech	3.0 credit hours
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### Computers (3 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours
CGS1003C	Introduction to Computer Information Systems	3.0 credit hours

### English (3 credit hours)

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

### Humanities/Fine Arts (3 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL 1000	Contemporary World Literature	3.0 credit hours

### Mathematics (3 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
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### Natural Science (6 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	3.0 credit hours
BSC1050	Environmental Science	3.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Lab	3.0 credit hours
CHM1046	Advanced Chemistry	3.0 credit hours
CHM1046L	Advanced Chemistry Lab	3.0 credit hours



The Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

## HEALTH INFORMATION MANAGEMENT

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Description

Keiser University's Associate of Science degree in Health Information Management trains students to function as entry-level Health Information Technicians (HIT) who can use a variety of information resources and technologies to ensure capture, quality, security, and access of healthcare data for the purpose of improving patient care and accomplishing the objectives of diverse healthcare environments. The program provides students with the knowledge and skills necessary to become self-directed learners who possess critical-thinking and problem-solving abilities as well as communication and interpersonal skills. It instills a commitment to life-long learning and important ethical values. The program fosters the acquisition of leadership abilities and systems thinking necessary for adapting careers within a changing healthcare environment.

The Associate Degree Health Information Management program at Keiser University, Fort Lauderdale campus, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21<sup>st</sup> floor, Chicago, IL 60601-5800. <http://cahiim.org>.

#### 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 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.
- Minimum grade of "C" for general education courses.
- Successful completion of the following prerequisites: BSC2085C, BSC2086C, CGS1000, ENC1001 and HSC1531 are prerequisites for all major courses.
- Completion of prerequisite courses with cumulative grade point average of 2.75 on a scale of 4.0.
- Maintain a 2.75 cumulative GPA throughout all core courses.



## Program Outline

To receive an Associate of Science degree in Health Information Management, students must earn 65.0 credit hours. Each course in the HIM 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. The HIM curriculum consists of didactic, laboratory and Professional Practice Experiences (also known as PPE’s), with courses offered once to each class. As the curriculum must reflect the changing nature of the HIM profession, periodic restructuring of individual courses and in some cases the curriculum must occur. Due to this potential restructuring, students who withdraw from one class and return to complete the HIM program with another class are required to meet both the entrance and graduation requirements of the class to which they return. This may necessitate repeating one or more courses. PPE hours are completed at various healthcare facilities during regular working hours (Monday-Friday). Students are required to complete a total of 140 hours (35 x 4 weeks), and the schedule is determined by the PPE Supervisor. Since the schedule is determined by the needs of each facility it may include various combinations to equal the 140 hours. Students may be required to complete PPE hours during school vacation days.

Program requirements are as follows:

### Health Information Management Major Courses (39.0 credit hours)

HSC1531	Medical Terminology	3.0 credit hours
HIM1000C	Introduction to Health Information Management and Healthcare Systems	3.0 credit hours
HIM1100C	Health Data Concepts and Systems	3.0 credit hours
HIM1200C	Legal Aspects of Health Information Management	3.0 credit hours
HSC1141	Pharmacology for Health Information Management	3.0 credit hours
HSC1433	Pathophysiology for Health Information Management	3.0 credit hours
HIM2000C	International Classification of Diseases Coding I	3.0 credit hours
HIM2100C	International Classification of Diseases Coding II	3.0 credit hours
HIM2300C	Current Procedural Terminology Coding	3.0 credit hours
HIM2350C	Health Insurance and Reimbursement	3.0 credit hours
HIM2400C	Healthcare Statistics and Research	3.0 credit hours
HIM2500	Professional Practice Experience	3.0 credit hours
MAN2300	Human Resource Management	3.0 credit hours

### General Education Courses (26.0 credit hours)\*

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

\* Students enrolled in the Health Information Management program are required to complete BSC2085C, BSC2086C, CGS1000, and ENC1001 prior to entering the program core component.

### Behavioral/Social Science (3 credits)

PSY1012	Introduction to Psychology	3.0 credit hours
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### Communication (3 credits)

SPC1017	Speech Communications	3.0 credit hours
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**Computers (3 credits)**

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

ENC1101	English Composition I	3.0 credit hours
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**Humanities/Fine Arts (3 credits)**

ENL1000	English Literature	3.0 credit hours
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**Mathematics (3 credits)**

MAT1033	Intermediate Algebra	3.0 credit hours
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**Natural Science (8 credits)**

BSC2085C	Human Anatomy/Physiology I	4.0 credit hours
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BSC2086C	Human Anatomy/Physiology II	4.0 credit hours
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**HISTOTECHNOLOGY****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 Histotechnology prepares students to work as Histotechnicians in a variety of anatomic pathology laboratory settings. The Histotechnology program is designed to develop technical and intellectual skills as well as developing individuals with a commitment to quality patient care, a passion for the profession, and continued growth within the field. Students learn the core requirements of histotechnology including processing and embedding of surgically removed anatomic specimens and microtomy. Students will master routine and special staining techniques that make it possible to distinguish tissue components through microscopic examination.

**Program Mission Statement**

The Histotechnology Program offers an Associate of Science Degree designed to facilitate the development of ethical, competent entry-level Histotechnicians. The Program emphasizes general histology disciplines, professional behaviors, technical skills training and life-long learning. Graduates are prepared to sit for the national certification examination administered by the American Society for Clinical Pathology and are eligible to be licensed by the State of Florida to practice Histology.

## Program Goals

The program's mission is further defined in the following goals:

- Students will acquire the knowledge and skills required of entry level histotechnicians.
- Students will develop effective verbal and written communication skills.
- Students will gain problem solving skills through the application of critical thinking.
- Students will demonstrate an understanding of the importance of ongoing professional development.

## Prerequisites for Major Courses

- Cumulative grade average of 2.5 on a scale of 4.0 for general education courses.
- Minimum grade of "C" for general education courses. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, CHM2045, and MAT1033.

## Program Outline

To receive an Associates of Science degree in Histotechnology, students must earn 67.0 credit hours. Program requirements are as follows:

### Histotechnology Major Courses (38.0 credit hours)

MLT1190C	Introduction to Histology	4.0 credit hours
MLT1191C	Principles of Fixation	4.0 credit hours
MLT1192C	Cellular Biological Staining	4.0 credit hours
MLT1250C	Diagnostic Histology I	4.0 credit hours
MLT2194C	Immunohistochemistry Staining	4.0 credit hours
MLT2195C	Tissue Identification	4.0 credit hours
MLT2198C	Diagnostic Histology II	4.0 credit hours
MLT2199C	Microtomy	4.0 credit hours
MLT2801	Histology Externship I	3.0 credit hours
MLT2802	Histology Externship II	3.0 credit hours

Note: All major courses are sequential and must be completed with a grade of "C" or higher to advance to the next course.

### General Education Courses (29.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

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

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

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

**Humanities/Fine Arts (3.0 credit hours)**

AML1000 American Literature 3.0 credit hours

ENL1000 English Literature 3.0 credit hours

**Mathematics (3.0 credit hours)**

MAT1033 Intermediate Algebra 3.0 credit hours

**Natural Science (11.0 credit hours)**

BSC2085C Human Anatomy and Physiology I 4.0 credit hours

BSC2086C Human Anatomy and Physiology II 4.0 credit hours

CHM2045 General Chemistry I 3.0 credit hours



INFORMATION TECHNOLOGY  
**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Information Technology prepares students for an entry-level position in the field of network administration with an emphasis on security support. Courses prepare students to sit for industry-accepted competency examinations.

**Program Objectives**

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

- To develop students' abilities to administer, manage and troubleshoot hardware, software and services for single, mixed and multi-user environments
- To develop students' skills in inspection of security measures to protect data and the conduct of personnel in relation to protection of data
- To assist students in becoming more adept in knowledge, theory and practice of network management
- To prepare students for positions as technical support specialists, help-desk technicians, systems administrators or computer security professionals
- To develop students' abilities to think critically and communicate effectively

## Prerequisites for Major Courses

None

## Program Outline

To receive an Associate of Science degree in Information Technology, students must earn 72.0 credit hours. Program requirements are as follows:

### Information Technology Major Courses (48.0 credit hours)

CET1171C	Computer Service and Support PC Systems I	4.0 credit hours
CET1172C	Computer Service and Support PC Systems II	4.0 credit hours
CIS2350C	Principles of Information Security	4.0 credit hours
CTS1156C	Supporting Client Operating Systems	4.0 credit hours
CTS1305C	Essentials of Networking	4.0 credit hours
CTS1328C	Managing and Maintaining Server Operating Systems	4.0 credit hours
CTS2106C	Multi-User Operating Systems	4.0 credit hours
CTS2153C	Application Support	4.0 credit hours
CTS2302C	Implementing Directory Services	4.0 credit hours
CTS2304C	Internetworking Technologies	4.0 credit hours
CTS2306C	Implementing a Network Infrastructure	4.0 credit hours
COP2843C	Web Systems	4.0 credit hours

### General Education Courses (24.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

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

#### Humanities/Fine Arts (3.0 credit hours)

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

**Mathematics** (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
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**Natural Science** (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

**INFORMATION TECHNOLOGY AND PROGRAMMING****Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

The Information Technology and Programming (ITP) Program is a cross between Information Technology (IT) and Programming. The program will focus on multiple computer-based systems and programming languages. The program will also introduce students to cloud technology, mobile technology integration, programming, computer hacking concepts, and datacenter level operating systems. Courses prepare students to sit for industry-accepted competency examinations.

**Program Objectives**

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

- Develop the skills necessary to connect key concepts and secure the use of software, hardware, and system integration.
- Develop technically proficient students to provide appropriate computing solutions as well as exhibit a strong foundation in the area of computer systems.
- Expose students to a variety of essential skills needed in an entry-level computer networking or programming environment.
- Provide students with the most current networking practices, computer policies and resources that are critical to real-world applications.

- Develop and apply technical knowledge and skills to implement computer solutions that accomplish goals important to the industry, government and explore integration of new emerging technologies.
- Expose students to key ethical concepts and issues affecting computer science and their responsibilities as computer industry professionals.
- Expose students to the basic steps and processes of object-oriented programming (OOP).

### Prerequisites for Major Courses

None

### Program Outline

To receive an Associate of Science degree in Information Technology and Programming, students must earn 66.0 credit hours. Program requirements are as follows:

#### Information Technology Major Courses (48.0 credit hours)

CET1171C	Computer Service and Support PC Systems I	3.0 credit hours
CET1172C	Computer Service and Support PC Systems II	3.0 credit hours
CEN2086	Essentials of Cloud Technology	3.0 credit hours
CTS1156C	Supporting Client Operating Systems	3.0 credit hours
CTS1305C	Essentials of Networking	3.0 credit hours
CTS1328C	Managing and Maintaining Server Operating Systems	3.0 credit hours
CTS2106C	Multi-User Operating Systems	3.0 credit hours
CTS2650	Mobile Technology Integration	3.0 credit hours
CIS1352	Ethical Hacking	3.0 credit hours
CTS2304C	Internetworking Technologies	3.0 credit hours
COP1005C	Introduction to Programming	3.0 credit hours
COP2005C	IT Scripting	3.0 credit hours
COP2222C	C++ Programming I	3.0 credit hours
COP2224C	C++ Programming II	3.0 credit hours
COP1800C	Java Programming I	3.0 credit hours
COP1805C	Java Programming II	3.0 credit hours

#### General Education Courses (24.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech Communication	3.0 credit hours
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**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)**

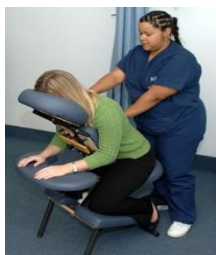
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

**Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
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**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours

**MASSAGE THERAPY****Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Massage Therapy prepares students to become licensed massage therapists in Florida and perform therapeutic massage in a wide range of professional settings (including medical offices, hospice, rehabilitative facilities, and spas), as well as establish and run a successful private therapeutic massage practice. The program focuses on the following areas of study: anatomy & physiology, kinesiology, pathology, and applied therapeutic massage techniques. In addition, students learn Eastern bodywork and Western massage modalities, sports massage, hydrotherapy, and Florida Law pertaining to massage.

**Program Mission Statement**



The mission of Keiser University's Associate of Science degree program in Massage Therapy is to prepare competent graduates for entry-level positions in the field of Massage Therapy.

### Program Goals

The program's mission is further defined in the following goals:

- Provide students with a robust academic curriculum relating to the human body's structure and biomechanical principles
- Provide students with extensive hands-on experience in a clinical setting through working on peers and the public.
- Instruct students in the dynamics of designing an effective massage session including assessment and treatment plans
- Provide students with information about the professional nature of massage, including state licensing and code of ethics
- Introduce students to various Eastern and Western modalities (types of massage)
- Assist graduates in obtaining employment as licensed massage therapists

### Prerequisites for Major Courses

Background check and drug screening when applicable

### Program Outline

To receive an Associate of Science degree in Massage Therapy, students must earn 70.0 credit hours. Program requirements are as follows:

#### Massage Therapy Major Courses (46.0 credit hours)

MSS1140	Body Systems	6.0 credit hours
MSS1142	Human Structure and Functions	6.0 credit hours
MSS1216	Legal and Ethical Business Practices	6.0 credit hours
MSS1259	Massage Theory	4.25 credit hours
MSS1286C	Asian Modalities	4.0 credit hours
MSS1282C	Allied Modalities	4.0 credit hours
MSS1306C	Spa Theory/Hydrotherapy	4.0 credit hours
MSS2163C	Structural Kinesiology	4.0 credit hours
MSS2264C	Sports Massage	4.0 credit hours
MSS2270	Pathology	4.0 credit hours

#### General Education Courses (24.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

SYG1000                      Sociology    3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017                      Speech    3.0 credit hours

**Computers (3.0 credit hours)**

CGS1000C                      Introduction to Computers    3.0 credit hours

**English (3.0 credit hours)**

ENC1101                      English Composition I    3.0 credit hours

ENC2102                      English Composition II    3.0 credit hours

**Humanities/Fine Arts (3.0 credit hours)**

AML1000                      American Literature    3.0 credit hours

ENL1000                      English Literature    3.0 credit hours

**Mathematics (3.0 credit hours)**

MAT1033                      Intermediate Algebra    3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005                      General Biology    3.0 credit hours

BSC1005L                      General Biology Laboratory    1.0 credit hour

BSC1050                      Environmental Science    3.0 credit hours

BSC1006                      Advanced Biology    3.0 credit hours

BSC1006L                      Advanced Biology Laboratory    1.0 credit hour



MEDICAL ADMINISTRATIVE BILLING AND CODING  
**Associate of Science Degree**

**Spanish Associate of Science in Medical Administrative Billing and Coding**

For program information in Spanish, please refer to the Spanish edition of this catalog.

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

## Program Description

Keiser University's Associate of Science degree in Medical Administrative Billing & Coding prepares students to assign accurate medical codes for diagnostic procedures and other services offered by healthcare practitioners. Students will learn various clerical and administrative functions that relate to insurance claims, compliance, & reimbursement.

## Program Objectives

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

- Develop a student's ability to use medical language and classification systems to code procedures and diagnoses
- Develop a student's ability to perform various clerical & administrative duties
- Prepare students for entry-level employment in billing & coding
- Prepare students to take the American Academy of Professional Coders (AAPC) credentialing examination as an apprentice

## Program Outline

To receive an Associate of Science degree in Medical Administrative Billing & Coding, students must earn a total of 60 credit hours. Program requirements are as follows:

### Medical Administrative Billing & Coding Common Core Courses (20 credit hours)

HSA1102	Introduction to Healthcare	3.0 credit hours
MEA2235	Anatomy & Physiology with Terminology & Disease Process*	4.0 credit hours
MEA2244	Pharmacology	3.0 credit hours
MEA1382	Medical Law & Ethics	3.0 credit hours
MEA1270	Medical Office Procedures with Insurance	3.0 credit hours
MEA2346C	Computerized Medical Office Management	4.0 credit hours

### Medical Administrative Billing & Coding Courses (16 credit hours)

HIM1433	Pathophysiology*	4.0 credit hours
HIM2250C	CPT-4/HCPCS Coding*	4.0 credit hours
HIM2724C	Basic ICD-10 Coding*	4.0 credit hours
MEA2347C	Coding Cases Practice Experience	4.0 credit hours

\*Must be completed with a grade of "C" or higher before students can begin Coding Cases Practice Experience.

### General Education Courses (24.0 credit hours)

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

### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
COM2460	Intercultural Communication	3.0 credit hours

**Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
CGS10003	Fundamentals of Computer Applications	3.0 credit hours

**English (3.0 credit hours)**

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

**Humanities/Fine Arts (3.0 credit hours)**

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL1000	Contemporary World Literature	3.0 credit hours
PHI1010	Introduction to Philosophy	3.0 credit hours

**Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
MAT2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1050	Environmental Science	3.0 credit hours
BSC2085C	Anatomy & Physiology I	4.0 credit hours
BSC2086C	Anatomy & Physiology II	4.0 credit hours

**MEDICAL ASSISTING****Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Medical Assisting prepares students to perform medical assisting duties under the direct supervision of a physician, including preparing examination rooms, taking vital signs, assisting in minor surgical procedures, giving injections, performing venipuncture, assisting in laboratory operations, performing urinalysis, pregnancy

testing, blood sugar, and various other waived laboratory tests, taking x-rays and administering electrocardiograms. Medical assistants also learn to function in an administrative capacity, including patient communications, maintaining patient records, billing, scheduling appointments, ordering supplies and processing insurance claims.

### **Program Mission Statement**

The Keiser University Medical Assisting Program's mission is to provide high quality and challenging education to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### **Program Goals**

The program's mission is further defined in the following goals:

- Develop a student's ability to perform various clinical duties
- Prepare students for jobs in the medical assisting profession
- Develop a student's ability to perform various administrative duties
- Prepare students to take a variety of credentialing examinations related to medical assisting

### **Prerequisites for Major Courses**

Must take the Program Assessment Examination when scheduled, prior to Externship II

### **Program Outline**

To receive an Associate of Science degree in Medical Assisting, students must earn a total of 60.5 credit hours. Program requirements are as follows:

#### **Medical Assisting Major Courses (36.5 credit hours)**

MEA1206C*	Clinical Procedures	3.5 credit hours
MEA1238	Medical Terminology	1.5 credit hours
MEA1236	Anatomy and Physiology	6.0 credit hours
MEA1290	Radiography	6.0 credit hours
MEA1267C*	Laboratory Procedures I	4.0 credit hours
MEA1303C	Medical Office Management	4.5 credit hours
MEA2268C*	Laboratory Procedures II	4.0 credit hours
MEA2806	Externship I	3.5 credit hours
MEA2807	Externship II	3.5 credit hours

\*Must be completed with a grade of "C" or higher before students are assigned to externship sites.

#### **General Education Courses (24.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

SYG1000                      Sociology    3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017                      Speech    3.0 credit hours

**Computers (3.0 credit hours)**

CGS1000C                      Introduction to Computers    3.0 credit hours

**English (3.0 credit hours)**

ENC1101                      English Composition I    3.0 credit hours

ENC2102                      English Composition II    3.0 credit hours

**Humanities/Fine Arts (3.0 credit hours)**

AML1000                      American Literature    3.0 credit hours

ENL1000                      English Literature    3.0 credit hours

**Mathematics (3.0 credit hours)**

MAT1033                      Intermediate Algebra    3.0 credit hours

**Natural Science (6.0 credit hours)**

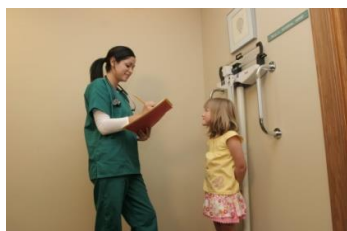
BSC1005                      General Biology    3.0 credit hours

BSC1005L                      General Biology Laboratory    1.0 credit hour

BSC1006                      Advanced Biology    3.0 credit hours

BSC1006L                      Advanced Biology Laboratory    1.0 credit hour

BSC1050                      Environmental Science    3.0 credit hours



MEDICAL ASSISTING SCIENCE (ONLINE)

**Associate of Science Degree**

**Spanish Associate of Science in Medical Assisting Science**

For program information in Spanish, please refer to the Spanish edition of this catalog.

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Medical Assisting Science prepares students to perform various clinical duties including taking patient histories, measuring vital signs, assisting physicians with examinations, giving injections as directed by the physician, venipuncture,

performing CLIA waived laboratory tests, and performing electrocardiograms (ECG). In addition, students will learn clerical and administrative tasks such as scheduling appointments, maintaining patient records, and preparing insurance claims.

### Program Goals

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

- Develop a student's ability to perform various clinical, clerical, & administrative duties
- Prepare students with the professional skills needed for employment in Medical Assisting
- Prepare students to take the Registered Medical Assistant (RMA) credentialing examination given by American Medical Technologists (AMT).

### Program Outline

To receive an Associate of Science degree in Medical Assisting Science, students must earn a total of 60 credit hours. Program requirements are as follows:

#### Medical Assisting Common Core Courses (20 credit hours)

HSA1102	Introduction to Healthcare	3.0 credit hours
MEA2235	Anatomy & Physiology with Terminology & Disease Process*	4.0 credit hours
MEA2244	Pharmacology	3.0 credit hours
MEA1382	Medical Law & Ethics	3.0 credit hours
MEA1270	Medical Office Procedures with Insurance	3.0 credit hours
MEA2346C	Computerized Medical Office Management	4.0 credit hours

#### Medical Assisting Clinical Courses (16 credit hours)

MEA1209	Clinical Lecture*	3.0 credit hours
MEA1204C	Clinical Procedures*	4.0 credit hours
MEA1260C	Laboratory Procedures*	4.0 credit hours
MEA2802	Externship in Medical Assisting	5.0 credit hours

\*Must be completed with a grade of "C" or higher before students can begin externship.

#### General Education Courses (24.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
COM2460	Intercultural Communication	3.0 credit hours

**Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
CGS10003	Fundamentals of Computer Applications	3.0 credit hours

**English (3.0 credit hours)**

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

**Humanities/Fine Arts (3.0 credit hours)**

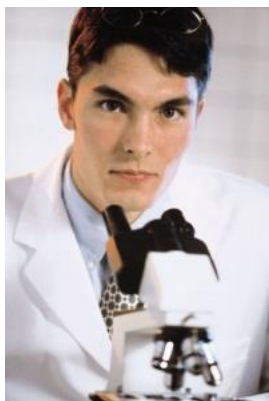
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL1000	Contemporary World Literature	3.0 credit hours
PHI1010	Introduction to Philosophy	3.0 credit hours

**Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
MAT2105	College Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1006	Advanced Biology	3.0 credit hours
BSC1050	Environmental Science	3.0 credit hours
BSC2085C	Anatomy & Physiology I	4.0 credit hours
BSC2086C	Anatomy & Physiology II	4.0 credit hours



MEDICAL LABORATORY TECHNICIAN

**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**



## Program Description

Keiser University's Associate of Science degree in Medical Laboratory Technician trains students to function effectively as a member of a medical laboratory team. Graduates possess skills to perform laboratory tests in accordance with standardized laboratory practices in clinical chemistry, hematology, urinalysis, clinical microbiology, immunohematology and serology/immunology.

## Program Objectives

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

- To develop a student's ability to perform standardized laboratory test procedures
- To develop a student's ability to think critically and communicate effectively
- To prepare students for entry-level employment in physician's offices and clinical or reference laboratories as medical laboratory technicians

## Prerequisites for Major Courses

Background checks and drug screens will be required prior to externship

General education courses must be completed with a grade average of 3.0 on a scale of 4.0

## Program Outline

To receive an Associate of Science degree as a Medical Laboratory Technician, students must earn 73.0 credit hours. Program requirements are as follows:

### Medical Laboratory Technician Major Courses (47 credit hours)

MLT1610C*	Clinical Chemistry I	4.0 credit hours
MLT1620C	Clinical Chemistry II	4.0 credit hours
MLT1802*	Clinical Practicum Part I	3.5 credit hours
MLT1804	Clinical Practicum Part II	3.5 credit hours
MLT2210C	Urinalysis	4.0 credit hours
MLT2300C*	Hematology I	4.0 credit hours
MLT2365C	Hematology II	4.0 credit hours
MLT2402C*	Microbiology I	4.0 credit hours
MLT2403C	Microbiology II	4.0 credit hours
MLT2500C	Serology/Immunology	4.0 credit hours
MLT2525C*	Immunohematology I	4.0 credit hours
MLT2528C	Immunohematology II	4.0 credit hours

\*Must be completed with a grade of "C" or higher before students are enrolled in the "II" portion of the subjects.

### General Education Courses (26.0 credit hours)

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

**NOTE:** Medical Laboratory Technician students who wish to sit for the Medical Technologist examination may need 8.0 credit hours in Biology and 8.0 credit hours in Chemistry.

### Behavioral/Social Science (3.0 credit hours)

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

POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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**Computers (3.0 credit hours)**

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

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

**Humanities/Fine Arts (3.0 credit hours)**

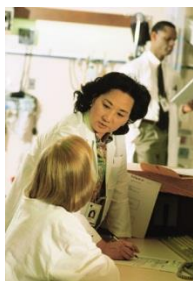
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

**Mathematics (3.0 credit hours)**

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

**Natural Science (8.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours



**NUCLEAR MEDICINE TECHNOLOGY**

**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Nuclear Medicine Technology instructs students in the use of radioactive material to visualize diagnose and treat pathology through proper utilization of specialized equipment and techniques. The program provides entry-level lectures in

positron imaging tomography (PET) and computerized axial tomography (CT). Graduates are eligible to sit for certification examinations given by the American Registry of Radiologic Technologists (ARRT-N) and the Nuclear Medicine Technology Certification Board (NMTCB).

### **Program Mission Statement**

The Mission of the Keiser University Nuclear Medicine Associate of Science degree program is to prepare competent graduates for a rewarding career as a nuclear medicine technologist. The program emphasizes the professional and technical skills necessary in the performance of nuclear medicine procedures; while instilling a commitment to life-long learning. The program facilitates the learning opportunities essential to the development of a skilled and empathetic imaging professional in a collaborative, team-centered health care environment. The program's graduates are eligible to take national certification examinations administered by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

### **Program Goals**

The program's mission is further defined in the following goals:

- Students will develop verbal and written communication skills to effectively interact within a healthcare setting;
- Students will demonstrate knowledge of ALARA practices and regulatory practices relevant to all aspects of radiation safety in Nuclear Medicine Technology;
- Students will demonstrate knowledge of professional ethical practices and appropriate patient care in a team centered healthcare setting;
- Students will demonstrate proficiency in related math and physics content;
- Students will demonstrate successful performance in nuclear medicine procedures.

### **Prerequisites for Major Courses**

- Background check and drug screening when applicable
- Minimum grade of "C" for general education courses. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, PHY2001, MAC2105 and CHEM2045/L.
- Cumulative grade average of 3.0 on a scale of 4.0

### **Program Outline**

To receive an Associate of Science degree in Nuclear Medicine Technology, students must earn a total of 93.0 credit hours. Each course in Nuclear Medicine Technology is a prerequisite for the subsequent course and must be completed with a grade of "C" or higher to proceed successfully through the program. Program requirements are as follows:

#### **Nuclear Medicine Technology Major Courses (63.0 credit hours)**

NMT 1061	Nuclear Medicine Seminar	5.0 credit hours
NMT 1312	Radiation Safety and Health Physics	5.0 credit hours
NMT 1713C	Nuclear Medicine Methodology I	5.0 credit hours
NMT 2804	NMT Clinical Rotation I	3.0 credit hours
NMT 2814	NMT Clinical Rotation II	3.0 credit hours
NMT 2534C	Nuclear Medicine Instrumentation	5.0 credit hours
NMT 2613	Nuclear Medicine Physics	5.0 credit hours
NMT 2824	NMT Clinical Rotation III	3.0 credit hours

NMT 2834	NMT Clinical Rotation IV	3.0 credit hours
NMT 2710	PET/CT Procedures & Radiopharmacy	5.0 credit hours
NMT 2723C	Nuclear Medicine Methodology II	5.0 credit hours
NMT 2844	NMT Clinical Rotation V	3.0 credit hours
NMT 2854	NMT Clinical Rotation VI	3.0 credit hours
NMT 2733	Methodology III	5.0 credit hours
NMT 2960	Nuclear Medicine Capstone Course	5.0 credit hours

### **General Education Courses (30.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

PSY1012	Introduction to Psychology	3.0 credit hours
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#### **Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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#### **English (3.0 credit hours)**

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

#### **Humanities/Fine Arts (3.0 credit hours)**

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

#### **Mathematics (3.0 credit hours)**

MAC2105	College Algebra	3.0 credit hours
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#### **Natural Science (15.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Lab	1.0 credit hours
PHY 2001	General Physics	3.0 credit hours



NURSING

**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

### **Program Description**

Keiser University's Associate of Science degree in Nursing prepares students to practice professional nursing. Professional nursing involves the performance of those acts requiring substantial specialized knowledge, judgment and nursing skill based upon applied principles of biological, physical, psychological and social sciences.

The nursing practice of a professional nurse includes but is not limited to:

- Observation, assessment, nursing diagnosis, planning, intervention and evaluation of care
- Health teaching and counseling of individuals who may be ill, injured or infirm
- Promotion of wellness, maintenance of health, and prevention of illness in others
- Administration of treatments and medications as prescribed in accordance with standards of nursing practice

### **Program Mission Statement**

The Keiser University Nursing Program utilizes an evidence-based approach to educate a diverse student body into the practice of nursing; reflecting the best traditions of the art and science of the nursing profession. To meet the ever changing healthcare needs of society, the program commits to providing patient-centered care through the use of integrated technologies, inter/intradisciplinary collaboration, and sound clinical judgment in a professional, safe and effective environment.

### **Program Goals**

The program's mission is further defined in the following goals:

- Students will utilize effective interdisciplinary collaboration within a health care environment.
- Students will integrate evidence based technologies to support clinical decision making.
- Students will utilize clinical judgment and reasoning to promote optimal patient care.
- Students will model behaviors of professionalism in the pursuit of excellence.
- Students will possess the necessary breadth of knowledge and skills for obtaining entry-level employment as a professional registered nurse.

### **Prerequisites for Major Courses**

- Successful completion of the TEAS test and a personal interview with the Nursing Program Director
- Background check and drug screening
- Minimum grade of "B" for pre-requisite courses: BSC2085C and BSC2086C
- Minimum grade of "C" for the following courses: MCB2000C, MAT1033, DEP2004 and general education courses
- Minimum cumulative grade point average of 3.0 on a 4.0 scale for general education courses.
- Students may begin the major courses prior to the completion of PSY1012, CGS1000C and/or AML1000/ENL1000 if all other nursing prerequisites have successfully been met.

### **Program Outline**

To receive an Associate of Science degree in Nursing, students must earn 72.0 credit hours. Each course in the Nursing major is a prerequisite for a subsequent course and therefore must be completed with a letter grade of "C" with a minimum of 76% in order to proceed successfully through the program. Program requirements are as follows:

**Nursing Major Courses (42.0 credit hours)**

NUR1022C	Fundamentals of Nursing	8.0 credit hours
NUR1140C	Nursing Pharmacology	4.0 credit hours
NUR1211C	Basic Adult Healthcare	8.0 credit hours
NUR2230C	Advanced Adult Healthcare	8.0 credit hours
NUR2421C	Maternity Nursing Care	4.0 credit hours
NUR2310C	Pediatric Nursing	4.0 credit hours
NUR2817C	Nursing Roles Practicum	6.0 credit hours

**General Education Courses (30.0 credit hours)**

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

**Behavioral/Social Science (6.0 credit hours)**

DEP2004	Life Span Development	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours

**Computers (3.0 credit hours)**

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

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

**Humanities/Fine Arts (3.0 credit hours)**

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

**Mathematics (3.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
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**Natural Science (12.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours



## OCCUPATIONAL THERAPY ASSISTANT

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Description

Keiser University's Associate of Science degree in Occupational Therapy Assistant prepares students to work as an occupational therapy assistant under direct supervision of a licensed occupational therapist. Occupational therapy is the art and science of helping people gain skills needed to become independent in daily living activities. Students learn the therapeutic use of occupations which include self-care, work and play/leisure activities in order to maximize independent function, enhance development, prevent disability and maintain health. Intervention strategies may include task adaptations or environment or compensatory approaches in order to facilitate clients' achievement of maximum independence.

#### Program Mission Statement

The mission of the Occupational Therapy Assistant Program is to prepare the occupational therapy assistant student for an ever-changing healthcare environment by emphasizing the acquisition of a foundational knowledge base in occupational therapy, building skills in clinical reasoning, professionalism, and competencies for specific clinical applications.

#### Program Goals

The program's mission is further defined in the following goals:

- Students will demonstrate critical thinking, communication skills and a commitment to lifelong learning
- Students will possess employable entry-level skills required for the profession
- Students will demonstrate ethical behavior that promotes client participation within a social/cultural context

#### Prerequisites for Major Courses

- Background check
- Completion of all general education coursework with a minimum grade of "C" for each course. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, MAT1033 and PSY1012.
- Cumulative grade average of 3.0 on a scale of 4.0

#### Program Outline

To receive an Associate of Science degree in Occupational Therapy Assistant, students must earn 83.0 credit hours. Program requirements are as follows. (Each course in the Occupational Therapy Assistant major is a prerequisite for the subsequent course and therefore must be passed with a minimum "C" grade in order to proceed successfully through the program.)

**Occupational Therapy Assistant Major Courses (57.0 credit hours)**

OTH 1007	Introduction to Occupational Therapy	4.0 credit hour
OTH 1203	Human Occupation and Development Across the Lifespan	4.0 credit hours
OTH 1014C	Kinesiology for Occupational Therapy Assistants	4.0 credit hours
OTH 1433C	Musculoskeletal Disorders/Assessment and Intervention Strategies	4.0 credit hours
OTH 1432C	Neurological Disorders/Assessment and Intervention Strategies	4.0 credit hours
OTH 2300C	Psychiatric Disorders/Assessment and Intervention Strategies	4.0 credit hours
OTH 2022C	Group Dynamics	2.0 credit hours
OTH 2121C	Therapeutic Media	2.0 credit hours
OTH 2800	Fieldwork I	2.0 credit hours
OTH 2420C	Occupational Therapy for Physically Disabled	4.0 credit hours
OTH 2520C	Pediatric Occupational Therapy	4.0 credit hours
OTH 2602C	Aging and Performance Skills	4.0 credit hours
OTH 2013C	OT Pre-clinical Practicum	3.0 credit hours
OTH 2840	Fieldwork II	12.0 credit hours

**General Education Courses (26.0 credit hours)**

To be eligible for admission into the OTA major, students must obtain a 3.0 GPA in their general education requirements and pass each course with a minimum C grade. Credit hours in parentheses indicate the required number of credit hours in each discipline.

**Behavioral/Social Science (3.0 credit hours)**

PSY1012	Introduction to Psychology	3.0 credit hours
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**Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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**Computers (3.0 credit hours)**

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

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

**Humanities/Fine Arts (3.0 credit hours)**

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL1000	Contemporary World Literature	3.0 credit hours

**Mathematics (3.0 credit hours)**

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours



### **Natural Science (8.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours



### **PHYSICAL THERAPIST ASSISTANT Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### **Program Description**

Keiser University's Associate of Science degree in Physical Therapist Assistant prepares students for employment as a skilled licensed health care worker under the supervision of a licensed Physical Therapist. A Physical Therapist Assistant assists in the management of conditions such as arthritis, amputation, fractures, cerebrovascular accident (stroke), spinal cord injuries, traumatic brain injuries, wounds, developmental delays, cerebral palsy, cardiac and pulmonary pathology, sport injuries, work injuries and other types of injuries and/or pathologies.

#### **Program Mission Statement**

The Physical Therapist Assistant Program at Keiser University offers an Associate of Science Degree that is designed to prepare students to become effective, knowledgeable, safe and competent entry-level Physical Therapist Assistants who will practice under the supervision and direction of a Physical Therapist.

#### **Program Goals**

The program's mission is further defined in the following goals:

- Communicate and collaborate within the healthcare environment and with members of the community.
- Demonstrate knowledge, skills and attitudes reflective of an entry level Physical Therapist Assistant.
- Exhibit professional and ethical behaviors consistent with the scope of practice of a PTA.
- Explore contemporary practice to develop commitment to lifelong learning.

#### **Prerequisites for Major Courses**

- Background check and drug screening when applicable
- Completion of prerequisites BSC2085C and BSC2086C, Human Anatomy and Physiology I and II with a minimum of a "B" in each course.
- Completion of general education coursework with a minimum grade of "C" for each course and cumulative grade average of 3.0 on a 4.0 scale

- Complete a minimum of 10 hours of physical therapy observation or work experience during the last 12 months before entering core. The 10 hours observation must consist of 5 hours in a Physical Therapy Inpatient Facility (Skilled Nursing Facility, Acute Care Hospital, Long-Term Acute Care Facility, or Inpatient Rehabilitation Hospital) and 5 hours in a Physical Therapy Outpatient Clinic within 1 year of beginning the PTA core.

## Program Outline

To receive an Associate of Science degree in Physical Therapist Assistant, students must earn 74.0 credit hours. Each course in the PTA major is a prerequisite for the subsequent course and therefore must be completed with a grade of “C” or higher in order to proceed successfully through the program. Program requirements are as follows:

### Physical Therapist Assistant Major Courses (48.0 credit hours)

PHT1000C	Introduction to Physical Therapist Assistant	5.0 credit hours
PHT1121C	Kinesiology	4.0 credit hours
PHT1216C	Functional Modalities	4.0 credit hours
PHT1227C	Therapeutic Exercise I	4.0 credit hours
PHT1228C	Therapeutic Exercise II	2.0 credit hours
PHT1251C	Patient Care Procedures	4.0 credit hours
PHT1261C	Tests and Measurements	4.0 credit hours
PHT1300	Medical Diseases	5.0 credit hours
PHT2143C	Rehabilitation	4.0 credit hour
PHT2810	Clinical Experience II	5.0 credit hours
PHT2820	Clinical Experience III	7.0 credit hours

### General Education Courses (26.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
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#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

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

#### Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL1000	Contemporary World Literature	3.0 credit hours

#### Mathematics (3.0 credit hours)

MAT1033

Intermediate Algebra

3.0 credit hours

**Natural Science (8.0 credit hours)**

BSC2085C

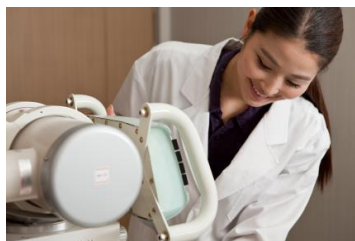
Human Anatomy and Physiology I

4.0 credit hours

BSC2086C

Human Anatomy and Physiology II

4.0 credit hours



**RADIATION THERAPY**

**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science degree in Radiation Therapy prepares students for entry-level positions in the profession, using ionizing-radiation producing equipment to administer therapeutic doses of radiation as prescribed by physicians for treatment of disease — generally cancer. The program provides radiation therapy instruction which includes medical terminology, patient care, radiation physics, treatment planning, dosimetry, and clinical education experience.

**Program Mission Statement**

Keiser University's Associate of Science degree program in Radiation Therapy provides an academic and clinical environment to educate and graduate competent, entry-level radiation therapists who provide quality patient care in the community. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists and are eligible for licensure by the State of Florida to practice Radiation Therapy. The Radiation Therapy program strives to instill the values and concepts of life-long learning in its graduates.

**Program Goals**

The program's mission is further defined in the following goals:

- Students will acquire the knowledge and skill development to competently perform radiation treatment procedures;
- Students will develop verbal and written communication skills to effectively interact within a healthcare setting;
- Students will acquire critical thinking and problem solving skills to effectively practice in the profession;
- Students will demonstrate professional development and growth and set goals for life-long learning;

- Students will possess employable entry-level skills to meet the needs of the radiation therapeutic community upon program completion.

### Prerequisites for Major Courses

- Background check and drug screening when applicable
- Minimum grade of “C” for general education courses. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, MAT1033 and PHY2001.
- Cumulative grade average of 3.0 on a scale of 4.0

### Program Outline

To receive an Associate of Science degree in Radiation Therapy, students must earn a total of 93.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a minimum grade of “C” and a minimum cumulative core GPA of 2.75 (on a 4.0 scale) or higher in order to proceed through the program.

Program requirements are as follows:

#### Radiation Therapy Major Courses (67.0 credit hours)

RAT1001	Introduction to Radiation Therapy	5.0 credit hours
RAT1123	Patient Care in Radiation Therapist	5.0 credit hours
RAT2021	Principles and Practice of Radiation Therapy I	5.0 credit hours
RAT2617	Radiation Therapy Physics I	5.0 credit hours
RAT2652	Treatment Planning and Dosimetry	5.0 credit hours
RAT1804	Radiation Therapy Clinical Education I	3.0 credit hours
RAT1814	Radiation Therapy Clinical Education II	3.0 credit hours
RAT2241	Radiobiology and Pathology	5.0 credit hours
RAT2022	Principles and Practice of Radiation Therapy II	5.0 credit hours
RAT2804	Radiation Therapy Clinical Education III	3.0 credit hours
RAT2814	Radiation Therapy Clinical Education IV	3.0 credit hours
RAT2618	Radiation Therapy Physics II	5.0 credit hours
RAT2657	Quality Management	5.0 credit hours
RAT2824	Radiation Therapy Clinical Education V	3.0 credit hours
RAT2834	Radiation Therapy Clinical Education VI	3.0 credit hours
RAT2061	Radiation Therapy Seminar	4.0 credit hours

#### General Education Courses (26.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours
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#### Computers (3.0 credit hours)

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

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

### **Humanities/Fine Arts (3.0 credit hours)**

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

### **Mathematics (6.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
PHY2001	General Physics	3.0 credit hours

### **Natural Science (8.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours



## **RADIOLOGIC TECHNOLOGY**

### **Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### **Program Description**

Keiser University's Associate of Science degree in Radiologic Technology prepares students for entry-level positions in the profession, producing radiographic images in accordance with standardized practices and procedures. The program provides radiologic information including medical terminology, patient care, radiographic procedures, radiation protection, equipment operations and image production and evaluation. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists and are eligible to be licensed by the State of Florida to practice Radiologic Technology.

#### **Program Mission Statement**

Keiser University's Associate of Science degree program in Radiologic Technology provides both an educational and clinical foundation to produce competent graduates for entry-level positions in radiologic technology and instill the values and concepts of life-long learning in its graduates. Through community clinical partnerships, graduates integrate clinical competence, radiation safety, professional and ethical behavior and communication skills in keeping with the radiologic technologist's scope of practice.

#### **Program Goals**

The program's mission is further defined in the following goals:

- Students will communicate within a healthcare setting;

- Students will apply critical thinking skills;
- Students will demonstrate professional and ethical behavior;
- Students will demonstrate clinical competency.

*Student learning outcomes associated with these goals are an important and integral part of the program. The specific learning outcomes for each goal can be found on the university's web site <http://www.keiseruniversity.edu/radiologic-technology-as/>*

### **Prerequisites for Major Courses**

- Background check and drug screening when applicable
- Minimum grade of "C" for general education courses. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, ENC1101 and MAT1033.
- Cumulative grade average of 3.0 on a scale of 4.0

### **Program Outline**

To receive an Associate of Science degree in Radiologic Technology, students must earn a total of 94.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a minimum grade of "C" and a minimum cumulative core GPA of 2.75 (on a 4.0 scale) or higher for the first semester and 2.75 (on a 4.0 scale) or higher in all subsequent semesters in order to proceed successfully through the program. Program requirements are as follows:

#### **Radiologic Technology Major Courses (68.0 credit hours)**

RTE 1000	Intro to Radiologic Technology	5.5 credit hours
RTE 1401	Radiologic Imaging	5.5 credit hours
RTE 1418C	Radiologic Science I	5.5 credit hours
RTE 1458C	Radiologic Science II	5.5 credit hours
RTE 1503C	Radiologic Procedures I	4.25 credit hours
RTE 1513C	Radiologic Procedures II	4.25 credit hours
RTE 1523C	Radiologic Procedures III	4.25 credit hours
RTE 1533C	Radiologic Procedures IV	4.25 credit hours
RTE 1804	Clinical Rotation I	6.0 credit hours
RTE 1814	Clinical Rotation II	6.0 credit hours
RTE 2563	Advanced Radiologic Imaging	5.5 credit hours
RTE 2785	Advanced Pathophysiologic Imaging	5.5 credit hours
RTE 2824	Clinical Rotation III	6.0 credit hours

#### **General Education Courses (26.0 credit hours)**

Semester I and II: Students accepted into the Radiologic Technology Program are required to complete 26 hours of general education with the minimum hour requirement for each category listed in parentheses beside the category. Credit hours in parentheses indicate the required number of credit hours in each discipline.

#### **Behavioral/Social Science (3.0 credit hours)**

PSY1012	Introduction to Psychology	3.0 credit hours
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#### **Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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### Computers (3.0 credit hours)

CGS1000C Introduction to Computers 3.0 credit hours

### English (3.0 credit hours)

ENC1101 English Composition I 3.0 credit hours

### Humanities/Fine Arts (3.0 credit hours)

AML1000 American Literature 3.0 credit hours

ENL1000 English Literature 3.0 credit hours

### Mathematics (3.0 credit hours)

MAT1033 Intermediate Algebra 3.0 credit hours

### Natural Science (8.0 credit hours)

BSC2085C Human Anatomy and Physiology I 4.0 credit hours

BSC2086C Human Anatomy and Physiology II 4.0 credit hours



RESPIRATORY THERAPY

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

### Program Description

Keiser University's Associate of Science degree in Respiratory Therapy prepares students for employment as respiratory therapists under the supervision of licensed physicians. Therapist provides education, diagnostic testing and respiratory therapy in the management of conditions such as chronic obstructive pulmonary disease, acute cardio-respiratory failure, asthma, and other pulmonary pathologies. Successful completion of the program qualifies graduates to receive an Associate of Science degree, and become eligible to sit for the national accreditation exams for the designation of the Registered Respiratory Therapist (RRT) and apply for state license as a respiratory therapist. The national examinations consist of the Therapist Multiple-Choice Examination (TCM) and the Clinical Simulation Examination (CSE) offered by the National Board of Respiratory Care (NBRC). Information on the exam process is available through the NBRC at [www.nbrc.org](http://www.nbrc.org).

Responsibilities of a respiratory therapist include:

- Identifying lung and breathing disorders and recommending treatment methods
- Interviewing patients and doing chest physical exams to determine what kind of therapy is best for their condition
- Consulting with physicians to recommend a change in therapy, based on patient evaluation
- Analyzing breath, tissue, and blood specimens to determine levels of oxygen and other gases
- Managing ventilators and artificial airway devices for patients who can't breathe normally on their own
- Responding to Code Blue or other urgent calls for care
- Educating patients and families about lung disease so they can maximize their recovery

### **Program Mission Statement**

Keiser University's Associate of Science degree program in Respiratory Therapy prepares students to become effective, knowledgeable, safe and competent respiratory therapy practitioners who will practice under the supervision and direction of a licensed physician.

### **Program Goal**

- To prepare graduates with demonstrated competence in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT's).

### **Program Objectives**

- The program's mission and goal is further defined in the following program objectives:
- To provide an environment in which students demonstrate ethical behaviors, critical thinking skills and a commitment to lifelong learning
- Development of clinical skills, treatment techniques, understanding of methodology, and rationale for implementation and interpretation of diagnostics and cardio-respiratory care
- To provide the students with an academic foundation to adequately fulfill the role of a respiratory care practitioner in a clinical setting

### **Prerequisites for Major Courses**

- Background check and drug screening
- Completion of prerequisites BSC2085C and BSC2086C, Human Anatomy and Physiology I and II with a minimum of a "B" in each course.
- Completion of the following prerequisite courses: MCB2000C and CHEM2045/L and all general education coursework with a minimum grade of "C" for each course.
- Cumulative grade average of 3.0 on a scale of 4.0

### **Program Outline**

To receive an Associate of Science degree in Respiratory Therapy, students must earn 88.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed with a minimum grade of "C" or higher in order to proceed through the program. Students must complete all courses in the program core.

Program requirements are as follows:

### **Respiratory Therapy Major Courses (51.0 credit hours)**



RET1024C	Respiratory Therapy Fundamentals	4.0 credit hours
RET1485C	Respiratory Therapy Theory	4.0 credit hours
RET1291C	Clinical Respiratory Medicine	4.0 credit hours
RET1007C	Pharmacology for Respiratory Care	4.0 credit hours
RET1940	Clinical Practicum I	3.0 credit hours
RET1405C	Diagnostic Procedures in Respiratory Care	4.0 credit hours
RET2283C	Intensive Respiratory Care	4.0 credit hours
RET2941	Clinical Practicum II	3.0 credit hours
RET2710C	Pediatric and Neonatal Respiratory Therapy	4.0 credit hours
RET2944	Clinical Practicum III	3.0 credit hours
RET2934C	Special Topics in Respiratory Therapy	4.0 credit hours
RET2946	Clinical Practicum IV	3.0 credit hours
RET2948	Clinical Practicum V	3.0 credit hours
RET2935C	Respiratory Therapy Management	4.0 credit hours

### **General Education Courses (37.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

PSY1012	Introduction to Psychology	3.0 credit hours
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#### **Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **English (3.0 credit hours)**

ENC1101	English Composition I	3.0 credit hours
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#### **Humanities/Fine Arts (3.0 credit hours)**

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

#### **Mathematics (6.0 credit hours)**

MAT1033	Intermediate Algebra	3.0 credit hours
MAC2105	College Algebra	3.0 credit hours

#### **Natural Science (16.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours
CHM2045	General Chemistry	3.0 credit hours
CHM2045L	General Chemistry Laboratory	1.0 credit hours



## SPORTS MEDICINE AND FITNESS TECHNOLOGY

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Description

Keiser University's Associate of Science degree in Sports Medicine and Fitness Technology focuses on entry-level health and fitness assessment, prescription and lifestyle modification. The program provides a basic understanding of health risk factors, physiological adaptations to exercise, injury prevention, care and therapies and addresses all components of activity as related to sports and exercise.

#### Program Objectives

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

- To develop a student's ability to apply health and fitness assessments in the development, monitoring and motivation of individuals with exercise prescriptions
- To prepare students to properly conduct and monitor exercise sessions
- To assist students in understanding health risk factors, physiological adaptations to exercise and psychological factors associated with fitness and exercise programs
- To assist students in understanding and applying basic biomechanical principles

#### Prerequisites for Major Courses

At a minimum, students must successfully complete the following two general education courses before beginning major coursework. A "C" or greater must be awarded in both for continuance into the core curriculum.

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

#### Program Outline

To receive an Associate of Science in Sports Medicine and Fitness Technology, students must earn 65.0 credit hours. Program requirements are as follows:

#### **Sports Medicine and Fitness Technology Major Courses (39.0 credit hours)**

PET1084C	Health and Fitness Appraisal and Wellness	4.0 credit hours
PET2082C	Exercise Leadership and Special Populations	4.0 credit hours
PET1352C	Nutrition and Weight Management	4.0 credit hours

PET1384C	Principles of Health and Fitness	4.0 credit hours
PET1604C	Sports Medicine and First Aid	4.0 credit hours
PET2214C	Sports Psychology	4.0 credit hours
PET2353C	Exercise Physiology	4.0 credit hours
SPM2150C	Sports Administration and Law	4.0 credit hours
PET2941	Externship I	3.5 credit hours
PET2942	Externship II	3.5 credit hours

### **General Education Courses (26.0 credit hours)**

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

#### **Behavioral/Social Science (3.0 credit hours)**

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### **Communications (3.0 credit hours)**

SPC1017	Speech	3.0 credit hours
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#### **Computers (3.0 credit hours)**

CGS1000C	Introduction to Computers	3.0 credit hours
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#### **English (3.0 credit hours)**

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

#### **Humanities/Fine Arts (3.0 credit hours)**

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

#### **Mathematics (3.0 credit hours)**

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours

#### **Natural Science (8.0 credit hours)**

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours



## SURGICAL TECHNOLOGY

### **Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### **Program Description**

Keiser University's Associate of Science degree in Surgical Technology provides students with the technical ability; knowledge and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center students receive instruction in essentials of healthcare, surgical instrumentation, anatomy, physiology, medical terminology, microbiology, and pharmacology. pirating rooms. Students receive instruction in essentials of healthcare, surgical instrumentation, anatomy, physiology, medical terminology, microbiology, and pharmacology. Graduates are prepared for employment as surgical technologists.

#### **Program Mission Statement**

The mission of the Surgical Technology program at Keiser University is to provide didactic and clinical instruction that will allow students to perform as competent, entry-level Surgical Technologists; and to fill the need for Surgical Technologists in local and regional communities.

#### **Program Goals**

The program's mission is further defined in the following goals:

- Students will acquire knowledge of basic scientific principles related to anatomy, physiology and pathophysiology for safe transfer, positioning, prepping and draping of surgical patients;
- Students will demonstrate skills following established criteria, protocols and objectives in the cognitive, affective and psychomotor domains;
- Students will acquire knowledge of interpersonal skills and communications relative to surgical procedures and protocols;
- Students will demonstrate appropriate use and care of basic and specialty instruments and supplies;
- Students will possess employable entry-level skills and function safety, effectively and efficiently as surgical technologists.

#### **Prerequisites for Major Courses**

- Background check and drug screening when applicable

- Immunization record signed by physician
- Successful completion general education requirements with a grade point average of 3.0 or higher

## Program Outline

To receive an Associate of Science in Surgical Technology, students must earn 75.0 credit hours. Each major course is a prerequisite for the subsequent course and therefore must be completed successfully to move forward in the program.

Program requirements are as follows:

### Surgical Technology Major Courses (49.0 credit hours)

STS1000C	Healthcare Concepts	5.0 credit hours
STS1177C	Surgical Techniques and Procedures I	4.0 credit hours
STS1178C	Surgical Techniques and Procedures II	4.0 credit hours
STS1179C	Surgical Techniques and Procedures III	4.0 credit hours
STS1131C	Surgical Specialties I with Anatomy and Physiology	4.0 credit hours
STS1132C	Surgical Specialties II with Anatomy and Physiology	4.0 credit hours
STS1133C	Surgical Specialties III with Anatomy and Physiology	4.0 credit hours
STS1134C	Surgical Specialties IV with Anatomy and Physiology	4.0 credit hours
STS1135C	Surgical Specialties V with Anatomy and Physiology	4.0 credit hours
STS2940	Surgical Technology Externship I	4.0 credit hours
STS2941	Surgical Technology Externship II	4.0 credit hours
STS2942	Surgical Technology Externship III	4.0 credit hours

All students sit for the certification exam at the end of Externship III.

### General Education Courses (26.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

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

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

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

#### Humanities/Fine Arts (3.0 credit hours)

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

**Mathematics (3.0 credit hours)**

MAC2105 College Algebra 3.0 credit hours

MAT1033 Intermediate Algebra 3.0 credit hours

STA2023 Statistics 3.0 credit hours

**Natural Science (8.0 credit hours)**

BSC2085C Human Anatomy and Physiology I 4.0 credit hours

BSC2086C Human Anatomy and Physiology II 4.0 credit hours



**VIDEO GAME DESIGN**

**Associate of Science Degree**

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

**Program Description**

Keiser University's Associate of Science in Video Game Design presents the processes and skills required to perform game design and development. Students are immersed in creative and conceptual areas such as character development, 3-D modeling and animation, game documentation, game balance, interactive storytelling and interface development.

**Program Objectives**

- The following objectives are designed to meet Keiser University's mission and its goals:
- To develop a student's ability to demonstrate knowledge of computer-based 3-D modeling, animation theory and techniques, level design and architecture, texturing and lighting
- To prepare graduates for jobs as entry-level game programmers, modelers, animators, level designers, texture mappers and story developers
- To develop a student's ability to think critically and communicate effectively
- To assist students with development of programming languages and game engines

**Prerequisites for Major Courses**

None

## Program Outline

To receive an Associate of Science degree in Video Game Design, students must earn 88.0 credit hours. Program requirements are as follows:

### Video Game Design Major Courses (64.0 credit hours)

COP2360C	C# (Sharp) Programming I	4.0 credit hours
COP2362C	C# (Sharp) Programming II	4.0 credit hours
COP2222C	C++ Programming I	4.0 credit hours
COP2224C	C++ Programming II	4.0 credit hours
GRA1150C	Photo Editing and Manipulation	4.0 credit hours
GRA1162C	3-D Modeling	4.0 credit hours
GRA1168C	3-D Animation	4.0 credit hours
GRA2169C	Advanced 3-D Modeling	4.0 credit hours
GRA2765C	Advanced 3-D Animation	4.0 credit hours
VG1110C	2-D Illustration and Image Editing	4.0 credit hours
VG1130C	Game Texture Mapping	4.0 credit hours
VG2130C	Game Development	4.0 credit hours
VG2235C	Level Design	4.0 credit hours
VG2255C	Game Modeling and Animation	4.0 credit hours
VG2270C	Applied Game Design I	4.0 credit hours
VG2280C	Applied Game Design II	4.0 credit hours

### General Education Courses (24.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

#### Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours
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#### Computers (3.0 credit hours)

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

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

#### Humanities/Fine Arts (3.0 credit hours)

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

**Mathematics (3.0 credit hours)**

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

**Natural Science (6.0 credit hours)**

BSC1005	General Biology	3.0 credit hours
BSC1005L	General Biology Laboratory	1.0 credit hour
BSC1006	Advanced Biology	3.0 credit hours
BSC1006L	Advanced Biology Laboratory	1.0 credit hour
BSC1050	Environmental Science	3.0 credit hours



## Course Descriptions

ACG1001 (3.0 credit hours)

### **Accounting Principles I**

Defines the objectives of accounting and their relationship to business through fundamental concepts and principles. Topics include theories of debits and credits, classification of accounts, journalizing, and preparation of financial statements and use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements.

ACG2011 (3.0 credit hours)

### **Accounting Principles II**

Presents accounting principles and concepts applicable to receivables, fixed assets, payroll, cash flow, financial analysis and accounting for partnerships and corporations. Prerequisite: ACG1001

ACG2062 (3.0 credit hours)

### **Accounting Information for Business Decisions**

Identifies how accounting information is used in making business decisions. Students enhance computer skills using various software programs to solve accounting problems. Prerequisite: ACG2011 and CGS1000C

ACG2091 (3.0 credit hours)

### **Integrated Accounting**

This course is an integration of traditional accounting concepts with computerized accounting procedures. Software will be used to complete an accounting cycle for both a service and merchandising business. Topics include: journal entries, accounts receivable, accounts payable, financial statements along with fixed assets, payroll transactions, and basic financial statement analysis Prerequisite: ACG2011

ACG3024 (3.0 credit hours)

### **Accounting for Non-Financial Managers**

Addresses the use of accounting information Topics include interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investing, controlling and managerial decision-making.

ACG3073 (3.0 credit hours)

### **Managerial Accounting**

Focuses on the interaction between the fields of accounting and management with emphasis on analysis of accounting records as an aid for managerial decisions. Prerequisite: ACG2011

ACG4101 (3.0 credit hours)

### **Intermediate Accounting I**

Underlying concepts and ethical, regulatory and business environment of financial reporting with an emphasis on measurement, valuation and presentation of typical asset-related items. Prerequisite: ACG 2091

ACG4111 (3.0 credit hours)

### **Intermediate Accounting II**

Presents underlying concepts and ethical, regulatory and business environments of financial reporting with an emphasis on measurement, valuation and presentation of typical liability and equity-related items. Prerequisite: ACG4101

ACG4201 (3.0 credit hours)

**Advanced Accounting**

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

ACG4253 (3.0 credit hours)

**International Financial Reporting**

The course expands upon the conceptual framework for the preparation and presentation of financial statements and looks at the differences between current US GAAP and IFRS. This course will also discuss international ethical conduct as it relates to accounting. Prerequisite: ACG4201

ACG4342 (3.0 credit hours)

**Advanced Managerial/Cost Accounting**

Discusses the determination and control of production costs, job order and process systems, actual and standard costs, budgetary control, performance measurement, ethics and short-run decision models. Prerequisite: ACG4111

ACG4401 (3.0 credit hours)

**Accounting Information Systems**

Introduces the study of concepts and terminology of accounting information systems and their use in decision making in accounting and auditing. The course also covers Information Technology (IT) fundamentals, responsibilities and business implications. Prerequisite: ACG 4671

ACG4501 (3.0 credit hours)

**Governmental and Institutional Accounting**

Presents budgeting, accounting and reporting standards and practices for government and other not-for-profit entities. Prerequisite: ACG 4111

ACG4651 (3.0 credit hours)

**Auditing I**

Standards and procedures of auditing financial information, ethics and responsibilities of auditors, planning, collection and documentation of audit evidence, reporting and auditing standards Prerequisite: ACG4111

ACG4671 (3.0 credit hours)

**Auditing II**

This course covers the application of the audit process learned in Auditing I. The course also provides detail on sampling and audit communications. Prerequisite: ACG4651

ACG4682 (3.0 credit hours)

**Fraud Examination**

Introduces the causes of financial fraud in American society and explores the methods by which fraud is perpetrated. Prerequisite: ACG 4671

AMH1010 (3.0 credit hours)

**American History Pre 1877**

Examines American history from 1492 to 1876, focusing on political, economic and diplomatic events.

AMH1020 (3.0 credit hours)

**American History Since 1876**

Examines American history since 1876, focusing on political, economic and diplomatic events.

AML1000 (3.0 credit hours)

**American Literature**

Explores select American authors and literary texts. Topics include historical background, social forces, literary genres and elements. (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

APA2265 (3.0 credit hours)

**Accounting for Healthcare**

This course presents an overview of accounting and financial activities relevant to a healthcare facility. Topics include an introduction to healthcare accounting, basic financial statement preparation and analysis including budgets, and recording transactions in a healthcare environment.

APK3114C (4.0 credit hours)

**Strength Training and Conditioning**

Identifies the essentials involved in strength training and conditioning. Students are prepared for national credentialing. Topics include the structure and function of body systems, training adaptations, testing and evaluation, exercise techniques and program design. Students apply exercise prescriptions and practice stretching and spotting/safety techniques.

APK3639 (3.0 credit hours)

**Advanced Care and Prevention of Athletic Injuries**

Addresses the techniques for preventing and minimizing sport-related injuries as well as recognition and management of specific injuries and conditions. Topics include handling and demonstrating proper emergency protocols, bandaging techniques and basic injury rehabilitation.

BCH1020C (4.0 credit hours)

**Fundamentals of Biochemistry**

Provides basic knowledge of structural organic molecules, acid-base chemistry, reaction mechanisms and chemical thermodynamics. Topics include the roles of essential biological molecules, focusing on protein chemistry, lipids, carbohydrates, nucleic acids and enzymes. Prerequisites: BSC1005, CHM1045

BCH1417C (4.0 credit hours)

**Molecular Biology**

Presents a comprehensive overview of concepts in the field of molecular biology. Topics include an introduction to theory and laboratory techniques in molecular biology with an emphasis on DNA replication, transcription, translation, chromosome structure, gene expression and regulation, recombinant DNA and RNA techniques such as transformation, Northern Blots and DNA bioinformatics tools. Prerequisites: BSC1005, CHM1045

BCH3205 (3.0 credit hours)

**Fundamentals of Biochemistry**

Provides basic knowledge of structural organic molecules, acid-base chemistry, reaction mechanisms and chemical thermodynamics. Topics include the roles of essential biological molecules, focusing on protein chemistry, lipids, carbohydrates, nucleic acids and enzymes. Prerequisite: CHM3206

BCH4053 (3.0 credit hours)

**Biochemistry I**

Presents a comprehensive overview of concepts in the field of biochemistry. Aspects of cell organization, biochemical reactions, structures, purification and characterization of proteins, enzymes, lipids, and nucleic acids will be explored. Prerequisite: CHM2211, CHM2211L

BCH4054 (3.0 credit hours)

**Biochemistry II**

Presents a comprehensive overview of concepts in the field of biochemistry. Aspects of metabolism, carbohydrates, energy storage, citric acid cycle, oxidative phosphorylation, lipid metabolism, photosynthesis, metabolisms of nitrogen and cellular signaling will be explored. Prerequisites: BCH4053, CHM2211, CHM2211L

BPA1146C (3.0 Credits)

**Pastry Basics**

This course focuses on protein coagulation and egg thickened liquids, chemical leavened baked goods as well as use and identification of bakery ingredients including sugars, flours, starch thickeners and gelatin. Students will learn to make a variety of petit four sec cookies, bars, icebox, etc. Production includes numerous soufflés, custards, mousses, sauces and frozen desserts.

BPA1943C (3.0 Credits)

**Yeast Breads and Laminated Doughs**

Explores the science of leavening as it is related to yeast fermentation, production of breads, rolls and laminated dough, including white pan breads, sandwich rolls, dinner rolls, Danish, croissants and puff pastry. This includes hands-on production, as well as discussion of the steps in bread making to produce high quality products, in addition to bread faults and the causes. The importance of formulas, baker's percentage, scaling and measurements is applied.

BPA2121C (3.0 Credits)

**Advanced Pastry Techniques**

Focus is placed on the study of petit four glace, macaroons, pate a choux and puff pastry products. Various crust styles are evaluated and used to produce quiches and tarts. Students will also learn about pastry as it pertains to breakfast cookery, including topics such as breakfast egg cookery and savory baked goods, pancakes, waffles and crepes, along with their appropriate accompaniments. Students will be introduced to the position of pastry chef within the kitchen brigade. Students will also explore menu and recipe design, purchasing and costing, plated dessert service, brunch and tea preparation and buffet design.

BPA2234C (3.0 Credits)

**Specialty Yeast Breads**

Presents the science of yeast fermentation as it relates to pre-ferments, including levain, poolish, biga, and sourdough and their use in the production of rustic breads and hearth-baked products. Production methods are examined with the emphasis on artisan-quality breads. Enriched bread variations are explored, along with cultural specialties including pretzels, naan and flatbreads.

BPA2241C (3.0 Credits)

### **Chocolates, Confections, and Centerpieces**

Students will be introduced to the skills and techniques required to successfully work with chocolate. They will be taught the basic techniques to form simple centerpieces, molded and rolled truffles and chocolate candy, butter and cream ganache aerated confections, as well as crystalline and non-crystalline confections. Emphasis is placed on production and the rules that apply when tempering chocolate.

BPA2262C (3.0 Credits)

### **European Tortes & Contemporary Plated Desserts**

A classic in-depth study of the European tortes and dessert cakes from Austria, France, Italy and others with a focus on the genoise sponge as the primary objective of this course. Along with the cakes are decorating techniques, garnishes and presentation methods that will be practiced. Topics include all varieties of tortes and icings including ganache, mousses, meringues as well as European style decorations, storage and handling, and portion size. Discussion and demonstration of contemporary plating techniques will be done with emphasis on design, garnish and deconstruction.

BPA2271C (3.0 Credits)

### **Cake Baking Design and Decorating**

Discusses the various production methods of cakes such as sponge, butter and high ratio style white, chocolate and yellow cakes, and cupcakes. Topics include types of buttercream icings and decorating styles, as well as classic American cake decoration for special occasion and birthday cakes. Cost analysis is discussed. Importance is placed on proper assembly of a cake, with a major focus on piping techniques. Techniques for stacking cakes and modeling with various mediums will also be presented.

BPA2292C (3.0 Credits)

### **Wedding Cakes Amenities and Showpieces**

Topics of the class will include wedding cakes, gingerbread and showpiece construction and various display forms, as well as the use of these products as elements for use in hotels and restaurants. Sugar as an art form is explored through pastillage showpieces and gumpaste floral techniques. Piping skills are refined through royal icing string work, with emphasis placed on fondant covered, tiered wedding cakes.

BSC1005 (3.0 credit hours)

### **General Biology**

Introduces elementary cell structure, metabolism, and reproduction. Topics include aspects of general and biological chemistry, cell cycles, DNA structure and replication, protein synthesis, nature of heredity and the genetic basis of speciation.

BSC1005L (1.0 credit hour)

### **General Biology Laboratory**

Consists of practical applications of theories and concepts presented in BSC1005 (General Biology).

BSC1006 (3.0 credit hours)

**Advanced Biology**

Extends theories and concepts presented in BSC1005 (General Biology). Topics include biological classification, nutrient procurement and processing, reproduction and development, environmental responses, interactions of organisms with one another and with their environment. Prerequisite: BSC1005

BSC1006L (1.0 credit hour)

**Advanced Biology Laboratory**

Consists of practical applications corresponding to the theories and concepts presented in BSC1006 (Advanced Biology).

BSC1050 (3.0 credit hours)

**Environmental Science**

Studies the structure and function of ecosystems. Topics include biological and non-biological components, resource availability and preservation and interplay between human populations and the ecosystems of which they are a part. The course stresses understanding of environmental issues and human influences and realistically evaluates current options leading to environmental stability on local, regional and global scales.

BSC1421C (4.0 credit hours)

**Introduction to Biotechnology**

Presents a historical review of developments leading to biotechnology. Topics include gene expression, recombinant DNA technology and research and development of the application of biotechnology. Additional topics focus on microorganisms, plants, animals, marine organisms, new areas of genomics, proteomics and bioinformatics, as well as developments in medical biotechnology, forensic science and regulation issues of biotechnology. Prerequisites: BSC1005, CHM1045

BSC2010 (3.0 credit hours)

**Biology I**

This course is designed for science majors. Introductory topics include the organization of the living world, the requirements of life, the scientific method, and aspects of general and biological chemistry. Aspects of cells include their structure and function, energy acquisition and utilization, the cell cycle, mitosis, meiosis, Mendelian genetics, genetic defects, chromosomes, DNA structure, replication, protein synthesis, the genetic code, and mechanisms of gene control. Current molecular biology and technologies are introduced.

BSC2010L (1.0 credit hour)

**Biology I Laboratory**

This course is to be taken in conjunction with BSC2010. This course is designed to explore the organization of the living world through inquiry-based laboratory scenarios. Students will build upon concepts discussed in the corresponding lecture. Corequisite: BSC2010

BSC2011 (3.0 credit hours)

## **Biology II**

This is an introductory / survey course that extends the curriculum of General Biology for majors (BSC-2010). Aspects of the theory and dynamics of evolution and the origin and evolution of life are followed by a survey of the diversity of life. The structure and function of plants and animals are compared. Patterns of interaction of organisms with each other and their environment are explored together with the human impact on biodiversity.

Prerequisite: BSC2010

BSC2011L (1.0 credit hour)

### **Biology II Laboratory**

This is an introductory biological laboratory course designed for science majors that extends the concepts and theories of BSC2010 (General Biology), and consists of practical applications corresponding to theories and concepts presented in BSC2011 (Advanced Biology for science majors).

BSC2085C (4.0 credit hours)

### **Human Anatomy and Physiology I**

Provides basic structure, function and chemistry of the human body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary systems. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection.

BSC2086C (4.0 credit hours)

### **Human Anatomy and Physiology II**

Continues BSC 2085 (Human Anatomy and Physiology I), with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Prerequisite: BSC2085C

BSC3403C (4.0 credit hours)

### **Quantitative Biological Methods**

This is a foundation course in statistical methodology. Introductory topics include: systematic sampling, the scientific method and design of experiments, descriptive statistics, basic probability concepts, probability distributions, estimation, hypothesis testing, analysis of variance, simple linear regression and correlation, multiple regression, regression analysis, and chi-square distribution and analysis of frequencies. Prerequisites: BSC2010, BSC2010L, MCB3020, MCB3020L, CHM2046, CHM2046L

BSC3833 (3.0 credit hours)

### **Radiation Biology**

This course covers the effectors of ionizing radiation on biological systems at the cellular, molecular, organ, organism, and environmental levels.

BSC4458 (3.0 credit hours)

### **Bioinformatics**

Presents a comprehensive overview of concepts in the field of bioinformatics. Aspects of genetic diseases, gene alignments, protein alignments, sequence assembly, gene prediction, RNA and protein structure, molecular phylogenetics, gene expression and Perl will be explored. Prerequisites: PCB3522

BUL1240 (3.0 credit hours)

### **Business Law**

Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

BUL3130 (3 credit hours)

### **Legal and Ethical Environment of Business**

Presents the ethical and legal issues of business including contracts, agency law and investor protection.

BUL3130 (3.0 credit hours)

### **Legal and Ethical Environment of Business**

Presents principles of law and ethics that arise in the business environment. Topics include the Federal Corrupt Practices Act, product liability, street crime vs. white collar crime, government regulation of financial institutions, at-will employment and employer/employee relationships, agency and principals, employee safety and fiduciary duty.

CAP1035C (4.0 credit hours)

### **2D Illustration and Image Editing I (2D Illustration)**

Addresses techniques of graphic illustration and image editing. Topics include intermediate instruction on graphic design theory and practice, typography, intermediate and advanced capabilities of two-dimensional vector-drawing based graphics applications. Prerequisite: GRA1100C

CAP 1036C (4.0 credit hours)

### **2D Illustration and Image Editing 2 (2D Image Editing)**

Topics emphasized are general image editing techniques, retouching, photo manipulation techniques using pixel-based image editing software, digital photography, and other methods of accessing and using digital and non-digital visual imagery. Prerequisite: GRA1062C

CAP2026C (4.0 credit hours)

### **Multimedia Production 2 (Video Editing)**

Addresses timeline-based video and graphics applications. Topics include pre-production, scripting and planning, using a digital video camera, direction, and production. Emphasis in this course is on digital video editing and sound editing. Prerequisite: GRA1100C or GRA1062C

CAP 2030C (4.0 credit hours)

### **3D Modeling and Animation**

Introduces industry-standard 3-D modeling and animation tools used to design and build models and objects. 3-D modeling topics include: additive modeling using 3-D primitives, constructive modeling using transformed 2-D shapes, basic 3-D scene creation, texture mapping, camera positioning and scene lighting. 3D animation techniques include: keyframing, motion paths, function curves and graphs, animated parameters and modifiers, animated hierarchies and 3-D animation special effects including object morphing and explosions.



Prerequisite: GRA1100C or GRA1062C

CAP2049C (4.0 credit hours)

### **Multimedia Production 3 (Post-Production)**

Addresses the process and methods of creating motion graphics with timeline-based animation and sound. Topics include conceptualizing and producing multimedia sequences and how they apply to film, television, and interactive media. Emphasis in this course is on post-production techniques and effects. GRA2026C is suggested but not required as a prerequisite for this course.

Prerequisite:

GRA1100C or GRA1062C

CAP2204C (4.0 credit hours)

### **Applied Design and Multimedia**

In this course, students will be exploring employment opportunities, identifying areas for improvement, and developing a personal multimedia marketing campaign. This course is designed to help the student highlight their growth and skills in preparation for employment in the design and multimedia industries. Identifying employer needs, developing cover letters and resumes, finalizing student portfolios, building online networks, and enhancing productivity will be highlighted throughout. Pre-requisite: GRA1100C, GRA1062C

CBL1240 (3.0 credit hours)

### **Chinese Business Law**

Presents fundamental principles of law applicable to business transactions. Topics include contracts, sales contracts (UCC Codes), government regulations, commercial paper, property bailments, agency, debtor-creditor relations, real property and insurance.

CBL3130 (3.0 credit hours)

### **Chinese Legal and Ethical Environment of Business**

Presents the ethical and legal issues of business including contracts, agency law and investor protection.

CCJ1010 (3.0 credit hours)

### **Criminology**

Provides a survey of delinquent and criminal behavior including: the measurement of crime, causes of deviant behavior based on psychological, biological, and sociological theories, selected case studies and the future direction of criminal justice.

CCJ1020 (3.0 credit hours)

### **Introduction to Criminal Justice**

Examines and evaluates courts, police and correctional organizations in the United States. Topics include the history of criminal justice organizations and contemporary problems and their solutions

CCJ3601 (3.0 credit hours)

### **Deviant Behavior**

Topics include psychological motivations of criminals, psychological effects of crime upon victims, use of psychology as a crime-fighting tool and psychological behavior of addicts, sociopaths, and sex offenders.

CCJ3666 (3.0 credit hours)

**Victimology**

Examines victimization, crime typologies, and the impact of crime on victims, the offender and society, including: the history and theories of victimology, laws, strategies for intervention, and areas for future research.

CCJ4032 (3.0 credit hours)

**Crime and the Media**

Examines the ways by which television, film, newspaper, and electronic/internet media intersect in the social construction of crime and the criminal justice system. This course specifically examines how the media represents, distorts, and/or filters issues of crime and justice, with special focus on the media as a cause, consequence and cure for crime.

CCJ4450 (3.0 credit hours)

**Criminal Justice Management**

Examines the structure of America criminal justice organizations; including but not limited to employee supervision, interdepartmental coordination, the role of Internal Affairs, strategic planning and responsibilities of management.

CCJ4489 (3.0 credit hours)

**Ethics in Criminal Justice**

Introduces ethical decision-making processes including; developing a critical perspective on the nature of justice and exploring a variety of ethical and moral dilemmas confronted by justice system practitioners.

CCJ4641 (3.0 credit hours)

**Organized Crime**

Evaluates the history of organized crime in America and internationally; including its impact on society; as well as the efforts of law enforcement to break up these organizations. The history and effectiveness of specialized laws such as RICO and asset forfeiture are examined.

CCJ4644 (3.0 credit hours)

**White-Collar and Economic Crime**

Examines corporate fraud, consumer scams, money laundering and other wide-reaching economic crimes. Topics include definitions of these crimes and methods used by law enforcement to combat them.

CCJ4651 (3.0 credit hours)

**Drug Control**

Examines the use of illegal drugs and the relationship between drugs and crime including: their medical effects, impact on society, enforcement efforts and behavior of drug dealing organizations.

CCJ4661 (3.0 credit hours)

**Terrorism**

Explores Terrorism and the role of the criminal justice system in combating it throughout the world; topics include goals and methods of domestic and international groups, surveillance and detection equipment, biometric devices, computer mapping and database tools and a study of the Internet as a tool of both criminals and law enforcement.

CCJ4693 (3.0 credit hours)

### **Human Exploitation**

Introduces various areas of Human Exploitation including: Human Trafficking, Rape Myths, Drug Facilitated Sexual Assaults, Victim Response to Sexual Assaults, Secondary Victims, Child Sexual Abuse, Special Populations of Sexual Abuse. The course also discusses the Typologies of Sexual Offenders, the Treatment of Sexual Abusers, and the Criminal Justice Response to Sexual Abusers.

CDA2100 (3.0 credit hours)

### **Computer Architecture**

Introduction to the architecture of the physical aspects of computer systems. The course analyses the basic Von Neumann machine and presents multiprocessor and alternative architectural achievements. Topics include memory systems, data representation, digital logic and assembly level organization. Prerequisite: None

CDA4125 (3.0 credit hours)

### **Concepts of Parallel and Distributed Processing**

This course introduces various systems aspects of parallel and distributed computing. Topics include parallel computer architectures, interconnects, parallel programming paradigms, compilation techniques, runtime libraries, performance evaluation, performance monitoring and tuning, parallel and distributed paradigms and tools for parallel and distributed computing. Prerequisite: COP3610C

CEN2010C (3.0 credit hours)

### **Software Engineering I - Introduction to Software Engineering Principles**

Explores the fundamental concepts and techniques of applying engineering principles to the creation, and maintenance of software. This course introduces the software engineering components of planning, specifications, design, coding, testing and maintenance. Topics include dealing with change management, requirements elicitation, analysis and design. The course emphasizes the team approach to large software system development with an emphasis on the early part of the software lifecycle. Prerequisite: COP1800C

CEN2027 (3.0 credit hours)

### **Software Maintenance and Evolution**

This course explores legacy systems as they represent significant assets containing valuable components that can be reused as the system evolves over time to meet changing requirements and new business challenges. Topics include fundamental aspects of software maintenance and evolution, process models for system evolution and software maintenance case studies. Prerequisite: CEN2010

CEN2086 (3.0 credit hours)

### **Essentials of Cloud Technology**

Student will be introduced to various approaches in building, connecting and supporting large scale enterprise systems to be deployed across the cloud and Internet (grid programming, cloud computing, and smart client and web services) Prerequisite: None

CEN2721 (3.0 credit hours)

### **Human Computer Interface Design**

Explores the considerations of designing the users interface for effectiveness of software with respect to user needs and activities. Psychological principles underlying the users experience is examined. Topics include usability engineering, voice and natural language interface, methods of analysis, user anxiety and convenience, response time and feedback, and color consideration. Prerequisite: COP2360

CEN3011 (3.0 credit hours)

### **Software Engineering II - Advanced Software Engineering**

Presents an in-depth look into the software design process. Includes analysis, design and evaluation of larger software systems with significant complexity and depth. Designs using Commercial Off The Shelf (COTS) products are also explored. Topics include Unified Modeling Language (UML), Model Driven Software Development, API's and frameworks, verification and validation. Emphasis is placed on the later part of the software lifecycle. Prerequisite: CEN2010C

CEN3016 (3.0 credit hours)

### **Specifications of Software Systems**

Looks at specifications that have well defined semantics. Covers classes of specification models, including algebraic, petri-nets and model-theoretic approaches. Prerequisite: CEN3011C

CEN3064 (3.0 credit hours)

### **Software Design**

This course looks at software design principles through the techniques and patterns used to implement components within a system architecture. Addresses the design of software for qualities of security, reliability, reusability, performance etc. Prerequisite: CEN3011C

CEN3410 (3.0 credit hours)

### **Software Testing**

Explores the concepts of validation, and verification, utilizing dynamic and static techniques to ensure that software satisfies its specification in terms of functional and nonfunctional requirements. Topics include test plans, testing principles and strategies, and managing the testing process. Prerequisite: CEN3011C

CEN4086 (3.0 credit hours)

### **Cloud and Internet Computing**

This course presents various approaches to building large enterprise systems to be deployed on the Internet and cloud. Topics include service-oriented programming, grid computing, cloud computing, software as a service, smart clients, and web services. Prerequisite: COP2843

CEN4230 (3.0 credit hours)

### **Domain Specific Languages**

Presents languages which are dedicated to a specific problem domain as opposed to general purpose languages. Domain-specific language will be presented as visual diagramming languages,

such as those created by the Generic Eclipse Modeling System, programmatic abstractions, such as in the Eclipse Modeling Framework, or as textual languages. Prerequisite: COP3011C

CET1040C (4.0 credit hours)

### **Introduction to Home Technology Integration**

Presents the concepts of digital home technology integration through the installation, integration and troubleshooting of home technology systems. Topics include telephony, home control management, cable/satellite, broadband, telecommunications, security/surveillance systems and audio/video fundamentals.

CET1101C (4.0 credit hours)

### **Low Voltage Systems**

Introduces the concepts of low voltage wiring, National Electrical Safety Code, low voltage systems and components, basic networking and power supplies. Topics include the characteristics and limitations of structured wiring cabling types, resistance, capacitance, induction, transformers and power. Prerequisites CET1040C

CET1171C (4.0 Credit Hours)

### **Service/Support PC Systems I**

Offers a broad foundation of knowledge and skills in PC support services. Topics include software applications and operating systems including the use of advanced software/system features and programs, the interrelationships among major components of networks, hardware and software selection and installation, integration techniques to enhance projects and preventative hardware maintenance. Additionally, students are trained to write batch scripts, optimize memory, set up device drivers and assemble discrete components of a computer system, hard drive architecture, cabling and microprocessor basics. Prerequisite: None

CET1172C (4.0 credit hours)

### **Service/Support PC Systems II**

Provides an in-depth look at advanced computer maintenance concepts and techniques. Topics include PC development techniques, troubleshooting strategies, advancement of technological development and problem-solving strategies. Prerequisite: None

CET2041 (4.0 credit hours)

### **Advanced Home Technology Integration**

Provides an in-depth look at infrastructure utility management and appliance control. Offers an overview of high voltage concepts and structured wiring. Topics include embedded control systems, structured wiring, PC-based systems, communication protocols, HVAC and power protection devices. Prerequisite: CET1040C

CET2482C (4.0 credit hours)

### **Computer Telephony I**

Provides a fundamental understanding of telephone systems. Topics include POTS/VOIP delivery, intercom, PBX, DSL, wireless and Bluetooth technologies. Prerequisite: CET1040C

CET2887 (4.0 credit hours)

### **Systems Implementation Project**

Students will demonstrate acquired skill sets with a systems implementation project covering all coursework. Prerequisites: Successful completion of other major courses

CFI4473 (3.0 credits hours)

### **Digital Media Forensics**

This course is an in depth treatment of hardware forensics. Topics will include data encoding schemes, hard disk geometry, forensically sound preview and data acquisition, bag and tag procedures, transportation and storage procedures, forensic imaging, file system analysis, data recovery and reporting, scripting, and cell phone forensics. We will explore a variety of techniques to search for and recover data including using existing forensics tools, manual examination and recovery of file system data using a hex editor, and programming custom utilities

CFI4475 (3.0 credits hours)

### **Network Forensics**

This course deals with the collection, preservation, and analysis of network generated digital evidence such that this evidence can be successfully presented in a court of law (both civil and criminal). The relevant federal laws will be examined as well as private sector applications. The capture/intercept of digital evidence, the analysis of audit trails, the recordation of running processes, and the reporting of such information will be examined.

CFI4477 (3.0 credits hours)

### **Computer System Forensic Analysis**

This course introduces students to the collection, preservation, presentation and preparation of computer based evidence for the purposes of criminal law enforcement or civil litigation. Students will be prepared to assist in the formulation and implementation of organizational computer forensics preparedness policies, to determine the necessity for forensic procedures, extend governance processes to allow for proper future forensic investigations, and to be contributing members of computer forensics investigation teams.

CFI4479 (3.0 credits hours)

### **Network Defense and Countermeasures**

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

CGS1000C (3.0 credit hours)

### **Introduction to Computers**

Introduces fundamentals of operating personal computer equipment. Topics include basics of word processing, database management, electronic spreadsheets and presentation graphics.

CGS1555C (4.0 credit hours)

### **Web Design and Development I**

Explores concepts and implementations needed to create effective websites. Topics include hypertext markup language (HTML), cascading style sheets (CSS), JavaScript, extensible markup language (XML) and dynamic hypertext markup language (DHTML). In addition, individuals learn the concepts of implementing websites on the World Wide Web. Prerequisite: CGS1000C

CGS1557C (4.0 credit hours)

### **Web Design and Development II**

Presents advanced techniques for website enhancement. Topics include JavaScript, design tactics, cascading style sheets, DHTML and XML. Prerequisite: CGS1555C

CGS2531 (3 credit hours)

### **Problem Solving Using Computer Software**

Use of computer software including Microsoft Excel and Access to solve business problems. Use business analytics and cloud resources. Use website resources. PREREQUISITE: CGS1000C.

CGS2580C (4.0 credit hours)

### **Layout and Composition**

Introduces layout principles and concepts. Topics include page layout instructions, single- and multi-page layout, advanced typography and integrating graphics with text. Commercial printing and pre-press requirements will be covered as well as conversion of traditional layout to XML. Prerequisite: GRA1100C or GRA1062C

CGS2587C (4.0 credit hours)

### **Electronic Delivery Systems 1 (Web Design)**

Introduces CSS3, XHTML, and HTML5 as a basis for creating accessible web pages. Students will learn to read and write source code, learn how it is applied and learn applications to help create and manage basic web sites. Students will also be introduced on how the Internet is structured, how to transfer files, how to take sites live, how to register domains and secure hosting, and how to plan for expansion and human interaction. Prerequisite: CGS1062C or GRA1100C

CGS2588C (4.0 credit hours)

### **Electronic Delivery Systems 2 (Web Site Development)**

Builds upon the student's knowledge of CSS3, XHTML, and HTML5 and focuses on developing effective, standards-based, web interfaces and layouts that perform well both on computer based and mobile based platforms. Special emphasis is placed upon accessibility, copyright, and developing appropriate graphic solutions. JQuery, JavaScript and appropriate multimedia may also be introduced as part of creating effective design solutions. Prerequisite: CGS2587C

CGS2609C (4.0 credit hours)

### **Electronic Delivery Systems 3 (Content Management Systems)**

This course builds upon the students' knowledge of HTML and CSS in order to take advantage of the newest emerging trends in online content delivery. WordPress, Joomla and other content management systems may be explored as students create real-world user experiences. Prerequisite: CGS2588C

CGS3300 (3.0 credit hours)

### **Management Information Systems**

Discusses management of information systems. Topics include resources, information systems in an organization, social implications and use and evaluation of common microcomputer software packages.

CGS3362 (3.0 credit hours)

### **Organization and Technology of Information Systems**

Prepares students for professional involvement with computer and information systems through an understanding of organization and management aspects of such systems. Topics include management information software; ways of gathering, sorting and distributing information and data and evaluating software and hardware.

CHL1101 (3.0 credit hours)

**Chinese Composition I**

Develops writing skills to achieve career goals. Topics include using the principles of pre-writing, drafting, revising and editing to write clear, well-developed paragraphs, essays and a documented research paper.

CHL2101 (3.0 credit hours)

**Chinese Composition II**

Continues CHL1101. Topics include essay writing techniques with emphasis on literary analysis, persuasive writing, basic research and documentation methods.

CHM2045 (3.0 credit hours)

**General Chemistry**

Introduces chemical concepts, principles and applications. Topics include atomic structure, chemical bonding, states of matter, solutions, reaction rates and equilibrium, acids and bases and an introduction of organic chemistry.

CHM2045L (1.0 credit hour)

**General Chemistry Laboratory**

Consists of practical applications of principles and concepts presented in CHM2045 (General Chemistry).

CHM2046 (3.0 credit hours)

**Advanced Chemistry**

Surveys molecular structure, nomenclature and reactions of major classes of organic compounds. Topics include main categories of biological molecules and an overview of biochemical processes in living organisms, including digestion, biochemical energetics, molecular genetics and key biosynthetic pathways. Prerequisite: CHM2045

CHM2046L (1.0 credit hour)

**Advanced Chemistry Laboratory**

Consists of practical applications and topics presented in CHM2046 (Advanced Chemistry).

CHM2210 (3.0 credit hours)

**Organic Chemistry I**

Study of structures, synthesis, and mechanism of reactions of different carbon compounds. Prerequisites: CHM 2045, CHM2045L, CHM 2046, CHM2046L

CHM2210L (1.0 credit hour)

**Organic Chemistry I Laboratory**

This course is to be taken in conjunction with CHM2210. Various organic chemistry laboratory techniques will be explored. Experiments will include but are not limited to product synthesis,



extractions, NMR, IR spectroscopy, thin-layer chromatography, distillation, crystallization, standard reactions, and qualitative analysis. Prerequisites: CHM2046

CHM2211 (3.0 credit hours)

### **Organic Chemistry II**

Study of structures, synthesis, and mechanism of reactions of different carbon compounds. Prerequisites: CHM2210, CHM 2010L

CHM2211L (1.0 credit hour)

### **Organic Chemistry II Laboratory**

This course is to be taken in conjunction with CHM2211. Various organic chemistry laboratory techniques will be explored. Experiments will include but not limited to product synthesis, extractions, NMR, IR spectroscopy, thin-layer chromatography, distillation, crystallization, standard reactions, and qualitative analysis. Prerequisites: CHM2210, 2210L

CHM3206 (3.0 credit hours)

### **Elements of Organic Chemistry**

Introduces the student to the study of basic organic chemistry related to functional groups. Structure, nomenclature, physical properties, bonding and reactions of alkanes, alkenes, and other important organic compounds will be studied. Prerequisite: Lower Level Coursework

CIS1352 (3.0 credit hours)

### **Ethical Hacking**

The emphasis on this hands-on course is designed to explore the role of legal ethical hacking, computing exploitation techniques and their detection and countermeasures where applicable. Prerequisite: CTS1305C

CIS2350C (4.0 credit hours)

### **Principles of Information Security**

Provides a fundamental understanding of network security principles and implementation. Topics include technologies used and principles involved in creating a secure computer networking environment, authentication, types of attacks and malicious code, threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed. Prerequisite: CTS1305C

CIS2401C (4.0 credit hours)

### **Supporting Home Technology**

Provides the knowledge and skills to manage and document technological projects and enhance customer service support. Topics include project management and customer contact skills. Prerequisite: CET1040C

CIS4253 (3.0 credit hours)

### **Ethics in Information Technology**

This course covers the legal, ethical, and societal implications of information technology. Students will learn about issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and

ethics of IT corporations. Students will gain an excellent foundation in ethical decision making for current and future business managers and IT professionals.

CIS4352 (3.0 credit hours)

### **Ethical Hacking**

The primary emphasis of this hands-on course is designed to survey computing exploitation techniques and their detection and countermeasures where applicable. The course explores the role of a legal ethical hacker in terms of system and network penetration testing, by exploiting weaknesses and analyzing ways to correct security vulnerabilities. Prerequisite: CIS2350C

CIS4365 (3.0 credit hours)

### **Computer Security Policies and Disaster Preparedness**

Addresses computer security policies including specific plans for disaster preparedness in computing. Topics include professional responses to security breaches ethics violations and destructive acts of nature. Students study existing policies and use and develop software for creating and tracking these policies and plans.

CJB1712C (4.0 credit hours)

### **Crime Scene and Evidence Photography**

Presents basic crime scene photography skills. Topics include digital camera operation and exposure control, proficiency in relational photos, flash control, specialty light sources, filters, videography and other specialized equipment. Legal and evidentiary aspects are introduced.

CJB1714C (4.0 credit hours)

### **Crime Scene Digital Image & Processing**

Presents basic crime scene digital image processing skills. Topics include digital camera operation in RAW file format. Develop proficiencies in image processing utilizing accepted image enhancement techniques.

CJB4712C (4.0 credit hours)

### **Digital Image Capture and Processing**

A presentation of basic crime scene digital imaging processing and enhancement skills. Topics include advanced single lens reflex digital camera operation in RAW file format. Students develop proficiencies in image capture and processing utilizing accepted techniques. This course includes presentation of demonstrative evidence in legal proceedings.

CJC2000 (3.0 credit hours)

### **Introduction to Corrections**

Discusses the development of the correctional field, as well as, the roles of American correctional and probation officers; including: a discussion of the complexity and scope of corrections historically, traditionally, operationally and legally.

CJE1000 (3.0 credit hours)

### **Introduction to Law Enforcement**

Explores the law enforcement profession in America including: approaches to modern law enforcement, an historical overview and a consideration of law enforcement as a balance of social, historical, political, legal, individual and organizational forces.

CJE1130 (3.0 credit hours)

**Communications and Writing for Criminal Justice Professionals**

Covers the observational skills, as well as, verbal and written skills needed in the criminal justice field including: investigating for reports, interacting with victims and witnesses and occupational vocabulary. Students practice creating reports and conducting interviews and interrogation techniques used throughout various criminal justice agencies.

CJE1670C (4.0 credit hours)

**Crime Scene Procedures**

Provides a foundation in crime scene and mass casualty investigative procedures required on the job. Topics include selection and utilization of proper safety and investigative equipment and tools for tasks likely to be faced when processing a crime scene.

CJE2600 (3.0 credit hours)

**Criminal Investigations**

Presents fundamental principles, concepts and theories of investigating crimes; topics include interviewing, interrogations, and surveillance. The course examines case preparation(s) and potential problems in criminal investigations. Investigative techniques for specific crimes are explored.

CJE3140 (3.0 credit hours)

**Private Security**

Provides an overview of private security in American society and how and why it is performed. Topics include the history and the professionalization of private security, ethical standards, size and scope of the industry, how it differs from public policing and problems associated with the private sector including licensing, regulating, hiring and training standards.

CJE3670C (4.0 credit hours)

**Forensic Investigations**

An introduction to forensic investigations and forensic sciences. Includes the organization, functions and services of a forensic science laboratory. Topics emphasize types of evidence typically encountered, collection, transportation and storage methods, standards and legal requirements for submission to a forensic laboratory and for presentation in legal proceedings.

CJE4175 (3.0 credit hours)

**Comparative Criminal Justice Systems**

Examines the structure and functions of Criminal Justice organizations throughout the world including: a comparison of American police theory with police and legal systems in other countries.

CJE4275 (3.0 credit hours)

**Protective Services**

This course covers current issues, controversies and innovative practice methods in both family and child services. It will look back at the historical context, as well as, current programs, issues and policy making decisions with regards to child welfare. The course will also cover theories

relating to child welfare, including the ecological perspective, social learning theory, attachment theory and the risk and resilience perspective.

CJE4688 (3.0 credit hours)

### **Cyber Crimes**

Examines the emerging issues involving cyber-crime including: cyber-harassment, cyber-stalking, cyber-pornography, cyber-fraud, identity theft, intellectual property theft, and hackers. The course also reviews both state and federal legislation, defense and prosecution of cyber-crime.

CJE4710 (3.0 credit hours)

### **Integrated Criminal Justice Capstone Project**

Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues. This capstone project gives students an opportunity to demonstrate their ability to apply what has been learned. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Requirement: Must be taken during the last semester.

CJE4940 (3.5 credit hours)

### **Forensic Investigations Externship I**

This course is designed to introduce students to the practical working conditions of the field forensic investigator/forensic identification specialist. The student will learn and demonstrate competency in handling the administrative and practical aspects of field investigative work. The student will demonstrate continued competency in administrative and investigative skills by classroom testing twice throughout the one month externship period. Prerequisite: Successful completion of 32 Hours of Upper Division Courses.

CJE4941 (3.5 credit hours)

### **Forensic Investigations Externship II**

This course is intended for students to experience advanced stages of the forensic investigative process to include, but not limited to, observing preparations for, and appearances in, legal proceedings by forensic investigative personnel, as well as procedures employed in the preservation and storage of physical evidence. Students will demonstrate competency in the above aspects of investigative work. Student will also demonstrate continued competency in investigative and administrative skills by classroom testing twice throughout the one month externship period. Prerequisite: Successful completion of CJE4940.

CJE4950 (3.5 credit hours)

### **Forensic Investigations Capstone Project I**

Requires students to demonstrate knowledge learned throughout that part of the Forensic Investigations program that relates to the practical aspects of forensic field investigative work through one or more assigned projects.

CJE4951 (3.5 credit hours)

### **Forensic Investigations Capstone Project II**

Requires students to demonstrate knowledge learned throughout that part of the Forensic Investigations program that relates to either the scientific analysis or legal aspects forensic field investigative work through one or more assigned projects.

CJF3140C (4.0 credit hours)

### **Introduction to Criminalistics I**

A study of common methods used in the scientific analysis of organic and inorganic materials with concentrations on hairs, fibers, paint, glass, soil, firearms, bullets, tool marks and combustibles/explosives. Prerequisite: CJE3670C

CJF3141C (4.0 credit hours)

### **Introduction to Criminalistics II**

A study of common methods used in the scientific analysis of organic and inorganic materials with concentrations on toxicological substances, controlled substances, blood, and DNA. Prerequisite: CJF 3140C.

CJF3460C (4.0 credit hours)

### **Forensic Biology**

Presents the forensic value of handling, documenting, preserving, testing and analyzing biological evidence associated with deceased human beings. Topics include scientific methods for identifying the presence of blood, toxic substances and other bodily fluids at the scene or in the forensic laboratory. Includes methods used to establish time and manner of death. The course also addresses safety issues involved in handling biological evidence and legal and ethical issues associated with forensic science. Prerequisites: BSC1005 and BSC1006 and CJE3670C.

CJF3470C (4.0 credit hours)

### **Forensic Anthropology**

An introductory study of the application of the science of physical anthropology to the identification and recovery of human remains. Includes methods used to determine age, sex, height, ancestry of human skeletal remains as well as identification of trauma and disease affecting skeletal remains. Prerequisites: BSC1005, BSC1006 and CJE3670C.

CJF3480C (4.0 credit hours)

### **Forensic Chemistry**

Basic study of the application of chemistry to the analysis of physical evidence such as inks, paints, natural and artificial substances. Included are techniques used to identify controlled substances and toxic substances. Prerequisites: CHM2045, CHM2045L; CHM2046, CHM2046L and CJE3670C.

CJF4351C (4.0 credit hours) **Advanced Evidence Documentation** This course emphasizes advanced procedures to be used in documenting physical evidence found in difficult circumstances as well as proper preparation of physical evidence and documentation for submission to forensic laboratories; includes preparation of detailed standardized and narrative reports, documenting the analysis of physical evidence.

CJJ2001 (3.0 credit hours)

### **Introduction to Juvenile Procedures**

Examines the unique aspects of juvenile crime including: a review of the laws, courts, police procedures and correctional alternatives that have been established to deal specifically with juvenile crime, examination of the influences of drugs and gangs on juvenile crime and consideration of strategies for intervention and prevention.

CJL2100 (3.0 credit hours)

**Criminal Law**

Examines criminal law and defines legal principles and doctrines. Topics include the need for and origins of criminal laws and reviews specific punishments, including those for violent crimes, economic crimes and defenses available.

CJL2180 (3.0 credit hours)

**Constitutional Law for the Homeland Security Professional**

Provides an overview of the legal system, as well as, discusses the various Amendments that impact the criminal justice system; including an analysis of critical constitutional issues. Topics include detention, arrest, search and seizure, interrogations and confessions, self-incrimination, due process and right to counsel. Key cases assist in interpreting the constitutional provisions.

CJL3231 (3.0 credit hours)

**Constitutional Criminal Procedures**

Discusses governmental powers versus individual freedoms and citizen privacy exploring the balance between these groups that allow criminal justice organizations to serve and protect citizens. Topics include line-ups, right to counsel, search and seizure, police interrogations, bail, preliminary hearings, trial rights, role and duties of a prosecutor.

CJL4133 (3.0 credit hours)

**Criminal Evidence and Procedures**

Expands courtroom strategies and techniques and examines real-life cases that have shaped criminal law and procedures in America today.

CJL4620C (4.0 credit hours)

**Statutory Elements of Proof**

An introduction to substantive criminal law with emphasis on elements of proof associated with offenses against persons and property where physical evidence is likely to be a determinative factor. Topics also include study of the Federal Rules of Evidence and selected case law interpreting those rules and selected criminal statutes.

CJL4621C (4.0 credit hours)

**Advanced Legal Procedure and Evidence**

An introduction to criminal procedure with concentration on the law of evidence in criminal legal proceedings especially that involved with the introduction of demonstrative evidence. Topics include study of selected opinions from federal and state appellate courts interpreting the 4th, 5th and 14th amendments to the U.S. Constitution and the burdens faced by the party that has the burden of proof (and defense) in criminal legal proceedings.

CJT1351C (4.0 credit hours)

**Communications and Writing for Crime Scene Professionals**

Covers observational skills, verbal and written communications, sketching and measuring for reports, interacting with victims and witnesses and occupational vocabulary. Students practice writing typical crime scene investigative reports.

CJT2112C (4.0 credit hours)

**Crime Scene Safety**

Presents major safety issues at crime scenes and in a laboratory setting; emphasis is placed on crime scene and laboratory technicians. Topics include potential health and safety hazards, proper protective techniques to minimize risk, federal regulations, recommended practices and emergency procedures.

CJT2113C (4.0 credit hours)

### **Legal Aspects of Crime Scene Careers**

Provides a review of constitutional and legal aspects related to crime scene investigations. Topics include selected criminal statutes, search and seizure rules, warrant requirements, review of trial procedures and the role of a crime scene professional as a witness in criminal legal proceeding

CJT2141C (4.0 credit hours)

### **Introduction to Forensic Science**

Introduces organization, functions and services of a crime laboratory. Topics emphasize types of evidence, collection methods, standards and legal requirements for submission to a crime laboratory, organic and inorganic analysis, forensic toxicology and serology, document and voice examination and treatment of DNA.

CJT2240C (4.0 credit hours)

### **Fingerprint Identification and Development**

Provides a foundation in fingerprint science. Topics include classification, identification, filing and rolling of fingerprints. Students learn proper presentation of fingerprint evidence and specific methods of locating and preserving fingerprints from a wide variety of surfaces.

CJT2260C (4.0 credit hours)

### **Introduction to Biological Evidence**

Presents anatomical and physiological terminology as to the integumentary, skeletal, muscular, and respiratory systems of the human body; addresses the forensic value of handling, preserving, testing and documenting biological evidence. Topics include methods of identification for semen, saliva, urine, feces, vomitus and vaginal secretions. The course also addresses safety issues involved in handling biological evidence

CLP3005 (3.0 credit hours)

### **Marriage and Family**

Focuses on marriage and family dynamics in contemporary society. Explores issues related to parenting, divorce and gender roles. Emphasizes models of communication and conflict resolution.

CLP3300 (3.0 credit hours)

### **Concepts of Counseling and Clinical Psychology**

Introduces the basic concepts and historical perspectives of counseling and clinical psychology. Emphasizes self-analysis regarding the profession of counseling and personal motives for choosing the profession. Topics include the realities, implications, ethical and legal issues and the formation of an integrated approach to counseling.

CLP3314 (3.0 credit hours)

### **Health Psychology**

Presents a survey of health psychology. Topics include behaviors and lifestyles affecting individual health, health enhancement, disease prevention, safety and rehabilitation.

CLP4182 (3.0 credit hours)

**Addictive Behaviors**

Presents models of understanding addictions and introduces various treatment approaches for addictions. Focuses on the impact of addictions on families and prevention programs.

CLP4390 (3.0 credit hours)

**Forensic Psychology**

Examines the use of psychology in law enforcement. Studies the roles and responsibilities of forensic psychologists in both violent and non-violent crimes and the court system.

CNL1000 (3.0 credit hours)

**Chinese Literature**

Explores select Chinese literary texts. Topics include historical background, social forces, literary genres and elements. Old Chinese grammar, punctuation, and reading comprehension.

COM1221 (3.0 credit hours)

**Introduction to Social Media Platforms**

Examines the origins of digital communication and the characteristics of the major social media platforms used throughout the world. Explores the techniques used by businesses to market products and services in a digital age.

COM2460 (3.0 credit hours)

**Intercultural Communication**

Introduces concepts and theories of intercultural communications. Students examine their own assumptions and learn the subtle and profound ways culture affects communication. Emphasis is placed on improving communication with people from other cultures.

COM3033 (3.0 credit hours)

**Persuasion**

Theories and methods of communication designed to influence human decision-making. Examines characteristics of persuasive messages in groups, organizations, and institutions.

COM3110 (3.0 credit hours)

**Business and Professional Communication**

Study of communication in a business setting. Topics include presentation skills, working in groups, leadership, conducting meetings, conflict management, and the flow of communication in organizations.

COM3131 (3.0 credit hours)

**Interpersonal Communication for Professionals**

Presents an overview of intrapersonal and interpersonal communication issues in a professional setting and explores complex communication patterns between internal and external professional relationships. Topics focus on intrapersonal and interpersonal effectiveness, values and ethics,



diversity, team and work group communication, conflict management, leadership, and networking.

COM3203 (3.0 credit hours)

**Cross-Cultural Communication**

Analyzes the theories of cross-cultural communications. Explores communication barriers that result from cultural differences and misunderstandings. Examines the effects of new media technologies on globalization and world events.

COM3332 (3.0 credit hours)

**Communication, Technology, and Change**

Study and exploration of the relationship between media and culture. Includes discussion of media as related to identity, community, arts, business, politics, cognition and global issues.

COM3441 (3.0 credit hours)

**Group Communications and Team Interaction**

This course explores communication within groups and teams for use in academic, professional, and social situations. Topics include verbal and non-verbal communication within groups, the structure and environments of groups, roles, leadership, conflict management and decision making in groups and teams. A major requirement is a formal group presentation and written analysis of the group processes and experiences.

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.

COM3500 (3.0 credit hours)

**Political Communication**

Theory, methods and ethics of political communication and messages designed to inform and influence internal and external publics.

COM3563 (3.0 credit hours)

**Introduction to Communication Research**

Study of the basics of communication research, methods, and ethics. Students will apply themselves in a directed completion of a research project.

COM3905 (3.0 credit hours)

**History and Philosophy of American Media**

A comprehensive overview of the history of American mass communications from colonial days to the present. Includes print, newspaper, radio, television, video, recording, and computer-based media. Examines the philosophical underpinnings of the nation's media development.

COM4053 (3.0 credit hours)

**Public Relations Campaigns**

Analyzes and applies the fundamentals of campaign development and implementation. Use of real-life cases, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual or mock client.

COM4500 (3.0 credit hours)

**Communication Law and Ethics**

Examines major legal issues facing participants in the mass media, including First Amendment rights, libel and defamation, privacy and open access to government information. In addition, the course will explore ethical principles as they relate to media ethics.

COM4603 (3.0 credit hours)

**Social Media and Society**

Examines the development of social media technologies as well as their impact on economics, politics, communication and community.

COM4940 (3.0 credit hours)

**Communication Internship**

Offers project-based work experience in a field related to communication capacity to investigate career possibilities.

COM4958 (3.0 credit hours)

**Communication Capstone**

This capstone course features projects linking theory to practice, real-world communication situations and critical analysis of audiences and issues.

COP1005 (3.0 credit hours)

**Introduction to Programming**

Provides an objective assessment of skills and certification of students' networking accomplishments. The course introduces underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and protocols that operate at various model layers. Prerequisite: None

COP1800C (4.0 credit hours)

**Java Programming I**

Explains creation of standalone applications and interactive Java applets by using Sun Microsystems. Topics include object-oriented techniques, swing components, built-in methods, classes and graphics implementations. Individuals learn by uploading interactive Java applets to the Web. Prerequisite: None

COP1805C (4.0 credit hours)

**Java Programming II**

Continues COP1800C (Java Programming I). Continuation topics include swing implementations, animation and multithreading. ASCP. Prerequisite: COP1800C

COP1810C (4.0 credit hours)

**Internet Programming I**

Introduces ASP.NET which changes how Web applications are developed. Topics include /NET framework, server controls and configuration of applications. Prerequisite: CGS1000C

COP1811C (4.0 credit hours)

### **Internet Programming II**

Continues COP 1810C (Internet Programming I). Topics include ASP.NET web applications, XML web services, deployment, web form server controls and XML web services. Prerequisite: COP1810C

COP2005 (3.0 credit hours)

### **IT Scripting**

Students will use a programming paradigm based on formal logic, learning to write in a set of sentences in logical form expressing facts and rules. Major logic programming language families include Prolog, Active Server Page (ASP). Prerequisite: COP1005

COP2170C (4.0 credit hours)

### **Visual Basic I**

Presents Graphical User Interface applications in an object-oriented environment by using the .NET studio. Topics include .NET framework, selection structures, procedures, Input/Output access files, strings and arrays to design highly sophisticated user interface programs. Prerequisite: CGS1003C

COP2171C (4.0 credit hours)

### **Visual Basic II**

Continues COP 2170C (Visual Basic I). Topics include advanced topics in Visual Basic and .NET Studio. Prerequisite: COP2170C

COP2222C (4.0 credit hours)

### **C++ Programming I**

Focuses on creating a fully functional application in C++ using the .NET platform. Topics include control structures, classes and other logical programming theories. Prerequisite: CGS1000C

COP2224C (4.0 credit hours)

### **C++ Programming II**

Continues COP 2222C (C/C++ Programming I).

Continuation topics include arrays, functions, database access and built-in math methods. Prerequisite: COP2222C

COP2360C (4.0 credit hours)

### **C# (Sharp) Programming I**

Presents the principles of designing object-oriented applications. implementing graphical user interface programs, structured programming, function callings and parameter passing. Prerequisite: COP1800C

COP2362C (4.0 credit hours)

### **C# (Sharp) Programming II**

Continues COP 2250C (C# (Sharp) .NET I). Continuation topics include GUI objects, controls and events. Prerequisite COP2360C

COP2843C (4.0 credit hours)

### **Web Systems**

Provides an introduction to web development and database management in an online environment. Topics include programming, database management and manipulation, database access, data storage, object-oriented development and debugging. Prerequisite: CTS1305C

COP3610C (3.0 credit hours)

### **Operating Systems**

Presents an overview of the principal concepts behind current multi-tasking operating systems. Topics include concurrency, scheduling and dispatch, the API, and memory allocation and management. Prerequisite: CDA2100C

COP3650 (3.0 credit hours)

### **Mobile Application Development**

This course covers the development of applications for mobile and wireless software applications. Topics include standalone applications, mobile portals, and enterprise and m-commerce systems. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices. Prerequisite: COP2843C

COP4620 (3.0 credit hours)

### **Compiler Construction**

Explores the essential components of Compilers and Interpreters. Topics include the basic theory of parsing and grammar, lexical analysis and tools for automating software construction. Prerequisite: CEN3205C

COT1405C (4.0 credit hours)

### **Introduction to Algorithms**

Presents the underlying concepts of algorithmic analysis and strategy. Topics include computational complexity, time and space tradeoff, and elementary computability. Prerequisite: COP1800C

COT2104 (4.0 credit hours)

### **Discrete Mathematics and Probability**

Presents the mathematical principles of discrete structures as they apply to computing. Topics include relations, sets, proof techniques, propositional logic and Boolean algebra. Prerequisite: COP1800C

COT3205 (4.0 credit hours)

### **Theory of Computation**

Explores computation problems with respect solvability and efficiency of the solution set. Topics include the Turing machine and lambda calculus. Prerequisite: COT2104C

CPO2002 (3.0 credit hours)

### **Introduction to Comparative Government and Politics**

Addresses governmental institutions and current political parties. Topics include a survey of developmental and historical perspectives that shape political systems and an analysis of factors that influence actions of various political forces. Prerequisite: POS1041

CPO2030 (3.0 credit hours)

### **Politics of the Developing World**

Introduces the student to the politics of the developing world by analyzing the historical, cultural, economic, and political structures that characterize the developing world. Prerequisite: CPO2002, POS1041

CTS1156C (4.0 credit hours)

### **Supporting Client Operating Systems**

Prepares students to address the implementation and desktop support needs for current Microsoft client software in a variety of standalone and network operating system environments. Topics include client planning, implementation, management and support. Prerequisite: None

CTS1184C (4.0 credit hours)

### **Managing and Maintaining Server Operating Systems**

Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance and safeguard data in a Microsoft Windows server environment.

CTS1305C (4.0 credit hours)

### **Essentials of Networking**

Provides an objective assessment of skills and certification of students' networking accomplishments. The course introduces underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and protocols that operate at various model layers. Prerequisite: None

CTS1321 (3.0 credit hours)

### **Advanced Linux Administration**

This is an advanced course covering the Linux operating system. Emphasis is placed on kernel configuration and an in-depth look at Linux networking services. It stresses securing the Linux OS in a networking environment. Topics include Linux server roles, interconnecting with Windows OS and hardening Linux servers. Prerequisite: CTS2106

CTS1328C (4.0 credit hours)

### **Managing and Maintaining Server Operating Systems**

Introduces systems administration or systems engineering for Microsoft networks. Topics include knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance and safeguard data in a Microsoft Windows server environment. Prerequisite: None

CTS2106C (4.0 credit hours)

### **Multi-User Operating Systems**

Provides a comprehensive overview of the Linux operating system. Topics include Linux command-line environment, utilities, applications and graphical X Window environment. Prerequisite: CTS1305C

CTS2153C (4.0 credit hours)

### **Application Support**

Provides the knowledge and skills to install, configure and maintain Microsoft Office Suite on a Microsoft operating system. Topics include configuring Internet Explorer and Outlook Express, resolving issues related to customizing and personalizing Microsoft Office applications, migrating from Outlook Express to Outlook, identifying and troubleshooting network problems, configuring Microsoft Office security settings and monitoring security vulnerabilities and updates. Prerequisite: CTS1305C

CTS2302C (4.0 credit hours)

### **Implementing Directory Services**

Presents the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Active Directory service infrastructure. Topics include forest and domain structures, Domain Name System (DNS), site topology and replication, organizational unit (OU) structure and delegation of administration, group policy and user, group and computer account strategies. Prerequisites: CTS1305C

CTS2304C (4.0 credit hours)

### **Internetworking Technologies**

Presents internetworking technology concepts and commands necessary to configure routers and switches. Topics include instruction on the OSI model, industry standards, various network topologies, basic networking design and troubleshooting, IP addressing including subnet masks, router configuration, routes and routing protocols and advanced router configurations. Also covered are LAN switching theory, VLANs, advanced LAN and LAN switched design, WAN technology, theory and design, Novell IPX, PPP, frame relay and ISDN. Prerequisites: CTS1305C

CTS2306C (4.0 credit hours)

### **Implementing a Network Infrastructure**

Presents the knowledge and skills necessary to implement, manage and maintain a contemporary network infrastructure. Topics include implementing, managing and maintaining server network technologies. These tasks include implementing, managing and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System and Windows Internet Name Service (WINS); securing Internet Protocol traffic with Internet Protocol security and certificates; implementing a network access infrastructure by configuring connections for remote access clients and managing and monitoring network access. Prerequisites: CTS1305C

CTS3107C (3.0 credit hours)

### **Computer Operating Systems**

Introduces fundamental concepts of operating systems and their implementation, maintenance and troubleshooting. Students learn various versions of Windows, experience their use in a virtual laboratory and prepare for the software portions of the Comp TIA A+ certification examination.

CTS3135 (3.0 credit hours)

### **Computer Architecture Concepts**

Provides detailed information on computer hardware. Students learn to disassemble and reassemble computers, troubleshoot and upgrade computer hardware. At the end of the course, students are prepared to sit for A+ certification examinations.

CTS3330C (3.0 credit hours)

### **Implementing a Messaging Infrastructure**

This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information in a medium-sized to large-sized messaging environment. This course offers a significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support a messaging infrastructure. Prerequisite: CTS2306

CTS3370 (3.0 Credit Hours)

### **Designing a Virtual Infrastructure**

Covers concepts and capabilities of virtualization with a focus on the installation, configuration, and management of the virtual infrastructure. Topics include virtual network design and deployment, SAN's, switching, virtual system management, and system configuration for high availability. Prerequisite: CTS2306

CTS3437 (3.0 Credit Hours)

### **SQL Server Administration**

This course covers topics specific to SQL server relational databases. Database architectures including distributed database models are explored from the perspective of analysis. Topics include database creation, maintenance, and optimization. Database development and database administration. Prerequisite: CTS2843C

CTS3662C (3.0 credit hours)

### **IP Telephony**

This course will cover installation and administration of voice and data technologies as a complete telephony solution. Topics explored include, how voice and data services are integrated over existing networks, analog and digital voice interfaces and the underlying concepts of Voice over IP. Prerequisite: None

CTS3817 (3.0 Credit Hours)

### **Web Server Administration**

This course covers the design, implementation and maintenance of a Web Server. Topics include apache, IIS, client web servers, configuration of applications, security, and management of user permissions. Prerequisite: CTS2306

CTS4113C (3.0 Credit Hours)

### **Wireless Networks and Mobile Computing**

Provides an overview of the aspects of Mobile Computing and its role in the modern network infrastructure. Topics include adhoc networks, cellular and other wireless systems and security as it pertains to mobile technologies. Prerequisite: None

CTS4323C (3.0 Credit Hours)

### **Enterprise Planning and Optimization**

This course is designed to prepare students in the planning, optimization, and maintenance of the modern network infrastructure. Topics include planning an addressing scheme, performance optimization, identifying the components of the master project plan, and applying the guidelines for selecting network access connection strategies. Prerequisite: CTS1305C

CTS4652C (3.0 Credit Hours)

### **Advanced Router Technology**

This course covers advanced concepts and applications of network routing. Topics include router configurations and principles of switching. Prerequisite: CTS2304C

CWL1000 (3.0 credit hours)

### **Contemporary World Literature**

Explores select authors from several genres in twentieth century world literature. Topics include historical background, social, cultural, and political forces, literary genres and elements. Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

DEP1030 (3.0 credit hours)

### **Introduction to Cognitive Development**

Explores theories of cognition as they relate to human development. Focuses on the behavioral and physiological approaches to cognition. Topics include perception, attention, memory, problem-solving and critical thinking.

DEP2004 (3.0 credit hours)

### **Lifespan Development**

Explores human development and examines theories and empirical studies dealing with human cognitive, social, emotional and physical development in the context of a lifespan. Explores emergent and controversial topics relevant to a student's home and work environment.

DEP2280 (3.0 credit hours)

### **Human Exceptionality**

Presents attitudes, beliefs, habits, and community identity as they relate to quality of life. Examines the impact of medical, social, legal, and ethical considerations upon exceptional human beings. Focuses on various human disabilities and challenges while engaging students in critical thought, problem solving, and examination of how scientific and technological advancements have been beneficial to individuals with disabilities.

DEP3103 (3.0 credit hours)

### **Child Psychology**

Focuses on physical, cognitive, social, and emotional development of children from prenatal development through adolescence. Explores current issues concerning the family, the formation of value systems and problems facing children in contemporary society.

DEP4305 (3.0 credit hours)

### **Adolescent Psychology**

Focuses on physical, cognitive, social, and emotional development that takes place during the adolescent years. Examines the influence of family, peers, school, work, and culture. Topics include current issues in adolescent development concerning autonomy, the formation of identity, intimacy and sexuality, and problems facing adolescence in contemporary society.

DEP4404 (3.0 credit hours)

### **Psychology of Adult Development and Aging**

Uses a biopsychosocial perspective to examine the physical, cognitive, social, and emotional development of young, middle-aged and older adults. Explores issues of gender, culture, socio-economic status, and diversity as they relate to adulthood.



DEP4481 (3.0 credit hours)

### **Death and Dying**

Focuses on people's awareness of their mortality and how death affects life and culture. Examines the stages of death and dying and encourages students to look at their own mortality and reflect upon their lives.

DIE3125C (4.0 credit hours)

### **Management of Dietary Systems**

Survey of various institutional food service systems; management concepts in planning, organization and leadership; personnel management and cost control. Application of principles involved in food sanitation and safety as it relates to food service production and management. Prerequisites: FSS 3233C.

DIE3244C (4.0 credit hours)

### **Medical Nutrition Therapy**

Techniques and application of nutrition assessment and dietary prescriptions to accommodate medical treatment. Prerequisites: HUN 3403.

DIE3317 (3.0 credit hours)

### **Dietetics in Community Health**

Introduces students to the program planning, policies, resources, and nutrition issues specific to community nutrition, providing an understanding of creating and implementing nutrition programs for various constituencies (elderly populations, children, impoverished populations, college students, etc.). Prepares students to take an active role in solving community nutritional and health problems, including program delivery, nutrition education, nutrition assessment, and planning nutrition interventions. Prerequisites: HUN 2201.

DIE3434 (3.0 credit hours)

### **Nutrition Education**

Planning and practicing various forms of nutrition education for groups/individuals and working with instructional media.

DIE4246C (4.0 credit hours)

### **Clinical Nutrition**

Interpretation of laboratory data for nutrition screening and assessment. Study of complex dietetic problems including calculations for tube feedings and total parenteral nutrition. Prerequisite: HUN 3403, DIE3244C.

DIE4365 (3.0 credit hours)

### **Dietetic Management of Nutrition Programs**

Focuses on management, first from a conceptual perspective, and then on its application to the various specialty areas in dietetics and foodservice. Examines the wide range of experiences dietetics managers face, from learning the terminology to understanding the choices and experiences associated with management practice. Prerequisite: DIE3125C.

DIE4435C (4.0 credit hours)

## **Nutrition Counseling**

Nutrition counseling methods and communication skills for the development of competency for entry-level professionals. Exposes students to a variety of counseling theories, behavior change models, and counseling approaches commonly used in lifestyle behavior counseling. Practice in instructional communication skills. Prerequisite: DIE3434.

DIE4506 (3.0 credit hours)

### **Seminar in Dietetic and Nutrition**

Development of professional skills for career effectiveness in today's job market. Senior standing.

DIE4536 (7.0 credit hours)

### **Enrichment Practice in Dietetics**

Planned learning experiences, combining the in-depth study of theoretical concepts with clinical experiences. The student may complete staff relief, complete supervised practice in an advanced discipline (dialysis, nutrition support, pediatrics, for example), or complete remediation for competencies not mastered in previous rotations.

DIE4537 (7.0 credit hours)

### **Supervised Dietetics Practice 1A and 1B**

Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major didactic coursework.

DIE 4538 (7.0 credit hours)

### **Supervised Dietetics Practice 2A and 2B**

Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major didactic coursework.

DIE 4940 (7.0 credit hours)

### **Field Experience in Nutrition and Dietetics A and B**

Practical assignments in food service institutions, or observations and supervised experience in nutrition education and counseling in community organizations or participation in activities with clinical affiliations focusing on nutrition assessment, planning, treatment and follow-up of patients. Schedule of rotations to be determined by Clinical Coordinator. Prerequisite: Completion of all major didactic coursework.

DIE4564 (3.0 credit hours)

### **Research Methods**

Nutrition-related Research methods for planning, conducting and analyzing data. Students will learn various types of research study design, evaluation and assessment methods, and key aspects of research in food, nutrition and dietetics.

Prerequisite: STA 2023.

DSC1006 (3.0 credit hours)

**Introduction to Homeland Security**

Presents and examines the philosophical, political and religious roots of terrorist activities. Topics include national, regional and global effects of historic and recent terrorist acts, responses to terrorism and defenses against it.

DSC1011 (3.0 credit hours)

**Domestic and International Terrorism**

Explores terrorist activities in the United States and around the world, such as the 9/11 attack, aviation security practices, homeland security and the ongoing war on terrorism. The course discusses theories of expert analysts while focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism.

DSC1570 (3.0 credit hours)

**Introduction to Cyber-Terrorism**

Examines and discusses the basics of cyber security. Topics include desktop computer security, organizational security, communication security and network security. The course examines real-world scenarios and ties these scenarios to real-life applications.

DSC2033 (3.0 credit hours)

**Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction**

Discusses chemical/biological/nuclear agents used by terrorists. Special attention is given to explosives, bombs, and the effects of these explosives on building structures. Students are introduced to survival concepts in the event of a bombing and building collapse, as well as to disaster planning and risk assessment.

DSC2036 (3.0 credit hours)

**Organizing the War on Terrorism**

Examines and presents the reorganization of domestic agencies by the United States government necessary to increase domestic security. Topics include issues that directly impact law enforcement and intelligence communities, civil liberties, and theories of war and police work, introduction to violent international terrorism and an overview of domestic terrorist problems facing law enforcement.

DSC2210 (3.0 credit hours)

**Emergency Planning and Security Measures**

Explains various emergency plans necessary to address multiple types of terrorist activities, as well as the setting of security measures for responders to follow when responding to an event. Topics include the Incident Command System (ICS) for local, state and federal response teams, communications system and center protection actions involved with ICS, event planning and operations involved with the Joint Information Center (JIC).

DSC3034 (3.0 credit hours)

**Preparation and Response for Terrorism**

Focuses on increased awareness of terrorism and the innovative responses initiated against terrorism. Topics include instituting meaningful preventive measures, increasing preparedness levels, response techniques and recovery plans.

DSC3037 (3.0 credit hours)

### **Recognition and Investigation of Terrorism**

Examines the identification of terrorist groups and discusses the impact they have globally. Topics include intelligence gathering, analysis of material and unique aspects of terrorism investigations versus traditional investigations.

DSC3056 (3.0 credit hours)

### **Issues in Disaster Response**

Introduces and examines disaster response techniques and mitigation for the first responder. Topics include recent legislation that impacts disaster and incident response, the response of local, tribal, state and federal government to incident and disaster declarations and a brief introduction to the national incident management system, national response plan and incident management system.

DSC3056 (3.0 credit hours)

### **Issues in Disaster Response**

This course introduces and provides an overview of contingency operations and its components as well as a through treatment of the administration of the planning process for incident response, disaster recovery, and business continuity as it pertains to the cyber world and is aimed at homeland security, business, the technical management student or emergency manager candidates.

DSC3212 (3.0 credit hours)

### **Emergency Planning and Security Measures II**

Provides a continuation of DSC2210 (Emergency Planning and Security Measures I). Topics include emergency planning models, contingency planning exercises, damage assessment, disaster recovery planning and employee evacuation planning. Students chose a scenario and location for a disaster drill, create a disaster plan for the site, participate in the disaster drill, then review the strengths and weaknesses of the disaster plan and incident response selected.

DSC3751 (3.0 credit hours)

### **Homeland Security Policy and Law**

Presents major debates about balancing democratic freedoms with security - from the Patriot Act to Supreme Court decisions on detention powers. Topics include legal strategies necessary to confront ongoing national security threats and laws designed to preserve both security and democratic freedoms.

DSC4031 (3.0 credit hours)

### **Tactical Communications**

Introduces and produces basic communications during conflicts or catastrophic events. Topics include radio and cell phone communications, planning for communication alternatives when traditional methods fail, interview and interrogation tactics, detecting deception and handling a conflict with confrontation.

DSC4214 (3.0 credit hours)

### **Catastrophic Event Response Planning**

Introduces and examines response protocol, logistics, responsibilities, interagency support and concepts of front-end planning involved in preparation for a catastrophic event. Topics include development of an emergency response plan that includes concepts such as lookout, awareness, communications, escape, safety (laces), training and various agency relationships.

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**

Focuses and discusses the critical infrastructure protection (CIP) process to secure effective protection of people, physical entities and cyber systems. The course guides leaders in the systematic protection of critical infrastructures. Topics include decision sequences, time-efficient and resource-restrained practices that ensure protection continuity of operations and mission success.

DSC4564 (3.0 credit hours)

### **Homeland Security Threat Strategy**

Presents and investigates terrorism from a criminal justice perspective.

The course focuses on the threat of terrorism to the United States. Topics include specific strategies used to deter terrorist threats to the United States and assessment of the relative effectiveness of anti-terrorist activities.

DSC4930 (3.0 credit hours)

### **Current Topics in Public Safety/Capstone**

Introduces and researches emerging and relevant topics in public safety. Topics include disaster response, incident command, public safety and security, terrorism, weapons of mass destruction, hazardous materials, emergency operations and security of public and private property.

EAP0108 (3.0 credit hours)

### **ESOL Level 1**

This course is for Basic English Level 1 students starting with either no or very little English and is presented in a blended learning format. Students will build grammar, listening, and reading and writing skills at the beginner level. Students will engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered in the course are: alphabet, numbers, dates, commands, meet someone new, introduce yourself and others, meet someone you know, animals, food, talk about family, talk about hobbies and interests, talk about routines. Prerequisite: Placement test score

EAP0208 (3.0 credit hours)

### **ESOL Level 2**

This course is for Basic English Level 2 students starting with elementary English skills and is presented in a blended learning format. Students will develop grammar, listening, reading and writing, and comprehension skills at an expanded Basic English skills level. Students engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in

simulations. The topics covered in the course are: weather, describe exteriors, describe interiors, body, describe people, talk about occupations, talk about places, make an appointment, make and receive phone calls ask and give directions. Prerequisite: Successful completion of Level 1 or placement test score

EAP0308 (3.0 credit hours)

### **ESOL Level 3**

This course is for Intermediate English Level 3 students starting with high beginner English skills and is presented in a blended learning format. Students will develop grammar, listening, reading and writing, and comprehension skills at an expanded Intermediate English level. Students engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered in the course are: manage a conversation, get people's attention, interrupt, apologize, agree and disagree, make invitations, make plans, give instructions, tell about the past, tell about the future, describe a place, compare objects, compare people. Prerequisite: Successful completion of Level 2 or placement test score

EAP0408 (3.0 credit hours)

### **ESOL Level 4**

This course is for Intermediate English Level 4 students who have a lower intermediate mastery of English. This course is presented in a blended learning format. Students will develop grammar, listening, reading, writing, and comprehension skills at a high intermediate level. Students engage in classroom activities with peers and the teacher, in technology enhanced learning, and in simulations. The topics covered in the course are: tell about customs, make a complaint, tell a story, support an opinion, give advice, compare places, state advantages and disadvantages, and describe an event. Prerequisite: Successful completion of Level 3 or placement test score

ECO1023 (3.0 credit hours)

### **Microeconomics**

Presents microeconomics theories. Topics include theory and application of supply and demand elasticity, theory of consumer demand, utility, and indifference curve analysis, law of diminishing returns in production ranging from pure competition to pure monopoly, production theory and the theory of income distribution, comparative advantage, trade policies, exchange rates and balance of payments.

ECO2013 (3.0 credit hours)

### **Macroeconomics**

Presents basic economic concepts emphasizing the part the United States plays in a global economy. Foundations of economic theory are presented, using topics from television news and mass media. Topics include GDP, National Income Accounting, United States fiscal policy and economic growth.

ECO4223 (3.0 credit hours)

### **Money and Banking**

A general survey of the economics of money and banking covering the evaluation, nature, and functions of money, the nature of banking and its regulation; monetary standards; structure and functions of the Federal Reserve System; monetary policy, monetary theory and the price level; and the role of banking and money in international finance.

ECO4701 (3.0 credit hours)

### **The World Economy**

Provides a broad overview of the international economy in historical perspective, with emphasis on economic demography, trade flow capital movements, diffusion of technology, and the emergence of transnational institutions. Prerequisite: ECO2013

EDE3302 (3.0 credit hours)

### **Classroom Management**

Presents strategies for managing a classroom, instruction and evaluation as they relate to teaching essential school competencies.

EDE4940 (2.0 credit hours)

### **Student Teaching Clinical I**

Provides students an opportunity to experience the role and meaning of teaching in diverse school settings. Emphasis is on classroom interaction with a limited degree of responsibility for instruction and classroom management. Topics include collection and interpretation of data, communication skills, roles and responsibilities of teachers and administrators, examination of philosophies, instructional practices, and classroom management. (EDE4940 and EDE4941 run as co-requisites with elementary education courses.)

EDE4941 (2.0 credit hours)

### **Student Teaching Clinical II**

Provides students an opportunity to experience the role and meaning of teaching in diverse school settings. During Clinical II the teacher-candidates will demonstrate and apply knowledge of research-based instructional practices. They will be observed by university faculty to ensure they are having an influence on student learning. A special focus on the reading endorsement occurs during this course. (EDE4940 and EDE4941 run as co-requisites with elementary education courses.)

EDE4942 (3.0 credit hours), EDE4943 (3.0 credit hours), EDE4944 (3.0 credit hours)

### **Student Teaching Internship**

Provides students an opportunity to experience the role and meaning of teaching in a school setting. Experience includes planning and organizing for instruction, developing classroom teaching competencies, evaluating pupil progress, participating in extra class activities, working with school personnel and utilizing school and community resources in an instructional program.

EDF1005 (3.0 credit hours)

### **Introduction to Education**

Investigates the history, social and intellectual foundations of American education and their linkage to school reform, organization and accountability efforts. The course incorporates a discussion of educational, legal and ethical issues.

EDF2085 (3.0 credit hours)

### **Teaching Diverse Populations**

Explores personal values and attitudes toward cultural diversity. The theoretical component examines issues of teaching in culturally diverse classrooms. Attention is given to teaching children about ethnicity in a pluralistic society.

EDF3111 (3.0 credit hours)

**Student Development and Learning Principles**

Surveys theories of human growth and development that support intellectual, personal and social development. The course applies learning theories to classroom experiences and diverse populations.

EDF3430 (3.0 credit hours)

**Educational Assessment**

Presents basic concepts in educational measurement, utilizing measurement in instruction, construction of teacher-made tests and other classroom assessments, portfolio and performance assessment and interpretation of standardized test scores.

EDF3604 (3.0 credit hours)

**Social Foundations of Education**

Explores the historical and social foundations of education and their influence on contemporary American education. The course identifies Florida's Code of Ethics and Principles of Professional Conduct of the Education Profession and examines teachers' legal rights and responsibilities.

EDG4308 (1.0 credit hour)

**Senior Seminar for Elementary Education Majors**

Prepares future teachers with current issues in education and the requisite professional skills for teacher success. The course is taken immediately before students begin their final internship.

EDG4620 (3.0 credit hours)

**Curriculum and Instruction**

Explores curriculum theories, materials and instructional strategies to effectively deliver classroom instruction. Students design, develop and implement lesson plans with instructional goals and objectives in a variety of learning environments.

EEX4070 (3.0 credit hours)

**Integrating Exceptional Students in a Regular Classroom**

Examines characteristics of students with disabilities. Topics include instructional and behavioral interventions for students with disabilities, collaboration efforts with ESE and general education instructional staff, strategies for promoting academic and social integration and interaction of mainstreamed students.

EME2040 (3.0 credit hours)

**Technology in Education**

Explores appropriate utilization of technology, Internet and other electronic media. The course provides students with practical experiences using technology to plan and deliver instruction.

ENC0001 (3.0 credit hours)

**Basic English**

Presents basics of grammar, punctuation, spelling, vocabulary, reading comprehension and writing skills, preparing students for English Composition I. (Not transferable and does not constitute credit toward meeting graduation requirements)



ENC1101 (3.0 credit hours)

### **English Composition I**

Develops writing skills to achieve career goals. Topics include using principles of pre-writing, drafting, revising and editing to write clear, well-developed paragraphs, essays and a documented research paper. Prerequisite: ENC 0001 or demonstration of proficiency in Basic English (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

ENC2102 (3.0 credit hours)

### **English Composition II**

Continues ENC1101. Topics include essay writing techniques with emphasis on literary analysis, persuasive writing, basic research and documentation methods. Prerequisite: ENC1101 (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words.)

ENC3213 (3.0 credit hours)

### **Professional Writing**

Prepares students to write professionally in support of management objectives for audiences within and outside a corporation or non-profit enterprise. Prerequisite: ENC1101

ENC3241 (3.0 credit hours)

### **Writing for the Technical Professional**

This course is an introduction to rhetoric and professional writing for the technical professions. ENC 3241 will introduce students to persuasive strategies developing theoretical, ethical, and practical frameworks in producing texts for both technical and lay audiences. The course addresses the principles and procedures of technical writing, analyzing audience and purpose, organizing information, designing graphical aids and writing in specialized formats including correspondence and emails, instructions, proposals, and informal and formal reports. Prerequisite: ENC1101

ENC4313 (3.0 credit hours)

### **Research Writing**

Presents the process for writing proposals as well as informal and formal reports. An overview of constructing an argument and critical analysis of writing material is explored. Prerequisite: ENC 1101

ENL1000 (3.0 credit hours)

### **English Literature**

Explores select English authors and literary texts. Topics include historical background, social forces, literary genres and elements. (Gordon Rule course requiring a grade of "C" or higher.) Keiser University requires a minimum of 4,000 written words.)

ETD 2531C (4.0 credit hours)

### **Architectural Drafting II**

Continues ETD2530C (Architectural Drafting I). Topics include development of single-and multi-family residences, construction practices for wall, door, windows and roof construction and framing, commercial use of columns and support, walk-through presentation for real world design and modeling. Prerequisite: ETD2530C

ETD1200C (4.0 credit hours)

### **Computer Drafting Applications**

Introduces computer design and computer graphics. Topics include the use of computer-assisted drafting tools and software, office practices and standards and design and drafting terms used in industry. Introduction to computer hardware and software, operating environments and applied use of 2-D and 3-D drafting techniques on a computer are covered.

ETD1201C (4.0 credit hours)

### **Computer Network System**

Introduces technical students to the fundamentals necessary to succeed in advanced computer coursework. Topics include exposure to computer hardware and software, peripherals, networks, operating systems and the Internet. Special emphasis is placed on LAN network.

ETD1721 (4.0 credit hours)

### **Mechanical Prototyping**

Introduces fundamentals of creating 2-D and 3-D models for use in rapid prototyping and multiple manufacturing applications. Topics include design concepts from beginning sketches and automated dimensions to rendered models and assembly animations.

ETD2356C (4.0 credit hours)

### **Architectural Modeling**

Introduces modeling and design through the use of a CAD system, incorporation of wireframes, region models, surface generations, and solid modeling and manipulation of views. The systems user coordinate system is explored with utilization of working planes and views for presentation.

ETD2357C (4.0 credit hours)

### **Architectural Rendering**

Student will learn and apply techniques to create 3 dimensional architectural presentations.

ETD2397C (4.0 credit hours)

### **Building Information Management I**

Introduces BIM software. Topics include design and construction of residential and commercial structures, generation of relevant working drawings, design terms and terms relevant to the architectural industry.

ETD2398C (4.0 credit hours)

### **Building Information Management II**

Continues ETD2076C (Building Information Management I). Topics further explore BIM software interface and features, generation of working documents, advanced applications and student projects. Prerequisite: ETD2076C

ETD2530C (4.0 credit hours)

### **Architectural Drafting I**

Introduces concepts and practices for residential construction and design, study of architectural history, involved steps for working drawings suitable for building approval and construction, layout of floor plan and space utilization.

ETD2535C (4.0 credit hours)

### **Interior Design**

A hands-on training on the different aspects of interior design, from composition to graphical representation.

ETD2542C (4.0 credit hours)

### **Structural Drafting**

Introduces structural drafting and design for residential and commercial design, 2-D and 3-D drafting and design with emphasis on construction procedures, welding and foundation applications as applied to construction principles.

ETD2548C (4.0 credit hours)

### **Civil Engineering Drafting**

Introduces the application of civil drafting principles. Topics include instruction on site development, sewer and drainage layout, analysis of terrain contours for plan and profile layouts, land development, survey development together with plot plans and topographic mapping, inclusion of CAD design.

EXP3404 (3.0 credit hours)

### **Principles of Learning**

Introduces students to various aspects of learning and behavior including classical conditioning, operant conditioning, reinforcement, observational learning, memory and forgetting. Focuses on critical analysis and application of learning theories to relevant real-life situations.

FFP1505 (3.0 credit hours)

### **Fire Prevention Practices**

Provides a study of fire inspection practices. Topics include purpose, definition, Fire Prevention Bureau activities, hazards, fire causes, types of construction, flame spread, occupancy and fireload, inspection techniques and conducting inspections.

FFP1510 (3.0 credit hours)

### **Codes and Standards**

Provides a basic understanding of the four major parts of the Life Safety Code (NFPA 101). The course includes NFPA 1, Fire Prevention Code, F.S. Chapter 633 Florida Statutes, and Administrative Rule 69A-60 Rules of the Division of State Fire Marshall. Topics include a basic understanding of general fire safety requirements for code enforcement and administration, building construction, maintenance and use of property.

FFP1540C (3.0 credit hours)

### **Private Fire Protection Systems I**

Explains private fire protection and detection systems. Topics include sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. The need, construction, preventive maintenance and individual uses of each system are discussed.

FFP1740 (3.0 credit hours)

### **Fire Service: Course Delivery**

Explores methods and mechanics of imparting information and adult learning principles. Topics include techniques which have widespread application in teaching situations, devices for specific areas, measuring teaching effectiveness and the use of media and visual aids.

FFP1810C (3.0 credit hours)

### **Fire Fighting Tactics and Strategy I**

Presents firefighting strategies and tactics. Topics include use of firefighting personnel, placement of apparatus and equipment, pre-fire planning, fire ground decisions, firefighting fundamentals and behavior, principles of extinguishment and proper utilization of various techniques. The course emphasizes the changing nature of an emergency situation and the ways in which a fire officer can evaluate the effectiveness of his or her proposed Incident Action Plan.

FFP2120C (3.0 credit hours)

### **Building Construction for the Fire Service**

Identifies construction features and their hazards under fire conditions. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse and other life safety issues.

FFP2521C (3.0 credit hours)

### **Blueprint Reading and Plans Review**

Teaches students how to apply information contained in workings, drawings and specifications as they relate to a fire inspector. Topics include interpretation of conventional graphic communications, accepted standards and conventions, symbols, abbreviations, principles of technical projection, construction arithmetic and geometry.

FFP2610 (3.0 credit hours)

### **Fire Investigation: Cause and Origin**

Enhances a fire investigator's ability to detect and determine the origin and cause of a fire. Topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns, scene reconstruction, electrical fire investigation, woodland fires, vehicle fires, mobile home fires and RV, boat and ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

FFP2720 (3.0 credit hours)

### **Company Officer**

Explores the theory and procedures for providing effective supervision and leadership in a fire department. Topics include a review of fire department organization and administration, management theory, leadership, communications, motivation and small group dynamics. This course is based on NFPA 1021 Standards for Fire Officer Professional Qualifications.

FFP2741C (3.0 credit hours)

### **Fire Service Course Design**

Covers principles of effective curriculum design. Topics include principles of adult learning, student-centered learning and designing courses and units that address learning, performance and behavioral objectives.

FFP2780 (3.0 credit hours)

### **Fire Department Administration**

Presents managerial and administrative concepts and principles as they pertain to and affect the daily operation of a fire department. Topics include scheduling, budgeting, reporting, personnel, discipline, command leadership, equipment maintenance, training and community relations.

FFP2811 (3.0 credit hours)

### **Firefighting Tactics and Strategy II**

Acquaints students with processes and procedures necessary to optimize use of available resources. Topics include fire administration, force organization, training, operations, personnel power distribution, fire ground simulation and tactical ground deployment. Prerequisite: FFP1810C

FIN 3373 (3.0 credit hours)

### **Healthcare Finance**

Analysis of the financial condition of health care organizations using financial ratios based on balance sheets, income statements, and statements of cash flows. Interpretation of financial ratios using industry wide comparisons. Exploration of the dynamics of altering financial condition through strategic service and financial management, budgeting, and cost-control. Case Studies.

FIN2001 (3.0 credit hours)

### **Financial Management**

Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG2011

FIN2006 (3.0 credit hours)

### **Financial Management**

Examines corporate finances through organizational structure, practices and policies. Topics include ratio analysis, leverage, cash budgeting, capital structure, NPV, the CAPM, valuation concepts and analysis of financial statements. Prerequisite: ACG 2011.

FIN3373 (3.0 credit hours)

### **Healthcare Finance**

Analysis of the financial condition of health care organizations using financial ratios based on balance sheets, income statements, and statements of cash flows. Interpretation of financial ratios using industry wide comparisons. Exploration of the dynamics of altering financial condition through strategic service and financial management, budgeting, and cost-control. Case Studies.

FIN3400 (3.0 credit hours)

### **Principles of Managerial Finance**

Presents an introductory overview of the world of corporate financial management with emphasis on the time value of money and the requisite net present value adjustment for the cost of capital and/or judging future returns on investment. This perspective then leads to risk analysis, capital budgeting, cost of capital and financial management. Prerequisite: FIN2001

FIN4126 (3.0 credit hours)

### **Financial Decision-Making and Planning**

Focuses on individual financial planning based on learning objectives specified by the CFP Board of Standards with emphasis on the process of financial planning. Prerequisite: FIN3400

FIN4324 (3.0 credit hours)

**Commercial Bank Management**

Focuses on administrative areas of a commercial bank. Topics include operations, management of bank assets and liabilities, lending policies, trust and fiduciary activities, international and regulatory aspects of commercial banks. Prerequisite: FIN3400

FIN4424 (3.0 credit hours)

**Case Studies in Finance**

Focuses on case analysis of finance problems in business. Topics include cash flow projections, budgeting, financial resources, capital structure, mergers, consolidations, liquidations and risk analysis. Prerequisite: FIN4501

FIN4443 (3.0 credit hours)

**Financial Policy and Strategy**

Capstone course for finance majors focusing on seminars in areas of quantitative and qualitative analysis of financial policies based on independent readings and empirical research. Prerequisite: Completion of most courses in the FIN concentration.

FIN4501 (3.0 credit hours)

**Investment**

Focuses on securities and securities markets. Topics include analysis of various categories of corporate securities, public securities, other investments, types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: FIN3400

FIN4602 (3.0 credit hours)

**International Finance**

Discusses how multinational corporations make financial decisions. Topics include international cash management, hedging cash flows, international capital budgeting and international financing. Prerequisite: FIN 3400

FOS3021C (4 credit hours)

**Fundamentals of Food**

The selection, composition, preparation, and storage of foods to maintain nutrients and food quality.

FOS4041C (4.0 credit hours)

**Food Science**

Physical and chemical changes in food resulting from the various methods of processing, preparation, and storage. Experiments in the physical and chemical characteristics of food. Prerequisite: FOS 3021C.

FSS1011C (3.0 credit hours)

**Nutrition and Sensory Evaluation**

This class explores the use of basic senses of sight, touch, smell, hearing and taste to produce food of maximum appeal and nutritive value. Topics include nutritional and healthy cooking, baking, sensory evaluation, comparison cooking methods and menu writing. Other topics discussed are

the use of alternative fats, sweeteners and salt. Methods of increasing flavor with citrus, spices, flavorings and liquors will be practiced in the lab portion of the class. Common dietary restrictions are studied and the labs highlight menus designed to apply common substitutions.

FSS1063C (3.0 credit hours)

### **Introduction to Baking and Pastry**

This introduction to baking includes basic chemical and physical principles of baking. Topics covered are baking formulas, basic math, measurements, scaling, tools and equipment. Bakery goods to be produced include basic dough and batters that can be used to bake a variety of the following. Hard and soft breads and rolls, a variety of pies, choux paste items, doughnuts, and roll in dough are an example of some of the items that are made.

FSS1200C (3.0 credit hours)

### **Sanitation and Fundamentals**

Introduces food service sanitation principles including microorganisms, HACCP programs, proper food receiving, and storage and preparation techniques. Topics include proper ware washing, operation of cleaning equipment, use of sanitizing chemicals and pest control. The identification and operation of food service light and heavy equipment will be taught and monitored for basic competency in accordance with ACF guidelines. Students will participate in the National Restaurant Association's ServSafe certification exam at the conclusion of this course. Basic egg cookery and common breakfast items are emphasized in the lab. Students will also learn basic cooking methods and knife cuts, as well as dairy and herb identification.

FSS1203C (3.0 credit hours)

### **Principles of Food**

This is a basic course that examines a variety of foods and preparation skills. Equipment identification, food processing, and cooking methods are discussed and practiced at length. Foods that are handled include vegetables, fruits, and farinaceous products. Spice identification and use is highlighted. Topics include basic knife skills and equipment usage, mise en place, quality control, food science and work ethics and efficiency.

FSS1240C (3.0 credit hours)

### **American Regional Cuisine**

This class emphasizes the production of regional American recipes. Foods and recipes produced will highlight both imported and indigenous foods. Topics include menu planning, purchasing specifications, soups and sauces, basic knife skills, mise en place and service techniques. The student will prepare a variety of foods from the main geographic areas of the United States and examine the similarities and differences between the areas in their journey of understanding the national cuisine.

FSS1244C (3.0 credit hours)

### **Classical French Cuisine**

Presents classical French haute cuisine as one of the standards to which all of the great cuisines are measured. Topics include sauces, garnishes, hors d'oeuvres, eggs, seafood, relevés, and entrees of meats, poultry and game. Vegetable and farinaceous products are studied along with breads and desserts. Students will examine and practice modern methods of preparation and presentation of classical French recipes.

FSS1296C (3.0 credit hours)

### **Stocks and Sauces**

Explores classical and modern approaches to making stocks, soups, and sauces. Daily production and hands-on learning is supplemented with interactive discussions. Topics include kitchen equipment, small wares identification and knife skills. This class focuses on the discussion, production and evaluation of white and brown sauces, emulsions, liaisons, seafood sauces, purees and specialty sauces, in addition to production techniques of various soups. Poultry fabrication and cookery is demonstrated, and the creation of pan sauces is emphasized.

FSS2242C (3.0 credit hours)

### **International Cuisine**

International Cuisine focuses on theoretical and practical aspects of the world's cuisines. Topics include history of culinary arts, indigenous ingredients, cooking methods and terminology. Specific regions that may be covered in the course include: Asia, Europe, the Mediterranean, Italy, Spain, the Middle East, India and Latin America. Emphasis is on distinctive techniques and dishes that exemplify the cuisine of each region.

FSS2247C (3.0 credit hours)

### **Pastries and Desserts**

Topics include the following: creams, sauces, cakes, icings, petit fours (sec and glace), frozen desserts, plate presentations, chocolate and other specialty items. Numerous baked and stirred custards are produced, along with mousses and aerated products. Students are required to produce a final plated dessert display demonstrating their attained skills in the class. Additional topics include convenience products, baker's math and the principles of design.

FSS2248C (3.0 credit hours)

### **Garde Manger I**

The cold food kitchen introduces the student to modern and classical garde manger food preparation. Students will learn about the cooking and presentation of meats, vegetables, hors d'oeuvres, and specialty items with a strong focus on artistic finesse and presentation. Topics consist of charcuterie and forcemeats including pate en croute, terrines, galantines, sausages, smoked and cured meats and fish. Additional topics covered are salads, sandwiches, cheeses, aspic, chaud-froid, centerpieces and platter presentations. Each student will produce a completed cold food platter for their final project.

FSS2383C (3.0 credit hours)

### **Supervision and Cost Controls**

The main focuses of this course are the areas of food specifications and evaluation of quality and quantity in food purchasing. Topics include purchasing, identification of inventory categories, receiving procedures, issuing criteria, storage controls and pricing strategies. Other topics discussed are restaurant cost controls such as food costs, labor costs, overhead and profits. Supervision and management theories are discussed. Students learn how to draft a professional resume and cover letter, and participate in mock interviews and interactive discussions.

FSS3233C (3.0 credit hours)

### **Institution Food Service Production**

Standards in purchasing, storage principles and factors effecting quality, efficiency and economy in quantity food production and services. Prerequisites: FOS 3021C.



GEB1112 (3.0 credit hours)

**Entrepreneurship**

Introduces development of business and the role of an entrepreneur in today's economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is placed on lectures, readings, case studies and group projects.

GEB3523 (3.0 credit hours)

**Business Case Studies**

This course is designed to introduce business case analysis.

GEB4357 (3.0 credit hours)

**International Competitiveness**

Examines international business with an emphasis on cultural diversity. Topics include an overview of cultural similarities and differences among developing and developed countries.

GEB4358 (3.0 credit hours)

**International Negotiations and Transactions**

Presents the conduct of business in selected regions of the world. Topics include overseas market research using both domestic and international sources, application of theoretical and practical business knowledge to foreign situations and negotiations in various international business situations.

GEB4359 (3.0 credit hours)

**Cultural Environment of International Business**

Introduces basics of cross-cultural communication as a paradigm for international business relationships.

GEB4364 (3.0 credit hours)

**International Entrepreneurship**

Provides a foundation in international entrepreneurship, focusing on the experiences of small and large entrepreneurial firms. Topics include analysis of cross-national and cross-cultural business practices. Prerequisite: GEB1112

GRA1044C (3.0 credit hours)

**Introduction to Marketing and Self-Promotion**

This course introduces the concept of business as it applies to the field of graphic design, and will prepare the student to work with clients, employers, and to promote him or herself in a freelance environment. Topics include the business aspects of design, advertising, branding, marketing, copyright laws, and public relations.

GRA1062C (4.0 credit hours)

**Introduction to Marketing and Self-Promotion**

This course introduces the concept of business as it applies to the field of graphic design, and will prepare the student to work with clients, employers, and to promote him or herself in a freelance environment. Topics include the business aspects of design, advertising, branding, marketing, copyright laws, and public relations.

GRA1100C (4.0 credit hours)

### **Introduction to Graphic Arts**

Introduces design theory, more specifically the basic fundamentals and elements of design, color theory and drawing principles. Topics include typography, branding, vector and raster-based graphics, the design process, and effective visual communication. Special emphasis will be placed on composition, layout, and typography.

GRA1150C (4.0 credit hours)

### **Photo Editing and Manipulation**

Presents basic content creation of imagery and text. Topics include general image editing techniques and photo manipulation using pixel-based editing software, creation of texture maps and materials for 3-D applications, image scanning and other methods of assessing and using digital and non-digital visual imagery.

GRA1162C (4.0 credit hours)

### **3-D Modeling**

Introduces industry-standard 3-D animation tools used to design and build models and objects. Topics include 3-D modeling theory and techniques, 3-D template sketches, additive modeling using 3-D primitives, constructive modeling using transformed 2-D shapes, basic 3-D scene creation, texture mapping, camera positioning and scene lighting.

GRA1168C (4.0 credit hours)

### **3-D Animation**

Introduces industry-standard 3-D animation tools used to design models. Topics include keyframing, motion paths, function curves and graphs, animated parameters and modifiers, animated hierarchies and 3-D animation special effects including object morphing and explosions. Prerequisite: GRA1162C

GRA2169C (4.0 credit hours)

### **Advanced 3-D Modeling**

Continues intermediate and advanced instruction of industry-standard 3-D animation tools used to design and build models and objects. Topics include advanced 3-D model creation and editing techniques such as individual vertex manipulation, Boolean modeling and meatballs. Prerequisite: GRA1168C

GRA2765C (4.0 credit hours)

### **Advanced 3-D Animation**

Continues intermediate and advanced instruction in industry-standard 3-D animation tools used to design and build models. Topics include keyframing, motion paths, function curves and graphs, animated parameters and modifiers, animated hierarchies and 3-D animation special effects including object morphing and explosions. Prerequisite: GRA2169C

HFT1000 (3.0 credit hours)

### **Introduction to Hospitality Industry**

This course is designed to examine the overview and history of the hospitality industry and provide a comprehensive look at each department in the food service, lodging, and travel

industries. The course will explore the various career opportunities and their expectations within national and international perspectives among the travel and tourism industry.

HFT1210 (3.0 credit hours)

### **Supervision in Hospitality Industry**

Examines the techniques involved in the supervision of employees, developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness. Job analysis and job description techniques are developed.

HFT1265 (3.0 credit hours)

### **Food and Beverage Management**

The course introduces food and beverage as a revenue generator. This course covers different food and beverage outlets including banquets, quick casual, fine dining, theme restaurants and bars/lounges. Student will be exposed to the basic techniques of menu planning, procurement, service, pricing strategies and food and beverage regulations. Included in this course students will participate in the National Restaurant Association ServSafe examination.

HFT2430 (3.0 credit hours)

### **Hotel Financial Accounting- Night Auditing**

This course analyzes and evaluates financial records, interpretation, and understanding of the auditing process. Emphasis is placed on report development, reconciliation of various ledger accounts, internal control, and procedures.

HFT2500 (3.0 credit hours)

### **Hospitality Marketing, Sales & Promotion**

This course is designed to analyze various marketing and sales concepts as it relates to hotel and resorts, spa, clubs, casino, and recreation. The course will focus on various topics examining market segmentation, product placement, integration of technology, social media, sales and advertising. The students will understand the importance of marketing to guests and understanding their needs and behavior.

HFT2930 (3.0 credit hours)

### **Selected Topics in Hospitality Industry**

This course is designed to develop increased proficiency with the skills and behaviors necessary to deliver quality customer service, professional development, and housekeeping operations in hotel and resort operations. Students will explore the role of housekeeping operations, identify levels of customer service and the value of exceeding customer expectations, and recognizing different communication styles. This course will also cover professional development using mock-interviews, resume review, and career research. Included in this course students will participate in the American Hotel & Lodging Educational Institute Guest Service Gold and receive their CGSP certification.

HFT2945 (3.0 credit hours)

### **Hospitality Externship I**

In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills at a hands-on, off-campus professional hotel, resort or food service environment. It is a diverse learning experience for students who have completed their academic class work.

Students who have completed their coursework will work with the Externship Coordinator to plan their externship.

HFT2945 (3.0 credit hours)

### **Hospitality Externship II**

In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills at a hands-on, off-campus professional hotel, resort or food service environment. It is a diverse learning experience for students who have completed their academic class work. Students who have completed their coursework will work with the faculty to plan their externship.

HHD1240 (4.0 credit hours)

### **Audio and Video Design and Installation**

Presents audio/video technology concepts required for design, configuration and maintenance. Topics include amplification, speaker specifications, A/V components, interface sources and media server/players. Prerequisite: CET1041C

HIM1000C (3.0 credit hours)

### **Introduction to Health Information Management and Healthcare Systems**

This course offers an overview of the health information management profession. The functions, content, and structure of the health record are studied. Datasets, data sources, healthcare delivery systems, and the health information technology functions found in all healthcare environments are explored. Virtual assignments and/or simulations support experiential learning. Prerequisites: CGS1000, ENC1101, BSC2085, BSC2086, HSC1531

HIM1100C (3.0 credit hours)

### **Health Data Concepts and Systems**

This course provides an introduction to the basic concepts and techniques for managing and maintaining health record systems. Topics include: record content, format and uses of healthcare data, record systems: storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Through AHIMA's Virtual healthcare systems laboratory, students will be given access to work on a variety of healthcare electronic systems enhancing their technology skills and knowledge such as: Athens/Cerner Electronic Health Records, QuadraMed MPI, QuadraMed Smart ID, QuadraMed Encoder, and McKesson Horizons. Students will be given the opportunity to utilize and practice with current software packages common to the industry. Prerequisite: HIM1000C

HIM1200C (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. Virtual assignments and/or simulations support experiential learning. Prerequisite: HIM1100C

HIM1433 (4.0 credit hours)

### **Pathophysiology**

This course introduces students to the basic concepts of pathophysiology. Inflammation, mechanisms of the immunological self-defense, cell proliferation and neoplasia, and the pathology of body systems and organs will be discussed.

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: HSC1141

HIM2100C (3.0 credit hours)

### **International Classification of Diseases Coding II**

This course builds on skills in using the International Classification of Diseases to code diagnoses and procedures. Coding of conditions and related procedures not addressed in the previous course is 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 Encoder software tools, provide practice in coding, sequencing and grouping diagnoses and procedures. Prerequisite: HIM2000C

HIM2250C (4.0 credit hours)

### **CPT-4/HCPCS Coding**

This course introduces principles of Current Procedural Terminology (CPT-4) coding used to code procedures provided by healthcare professionals. The Fundamentals of the Healthcare Common Procedure Coding System (HCPCS) are also included.

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: HIM2100C

HIM2350C (3.0 credit hours)

### **Health Insurance and Reimbursement**

This course explores reimbursement and payment methodologies applicable within the various healthcare settings. Forms, processes, practices and the roles of health information management professionals are examined. Concepts related to insurance products, third party, prospective payment and managed care capitation are explored. Issues of data exchange among patient, provider and insurer are analyzed in terms of organizational policy, regulatory issues and

information technology operating systems. Management of the chargemaster and the importance of coding integrity are emphasized. Prerequisite: HIM2300C.

HIM2400C (3.0 credit hours)

### **Healthcare Statistics and Research**

This course introduces statistical computations and provides students with assignments for compiling inpatient service days; average length of stay; occupancy rates; and mortality rates. Descriptive and inferential statistics and basic research principles are also explored. Prerequisite: HIM2350C

HIM2500 (3.0 credit hours)

### **Professional Practice Experience**

This course allows students to complete supervised professional practicum hours in the health information department of an approved healthcare facility, and to complete a MOCK RHIT exam covering all Associate Degree Entry-Level Competencies. This professional practice consists of 140 hours (35 hours x 4 weeks) completed on a full-time basis. Students prepare a written report and present a summary of their practical learning experience in class. Prerequisite: HIM2400C

HIM2250C (4.0 credit hours)

### **CPT-4/HCPCS Coding**

This course introduces principles of Current Procedural Terminology (CPT-4) coding used to code procedures provided by healthcare professionals. The Fundamentals of the Healthcare Common Procedure Coding System (HCPCS) are also included.

HIM2347C (4.0 credit hours)

### **Coding Cases Practice Experience**

This course is a virtual hands-on coding practicum that will allow the student to implement previous acquired coding skills. A review of the basic insurance and coding guidelines will be provided. Prerequisite is the successful completion of all major core and administrative billing and coding courses.

HIM2724C (4.0 credit hours)

### **Basic ICD-9/ICD-10 Coding**

This course provides a basic foundation using the International Classification of Diseases (ICD-9/ICD-10 CM/PCS) to code diagnoses and procedures. Coding, sequencing, and grouping diagnoses will be reviewed using coding manuals and software tools.

HIM3000C (3.0 credit hours)

### **Healthcare Informatics I**

This course is the first of two-course sequence that provides an introduction and application of computer technology to the management of health and biomedical information to improve the quality of patient care, medical education and research, and the evaluation of healthcare services. Laboratory accompanying. Prerequisite: HIM2500

HIM3100C (3.0 credit hours)

### **Healthcare Informatics II**

This course is the second of two-course sequence that provides an introduction and application of computer technology to the management of health and biomedical information to improve the

quality of patient care, medical education and research, and the evaluation of healthcare services. Laboratory accompanying. Prerequisite: HIM3000C

HIM3200C (3.0 credit hours)

### **Healthcare Privacy and Data Security**

This course examines laws and regulations addressing the management of protected health information (P.H.I.), electronic health records (E.H.R.), and e-discovery guidelines. Coursework includes: discussion of case studies illustrative of the current legal and political environment affecting the health care industry, and developing policies and procedures to ensure compliance. Laboratory accompanying. Prerequisites: HIM3100C

HIM 3500C (3.0 credit hours)

### **Electronic Health Records**

This course builds on the concepts learned in prior courses and offers practical hands-on application to using Electronic Health Record software. The focus is on point-of-care systems, data standards, health information exchange, and personal health records. The course will prepare students to work in an electronic health record environment. Laboratory accompanying. Prerequisite: HIM3200C

HIM3800C (3 credit hours)

### **Alternative Health Record Systems**

This course examines health records in a variety of healthcare settings and specialty systems. The focus is on health record content and format; regulatory and accreditation requirements; privacy & security; data standards and classification systems; computerized information systems; reimbursement and compliance issues; quality measures and reporting, and current trends affecting specialty care. Laboratory accompanying. Prerequisites: HIM3500C.

HIM4000C (3.0 credit hours)

### **Management of Health Information I**

This is a capstone course, the first of a two course sequence, which includes management and leadership theories; supervisory methods and tools used in the management of health information services, including: principles of human resources management, development of policies and procedures; organizational development and workforce training, labor benchmarking, work design, tools and techniques for process improvement and workflow analysis. Prerequisites: HIM3800C.

HIM4100C (3.0 credit hours)

### **Management of Health Information II**

This is a capstone course, the second of a two course sequence, which includes methods and management tools used in the analysis of health information systems, including project management, organizational compliance, strategic management processes, and future roles in health information management. Prerequisites: HIM4000C

HIM4200C (3.0 credit hours)

### **Data Analytics and Research Methods**

This course addresses quality management processes and performance improvement with an emphasis on health information services. Additional topics presented include: evaluation of patient care and safety; healthcare statistics, healthcare data analytics, clinical quality management; risk

management; utilization management; medical staff organization and function; research methods, biomedical research, Laboratory accompanying. Prerequisites: HIM4100C

HIM4500 (3 credit hours)

### **Health Information Management Externship**

This is an intensive four-week (140hrs) preceptor-guided experience in the administrative aspects of health information management services of an accredited hospital, healthcare system, or alternative healthcare facility. A management project, and visits with users of health information (finance, decision support, registries, etc.) are an integral component of this externship experience. A poster board presentation highlighting the experience is required at the conclusion of the professional management experience. Prerequisites: HIM4200C

HIM4700C (3 credit hours)

### **Health Information Management Synthesis**

This course is a synthesis of the health information management curriculum. This synthesis will include: lecture, case studies, and mock RHIA exams. The assignments facilitate the application of health information management expertise and the skills needed for a professional career path. Prerequisite: All HIM courses.

HIS3319 (3.0 credit hours)

### **History of Civil Rights and Civil Liberties**

Examines the history of civil rights and civil liberties in the United States from the origins of the Western political tradition to current issues. Discusses the origins of rights and liberties with particular focus on Athens, Rome, England, and the Enlightenment. Explores the development of civil rights and liberties in the American tradition, with particular focus on the colonial period and Revolution, the Constitution, the Civil War, Reconstruction and Jim Crow. Includes the progress of civil rights and liberties in the twentieth and twenty-first centuries, including the Civil Rights Movement, the War on Poverty, and the post-9/11 era.

HSA1102 (3.0 credit hours)

### **Introduction to Health Care**

This course introduces students to the healthcare profession, delivery systems, and trends. Topics include communication, professionalism, customer service, lifestyle management, OSHA and standards of infection control.

HSA1117 (3.0 credit hours)

### **Principles of Health Services Administration**

This course will present an overview of the American health care system including the social, political and economic forces that shape the industry. Moreover, the course will introduce the student to the many subsystems and how these different systems work together to produce today's modern day health care system.

HSA1192C (3.0 credit hours)

### **Healthcare Computer Applications**

Presents computer applications found in healthcare situations. Topics include basic computer applications used in medical offices, hospitals and nursing homes.

HSA1253 (3.0 credit hours)

### **Medical Office Administration and Billing**



Explores basic knowledge and procedures of a medical office. Topics include medical billing, collections, health insurance forms and HIPPA considerations.

HSA2253 (3.0 credit hours)

**CPT Coding for Health Service Administration**

Introduces medical coding. Topics include billing for various facilities, as well as proper coding for billing and insurance purposes.

HSA3150 (3.0 credit hours)

**Public Policy in Healthcare**

Presents health policy in the U.S. Topics include the evolution of the U.S. 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.

HSA3341 (3.0 credit hours)

**Conflict Management in Healthcare**

Explores methods and strategies for decreasing and preventing workplace conflict. Topics include patient-patient conflict, employee-employee conflict and supervisor-subordinate conflict.

HSA3551 (3.0 credit hours)

**Ethics in Healthcare**

Explores ethical behavior in various health care settings. Students will analyze decision making models, theories, professional obligations and apply them to their roles as health care administrators

HSA3553 (3.0 credit hours)

**Health Law & Ethics**

Examines the theory and principles of ethics in health care and also provides an analysis of the law and legal problems related to the delivery of health care services. Key legal concepts are discussed and the relationship of governmental regulations, including local, regional, and national, are explored.

HSA4011 (3.0 credit hours)

**Public Health Management**

Introduces United States public health systems. Topics include government agencies that monitor public health and the role of the public in control of illness and disease.

HSA4140 (3.0 credit hours)

**Program Planning and Evaluation**

Introduces basic concepts of planning and evaluation as fundamental tools of program design and development. Opportunities for theoretical and practical applications in the use of basic techniques are developed through classroom exercises and class projects.

HSA4185 (3.0 credit hours)

**Leadership in Healthcare Organizations**

This course introduces a broad range of concepts, theories and practices important for a basic understanding of leadership. Topics focus on various style and approaches of effective leadership.

The course will examine leadership principles to realistic situations and problems such as quality and productivity. It will also examine the role of leadership in achievement of organizational goals.

HSA4222 (3.0 credit hours)

### **Long-Term Managed Care Systems**

Discusses challenges of long-term care in the United States. Topics include examination of available services including hospitals, nursing homes, home health and hospice. It also examines the integration of these services into the healthcare system of the United States.

HSA4502 (3.0 credit hours)

### **Risk Management in Healthcare**

Explores the process of developing and maintaining risk management programs in healthcare. Topics include how an organization identifies, assesses and reduces risk to patients, visitors, staff and an institution's assets. Presents resources to organize a strategic approach to risk management.

HSA4938 (3.0 credit hours)

### **Health Service Administration Capstone Project**

Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Prerequisite—all courses in applicable concentration

HSC1141 (3.0 credit hours)

### **Pharmacology for Health Information Management**

This course will survey the major classifications of drugs. The indications and contraindications for use will be presented. Emphasis will be placed on the correlation between drug therapy and disease. The student will be required to use various desk references efficiently. Understanding of the pharmacology language is explored by reading and interpreting the documentation in patient medical records. Prerequisite: HSC1433

HSC1433 (3.0 credit hours)

### **Pathophysiology for Health Information Management**

This course emphasizes the study of the major diseases associated with each body system. It introduces important medical terminology, inflammation and allergy, neoplasia, heredity and disease, dietary factors and diseases, and infectious diseases. Understanding of the Pathophysiology language is explored by reading and interpreting the documentation in patient medical records. Prerequisite: HIM1100C

HSC1531 (3.0 credit hours)

### **Healthcare Medical Terminology**

Includes the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Topics include correct pronunciation, spelling and definitions.

HSC3010 (3.0 credit hours)

### **Healthcare Settings Analysis**

Presents various approaches on the operation and quality management in healthcare. It will describe educational and social marketing applications in continuous quality improvement, assessment and process improvement research in health care settings.

HSC3057 (3.0 credit hours)

### **Research Methods in Healthcare**

Presents an overview of the scientific process and elements required to conduct health services research. The importance of health services research will be explained. This course will provide a foundation for Healthcare professionals in reference to research methodologies used to create evidence based practices, health care policies and programs.

HSC3172 (3.0 credit hours)

### **Stress Management**

Discusses proven techniques and tools that are utilized in managing stress in everyday life. Topics include how to apply stress management and prevention techniques to our life, the causes of stress and tools necessary to build a plan for reducing stress that fits one's lifestyle, values, and goals. Students practice stress management techniques with the goal of developing lifetime healthy habits for themselves and their clients.

HSC3231 (3.0 credit hours)

### **Client Education in Healthcare**

Develops understanding of patient education as it impacts healthcare workers. Topics include adult learning and development, communication strategies and obstacles, documentation requirements, legal aspects and management issues.

HSC3500 (3.0 credit hours)

### **Epidemiology**

Introduces epidemiology as a scientific discipline. Experimental design, methodology and causes of disease are examined to identify potential strategies for prevention and control.

HSC3661 (3.0 credit hours)

### **Issues in Healthcare Communications**

Examines communication issues with which healthcare professionals deal. Topics include psychosocial issues involving clients, families and other caregivers affected by pathology, impairment, functional limitation or disability.

HSC4143 (3.0 credit hours)

### **Substance Abuse**

Focuses on understanding addictive disorders and their treatment. The course covers the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates, and hallucinogens, as well as other abused substances such as aerosols, steroids, and over the counter analgesics. The course also investigates working with clients, differentiating abusers from addicts, drug effects on children, teenagers, pregnant and nursing women. Students participate in collaborative exercises to identify appropriate behavior modification techniques.

HSC4143C (4.0 credit hours)

### **Substance Abuse**

Focuses on understanding addictive disorders and their treatment. The course covers the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates, and hallucinogens, as well

as other abused substances such as aerosols, steroids, and over the counter analgesics. The course also investigates working with clients, differentiating abusers from addicts, drug effects on

children, teenagers, pregnant and nursing women. Students participate in collaborative exercises to identify appropriate behavior modification techniques.

HSC4250 (3.0 credit hours)

**Task Analysis and Curriculum Development in the Health Professions**

Presents task analysis techniques and curriculum development approaches for teaching and training in a healthcare setting.

HUN2201 (3.0 credit hours)

**Principles of Nutrition**

The study of nutrients in foods and their involvement in the function of human body systems. Assessment of personal nutrition indicators using anthropometric and other indices. Survey of roles and responsibilities of the dietitian.

HUN3107 (3.0 credit hours)

**Nutrition**

This course presents essentials of normal nutrition and their relationship to the health of individuals and families. These concepts serve as a basis for the development of an understanding of therapeutic application of dietary principles and a nurse's role and responsibility in this facet of patient care.

HUN3403 (3.0 credit hours)

**Life Cycle Nutrition**

Focuses on the nutritional foundations necessary for the growth, development, and normal functioning of individuals in each stage of the life span. Students learn to plan clinical and nutritional interventions for both healthy individuals and those with acute or chronic conditions from preconception to the final stages of life.

HUN4241 (3.0 credit hours)

**Advanced Nutrition**

Nutrient roles in the metabolic processes. Effects of deficiencies and excesses. Prerequisites: BSC2085C, BSC2086C, and BCH1020C

HUN4296 (3.0 credit hours)

**Nutrition and Health Issues**

Presents how diet/nutrition can help promote health, control weight, and manage chronic diseases. Explores the use of a plant based diet. Discussion of vitamin supplementation and herbal therapies.

Prerequisite: HUN2201

IDS1107 (3.0 credit hours)

**Strategies for Success**

Addresses persistence and high achievement skills to enable students to establish foundations upon which to build in college and later in the business world. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal-setting, self-reflection and self-evaluation not only in an academic environment but also in the corporate world.

IDS3355 (3 credit hours)

**Critical Thinking**

Focuses on the thinking process and provides students an opportunity to become more clear, insightful and creative thinkers through systematic study and guided practice. Topics include problem solving, perception, beliefs, language and thought, relationships and constructing arguments.

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.

INP3004 (3.0 credit hours)

**Industrial Psychology**

Focuses on the application of psychological principles and theories to the behavior of people in organizational settings.

INP3224 (3.0 credit hours)

**Workforce Diversity**

Addresses the experience of work as it varies with gender and ethnic background in the United States. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, relationship of diversity to processes such as supervision, leadership, mentoring and power. Prerequisite: PSY1012 or SYG1000

INP4203 (3.0 credit hours)

**Performance Evaluation**

Focuses on procedures in personnel psychology. Topics include selection, performance appraisal devices, job analyses, evaluations, calculation of reliability, validity of cutoff scores, needs assessments for training and theories of job assessment.

INR2001 (3.0 credit hours)

**International Relations**

Examines International Relations by defining and exploring the role of the nation-state, international organizations, and transnational organizations (criminal, non-governmental, environmental, and religious). The course examines the new international order in terms of war, globalization, trade, the North-South divide, the world economy, the environment, and political theories of realism and idealism. Prerequisite: POS1041

INR2109 (3.0 credit hours)

**US Latin American Relations**

Introduces the student to the politics of Latin America and explores the diplomatic relations between the United States and Latin America. Historical, political, and social factors are considered for understanding the region. Prerequisite: CPO2002, INR2001, POS1041

INR3274 (3.0 credit hours)

### **Middle East Foreign Policy**

Addresses the developments in the international politics of the Middle East. Explores the region's impact on the relations of major powers and discusses the role of oil in the region. Prerequisite: CPO2002, INR2001, POS1041

ISM3112 (3 credit hours)

### **Systems Analysis**

Trains students to assume the role of a system analyst in an organization. Students learn to recognize and identify problems and opportunities in a company which might benefit from the application of information technology. Once identified, a problem is investigated and thoroughly analyzed. A business justification for possible solutions is then performed and presented to management for approval. As a term project, students investigate a real problem at a community organization and recommend the best course of action.

ISM3112 (3.0 credit hours)

### **Systems Analysis**

Trains students to assume the role of a system analyst in a MIS organization. Students learn to recognize and identify problems and opportunities in a company which might benefit from the application of information technology. Once identified, a problem is investigated and thoroughly analyzed. A business justification for possible solutions is then performed and presented to management for approval. As a term project, students investigate a real problem found in a business organization and recommend the best course of action.

ISM3116 (3.0 credit hours)

### **Introduction to Business Intelligence**

This course focuses on the features, uses, and design strategies for IT-enabled managerial support. Data-oriented techniques for business intelligence (BI) and corporate decision making are emphasized. Technology context includes an overview of business intelligence framework, business process management and application –based business analytics and reporting. Specific Excel techniques include business reporting, using charts, descriptive statistics, statistical process control, and other tools common to business process improvement. The SAS Intelligence Platform is introduced and a BI tool. PREREQUISITE: QMB3200

ISM3221 (3.0 credit hours)

### **Data Communications and Networking**

Technological developments and the widespread acceptance of standards are transforming the ways in which information is used to support the business function. In addition to the traditional communications requirements for voice and data (meaning text and numerical data), there is now the need to deal with pictorial images and video information in transmission. These four types of information are essential to the survival of any business in the competitive international environment. We learn how to deal with not just Data Communications but also with information communications within the business and technology environments. Key topics include transmission media, data link control protocols and multiplexing.

ISM3230 (3.0 credit hours)

### **Introduction to Business Programming**

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Trains the student to create business applications for use on a Windows PC. Topics include fundamental programming concepts, defining and using data elements and processing data through logic statements using sequence, selection and iteration constructs.

ISM3232 (3.0 credit hours)

### **Advanced Business Application Development**

Expands on ISM3230 (Introduction to Business Programming). Topics include advanced programming constructs, object-oriented programming, creating both client-server and web-based distributed applications accessing the SQL server database and developing object oriented programs (OOP). Prerequisite: ISM3230

ISM3483 (3.0 credit hours)

### **eBusiness Infrastructure Management**

Explores technology and management concepts as well as issues and decisions related to the infrastructure required to support Business-to-Business (B2B), Business-to-Consumer (B2C), Business-to-Government (B2G), Consumer-to-Consumer (C2C) and Consumer-to-Business (C2B) electronic business processes.

ISM4113 (3.0 credit hours)

### **Systems Design**

Expands on ISM 3112 (Systems Analysis). Students are taught to design an information system for a company or agency of their choice. Students learn development methodologies such as Waterfall, Prototyping, RAD, Object-Oriented Design, and UML. Using the most appropriate methodology, a team designs system output, input, processing and a database for the new system. Students create a Design Deliverable document and present their findings to management. Prerequisite: ISM 3112

ISM4117 (3.0 credit hours)

### **Data Mining and Warehousing**

This course provides an introduction to the modern database systems with focus on Data Mining and Warehousing. Emphasis is also places on the understanding of various database management functions and providing database support for the organization. Topics include fundamentals of relational systems including data models, database architectures, and database manipulations required for warehousing and mining.

ISM4130 (3.0 credit hours)

### **Information Systems Implementation**

Extends System Design (ISM4113) through the development phase to implementation by introducing software testing, documentation, training and deployment. Working as if part of a large IT organization, student teams analyze a real problem, design a solution, write the programs, test their system, document their system, train customers in how to use their system and implement it at a customer site. Prerequisite: ISM4113

ISM4153 (3.0 credit hours)

### **Enterprise Information Systems**

Designed to provide a thorough understanding of the fundamental concepts of enterprise resource planning and its place in business operations. Topics include fundamental business processes in an enterprise, how ERP systems improve business process performance, the role of

enterprise resource planning in an organization, the impact of ERP on e-commerce and the task of implementing and managing the function. Prerequisite: CGS3300

ISM4212 (3.0 credit hours)

### **Database Management Systems**

Describes how data is created, stored, and manipulated in business using relational database management systems. Students become proficient at modeling databases at a conceptual and physical level of design and are able to develop database schemas that enforce data integrity. Students become knowledgeable in the creation, altering and manipulation of tables, indexes and views using relational algebra and SQL.

ISM4220 (3.0 credit hours)

### **Distributed Information Systems**

Examines grouping, designing and implementing integrated and distributed information systems to support enterprise objectives. Emphasis is on understanding characteristics of application and system types and implementations for their design, operation and support of information needs, including those associated with different platforms and technology infrastructure e.g., legacy systems, client-server model, multi-tier systems, and customer facing Internet systems. Topics include the web-based application servers that build on Java Enterprise components with reusable software programs, e.g., transaction processing, messaging, publishing/subscribing, and naming in distributed systems and remote communications. Prerequisite: ISM4130

ISM4300 (3.0 credit hours)

### **Information Technology Management**

Describes the management of an Information Technology department and the business implications and real-world examples of the application of technology to improve business organizations. This course presents a framework for business managers to understand the importance of their role when working with other members of the organization to achieve effective IT results and to identify and evaluate potential opportunities to employ IT.

ISM4302 (3.0 credit hours)

### **Information Technology Planning**

Reviews alternatives used by management and consulting firms to conduct an information systems strategic planning process. Key to the success of this process is an understanding of the current infrastructure, the culture of the organization, the desired future state as defined by senior executives and the road map to get there. Special emphasis is placed on the balanced scorecard strategic planning methodology as applied to an information technology function in an organization.

ISM4302 (3.0 credits hours)

### **Information Technology Planning**

Reviews alternatives used by management and consulting firms to conduct an information systems strategic planning process. Key to the success of this process is an understanding of the current infrastructure, the culture of the organization, the desired future state as defined by senior executives and the road map to get there. Special emphasis is placed on the balanced scorecard strategic planning methodology as applied to an information technology function in an organization.

ISM 4403 (3.0 credit hours)



### **Advanced Business Intelligence**

This course surveys advances business intelligence (BI) theories and concepts. Methods for analyzing, visualizing, and transforming business data are discussed to discover patterns that lead to predictive, diagnostic, and descriptive intelligence models. The focus will be on two BI tools, Excel and SAS, to enhance business decision making. PREREQUISITE: ISM3116.

LAE3210 (3.0 credit hours)

#### **Literacy**

Explores fundamentals of literacy instruction. Topics include print concepts, phonemic awareness, phonics, vocabulary, comprehension, language development, acquisition of literacy and instructional strategies for emergent literacy. Special emphasis is placed on the foundation of language and cognition.

LAE3314 (3.0 credit hours)

#### **Teaching Language Arts**

Explores methods, materials, content, teaching strategies and applications for teaching the language arts in the elementary school. Special emphasis is placed on differentiating instruction for the six language arts: reading, writing, listening, speaking, viewing and visually representing.

LAE4414 (3.0 credit hours)

#### **Teaching Children's Literature**

Explores methods, materials, teaching strategies and applications for teaching literature at the elementary level including instructional planning and assessment.

MAC2105 (3.0 credit hours)

#### **College Algebra**

Prepares students for disciplines involving quantitative calculations. Topics include operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphs of linear, quadratic, cubic and rational functions, combinations of functions, composite functions, direct, inverse and joint variation, radical equations, absolute value equations and inequalities, exponential and logarithmic equations and applications, systems of linear equations, and complex numbers. Prerequisite: MAT1033

MAC2147 (5.0 credit hours)

#### **Pre-Calculus with Trigonometry**

Presents Pre-Calculus and Trigonometry in a single course; primarily to prepare students to take Calculus, MAC 2311. Topics in Algebra include: polynomial, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; conic sections, matrices and determinants; sequences and series; mathematical induction, binomial theorem and applications. Topics in trigonometry include: trigonometric functions, their properties and graphs; inverse trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications. Prerequisite: MAC2105

MAC2233 (3.0 credit hours)

#### **Survey of Calculus I**

This course is intended to introduce students to calculus concepts that are important tools for understanding some advanced topics in business, economics, and the social and natural sciences.

PREQUISITE: MAC 2105, College Algebra with a C or better or appropriate score on the placement test.

MAC2311 (4.0 credit hours)

### **Calculus**

Introduces Calculus. Topics include limits and continuity, the derivative, differentiation of algebraic and transcendental functions, the mean-value and intermediate value theorem, extrema and graph sketching, areas under curves, the definite integral, antidifferentiation, and The Fundamental Theorem of Calculus. The utility of these key concepts is demonstrated through select applications. Prerequisite: MAC2147

MAD2104 (3.0 credit hours)

### **Discrete Mathematics and Probability**

Presents the mathematical principles of discrete structures that have significant applications in problem solving and computing. Topics include sets, logic, proofs, counting methods and probability, relations and graphs, Boolean algebras, and number theory. PREREQUISITE: MAC 2015.

MAE4310 (3.0 credit hours)

### **Teaching Mathematics**

Explores methods, materials, teaching strategies and applications for teaching mathematics at an elementary school level. Topics include measurement, number sense, concepts, operations, geometry and spatial sense, algebraic thinking, data analysis and probability.

MAN1021 (3.0 credit hours)

### **Principles of Management**

Presents a combination of current and traditional views of management organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling.

MAN2300 (3.0 credit hours)

### **Human Resource Management**

Presents current theories and research regarding the development of individual managers and business organizations. Cases illustrating developmental methods are utilized.

MAN2999 (3 credit hours)

### **Integrated Studies Capstone Course for Lower Division**

Requires students to demonstrate knowledge of business concepts and theories acquired throughout the lower division courses of the bachelor degree program and apply these theories in elementary analysis and evaluation of a real world business scenario. Students are expected to synthesize and integrate their current understanding of business analytics in order to initiate research and evaluate the business intelligence topic of their choice selected from an instructor approved list. Students will develop this report in preparation for upper division courses designed to provide a more in depth analysis of the selected topic. PREREQUISITES: Successful completion of all lower division courses.

MAN3025 (3 credit hours)

### **Introduction to Management and Organizational Behavior**

Introduces managerial principles including planning, organizing, staffing and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

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.

MAN3326 (3.0 credit hours)

**Industrial/Organizational Psychology**

Focuses on the application of psychological principles and theories to the behavior of people in organizational settings.

MAN3504 (3.0 credit hours)

**Operations Management**

Introduces fundamentals of operations management in manufacturing and non-manufacturing sectors. Topics include product and process design, demand forecasting, facilities layout and location, materials management, inventory management, production planning and quality assurance.

MAN3504 (3.0 credit hours)

**Operations Management**

Introduces fundamentals of operations management in manufacturing and non-manufacturing sectors. Topics include product and process design, demand forecasting, facilities layout and location, materials management, inventory management, production planning and quality assurance.

MAN3611 (3.0 credit hours)

**Cross-Cultural Management**

Provides students with techniques for becoming skillful cross-cultural communicators. Topics include dimensions of culture and their implications in organizations, successful negotiation tactics and managing cultural diversity in the workplace.

MAN4065 (3.0 credit hours)

**Business Ethics**

This course applies an ethical dimension to business decisions in today's complex political, social, economic and technological environment.

MAN4113 (3.0 credit hours)

**Managing Diversity**

Addresses the experience of work as it varies with gender and ethnic background in the United States. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, relationship of diversity to processes such as supervision, leadership, mentoring and power.

MAN4164 (3.0 credit hours)

**Leadership**

Introduces students to leadership, research perspectives on leadership, the personal side of leadership, the leader as a relationship builder, and the leader as a social architect.

MAN4337 (3.0 credit hours)

**Performance Management**

Focuses on procedures in personnel psychology. Topics include selection, performance appraisal devices, job analyses, evaluations, calculation of reliability, validity of cutoff scores, needs assessments for training and theories of job assessment.

MAN4583 (3 credit hours)

**Project Management**

Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a quality project team, five steps of a project, construction of a network diagram and mathematics analysis techniques such as CPM and PERT.

MAN4602 (3.0 credit hours)

**International Business**

Addresses the role and importance of international/multinational firms in a global environment. Topics include the impact of political, regulatory and economic dimensions, international dimensions of American enterprise and examination of businesses, overseas organizations, operations and problems of conducting international business. Prerequisite: Completion of Lower Division Courses

MAN4631 (3.0 credit hours)

**Global Strategy and Policy**

Explores competitive environments on a global basis, examines external factors that affect a firm domestically and globally and provides solutions that include globalization as a strategic option. Prerequisite: Completion of Lower Division Courses

MAN4863 (3.0 credit hours)

**Facilities and Property Management**

Introduces students to facility planning and management, including classical principles, space allocation and planning, databases and programs, and codes and guidelines.

MAN4999 (3.0 credit hours)

**Integrated Studies Capstone Course**

Requires students to demonstrate knowledge learned throughout the program and apply the knowledge to real-world issues. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Prerequisites: All courses in applicable concentration

MAR1011 (3.0 credit hours)

**Introduction to Marketing**

Discusses the principles and functions of marketing and its role in a business environment. Utilization of guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services is taught.

MAR3712 (3.0 credit hours)

**Healthcare Marketing**

Presents principles and functions of marketing by focusing on unique aspects of marketing fee-for-service and managed care services. Topics include consumers of healthcare services, organizations that purchase healthcare for employees, insurance companies that provide healthcare and ethical issues of marketing healthcare services.

MAR4334 (3.0 credit hours)

**Advertising/Promotion Management**

Presents a total marketing communication function in planning and managing programs for advertising products and services. Topics include preparatory research, objective setting, budget planning, media, creative programs and evaluation of advertising effectiveness.

MAR4403 (3.0 credit hours)

**Sales and Sales Management**

Introduces principles, methods and problems related with relationship selling. Topics include the field of selling, knowledge and skill requirements, the partnership process, adaptive selling and the salesperson as a manager.

MAR4503 (3.0 credit hours)

**Consumer Behavior**

Introduces consumer behavior in the marketplace. Topics include analysis of consumer motivation, buying behavior, market adjustment and product innovation. Behavioral aspects of the marketing process from producer to ultimate consumer are considered.

MAR4721 (3.0 credit hours)

**E-Marketing**

Explores how the Internet has revolutionized the buying and selling of goods and services in the marketplace.

MAR4804 (3.0 credit hours)

**Marketing Strategy**

Application of marketing concepts and analytic techniques to developing skills in solving strategic marketing problems. Topics include selecting customer targets and making marketing mix decisions from a business unit perspective.

MAR4841 (3.0 credit hours)

**Service Marketing**

Examines marketing in service industries. Topics include unique aspects of service marketing, service marketing mix and implementation of service strategies.

MAT0020 (3.0 credit hours)

**Basic Math – (Basic Algebra)**

Reviews basic arithmetic operations and introduces algebra. Topics include whole numbers, fractions, decimals, percents, prime factorization, greatest common factor, order of operations, exponentiation, absolute value, arithmetic operations of signed numbers, averages, simplifying

and evaluating algebraic expressions, solving linear equations, and proportions. (Not transferable and does not constitute credit toward meeting graduation requirements)

MAT1033 (3.0 credit hours)

### **Intermediate Algebra**

Presents algebra concepts and operations. Topics include factoring, operations with rational expressions, absolute value, exponents, radicals and roots, linear and quadratic equations, and linear inequalities and graphs, all with applications. Prerequisite: MAT0020 or demonstrated proficiency (Not a transferable course)

MCB1930C (4.0 credit hours)

### **Cell Culturing**

Focuses on cell culturing techniques for various types of cells (yeast, animal and plant). Topics include preparation of cell culture media, monitoring cell growth and maintaining cultures for an extended period of time. The laboratory emphasizes basic principles and practice of cell culture methods and techniques. Prerequisites: BSC1005, CHM1045

MCB2000C

### **Microbiology I**

Presents pathogens and the diseases they cause. Topics include morphology, behavior, characteristics, activities of common microorganisms and techniques of identification, culturing, staining, counting and isolating microorganisms.

MCB3020 (4.0 credit hours)

### **Microbiology**

Presents both pathogens and non-pathogens and their interactions with humans. Emphasis is on human diseases. Topics include microbial structure, physiology, classification, epidemiology, pathogenesis, anti-infective agents, and the immune system. Prerequisites: BSC 2010, BSC 2010L, CHM 2046, CHM 2046L, CHM2210, CHM2210L

MCB3020L (1.0 credit hour)

### **Microbiology Laboratory**

This course is to be taken in conjunction with MCB3020. Consists of practical applications and concepts presented in MCB 3020 (Microbiology). Prerequisites: BSC 2010, BSC 2010L, CHM 2046, CHM 2046L, CHM2210, CHM2210L

MCB4312 (3.0 credit hours)

### **Molecular Biotechnology**

Focuses on the principles, techniques, and applications of molecular biotechnology in genetically enhanced food and other products, cloning, gene therapy, transgenic animals, patents, and regulations. Prerequisite: MCB3020, MCB 3020L

MCB4414 (3.0 credit hours)

### **Microbial Metabolism**

Presents concepts of microbial growth and acquisition of nutrients as well as the use of nutrients in energy transformations needed for creation of microbial cell structures. Intensive examinations of biochemical pathways used for synthesis of macromolecules essential for assembly of cell structures. Also intensive examination of microbial genetics as applied to anti-microbial

resistance and other biotechnologies such as polymerase chain reactions (PCR). Prerequisites: BCH4053, MCB3020 and MCB3020L

MCB4721C (4.0 credit hours)

### **Methods in Biotechnology**

Focuses on the molecular concepts and laboratory methods applied in the biotechnology industry. Topics include detection principles, assay formats, instrumentation, and data analysis tools. The laboratory emphasizes basic principles and practice of hands-on methods and techniques, including the application of current instrumental approaches. Prerequisite: BSC3403C

MEA1204C (4.0 credit hours)

### **Clinical Procedures**

This course is designed for students to apply the knowledge and skills needed in patient care. Topics include vital sign measurements, height and weight, physical examination, minor surgery, instrumentation sterilization, sanitization, preparation of medications and dosage, administration of medications, patient education, and electrocardiography. (40 clinical hours)

MEA1206C (3.5 credit hours)

### **Clinical Procedures**

Presents the skills and knowledge that enable a medical assistant to assist practitioners with a clinical practice. Topics include patient care and preparation for examinations, procedures, treatments, electrocardiography, vital signs and measurements, aseptic technique, assistance with minor surgical procedures and infection control. Other topics include equipment use, care and routine maintenance, as well as course-appropriate pharmacology and medical emergency applications.

MEA1209 (3.0 credit hours)

### **Clinical Lecture**

This course introduces the student to theories of clinical practices related to common procedures and tests performed in a physician's office and in a medical laboratory. Topics include vital signs, assisting the physician with physical examination, sterilization techniques, CLIA tests, drug administration, and specimen collection.

MEA1236 (6.0 credit hours)

### **Anatomy and Physiology**

Introduces human body systems and principles of human physiology. Systems include skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary and reproductive. Disorders associated with the systems are explored and discussed.

MEA1238 (1.5 credit hours)

### **Medical Terminology**

Introduces the basic structure of medical words. Students analyze prefixes, suffixes and word roots used in the language of medicine. Topics include correct pronunciation, terminology, spelling and definitions associated with various body systems.

MEA1260C (4.0 credit hours)

### **Laboratory Procedures**

This course introduces the student to clinical laboratory techniques specific to the scope of practice of Medical Assistants. Routine laboratory testing, specimen collection and processing, venipuncture, operation of equipment, quality control, and OSHA and blood-borne pathogen standards will be addressed. (40 clinical hours)

MEA1267C (4.0 credit hours)

### **Laboratory Procedures I**

Introduces clinical blood chemistry, concepts in pharmacology, laboratory equipment and basic diagnostic testing. Students work collaboratively learning blood collection techniques through phlebotomy and capillary puncture as well as several methods of urine collection. Students process serum and urine for diagnostic testing. Topics include normal and abnormal chemistry and urine results and their implications. Students employ critical thinking techniques in drug classifications, dosage calculations and medication administration.

MEA1270 (3.0 credit hours)

### **Medical Office Procedures with Insurance**

This course introduces the front office responsibilities of healthcare related professions. Clerical and administrative skills include appointment scheduling, answering phone calls, faxing, charting, and maintaining supplies and inventory. Students will be introduced to the fundamentals of health insurance, claims and forms processing, major medical plans, common billing procedures and reimbursement methodologies.

MEA1290 (6.0 credit hours)

### **Radiography**

Provides instruction in handling patients, films and x-ray equipment. Students work collaboratively learning proper techniques in patient preparation and positioning, production of the radiograph, use of x-ray equipment and its maintenance and techniques for radiographic film processing and storage. The identification of safety hazards involving patients and technicians and relevant precautionary measures are addressed.

MEA1303C (4.5 credit hours)

### **Medical Office Management**

Presents skills essential for medical office management. Topics include communication techniques, patient scheduling and records management. Additional topics include concepts and skills associated with bookkeeping and accounting principles, procedural and diagnostic coding, electronic medical records in a medical office and medical law and ethics.

MEA1382 (3.0 credit hours)

### **Medical Law & Ethics**

This course focuses on the legal and ethical issues that healthcare professionals encounter. Topics include professional liability, negligence and consent, principles of law, documentation, confidentiality, and the Patient's Bill of Rights.

MEA2235 (4.0 credit hours)

### **Anatomy & Physiology with Terminology and Disease Process**

This course introduces the basic structure of medical terms including prefix, suffix, and roots with correct pronunciation. The structure, function, and disease processes of the human body systems will be presented including integumentary, musculoskeletal, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.



MEA2244 (3.0 credit hours)

**Pharmacology**

This course provides a comprehensive review of pharmacologic principles including drugs, their sources, and their uses. Topics include classification of drugs, drug safety and regulations, abbreviations, and systems of measurement.

MEA2268C (4.0 credit hours)

**Laboratory Procedures II**

Introduces the origin and morphology of blood cells. Topics include normal and abnormal functions of blood cells, proper collection of venous and capillary blood and various blood diseases. Students explore concepts of microbiology and the chain of infection. Principles of serology and blood typing are introduced.

MEA2346C (4.0 credit hours)

**Computerized Medical Office Management**

This course presents students with knowledge of computerized medical office management using a current industry standard application such as Medisoft. The student will apply concepts of electronic health records, bookkeeping, accounting, and procedural and diagnostic coding.

MEA2347C (4.0 credit hours)

**Coding Cases Practice Experience**

This course is a virtual hands-on coding practicum that will allow the student to implement previous acquired coding skills. A review of the basic insurance and coding guidelines will be provided. Prerequisite is the successful completion of all major core and administrative billing and coding courses.

MEA2802 (5.0 credit hours)

**Externship in Medical Assisting**

This course presents an opportunity for students to demonstrate competencies in clerical, administrative, and clinical skills in a healthcare facility. The externship provides students with real life working experience and consists of 160 hours of supervised training. Prerequisite is the successful completion of all major core and clinical courses.

MEA2806 (3.5 credit hours)

**Externship I**

Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of medical assisting during an assignment in a healthcare facility. The externship introduces medical assistants to the working environment they encounter when employed in the field. Prerequisite successful completion of major academic courses (MEA1206C, 1267C and 2268C must be completed with a grade of "C" or higher and completion of program assessment exam prior to enrolling in MEA 2807 Externship II)

MEA2807 (3.5 credit hours)

**Externship II**

Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of medical assisting during an assignment in a healthcare facility. The externship introduces medical assistants to the working environment they encounter when employed in the field. Prerequisite successful completion of major academic courses (MEA1204C, MEA1267C and

MEA2268C must be completed with a grade of “C” or higher.) MEA2806 must be successfully completed prior to proceeding into MEA 2807.

MGF2106 (3.0 credit hours)

### **College Mathematics**

Delivers a broad overview of applications of mathematics as they relate to the fields of set theory, logic, informal geometry, probability and statistics. Prerequisite: MAT1033

MLS3191 (3.0 credit hours)

### **Molecular Diagnostics**

Presents the molecular mechanisms of human diseases and focuses on diagnosis through cytogenetic and nucleic acid molecular technology.

MLS3220 (3.0 credit hours)

### **Clinical Microscopy**

Provides a review of the structure and physiology of the kidney, CSF, and other biological fluids. The clinical significance of various findings in the urine, CSF, and biological fluids are discussed.

MLS3440 (3.0 credit hours)

### **Parasitology/Mycology**

Provides lectures in the principles and practices of clinical parasitology and mycology. The course includes the study of protozoa, helminthes blood tissue parasites and their epidemiology along with the occurrence, development, physiology, and metabolism of fungi, yeasts, and molds.

MLS3505 (3.0 credit hours)

### **Clinical Immunology**

Integrates basic and clinical immunology featuring clinical presentation, immunopathological features, as well as diagnosis and treatment of immunologically related disorders and infectious diseases.

MLS4320 (3.0 credit hours)

### **Hematology/Hemostasis**

Presents the advanced study of normal as well as abnormal and immature blood and marrow cells and their relationship to disease. The course incorporates phlebotomy & sample handling, bleeding disorders, and findings in anemia, leukemia, and selected diseases.

MLS4460 (3.0 credit hours)

### **Advanced Microbiology**

Offers an overview of the collection, handling, and processing of specimens from human tissues and body fluids along with culture, isolation and identification of human pathogens in the clinical laboratory. Topics include conventional and rapid methods for the identification of bacteria and viruses. Principles of automated methods for diagnostic microbiology will also be discussed.

MLS4552 (3.0 credit hours)

### **Advanced Immunohematology**

Includes a comprehensive study of blood bank procedures required for transfusion of blood and blood components. Antigen-antibody reactions as they relate to blood disorders will be emphasized.

MLS4630 (3.0 credit hours)

**Advanced Clinical Chemistry**

Incorporates advanced theory of clinical chemistry laboratory procedures and correlation of data with the treatment and diagnosis of carbohydrate, liver, protein, lipid, renal, and hormonal disorders.

MLS4705 (3.0 credit hours)

**Laboratory Management & Education**

Examines the concepts and principles of laboratory operations, including clinical decision making, performance improvement, personnel handling, equipment and reagent purchasing, laboratory computerization, work-load recording, scheduling, quality assurance programs, and education techniques with terminology.

MLS4830 (3.0 credit hours)

**Advanced Practicum Technique I**

Provides an opportunity for virtual and practical application of clinical laboratory principles and techniques including supervised rotations in the areas of Molecular Diagnostics, Clinical Chemistry, and Microscopy Prerequisites: MLS3191 / MLS4630 / MLS3220

MLS4831 (3.0 credit hours)

**Advanced Practicum Technique II**

Provides an opportunity for virtual and practical application of clinical laboratory principles and techniques including supervised rotations in the areas of Microbiology, Parasitology/Mycology, and Clinical Immunology Prerequisites: MLS4460 / MLS3440 / MLS3505

MLS4832 (3.0 credit hours)

**Advanced Practicum Technique III**

Provides an opportunity for virtual and practical application of clinical laboratory principles and techniques including supervised rotations in the areas of Phlebotomy, Hematology, Hemostasis, and Immunohematology Prerequisites: MLS4552 / MLS4320

MLT1190C (4.0 credit hours)

**Introduction to Histology**

The study of human organs and tissues for the purpose of developing histotechnological skills. Presents laboratory aspects of specimen preparation, fixation, sectioning, routine staining, laboratory safety, quality assurance and general health career concepts. Topics include: certification, accreditation, regulatory agencies, quality control, laboratory mathematics, infection control, sharps/mechanical hazards, documentation, medico-legal implications, chemical hygiene principles, information management and ethical conduct.

MLT1191C (4.0 credit hours)

**Principles of Fixation**

Emphasis placed on fixation and processing of biological tissues for microscopic examination. Topics include: instrumentation, specimen handling, identification and tracking protocols, gross

examination processes, fixative types and uses, tissue processing reagents and protocols and specialized processing techniques.

MLT1192C (4.0 credit hours)

### **Cellular Biological Staining**

Recognition of basic cellular structure and ultrastructures with emphasis placed on nuclear and cytoplasmic staining mechanisms. Use and care of microscopes. Explanation of chemical staining theory. Includes staining principles and procedures for nuclear and cytoplasmic structures and mounting techniques and medias. Also, includes an overview of cytology specimen preparation and frozen section techniques.

MLT1250C (4.0 credit hours)

### **Diagnostic Histology I**

Identification of tissue structure, cell components and their staining characteristics. Recognition of basic cellular structure as related to histochemical staining techniques. Identification of carbohydrates classification, muscle and connective tissue structure, and neural structures. Stain principles and procedures for carbohydrates and lipids, connective tissue and muscle, and neural components.

MLT1610C (4.0 credit hours)

### **Clinical Chemistry I**

Presents theoretical concepts, principles and the performance of procedures used for the measurement of carbohydrates, proteins, non-protein nitrogen-containing compounds, bilirubin and hemoglobin with emphasis on their relationships to various disease states.

MLT1620C (4.0 credit hours)

### **Clinical Chemistry II**

Continues MLT1610C (Clinical Chemistry I). Presents theoretical concepts, principles and the performance of procedures used for the measurement of enzymes, lipids, electrolytes, trace elements, endocrinology, toxicology and therapeutic drug with emphasis on their relationships to various disease states. Prerequisite MLT1610C with grade of "C" or higher

MLT1802L (3.5 credit hours)

### **Clinical Practicum Part I**

Assigns students to a clinical laboratory site that is NAACLS and state-approved. This supervised laboratory rotation provides students with an opportunity to practice procedural skills, with emphasis on the transition from student to professional. Prerequisite: Completion of all major courses with a grade of "C" or better

MLT1804 (3.5 credit hours)

### **Clinical Practicum Part II**

Continues MLT1802L (Clinical Practicum Part I). Assigns students to a clinical laboratory at a NAACL and state-approved site. This supervised laboratory rotation provides students with an opportunity to practice procedural skills, with emphasis on the transition from student to professional. Prerequisite: MLT1802L with grade of "C" or better

MLT2194C (4.0 credit hours)

### **Immunohistochemistry Staining**

Students advance their knowledge of special histologic technology procedures including immunohistochemistry, enzyme histochemistry, and immunofluorescent protocols. Emphasis on theories of immunohistochemical staining and procedures for immunohistochemical stains. Overview of specimens for muscle enzymes and immunofluorescent staining for immunoglobulins. A practical overview of histology techniques is assigned in the laboratory.

MLT2195C (4.0 credit hours)

### **Tissue Identification**

Emphasis is placed on recognition, composition, and functions of organs and tissues. Identification of tissue structure, cell components and their staining characteristics and relating them to physiological functions, recognizing errors and their sources, learning corrective action needed.

MLT2198C (4.0 credit hours)

### **Diagnostic Histology II**

Students enhance their skills with histochemical preparation and use. Identification of pathologic microorganisms and other cellular inclusions including pigments and minerals. Use of stains for microorganisms and tissue pigments and mineral.

MLT2199C (4.0 credit hours)

### **Microtomy**

Emphasis on microtomy techniques, ergonomic safety practices and frozen section techniques. Topics include: embedding orientation by tissue type, instrumentation, paraffin embedding station, cryostat, rotary microtome set-up and maintenance, sharps safety practices for the microtome, techniques for microtomy, specialized microtomy techniques. Includes an overview of electron microscopy.

MLT2210C (4.0 credit hours)

### **Urinalysis**

Provides a didactic study and performance of physical, chemical and microscopic analysis of urine.

MLT2300C (4.0 credit hours)

### **Hematology I**

Presents the didactic study of the origin and morphology of blood cells and the ability to interpret the clinical significance of test results. Topics include performance of phlebotomies, blood cell counts and coagulation procedures (both manually and automated).

MLT2365C (4.0 credit hours)

### **Hematology II**

Continues MLT2300C (Hematology I).

Topics include a didactic study of diseases related to erythrocytes, leukocytes, thrombocytes and coagulation factors as well as the clinical significance of test results by providing additional opportunities for the performance of phlebotomies, blood cell counts and coagulation procedures. Prerequisite: MLT2300C with grade of "C" or higher

MLT2402C (4.0 credit hours)

### **Microbiology I**

Instructs in the cultivation, isolation and identification of medically important microorganisms in establishing a diagnosis of infectious disease.

MLT2403C (4.0 credit hours)

**Microbiology II**

Continues MLT2402C (Microbiology I). Instructs in the cultivation, isolation and identification of medically important microorganisms in establishing a diagnosis of infectious disease. Prerequisite: MLT2402C with grade of "C" or higher

MLT2500C (4.0 credit hours)

**Serology/Immunology**

Examines theoretical concepts of the human immune system in health and disease and instructs students in serological procedures.

MLT2525C (4.0 credit hours)

**Immunoematology I**

Instructs in the study of blood group antigens and antibodies, the theory of genetics, the performance of basic blood bank procedures involving blood group and Rh typing, antibody screens and identification, and compatibility testing.

MLT2528 (4.0 credit hours)

**Immunoematology II**

Continues MLT 2525C (Immunoematology I). Instructs in the didactic study of blood bank procedures involved in donor screening requirements, transfusion therapy, safety and quality controls, hemolytic disease of the newborn, blood component preparation, and the adverse effects of transfusions. Prerequisite: MLT2525C with grade of "C" or higher.

MLT2801 (3.0 credit hours)

**Histotechnology Externship I**

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in on-campus coursework and to acquire other skills necessary to the profession of histology technicians.

MLT2802 (3.0 credit hours)

**Histotechnology Externship II**

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in on-campus coursework and to acquire other skills necessary to the profession of histology technicians

MNA3324 (3.0 credit hours)

**Recruitment, Selection and Staffing**

Examines current issues and techniques in selection and staffing. Topics include job analysis, occupational information, criteria development and vocational testing.

MNA4306 (3.0 credit hours)

**Training and Development**

Provides an in-depth study of principles of behavior and attitude change in organizations. Topics include organization analysis, program design and implementation, evaluation of results,

identifying and analyzing integrated training, relationships between organizational development practitioners and trainers.

MNA4404 (3.0 credit hours)

### **Management Law and Employee Relations**

Discusses federal and state regulations dealing with employment. Topics include wage and hour laws, EEO and affirmative action.

MNA4405 (3.0 credit hours)

### **Labor Relations**

Explores the historical, legal, social and economic framework of Labor relations in the United States. Topics include theories and practices of collective bargaining.

MSS1140 (6.0 credit hours)

### **Body Systems**

This course introduces human body systems and principles of human physiology. Systems include circulatory, lymphatic, digestive, respiratory, urinary and reproductive.

MSS1142 (6.0 credit hours)

### **Human Structures and Functions**

This course considers the human body as a dynamic organism (including cells and tissues) and examines how its systems are interdependent. Systems include integumentary, skeletal, muscular, nervous, and endocrine.

MSS1216 (6.0 credit hours)

### **Legal and Ethical Business Practices**

This course examines the Florida Massage Practice Act, ethical standards of conduct, scope of practice, and client documentation as well as the prevention of medical errors. Also discussed are the business principles and plans essential to developing a successful massage therapy practice.

MSS1259 (4.0 credit hours)

### **Massage Theory**

This course focuses on the overall therapeutic massage experience and Swedish techniques that form the basis for therapeutic massage, including the historical perspective behind modern-day massage and physiological effects of massage. Topics also include hygiene, sanitation & safety; Aids/HIV; indications & contraindications; areas of endangerment; client positioning & draping; interpersonal communications; palpatory skills; joint movement; body mechanics; and therapist care.

MSS1282C (4.0 credit hours)

### **Allied Modalities**

This course acquaints students with Western-based massage and bodywork modalities such as Trigger Point Therapy, Neuromuscular Therapies, Rolfing, Myofascial Release, Lymphatic Drainage Therapies, Cranial Sacral Therapies, and Trager. Also covered, are modalities addressing maternity & pediatric massage; massage for special populations such as children with special needs, hospice, & palliative care; and massage for survivors of abuse.

MSS1286C (4.0 credit hours)

### **Asian Modalities**

This course introduces Asian bodywork modalities, such as Shiatsu, Tui Na, and Thai Massage (including herbal ball therapy), and covers the concepts of Traditional Chinese Medicine (TCM), Ayurveda, Lomi Lomi, and Reflexology. Also covered are various energy work modalities such as Reiki and Polarity Therapy, as well as movement modalities such as yoga (including the Chakra system), Qi Gong, and T'ai Chi.

MSS1306C (4.0 credit hours)

### **Spa Theory/Hydrotherapy**

This course presents spa theory and the scientific application of water for therapy and rehabilitation. Topics include current trends in spa therapies, various water treatments, paraffin baths, hydrocollators, body wraps, salt/sugar scrubs and fundamental spa operations.

MSS2163C (4.0 credit hours)

### **Structural Kinesiology**

This course focuses on human movement and the musculoskeletal structure as it relates to massage therapy. Topics include joint range of motion, neuromuscular fundamentals, and biomechanical principles for body movement.

MSS2264C (4.0 credit hours)

### **Sports Massage**

This course presents pre- and post-sports massage techniques and routines. Topics include human body responses to sports-related activities, the role of massage therapy in sports, injuries, pain management and sports movement. Additionally, students study First Aid and CPR.

MSS2270 (4.0 credit hours)

### **Pathology**

This course focuses on disease conditions encountered by massage therapists. Topics include etiology, prevention, appropriate massage interventions, as well as contraindications and indications for massage.

MUH2011 (3.0 credit hours)

### **Music Appreciation**

Introduces basic elements of music combined with a survey of Western art music.

NMT1061 (5.0 credit hours)

### **Nuclear Medicine Seminar**

Introduces the history and evolution of nuclear medicine as an imaging modality, the administration duties and laws governing a Nuclear Medicine Technologist, and proper patient care techniques. Topics include the history of nuclear medicine, concepts of radioactivity, radiation detection and protection measures, production of radiopharmaceuticals, a review of mathematics and medical terminology, patient care, recordkeeping and reporting, scheduling and testing, communication and patient and clinician satisfaction.

NMT1312 (5.0 credit hours)

### **Radiation Safety and Health Physics**



Examines techniques in the safe handling of radioactive materials including proper usage, proper storage procedures, safe disposal of radioactive materials, biological effects of radiation and standards, rules and regulations for handling radioactive materials. Prerequisite: NMT1061

NMT1713C (5.0 credit hours)

### **Nuclear Medicine Methodology I**

Introduces protocols, dose calculations, system anatomy, examination indications, comparative normal pharmacokinetics and pathology. Topics include qualitative and quantitative aspects of radiopharmaceuticals used in diagnostic imaging, and therapeutic applications and techniques. Radiopharmaceutical pathology, anatomy and physiology are studied. Measurement and calculation of radiation doses and image/laboratory data interpretation are explored. A research paper on one or more aspects of nuclear medicine technology is required. Prerequisite: NMT1312

NMT2534C (5.0 credit hours)

### **Nuclear Medicine Instrumentation**

Presents aspects of radiation detection, quality control and quality assurance, imaging instrumentation, calibration and operation of scintillation counters and detectors, and calibration and operation of gas-filled detectors used in nuclear medicine. Topics include theories of radiation detection instruments and an overview of instrumentation and operation of radiation detection instruments. Prerequisite: NMT2814

NMT2613 (5.0 credit hours)

### **Nuclear Medicine Physics**

Correlates basic concepts of atomic, nuclear and radiation physics. Topics include interactions between radiation and matter, sources of alpha, beta and gamma radiation, radiation detectors, calculations of radioactive decay, calculation of radiation dose, dose formulation, measurement of radiation level and counting statistics. Prerequisite: NMT2534C

NMT2710 (5.0 credit hours)

### **PET/CT Procedures & Radiopharmacy**

Presents fundamentals of radiopharmacy in Nuclear Medicine, PET, and PET/CT. Topics include maintenance of radiopharmaceutical laboratory records and materials, radiopharmacy and methods of radio labeling, characteristics of specific radiopharmaceuticals, preparing radiopharmaceuticals, quality control of radiopharmaceuticals, disposal of radioactive waste, ordering radiopharmaceuticals in correct dosage and NRC rules and regulations. Prerequisite: NMT2723

NMT2723C (5.0 credit hours)

### **Nuclear Medicine Methodology II**

Continues examining protocols, dose calculations, system anatomy, examination indications, comparative normal pharmacokinetics and pathology. Topics include qualitative and quantitative aspects of radiopharmaceuticals used in diagnostic imaging, in-vitro testing, therapeutic applications and techniques, PET, and PET/CT. Measurement and calculation of radiation doses and image/laboratory data interpretations are explored. Specialized imaging procedures related to PET, PET/CT, adrenal imaging, abscess and infection, shunt patency, cardiac, hematopoietic system, and radionuclide therapy and pathologies related to the above are addressed. Prerequisite: NMT2834

NMT2733C (5.0 credit hours)

### **Nuclear Medicine Methodology III**

Continues examining protocols, dose calculations, system anatomy, examination indications, comparative normal pharmacokinetics and pathology. Topics include qualitative and quantitative aspects of radiopharmaceuticals used in diagnostic imaging, in-vitro testing, therapeutic applications and techniques, PET and PET/CT applications. Review of all general Nuclear Medicine procedures, PET, and PET/CT procedures are addressed. Prerequisite: NMT2854

NMT2804 (3.0 credit hours)

### **NMT Clinical Rotation I**

First in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT1713C

NMT2814 (3.0 credit hours)

### **NMT Clinical Rotation II**

Second in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2804

NMT2824 (3.0 credit hours)

### **NMT Clinical Rotation III**

Third in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2613

NMT2834 (3.0 credit hours)

### **NMT Clinical Rotation IV**

Fourth in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2824

NMT2844 (3.0 credit hours)

**NMT Clinical Rotation V**

Fifth in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2710

NMT2854 (3.0 credit hours)

**NMT Clinical Rotation VI**

Final in a sequence assigning students to supervised clinical experiences in nuclear medicine technology and techniques. Students are introduced to the profession of nuclear medicine technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2844

NMT2960 (5.0 credit hours)

**Nuclear Medicine Capstone Course**

Incorporates all theory relative to production of a nuclear medicine, PET, and PET/CT image. Topics include the interrelationships of radiation protection, instrumentation, physics, pharmacology and quality assurance/quality control. A research project and paper on one or more aspects of nuclear medicine technology are required. Prerequisite: NMT2733

NMT 3710 (3.0 credit hours)

**PET/CT and Radiopharmaceuticals**

An advanced nuclear medicine technology course which includes pet instrumentation and methodology. The methodology includes PET diagnostic procedures and data analysis as well as the use and localization of radiopharmaceuticals in PET imaging. Additionally, the course will include the use of interventional agents and contrast media in PET and PET hybrid imaging. The course is designed to fulfill partial requirements of the NMTCB post primary PET examination

NMT 3714 (3.0 credit hours)

**Nuclear Medicine Pathology**

This course introduces general pathological conditions with emphasis on those commonly seen in the field of nuclear medicine. Basic anatomy is reviewed in correlation to pathophysiology of disease. Descriptions of how diseases are classified, diagnosed, and treated, as well as the natural course/prognosis of these diseases are presented. Topics will include; pathogenesis, disease classification systems, and the study of specific disease of the respiratory, skeletal, gastrointestinal, hepatobiliary, renal, cardiovascular, hematopoietic, nervous, and endocrine with nuclear medicine imaging considerations.

NMT4430 (3.0 credit hours)

**Nuclear Medicine Radiation Biology**

The course is a comprehensive study of the molecular and cellular effects of ionizing radiation in the body, resulting from radiation interactions. Course includes dosimetry for diagnostic and therapeutic radionuclide procedures, principles of radiosensitivity and biological radioactive tracers.

NMT4930 (3.0 credit hours)

### **Special Topics in Nuclear Medicine**

This course centers on topics of current or special interest to students or instructors. Topics and levels may vary. The course introduces the nuclear medicine technologist and radiation therapist to the principles of PET/CT imaging and the production and quality control of radiopharmaceuticals.

NUR1010 (1.0 credit hour)

### **Professional Nursing I**

Introduction to the profession of nursing, including familiarization with the nursing program's conceptual framework, core values, and student learning outcomes, and requirements for degree completion. Specific information for effective study and test taking of nursing content will be shared.

NUR1011 (1.0 credit hour)

### **Professional Nursing II**

Core concepts related to nursing roles, including student nursing, nursing specialties, and advanced practice nursing. Information on collaborative skills, professional practice standards, governing bodies, professional organizations, and essential competencies associated with professional nursing will be presented.

Prerequisite: NUR1010

NUR1022C (8.0 credit hours)

### **Fundamentals of Nursing**

Provides a foundation for the nursing program. Introduces the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills such as; completion of health history, physical assessment techniques and common nursing skills that support basic human needs. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. Clinical settings may include but are not limited to acute care, long-term care and community settings.

NUR1140 (4.0 credit hours)

### **Nursing Pharmacology**

Presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a

number of critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course.

NUR1211C (8.0 credit hours)

### **Basic Adult Healthcare**

Focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. A continuation of dosage calculations is evident. The patho-physiologic basis for diseases along with the patient's/client's adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course.

NUR2017 (2.0 credit hours)

### **Professional Nursing I & II for ABSN**

Introduction to the profession of nursing, including familiarization with the nursing program's conceptual framework, core values, and student learning outcomes, and requirements for degree completion. Specific information for effective study and test taking of nursing content will be shared. Core concepts related to nursing roles, including student nursing, nursing specialties, and advanced practice nursing. Information on collaborative skills, professional practice standards, governing bodies, professional organizations, and essential competencies associated with professional nursing will be presented.

NUR2032C (8.0 credit hours)

### **Care Management I**

Nursing care management of adults that promotes, protects, restores, and maintains health and wellness. Proficiency in fundamental care management skills and technologies is acquired in the classroom and while working with interprofessional teams in the clinical setting. Clinical learning experiences can take place in a variety of acute, long term, and community based settings.

NUR2065C (3.0 credit hours)

### **Physical Assessment in Healthcare**

Pre-licensure BSN course. Knowledge and skills necessary to systematically and accurately assess the health status of clients. Topics include completion of a health database, communication skills, physical assessment, and identification of health conditions. Assessment and care of children, adolescents, and adult men and women are explored, including effects of cultural and sociological influences. Corequisite: NUR2243 Clinical Decision Making in Evidence Based Practice

NUR2140C (4.0 credit hours)

### **Nursing Pharmacotherapeutics**

Pre-licensure BSN course. Essential concepts and principles of pharmacology as applied to baccalaureate level nursing practice. Imparts knowledge and skills required for safe, effective administration of therapeutic drugs (including herbal and complementary medications). The course covers critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course.

NUR2230C (8.0 credit hours)

### **Advanced Adult Healthcare**

Continues medical/surgical content from NUR1211C (Basic Adult Health Care). Builds upon the knowledge and skills acquired in this course, including continued integration of the concepts

central to the practice of nursing. A continuation of dosage calculation is emphasized. Didactic and clinical content related to complex concepts and skills associated with medical-surgical and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers.

NUR2243 (2.0 credit hours)

**Clinical Decision Making in Evidence Based Practice**

Utilization of history and physical assessment data to develop an evidence-based, culturally responsive, patient-centric nursing plan of care. Students will gain assessment, implementation, and evaluation competencies that promote best health care outcomes. Corequisite: NUR3065C Physical Assessment in Healthcare

NUR2310C (4.0 credit hours)

**Pediatric Nursing**

Focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient and community care).

NUR2421C (4.0 credit hours)

**Maternity Nursing Care**

Focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family. Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals.

NUR2811C (3.0 credit hours)

**Nursing Practicum**

Enables students to independently demonstrate the critical competencies expected of the entry-level associate degree nurse. Classroom content relates to the preparation of the student for assuming the role of professional nurse. The clinical component is an individualized experience of general or specific interest proposed by the student and selected in collaboration with faculty and an RN preceptor. Individualized goals and objectives are developed, with ongoing supervision of progress by faculty and the RN preceptor. A continuation of dosage calculation is evident.

NUR2817C (6.0 credit hours)

**Nursing Roles Practicum**

Requires students to utilize previously learned skills, attitudes and behaviors. Didactic and clinical content include but are not limited to the development of: leadership and delegation concepts, time management, collaboration, prioritization, principles of legal responsibilities and ethical

decision-making. Classroom content also includes preparation for success on the NCLEX-RN licensure examination. The clinical component is designed for students to demonstrate readiness to assume the role of a safe, entry-level, professional registered nurse. Clinical oversight may include experiences with faculty and/or an approved RN preceptor in an affiliated facility. Facilities may include but are not limited to acute care, skilled nursing, and community settings. A continuation of dosage calculation mastery is expected.

NUR2823C (3.0 credit hours)

### **Nursing Leadership and Management**

Requires students to utilize knowledge and skills acquired in previous nursing courses in the context of leading a healthcare team in caring for a group of patients. Didactic and clinical content includes such areas as the development of first-line management and leadership skills in the context of the organizational structure; collaborative decision-making; prioritization and time management. A continuation of dosage calculation is evident. Clinical experiences may include secondary and tertiary care settings such as hospitals and long term care.

NUR2833C (2.0 credit hours)

### **Nursing Quality & Safety in Healthcare**

Application of principles and skills that promote quality and safety outcomes in healthcare. Incorporates material from Quality Safety Education for Nursing (QSEN), Interprofessional Education Collaborative (IPEC), the Institute of Medicine (IOM) Quality Chasm series, and other sources to assist students in developing quality and safety competencies for use as members of interprofessional healthcare teams.

NUR3022C (8.0 credit hours)

### **Fundamentals of Nursing**

Provides a foundation for the nursing program. Introduces the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills such as; completion of health history, physical assessment techniques and common nursing skills that support basic human needs. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. Clinical settings may include but are not limited to acute care, long-term care and community settings.

NUR3047 (3.0 credit hours)

### **Culturally Responsive Care across the Lifespan**

Utilization of evidence-based recommendations from WHO, CDC, NIH, and other resources to examine population-focused nursing, prioritizing primary prevention. Topics will include epidemiology, population genomics, social determinants of health, levels of prevention, vulnerable populations, emergency preparedness and disaster, triage, technology in population focused health care, ecological models, environmental issues, and health beliefs and practices of diverse groups. Roles for nurses in community/public health will be explored, including interventions for public health/community health nursing (surveillance, disease, and health event investigation, screening, social marketing, and others).

NUR3065 (3.0 credit hours)

### **Physical Assessment in Healthcare**

This course introduces the knowledge and skills necessary to systematically and accurately assess the health status of clients. Topics include completion of a health database, communication skills, development of nursing diagnosis and body systems assessment. Assessment and care of children, adolescents, and adult men and women are explored. Cultural and sociological influences are also explored. Analysis of data provides a foundation for the formulation of nursing diagnoses.

NUR3126 (3.0 credit hours)

### **Pathophysiology I**

This course includes (1) pathophysiologic alterations in the biological and psychological subsystems and their effects; (2) diagnostic procedures; (3) nursing therapies related to various conditions; and (4) examination of non-pathologic alterations of the human systems, such as pregnancy, and their effects on an individual. Major systems/diagnostic categories include immunological, hematologic, fluid/electrolyte/acid-base, gastrointestinal, cardiovascular and respiratory.

NUR3127 (3.0 credit hours)

### **Pathophysiology II**

This course includes (1) pathophysiologic alterations in biologic and subsystems (2) diagnostic procedures; (3) nursing therapies related to various conditions; and (4) examination of non-pathologic alterations of the human systems, such as pregnancy, and their effects on an individual. Major systems/disorder categories addressed are renal, neurological, endocrine, reproductive, musculoskeletal and dermatologic. Prerequisite: NUR3126.

NUR3129 (4.0 credit hours)

### **Pathophysiology for BSN**

Pre-licensure BSN course. Pathophysiology related to human illness within a systems framework. Emphasis is placed on biological theories and principles that provide a basis for understanding pathophysiology as an alteration in the normal physiology functioning of subsystems from conception to end of life. Use of critical thinking skills to analyze diverse client presentations of pathophysiologic alterations in biological and psychological subsystems and their effects as they relate to diagnostic procedures and nursing care.

NUR3140 (4.0 credit hours)

### **Pharmacology**

Presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course.

NUR3211C (8.0 credit hours)

### **Basic Adult Health**

Focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. A continuation of dosage calculations is evident. The patho-physiologic



basis for diseases along with the patient's/client's adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course.

NUR3219C (9.0 credit hours)

### **Care Management II**

Nursing care management of diverse adult and elderly acute care populations experiencing physiologic and psychologic illnesses. Proficiency is acquired in the classroom and in clinical experiences across conditions that have a significant effect on quality of life, are highly preventable, and/or economically inefficient. Emphasis is placed on interprofessional collaboration and advocacy to achieve optimal outcomes.

Prerequisite: NUR2032C

NUR3230C (8.0 credit hours)

### **Advanced Adult Health**

Continues medical/surgical content from NUR3211C (Basic Adult Health Care). Builds upon the knowledge and skills acquired in this course, including continued integration of the concepts central to the practice of nursing. A continuation of dosage calculation is emphasized. Didactic and clinical content related to complex concepts and skills associated with medical-surgical and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers.

NUR3310C (4.0 credit hours)

### **Pediatrics**

Focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient and community care).

NUR3411C (9.0 credit hours)

### **Care Management III**

Nursing care management of children and families including healthy mothers and newborns, with an emphasis on health promotion, protection, and restoration. Proficiency is acquired in the classroom and while working with interprofessional teams in a variety of settings.

Prerequisite: NUR3219C

NUR3462C (4.0 credit hours)

### **Maternity**

Focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family. Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. Primary, secondary and

tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals.

NUR3516 (3.0 credit hours)

### **Crisis Intervention**

This course focuses on crisis intervention in the context of nursing practice. Areas addressed include the following: (1) theories of crisis; (2) characteristics and classification of crises; (3) common maturational and situational crises; (4) stages in various types of crises; (5) physiological, cognitive and psychosocial responses to crises; (6) traditional and innovative crisis intervention methods; and (7) national resources for intervention.

NUR3655 (3.0 credit hours)

### **Transcultural Factors in Healthcare Delivery**

This course presents a comparative analytical approach to the study of communication, current problems, issues, health care beliefs, values, and practices of different systems and cultural norms as they affect healthcare practices which conflict with ethnic or cultural communication related to standards and value systems.

NUR3767C (8.0 credit hours)

### **Care Management IV**

Nursing care management of patients with multiple, complex problems associated with selected high risk, high cost, and emergent conditions. Proficiency is acquired in the classroom and while working with interprofessional teams in various settings that may include intensive care, emergency, and/or trauma settings. Prerequisite: NUR3411C

NUR3805 (3.0 credit hours)

### **Nursing Role and Scope**

This course presents concepts and theories in nursing that have helped to shape the nursing profession since its inception. The emphasis is on professional values as a base of nursing practice.

NUR3826 (3.0 credit hours)

### **Ethical and Legal Aspects of Nursing Practice**

This course introduces contemporary bioethical and legal issues confronting healthcare providers in a variety of settings. Topics focus on identification of legal and ethical principles underlying the decision-making process in nursing and healthcare.

NUR4108 (3.0 credit hours)

### **Public Policy and Risk Management in Nursing**

Analysis of the impact of a dynamic social and political climate on professional regulation and health policy, the role of government in financing and maintaining quality healthcare, current health policy issues and their impact on nursing, patients, and healthcare delivery.

Explores how nursing identifies, assesses, and reduces risk to patients, visitors, staff, and an institution's assets

NUR4165 (3.0 credit hours)

### **Nursing Research for Evidence-based Practice**

Examination of the history of nursing research, research methods and processes, and the relationship between theory development and research. Topics include analysis of research applications and preparation of research reports.

NUR4286 (3.0 credit hours)

### **Nursing and the Aging Family**

Utilizing a holistic perspective, this course explores the older adult family, the aging process, client responses, adaptive behaviors and nursing needs.

NUR4636 (3.0 credit hours)

### **Community Nursing**

This course is designed to teach adaptive responses of client groups. Students assess the community and its healthcare delivery systems. Research on community nursing and its application to selected groups of clients within the community is presented. Historical, legal, ethical, and economic issues affecting adult and gerontology nursing is discussed. Students will learn epidemiology, biostatistics and social structures within a community, including family structures. The role of a nurse in dealing with family crises, gerontology problems, child-bearing, child-rearing families, and medical-surgical conditions are covered. The course includes a clinical component that involves assignment to community settings with preceptor supervision. Major areas of emphasis in this course include the context for community health nursing; community health nursing and its theoretical foundation; processes used in community nursing. 45 clinical hours are required in a clinical setting chosen by the student and approved by the University Department Chair.

NUR4717C (13.0 credit hours)

### **Advanced Care Management**

Nursing care management of patients with chronic and complex physiological and/or psychological health issues, as well as conditions associated with selected high risk, high cost, and emergent conditions that are treated in intensive care, emergency, and/or trauma settings. Proficiency is acquired in the classroom and while working in various settings that may include acute care, long-term care, home health, hospice, and substance abuse/mental health settings. Prioritization of access to care and available resources is emphasized, as is development of the nurse as a leader of the interprofessional care management team. Prerequisite: NUR3411C

NUR4764C (9.0 credit hours)

### **Care Management V**

Nursing care management of patients with chronic and complex physiological and/or psychological health issues, prioritizing access to care and available resources. Proficiency is acquired in the classroom and while working in various settings that may include acute care, long-term care, home health, hospice, and substance abuse/mental health settings, with emphasis on development of the nurse as a leader of the interprofessional care management team.

Prerequisite: NUR3767C

NUR4817 (3.0 credit hours)

### **Nursing Roles Practicum**

This capstone course supports the students' synthesis of theories and concepts incorporated throughout the curriculum with application to a selected area of nursing practice directed toward professional role development. The course includes a clinical component involving assignment to

a clinical practice setting with preceptor supervision and faculty direction. 45 clinical hours are required in a clinical setting chosen by the student and approved by the University Department Chair. Prerequisite: Completion of 36 credits of upper division nursing major courses

NUR4825 (2.0 credit hours)

### **Professional Nursing I & II for ABSN**

Introduction to the profession of nursing and core concepts related to nursing roles, including student nursing, nursing specialties, and advanced practice nursing. The student will become familiar with the nursing program's conceptual framework, core values, and student learning outcomes, and requirements for degree completion. Information on collaborative skills, professional practice standards, governing bodies, professional organizations, and essential competencies associated with professional nursing will be presented. Specific information for effective study and test taking of nursing content will be shared.

NUR4827 (3.0 credit hours)

### **Nursing Leadership and Management**

This course covers leadership and management concepts for nursing. Topics include leadership styles, decision making, planned change, conflict, conflict resolution strategies, communication and evaluation. Prerequisites: (BSN, ABSN, FBSN): must be in last semester of program; (RN to BSN) Completion of 36 credits of upper division nursing major courses.

NUR4828 (1.0 credit hour)

### **Professional Nursing III**

Information required for transition from the baccalaureate student role to the role of a professional, baccalaureate prepared nurse. The focus is on skills used by the nurse to excel as a professional leader, communicator, and as a citizen. Emphasis is on life-long learning, professional presentation skills, and nurse citizenship

Prerequisite: NUR1011 or NUR4825

NUR4870 (3.0 credit hours)

### **Information Technology for Nursing**

Information management and patient care technology skills, including analysis of various applications of information systems within the context of the healthcare system. Elements covered include: theoretical models; data acquisition and data representation; nursing vocabularies and nursing knowledge representation; managing organizational change; ethical and social issues in healthcare and consumer information technology.

NUR4950C (6.0 credit hours)

### **Professional Role Development and Transition to Practice**

The course prepares the graduate on the integration of knowledge, skills and abilities learned from taking courses in the ABSN program. This course will be taken in the last semester of the ABSN program. This capstone course supports the student's synthesis of theories and concepts incorporated throughout the curriculum with application so a selected area of nursing practice directed toward professional role development. This course includes a clinical component involving assignment to a clinical practice setting with preceptor supervision and faculty direction. Students will complete a supervised practicum of 180 hours. Pre-requisite: completion of 54 credit hours of upper division nursing courses in the ABSN program to qualify for the practicum.

OTH1007 (4.0 credits)

### **Introduction to Occupational Therapy**

Provides general knowledge about the field of occupational therapy through a study of its history, philosophy and scope of practice. Foundations of professional development include AOTA Standards of Practice, AOTA Code of Ethics, NBCOT certification, licensure laws and healthcare regulations. Topics include theoretical models of intervention, occupation-centered and evidence-based practice along the healthcare continuum. Prerequisites all general education courses.

OTH1014C (4.0 credit hours)

### **Kinesiology for Occupational Therapy Assistants**

Course provides the basic knowledge of the muscular and skeletal systems of the human body and principles of human movement physiology. Topics include analysis of movement during activity, kinesiology, body mechanics and concepts of ergonomics. Prerequisite: OTH1203c

OTH1203c (4.0 credit hours)

### **Human Occupation and Development across the Life Span**

Presents the physical, cognitive, and socio-emotional components of normal human development over the course of a life span. Topics include developmental theories, stages in the lifespan, and awareness of socio-cultural factors in human occupational development Prerequisite: OTH 1007

OTH1432C (4.0 credit hours)

### **Neurological Disorders/Assessment and Treatment Strategies**

Presents an advanced overview of the development and function of the central nervous system. Topics include etiology, signs, symptoms, and prognoses of conditions involving the central nervous system. Additional topics include assessments of neurological function, appropriate treatment/intervention and documentation. Prerequisite: OTH1433C

OTH1433C (4.0 credit hours)

### **Musculoskeletal Disorders/Assessment and Treatment Strategies**

Presents the etiology, typical course of symptoms, treatment, and prognoses of various disabling musculoskeletal conditions commonly treated in occupational therapy settings. Topics include assessment of muscle function and treatments such as transfer training, adaptive equipment, assistive devices, wheelchair adaptation, ergonomic modifications, safety and accessibility factors. Prerequisite: OTH1014c

OTH2013 (3.0 credit hours)

### **Occupational Therapy Pre-Clinical Practicum**

Students learn skills required for entry-level professional practice including preparation for fieldwork experience, passage of national boards and state licensure. Professional behaviors and management skills are polished. Case studies will be used to practice competencies to support patient achievement of functional independence and performance in daily living skills task completion. Prerequisite OTH 2602C

OTH2022C (2.0 credit hours)

### **Group Dynamics**

Focuses on fundamentals of dynamic interactive processes, communication, development of observational skills and group techniques. Topics include the role and responsibilities of an OTA as a group leader, developmental stages of group treatment, self-awareness in relation to one's own behaviors and other professional skills. Prerequisite:

OTH2121C (2.0 credit hours)

### **Therapeutic Media**

Focuses on media appropriate to occupational therapy treatment. Purposeful activities are those of leisure/play, creative and expressive arts, and other tasks and activities which may be used as evaluation and treatment techniques. Emphasis is on activity analysis and adaptation and gradation of media to meet patient needs. Cultural diversity, individual values, interests and needs are incorporated in the selection of appropriate media for treatment/intervention. Prerequisite: OTH2022C

OTH2300C (4.0 credit hours)

### **Psychiatric Disorders/Assessment and Treatment Strategies**

Addresses mental disorders and appropriate occupational therapy treatment techniques. Topics include recognizing needs of an individual with a mental disorder regarding performance of self-care, play/leisure, and work with knowledge of the influences of individual, family, cultural and community values. Familiarity with diagnostic criteria, according to the DSM-IV and medication side effects is developed. Prerequisite: OTH1432C

OTH2420C (4.0 credit hours)

### **Occupational Therapy for Physically Disabled**

Provides principles and practice of occupational therapy treatment techniques for individuals with physical disabilities. Topics include selection of appropriate occupational therapy interventions for the physically disabled, use of adaptive equipment, task/environmental adaptation and principles of splinting. Students are introduced to treatment strategies of NDT and PNF. Simulated treatments and role-playing are essential aspects of this applications course. Prerequisite: OTH2800

OTH2520C (4.0 credit hours)

### **Pediatric Occupational Therapy**

Presents specific issues in the practice of pediatric occupational therapy. Students learn their role is the assessment of needs regarding client performance of self-care and play/leisure activities, with emphasis on a school environment. In order to achieve treatment goals in this specialty area, common pediatric disorders, their etiology, prognoses, and appropriate occupational therapy treatment/intervention are explored, stressing the incorporation of activity analysis gradation, use of assistive technologies and adaptation of task/environment within a child's family setting. Prerequisite: OTH2420C

OTH2602C (4.0 credit hours)

### **Aging and Performance Skills**

Consideration of sensorimotor, cognitive, and emotional skills experienced through senescence, death and dying. Special emphasis is placed on the aging process and the effects of community, culture, and family environment on an aging individual. Students are instructed in the pathological disease processes which commonly occur in an aging population. Maximizing patient function and wellness promotion as well as balanced lifestyles specific to the geriatric patient are explored. Prerequisite: OTH2520C

OTH2800 (2.0 credit hours)

**Fieldwork I**

Initially provides students with exposure to clinical practice. Students observe the practical application of theoretical foundations learned in class. Program management and scope of practice issues are also observed. A fieldwork education site provides observational opportunities, hands-on experience as appropriate, feedback to students and learning tasks. Prerequisite: OTH2121c

OTH2840 (12.0 credits)

**Fieldwork II**

Level II fieldwork involves the attainment of academic, professional, technical and clinical skills for a period of two, eight-week rotations under the supervision of a licensed occupational therapy practitioner. Fieldwork II is scheduled immediately following completion of academic coursework. All Fieldwork II coursework must be completed within 12 months of a student's completion of academic courses. Prerequisite: OTH2013C

PAD3034 (3.0 credit hours)

**Public Policy**

Examines 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.

PAD3712 (3.0 credit hours)

**Information Resources Management in the Public Sector**

Provides knowledge and skills concerning information technologies important for planners and public managers.

PAD3820 (3.0 credit hours)

**Foundations of Public Safety Administration**

Examines the basic concepts of public administration and issues of public safety systems within a fragmented public services environment.

PAD4204 (3.0 credit hours)

**Public Finance**

Covers methods of securing funds, the financial management in public organizations, federal budgetary innovations, and analysis of problems in the growth and development of public budgetary theory.

PAD4232 (3.0 credit hours)

**Grant and Contract Management**

Introduces students to the hands-on grant writing process and the skills of collecting and measuring data in the evaluation of a program.

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.

PAD4442 (3.0 credit hours)

**Public Relations**

Explores the complex field of educating the public and responding to public concerns. Topics include information dissemination procedures and obligations unique to public organizations, as well as techniques of interaction with the media.

PAD4603 (3.0 credit hours)

**Administrative Law**

Examines the law from the perspective of the administrator; covers constitutions, statutes, executive orders and procedures which control administrative authorities in United States governments.

PCB1239C (4.0 credit hours)

**Clinical Immunology**

Focuses on the immune mechanisms in animals with emphasis on humans. Topics include the immune system, antigens/antibodies, immunochemistry, immunogenetics and immunoresponses. The laboratory covers instrumentation, immunological assays, hybridoma use and production of monoclonal antibodies. Prerequisites: BSC1005, CHM1045

PCB1258C (4.0 credit hours)

**Diagnostic Microbiology**

Focuses on unicellular organisms with emphasis on their taxonomy, morphology and physiology. Topics include the importance of microorganisms in biotechnology, ecological concerns, clinical diseases, genetic concepts and reproduction of microbial agents. Prerequisites: BSC1005, CHM1045

PCB2065C (4.0 credit hours)

**Principles of Genetics**

This course is introductory. Topics include fundamentals of DNA, chromosome structure and function, Mendelian genetics, molecular genetics in eukaryotes, prokaryotes and viruses, recombinant DNA technology, gene expression and the genetic basis of immunology. Prerequisites: BSC1011 and CHEM2046.

PCB2940 (3.5 credit hours)

**Biotechnology Externship I**

First of three externship courses. Students are assigned to local biotechnology laboratories for clinical practice, providing them an opportunity to apply knowledge and skills learned in on-campus courses, improve their efficiency and confidence in a research laboratory and to demonstrate progressive independence on project assignments. Prerequisite: Completion of all on-campus courses

PCB2941 (3.5 credit hours)



### **Biotechnology Externship II**

A continuation of PCB2940. Students are assigned to local biotechnology laboratories for clinical practice, providing them an opportunity to apply knowledge and skills learned in on-campus courses, improve their efficiency and confidence in a research laboratory and to demonstrate progressive independence on project assignments. Prerequisite: PCB2940

PCB2942 (3.5 credit hours)

### **Biotechnology Externship III**

A continuation of PCB2941. Students are assigned to local biotechnology laboratories for clinical practice, providing them an opportunity to apply knowledge and skills learned in on-campus courses, improve their efficiency and confidence in a research laboratory and to demonstrate progressive independence on project assignments. Prerequisite: PCB2941

PCB3023L (1.0 credit hour)

### **Molecular Cell Biology Lab**

This course is to be taken in conjunction with PCB3522. The course will present a comprehensive overview of laboratory concepts in the field of molecular biology. An emphasis will be placed on nucleic acid and protein isolation, purification, characterization and quantification, DNA recombinant technologies, cloning, sequencing, and additional advanced techniques. Prerequisites: CHM 2211, CHM2211L, MCB 3020, MCB3020L

PCB3063 (3.0 credit hours)

### **Genetics**

Presents a comprehensive overview of concepts in the field of genetics. Aspects of genes, genomes, genetic analysis, chromosomes, gene regulation, development, DNA repair, cancer and population genetics will be explored. Prerequisites: BSC2010, BSC2010L, CHM2046, CHM2046L

PCB3063L (1.0 credit hour)

### **Genetics Laboratory**

To be taken in conjunction with PCB3063. Focuses on the laboratory methods employed in the field of genetics. Topics include genes, genomes, linkage, inheritance, mutations and population genetics. The laboratory emphasizes basic principles and practice of hands-on methods and techniques, including the application of current instrumental approaches. Prerequisites: BSC2010, BSC2010L, CHM2046, CHM2046L

PCB3233L (1.0 credit hour)

### **Immunology Lab**

This course is to be taken in conjunction with PCB4239. Consists of practical applications and concepts presented in PCB4239 (Molecular Immunology). Prerequisites: PCB3522

PCB3522 (3.0 credit hours)

### **Molecular Biology**

This course will present a comprehensive overview of concepts in the field of molecular biology. Aspects of chemical and molecular foundations, molecular genetics, genes, proteins, chromosome structure, viruses, molecular techniques and genetic analysis in molecular biology will be covered. Prerequisites: CHM 2211, CHM2211L, MCB 3020, MCB3020L

PCB3703C (4.0 credit hours)

### **Human Physiology**

Provides students with relevant academic information regarding the function of cells, tissues, organs and organ systems, including their interaction and integration with each other in the human body. Content will place an emphasis on regulatory mechanisms and some abnormal physiology. Prerequisites: ZOO3733C

PCB4174 (3.0 credit hours)

### **Foundations of Bio-Imaging Science**

Presents advanced techniques to capture and analyze images at the cellular and molecular level. Theory, design, and practice of bio-imaging techniques will be covered. Prerequisites: BSC2010, BSC2010L, CHM2045, CHM2045L, CHM2210, Mac2311, PHY2049

PCB4239 (3.0 credit hours)

### **Molecular Immunology**

Presents a comprehensive overview of concepts in the field of molecular immunology. Aspects of the immune system, generation of B-cell and T-cell responses, immune effector mechanisms and immune system health and diseases will be explored. Prerequisites: PCB3522

PCB4524 (3.0 credit hours)

### **Molecular Biology II**

Presents a comprehensive overview of concepts in the field of molecular biology. Aspects of DNA metabolism, damage, repair, recombination, transposons, RNA metabolism, gene regulation, RNA interference, and protein synthesis will be explored. Prerequisites: PCB3522, PCB3020L

PCB4529 (3.0 credit hours)

### **Experimental Molecular Biology**

Presents a thorough explanation of techniques used in the development and understanding of the principles of molecular biology with the ability to integrate and apply knowledge of molecular biology. Prerequisites: PCB3522, PCB4524

PET1084C (4.0 credit hours)

### **Health and Fitness Appraisal and Wellness**

Addresses issues that arise when dealing with clients who have had a disease or medical condition, currently have a disease or medical condition or are at risk for developing a disease or medical condition. Topics include health and fitness assessments and recommended exercise prescription. Stress testing, introduction to ekg, assessments, and metabolic calculations are taught.

PET1352C (4.0 credit hours)

### **Nutrition and Weight Management**

Discusses proper nutrition and weight management practices. Topics include ideal body weight, lean body weight, body fat percentages, metabolic calculations, foods, menus and healthy eating habits. Public education is also discussed.

PET1384C (4.0 credit hours)

### **Principles of Health and Fitness**

Teaches the importance of physical activity and its relationship to health and quality of life. Topics include components of total fitness (physical, social, emotional and intellectual),

development of personalized exercise programs, specific health assessments and individualized exercise prescriptions for clients.

PET1604C (4.0 credit hours)

### **Sports Medicine and First Aid**

Focuses on safety, injury prevention and emergency response practices that affect the daily operations and management of a health and fitness facility. Topics include injury prevention, lifestyle modification, management of acute and chronic injuries and recovery therapies. Basic Cardiac Life Support and OSHA certification are offered.

PET2082C (4.0 credit hours)

### **Exercise Leadership and Special Population Groups**

Presents basic components of exercise programming and prescription, including high risk and special populations. Topics include principles of cardiorespiratory function, resistance, flexibility exercises, exercise leadership, behavior modification and motivational techniques.

PET2214 (3.0 credit hours)

### **Sports Psychology**

Introduces psychological theories of behavioral change and presents the application of practical concepts from these theories. Topics include lifestyle modification, goal setting, symptoms of anxiety and depression and the role of sport psychologists in performance.

PET2353C (4.0 credit hours)

### **Exercise Physiology**

Studies the human body and its responses and adaptations to exercise, both acutely and chronically. Topics include structures and functions of the skeletal, muscular, cardiovascular and respiratory systems and basic biomechanical principles. The scientific theory and research methods are also taught.

PET2941 (3.0 credit hours)

### **Sports Medicine and Fitness Technology Externship I**

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET2942 (3.0 credit hours)

### **Sports Medicine and Fitness Technology Externship II**

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET3104C (4.0 credit hours)

### **Corrective Exercise Techniques**

This course presents and implements strategies necessary to assist the student in not only preventing the incident and/or severity of injuries and illnesses but also ways to correct dysfunctional movement patterns. Includes laboratory.

PET3310C (4.0 credit hours)

**Applied Kinesiology**

Focuses on the science and mechanics of human movement. Included are activities and demonstrations of biomechanics in relation to other sub-disciplines of Exercise Science. Students also learn qualitative and quantitative concepts of body movement during exercise. Includes laboratory.

PET3310C (4.0 credit hours)

**Applied Kinesiology**

Focuses on the science and mechanics of human movement. Included are activities and demonstrations of biomechanics in relation to other sub-disciplines of Exercise Science. Students also learn qualitative and quantitative concepts of body movement during exercise.

PET3361C (4.0 credit hours)

**Nutrition in Health and Exercise**

Integrates the science of nutrition and exercise physiology principles to illustrate the links between training, the increased demand for nutrients as a result of training, the appropriate intake of foods, beverages and supplements to achieve the ultimate goal of performance enhancement. Students design a complete diet plan tailored to an athlete's training and performance goals.

Includes laboratory.

PET3361C (4.0 credit hours)

**Nutrition in Health and Exercise**

Integrates the science of nutrition and exercise physiology principles to illustrate the links between training, the increased demand for nutrients as a result of training, the appropriate intake of foods, beverages and supplements to achieve the ultimate goal of performance enhancement. Students design a complete diet plan tailored to an athlete's training and performance goals.

PET3632C (4.0 credit hours)

**Basic Therapeutic Modalities for Musculoskeletal Injuries**

Provides instruction on the indications, contraindications, and legal issues as they pertain to the proper application of therapeutic modalities for the athletic trainer. Students demonstrate the application of various therapeutic modalities.

PET3639C (4.0 credit hours)

**Advanced Care and Prevention of Athletic Injuries**

Addresses the techniques for preventing and minimizing sport-related injuries as well as recognition and management of specific injuries and conditions. Topics include handling and demonstrating proper emergency protocols, bandaging techniques and basic injury rehabilitation.

Includes laboratory.

PET4214C (4.0 credit hours)

**Sport and Exercise Psychology**

This course presents the student with a comprehensive view of sport and exercise psychology, bridges the gap between research and practice, conveys principles of professional practice, and captures the essence of the world of sport and exercise psychology

PET4240C (4.0 credit hours)

### **Measurement and Evaluation in Human Performance**

This course paves the way for students and professionals to identify and solve human performance problems in the area of kinesiology, physical education, health, and fitness. The nature of this course is to introduce students to tests and measurements and guides them through statistical decision making and accurate interpretation of data.

PET4353C (4.0 credit hours)

### **Physiology of Fitness and Exercise**

This course offers comprehensive coverage of the complex relationship between human physiology and exercise while also including an engagement in activities to assist learning

PET4517 (3.0 credit hours)

### **Sports Business Management**

Focuses on sports business management. Topics include administrative theory and philosophy, financial management and business procedures, facility management and public relations, and other aspects related to administration of recreation, athletic training, and sport management programs. Students participate in collaborative learning exercises to develop a business plan for a facility in the fitness industry.

PET4552C (4.0 credit hours)

### **Exercise Programming for Special Populations**

Prepares students to work with clients who have received medical treatment for illness or injury who are unable to undertake an exercise regime on their own. Topics include developing exercise programs for individuals who have been cleared by their physicians to return to exercise and physical activity, as well as a hands-on opportunity to work with such individuals. Students are prepared for professional credentialing of exercising special populations.

PET4901C (4.0 credit hours)

### **Integrated Studies in Exercise Science Capstone**

Focuses on exhibiting the learned experiences of the core classes. The student will conclude their bachelor's degree with this capstone course designed to show satisfactory progress in making the transition from student to career professional. The student will utilize the computer laboratory to formulate a capstone research paper to be submitted to the instructor. Their research will be presented in a properly written report as well as a PowerPoint presentation before a panel of professional in the field. This research presentation can be based on a revolving project which they experienced while on their externship at the associate's level or other field experience that relates to the core curriculum. Included will be empirical data on their chosen topic which must be approved before beginning this course. Research may include topics pertaining to current training trends, a facility's current membership, client policies and procedures of a fitness program plan, program enhancement plans, implementation process, daily fiscal management, effective stress management techniques, etc.

PET4940C (4.0 credit hours)

### **Integrated Studies in Sports Medicine Capstone**

Focuses on exhibiting the learned experiences of the core classes. The student will conclude their bachelor's degree with this capstone course designed to show satisfactory progress in making the

transition from student to career professional. The student will utilize the computer laboratory to formulate a capstone research paper to be submitted to the instructor. Their research will be presented in a properly written report as well as a PowerPoint presentation before a panel of professional in the field. This research presentation can be based on a revolving project which they experienced while on their externship at the associate's level or other field experience that relates to the core curriculum. Included will be empirical data on their chosen topic which must be approved before beginning this course. Research may include topics pertaining to current training trends, a facility's current membership, client policies and procedures of a fitness program plan, program enhancement plans, implementation process, daily fiscal management, effective stress management techniques, etc.

PET4941 (3.0 credit hours)

### **Exercise Science Externship I**

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients while being guided and supervised by an exercise/sport/nutrition professional.

PET4942 (3.0 credit hours)

### **Exercise Science Externship II**

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients while being guided and supervised by an exercise/sport/nutrition professional.

PHI1010 (3.0 credit hours)

### **Introduction to Philosophy**

Explores the history, purpose, methods and problems of philosophy. Topics include systems of philosophical thought as students develop a personal philosophical perspective based on ancient and current theories

PHI2610 (3.0 credit hours)

### **History of Ethics**

An inquiry into the significance of moral good and evil, seeking to clarify these issues through the use of reason. This course will study the challenge of relativism and moral skepticism and will seek to explore some of the main ethical theories which have been developed in the philosophical tradition including Plato, Aristotle, St. Thomas Aquinas, Utilitarianism, Kantian deontology and virtue. This course will philosophically analyze contemporary ethical concerns such as abortion, contraception, cloning, just war, and euthanasia.

PHI2820 (3.0 credit hours)

### **History of Aesthetics**

This course is an inquiry into the nature of beauty, art, and related phenomena. Consideration is given to aesthetic problems as reflected in literature, film, theater, and fine arts. Concepts of beauty in nature and in art, artistic creation, the aesthetic response, and art criticism are examined and criticized. Ancient, medieval, and modern authors are read.

PHM 2000 (3.0 credit hours)

## **Nature and Person**

This course is a systematic study of human nature, personhood, and the most profound questions concerning the activity and destiny of human persons. Beginning with a review of the classical mind-body problem, the course will examine and contrast the insights of ancient and modern writers concerning the basic truths about the person. Sources may include Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kierkegaard, Scheler, and Wojtyla.

PHT1000C (5.0 credit hours)

### **Introduction to Physical Therapist Assistant**

Provides an introduction to the physical therapy profession with an emphasis on the role and scope of practice of the physical therapist assistant. Topics include: Standards of Practice, Code of Ethics, Guide for Conduct of the PTA, physical therapy departmental structure, psychosocial, cultural and socioeconomic considerations in patient interaction, reimbursement issues, legislative issues, research and current developments in the field. This course also studies anatomical terminology, the skeletal system including the structure and function as well as physiology, joint articulations, and the muscular and nervous systems. Prerequisites: Admission to the PTA Program and successful completion of general education requirements with a cumulative GPA of 3.0 on a 4.0 scale and earned a minimum of a B in both Anatomy and Physiology I and II.

PHT1121C (4.0 credit hours)

### **Kinesiology**

Provides an in-depth study of the musculoskeletal system emphasizing its effect on functional human motion. Emphasis is on normal function. Students will apply biomechanical principles and muscle actions to joint motions and will learn normal aspects of gait and posture. Prerequisite: PHT1300

PHT1216C (4.0 credit hours)

### **Functional Modalities**

Focuses on the knowledge and skills necessary for applying modalities used in physical therapy treatment. Emphasis is on superficial and deep heat, cryotherapy, massage, electrotherapy, massage, and traction. Prerequisite: PHT1261C

PHT1227C (2.0 credit hours)

### **Therapeutic Exercise I**

Focuses on the study of therapeutic exercise techniques, procedures, and biofeedback. Emphasis is on various techniques used for strengthening, stretching, ROM, endurance and the associated body mechanics. Specific exercises will then be applied to the upper extremity. Prerequisite: PHT2801

PHT1228C (4.0 credit hours)

### **Therapeutic Exercise II**

Focuses on the study of therapeutic exercise techniques and procedures. Students will apply concepts presented in Therapeutic Exercise I to this course. Emphasis is on therapeutic exercises for orthopedic, vascular, cardiac, pulmonary, and obstetric patients. Prerequisite: PHT1227C

PHT1251C (4.0 credit hours)

### **Patient Care Procedures**

Focuses on the development of basic physical therapy skills and procedures. Emphasis is on the patient, environmental safety, positioning, transfers, wheelchair management, vital signs, goniometry, gait training with assistive devices, body mechanics, intermittent compression, and clinical documentation. Prerequisite: PHT1121C

PHT1261C (4.0 credit hours)

### **Tests and Measurements**

Focuses on skills necessary to perform physical therapy test and measurement procedures. Emphasis is on manual muscle testing, muscle tone, muscle length, limb length, volume and girth, sensation, coordination and balance, activities of daily living, architectural barriers, pain, reflexes, gait and posture. In addition, theories of development and developmental sequence, prehension, life span changes in the body systems, posture development throughout the life span, primitive reflexes, righting reactions. Prerequisite: PHT1251C

PHT1300 (6.0 credit hours)

### **Medical Diseases**

Surveys the disease processes with an emphasis on diseases commonly seen in physical therapy. Topics include: the immune system, genetic disorders, infections, metabolic disorders, neoplasms, respiratory system, cardiovascular system, gastrointestinal system, hepatobiliary system, endocrine system, nervous system, musculoskeletal system, excretory system, integumentary system, reproductive system and psychiatric disorders. This course also provides an introduction to basic medical terminology with certification in CPR, OSHA/HIV, and Medical errors earned upon the course completion. Prerequisite: PHT1000C

PHT2143C (4.0 credit hours)

### **Rehabilitation**

Provides an opportunity to develop knowledge and skills in the rehabilitation procedures and techniques utilized with various neurological diagnoses. Topics include neurological principles and neuro-rehabilitation as well as rehabilitation techniques and concepts utilized with amputations, prosthetics and orthotics. In addition, pediatric diagnoses and treatment will be reviewed. Prerequisite: PHT1228C

PHT2801 (1.0 credit hour)

### **Clinical Experience I**

A two-week (40 hours per week) clinical experience providing the student with the opportunity to practice skills taught in previous course work. The student will work under the direct supervision of and with the assistance of the clinical instructor at the assigned facility. 80 hours of clinical experience in an assigned facility. Prerequisite PHT1216C

PHT2810 (5.0 credit hours)

### **Clinical Experience II**

A six-week (40 hours per week) clinical experience providing an opportunity for the student to apply knowledge and skills from all previous academic and clinical education, under the supervision of a clinical instructor at an assigned facility. Prerequisite: PHT2143C

PHT2820 (5.0 credit hours)

### **Clinical Experience III**

A six-week (40 hours per week) clinical experience that allows the student to develop competency in the practice of physical therapy technique and procedures, under the supervision of a clinical



instructor at an assigned facility. Students in this course are preparing themselves to function as entry-level physical therapist assistants. Prerequisite: PHT2810.

PHY2001 (3.0 credit hours)

### **General Physics I**

Presents basic concepts and principles of physics, including practical examples that demonstrate the role of physics in other disciplines. Topics include motion, gravity, vectors, momentum, energy, vibrations, waves, heat and thermodynamics. Prerequisite: MAT1033

PHY2001L (1.0 credit hours)

### **General Physics I Laboratory**

Consists of practical applications of concepts and principles presented in PHY2001 (General Physics I).

PHY2053 (3.0 credit hours)

### **Physics I**

This is an introductory course in mechanics and analytical techniques, designed to provide the student with an appropriate background for more advanced bio-medical and Bio-Science course work. Students will learn to solve basic problems in Bio-mechanics in two and three dimensions and develop techniques that may be applied to more complex situations using calculus. The student will acquire the basic analytical skills and knowledge of mechanics to successfully continue studies in Bio-Medical Physics. Prerequisite: MAC2105

PHY2053L (1.0 credit hour)

### **Physics I Laboratory**

This laboratory course accompanies PHY2053 and is the first part of a sequence of two courses. The sequence includes investigations that illustrate and explore concepts and principles related to force and motion, work and energy, rotation, gravity, and properties of matter. The course is designed to encourage the concept of “learning by doing” and enhance student learning of physical concepts. It introduces students to experimental procedures, techniques and equipment; it involves setting up the laboratory equipment, collection of data, interpretation of experimental data, and preparation of a lab report.

Prerequisite: MAC2105

PHY2054 (3.0 credit hours)

### **Physics II**

This is an intermediate course in Physics techniques, designed to provide the student with an appropriate background for more advanced bio-medical and Bio-Science course work. The course will cover Heat, Vibration, Waves, Sounds, Lights, Electricity, and their properties as well as develop techniques that may be applied to more complex situations.

Prerequisites: PHY2053

PHY2054L (1.0 credit hour)

### **Physics II Laboratory**

This laboratory course accompanies PHY 2054 and is the second part of a sequence of two courses. The sequence includes investigations that illustrate and explore concepts and principles related to heat, wave and sound, light, electric. The course is designed to encourage the concept of “learning by doing” and enhance student learning of physical

concepts. It introduces students to experimental procedures, techniques and equipment; it involves setting up the laboratory equipment, collection of data, interpretation of experimental data, and preparation of a lab report.

PLA1103 (3.0 credit hours)

### **Legal Research and Writing I**

This course acquaints students with the basics of legal research. Students learn how to locate and analyze case and statutory law and apply it to a unique set of facts. Legal citation, legal precedent and fundamental grammar skills are also studied. Computer-assisted legal research is introduced and students prepare various law office documents.

PLA1304 (3.0 credit hours)

### **Criminal Law**

Focuses on the elements of offenses against persons, property and the public order. Topics include common defenses to criminal culpability (including insanity and involuntariness) and criminal liability as an accomplice or conspirator.

PLA1423 (3.0 credit hours)

### **Contracts**

Covers fundamental principles governing the formation, interpretation, performance and enforcement of contracts under both common law and the Uniform Commercial Code. Topics include offer and acceptance, consideration, breach of contract, defenses and remedies.

PLA1600 (3.0 credit hours)

### **Wills, Trusts and Estates**

Focuses on testamentary and inter vivo transfers of wealth through intestacy, wills, trusts and will substitutes. Topics include the role of living wills, powers of attorney and health care surrogates in estate planning.

PLA2203 (3.0 credit hours)

### **Civil Litigation**

Examines the basic requirements of filing a civil lawsuit. Topics include the court system, personal and subject matter jurisdiction, pleading requirements, motions, the discovery process, joinder, res judicata and conflict of laws.

PLA2272 (3.0 credit hours)

### **Torts**

Examines the basic theories of civil liability for injuries to persons and property. Topics include intentional torts, negligence, strict liability, vicarious liability, defenses, and damages computations.

PLA2610 (3.0 credit hours)

### **Real Property**

Examines real property concepts of estate-holds, concurrent ownership, adverse possession, eminent domain, easements and landlord-tenant relationships. Topics include preparation and validity of associated legal instruments such as mortgages, promissory notes and deeds.

PLA2800 (3.0 credit hours)

## **Family Law**

Investigates legal relationships within the American family. Topics include validity of marriage, divorce proceedings, property division, spousal support, child custody and child support.

PLA3107 (3.0 credit hours)

## **Legal Research and Writing II**

Students continue to research and analyze judicial opinions and statutory rules and apply them to unique fact patterns. Students complete written assignments involving independent legal research and participate in an oral advocacy exercise. Prerequisite: PLA1103

PLA3155 (3.0 credit hours)

## **Legal Drafting**

Teaches students to properly draft fundamental litigation documents and pleadings, such as complaints, answers, interrogatories, requests to produce, motions and deposition summaries, as well as legal instruments. The final work product consists of a portfolio containing corrected drafts of each assignment. Prerequisites: PLA 1103, PLA 1423, PLA 2203

PLA3308 (3.0 credit hours)

## **Criminal Procedure**

Presents constitutional aspects of various police practices, focusing primarily on the Fourth, Fifth and Sixth Amendments to the U.S. Constitution. Topics include arrests, searches and seizures, police interrogation and confession, the right to be free from self-incrimination, right to counsel and the application of the exclusionary rule.

PLA3433 (3.0 credit hours)

## **Business Organizations**

Surveys the formation, operation and governance of common business organizations, such as corporations, partnerships and limited liability companies. Topics include grounds for choosing a particular entity over another and the legal consequences of each.

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.

PLA3663 (3.0 credit hours)

## **Income Tax**

Addresses fundamental personal income tax concepts encountered in the practice of law. Topics include recognition of income, deductions, computation of individual tax liability, statutory exclusions and the tax treatment of gains and losses.

PLA3700 (3.0 credit hours)

## **Ethics**

Examines the ethical rules of conduct governing attorneys and other legal professionals. Topics include conflicts of interest, maintaining client confidences, solicitation of clients, zealous representation and the unauthorized practice of law.

PLA3705 (3.0 credit hours)

### **Worker's Compensation**

An examination of common features of state workers' compensation statutes, including concepts of accident, course of employment, injuries arising out of employment, and occupational disease.

PLA4084 (3.0 credit hours)

### **Legal Interviewing and Investigation**

Teaches students to successfully interact with clients and witnesses. Methods of witness and client interviewing are examined. Students learn to investigate information provided during an interview. Skills in these areas are developed through practical training and experience.

PLA4240 (3.0 credit hours)

### **Alternative Dispute Resolution**

Provides an overview of the alternatives to formal court adjudication. Students learn to prepare for and participate in alternative dispute resolution methods, such as arbitration, negotiation and mediation.

PLA4263 (3.0 credit hours)

### **Evidence**

Focuses on the procedures required to introduce evidence in a court of law, specifically focusing on the Federal Rules of Evidence. Topics include hearsay exceptions, the best evidence rule, relevance, authenticity and privileged communications.

PLA4307 (3.0 credit hours)

### **Advanced Civil Litigation**

Examines the more complex issues involved in civil litigation; topics include, but are not limited to, rules involved in the filing of various court documents, particularly pleadings, various motions, and notices to the court; the role of the paralegal in the process of working with the client in order to complete necessary documentation for discovery in complex litigation; the organization of discovery once discovery has been completed in preparation for complex litigation; the recognition of procedural abuses by the opposing party and the utilization of the system in order to rectify such issues; and the introduction to electronic filing and discovery methods. Prerequisite: PLA2203

PLA4703 (3.0 credit hours)

### **Advanced Torts**

This course builds on the basic tort concepts learned in PLA 2272. Topics include defamation, products liability litigation, malpractice, mass torts and tort reform. Prerequisite: PLA2272

PLA4733 (3.0 credit hours)

### **Law Office Technology**

Examines basic technology used in the law office, such as computers, software and databases. Topics include basic computing skills, use of legal technology (such as timekeeping and billing software), docket control management, litigation support and computerized legal researching.

PLA4844 (3.0 credit hours)

### **Immigration Law**

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Provides a general knowledge of immigration law. Topics include grounds for exclusion, defenses to deportation, amnesty, naturalization and citizenship, and visa applications.

PLA4880 (3.0 credit hours)

**Constitutional Law**

Examines federal constitutional law, focusing on the separation of powers and the concept of judicial review of executive and legislative action. Topics include the rights, privileges and immunities conveyed to citizens by the U.S. Constitution and the Bill of Rights.

PLA4950 (3.0 credit hours)

**Legal Studies Capstone Project**

Students who have completed their major coursework participate in a large project/activity which encompasses concepts and themes learned throughout their program.

POS1041 (3.0 credit hours)

**Political Science**

Addresses how America has evolved from an agrarian to a post-industrial society. Topics include the Constitution and its three branches of government.

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 Prerequisite: POS1041

POS3205 (3.0 credit hours)

**Voting Behavior and Public Opinion**

Reviews American political culture and forces that affect it. Political theory, political socialization, and political ideology are presented. The role of the media, the economy, and education are discussed. Prerequisite: POS1041

POS3235 (3.0 credit hours)

**Mass Media and Politics**

Presents the influence of media on campaigns, public officials, and public opinion. Analysis of political news and the use of satire in politics are provided. Prerequisite: POS1041

POS3274 (3.0 credit hours)

**The Campaign Process**

Addresses the theory and practice of electoral campaigns. Discusses the history of campaigning, the role of communication, the decline of political parties, the role of public opinion and the media, and campaign planning and strategy. Prerequisite: POS1041

POS3413 (3.0 credit hours)

**The American Presidency**

Explores the central role of the American Presidency in the political process. Analyzes the powers of the presidency in modern history and presents the legislative, administrative, political, and foreign policy leadership of the President. Crisis management, decision-making, and limits on presidential power are discussed. Prerequisite: POS1041

POS4035 (3.0 credit hours)

**Environmental Politics**

Examines the interactions between interest groups, advocacy groups, and political institutions in US environmental politics. Explores the international political problems related to environmental policy. Prerequisite: POS1041, BSC1050

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. Prerequisite: POS1041

POT1003 (3.0 credit hours)

**Introduction to Political Theory**

Explores the theories used in political science for understanding political life. Analyzes the writings of major political theorists and the major issues that define the field of political theory. Prerequisite: POS1041

POT3044 (3.0 credit hours)

**Great Political Thinkers**

Studies selected political theorists from Machiavelli to Marx. The emphasis is on the ideas of authority and freedom, obligation and consent, and the social contract as expressed in the writings of Hobbes, Locke, and Rousseau. Prerequisite: POS1041, POT1003

POT3632 (3.0 credit hours)

**Religion and Politics**

Presents the institutional and individual role of religion and politics, including globalization, fundamentalism, and secularization. Prerequisite: POS1041, POT1003

PSC1121 (3.0 credit hours)

**Physical Science**

This course is designed to introduce scientific concepts of physics, chemistry, astronomy, and earth sciences. The course emphasizes general principles and their application to real-world interactions.

PSY1012 (3.0 credit hours)

**Introduction to Psychology**

Introduces terms and concepts dealing with basic psychological research methods, human and animal behavior, life-span development, states of consciousness, learning, memory, intelligence, motivation, personality structure, stress and coping, behavior disorders, social pressures and cultures. Students are encouraged to apply critical thinking strategies through their participation in various discussions of psychological theories and concepts throughout this course. (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4,000 written words for the course.)

PSY1082 (3.0 credit hours)

### **Introduction to Experimental Psychology**

Introduces the process of experimental research in the field of psychology. Focuses on how to locate and analyze empirical research studies. Topics include how to develop, design, and carry out ethical experimental research as well as how to communicate the results of the research.

PSY2023 (3.0 credit hours)

### **Careers and Writing in Psychology**

Introduces psychology related careers and emphasizes skills required for scientific writing. Focuses on skills required for library research, writing a psychological paper, analyzing psychological journals, and writing in proper APA style. Topics include strategies to develop career goals, educational goals and a plan of action for meeting those goals.

PSY2206 (3.0 credit hours)

### **Social Psychology**

Presents the field of social psychology. Focuses on human nature, culture, and the importance of relationships in the human race. Topics include social cognition, affect, emotion, and the formation of beliefs and attitudes. Explores interpersonal attraction, exclusion, relationships, sexuality and group interactions.

PSY2214 (3.0 credit hours)

### **Abnormal Psychology**

Explores the theories of psychopathology and abnormal behavior and presents a historical overview of the services provided to individuals with mental illness. Introduces the Diagnostic and Statistical Manual of Mental Disorders along with approaches to assessment, diagnosis and treatment of major psychological disorders.

PSY2314 (3.0 credit hours)

### **Psychology of Personality**

Presents an overview and history of personality theories. Topics include tests, measurements, scoring and interpretation of personality assessments. Emphasizes critical analysis of personality theories, methods and measures.

PSY2450 (3.0 credit hours)

### **Constructs of Interpersonal Conflict**

Examines beliefs, attitudes and behaviors as they relate to conflict and conflict resolution. Focuses on basic skills for resolving interpersonal conflicts. Topics include analysis of problems associated with emotion, gender roles, culture, ethnicity, communication, confidentiality and impartiality in mediation.

PSY3213 (3.0 credit hours)

### **Research Methods**

Emphasizes the application of the scientific method and research process. Focuses on skills needed to critically analyze published research and develop a hypothetical, ethically sound research proposal.

PSY3309 (3.0 credit hours)

### **Behavioral Neuroscience**

Studies the relationship between the brain and behavior through a detailed examination of the neuron, the brain, and the nervous system. Explores the multiple aspects of human behavior and functioning.

PSY3336 (3.0 credit hours)

### **Industrial and Organizational Psychology**

Examines the methods, practice, and theories of Industrial and Organizational Psychology, a subfield of psychology in the work place. Topics include job analysis and evaluation, employee motivation, organizational communication, group behavior, conflict resolution and stress management.

PSY4302 (3.0 credit hours)

### **Theory, Application, and Evaluation of Tests**

Introduces the use of psychological tests and the administration and use of tests in clinical and business settings. Presents various kinds of tests including intelligence, tests of ability and personality. Topics include basic statistics, correlation, reliability and validity in testing.

PSY4830 (3.0 credit hours)

### **Sports Psychology**

Examines the psychological aspects of sport and exercise.

Focuses on motivation and goal setting in sport and introduces cognitive and behavioral interventions.

PSY4836 (3.0 credit hours)

### **Psychology of Coaching and Team Building**

This course provides an extensive overview of the coaching and the team-building process used in sports. Topics include: group processes, effective communication, team-building techniques, leadership skills, and interpersonal communication.

PSY4850 (3.0 credit hours)

### **Positive Psychology**

Presents the identification and application of the psychology of well-being. Topics include the management of emotions, resilience, positive traits, strengths of character, self-regulation and self-control.

PSY4942 (3.0 credit hours)

### **Psychology Internship I**

Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of psychology during an assignment in a psychological facility. The internship introduces psychology students to the working environment they encounter when employed in the field.

PSY4943 (3.0 credit hours)

### **Psychology Internship II**

Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of psychology during an assignment in a psychological facility. The internship introduces psychology students to the working environment they encounter when employed in the field.

PSY4999 (3.0 credit hours)



### **Psychological Studies Capstone Course**

Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues. Students are expected to analyze and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Students complete an independent research project that synthesizes knowledge and tools learned in their program. Students present the results of their research in a 15- to 20-page research paper (inclusive of title and reference page) and a PowerPoint presentation.

PUP4052 (3.0 credit hours)

### **Issues in International Policy**

Provides an overview of contemporary international issues and the knowledge necessary to engage in a detailed examination and constructive discussion of these issues. Three broad categories are explored: conflict/security/terrorism/transnational crime, globalization/international economy, and international human rights and justice.

QMB3200 (3.0 credit hours)

### **Quantitative Approach to Business Decisions**

The application of quantitative techniques has added greatly to the depth and the accuracy of critical business decisions in today's complex business environment. This course, coming toward the end of the student's matriculation through the program, is designed to merge the student's acquired qualitative and quantitative skills to address simulated business decision-making applications, utilizing electronic technology and software tools to frame the factors into a spreadsheet format of pragmatic data for quantitative processing and decision-making analysis. Prerequisite: STA3060 or STA 3163

QMB4930 (6.0 credit hours)

### **Special Topics and Projects in Operations Analysis.**

Applied work in information systems and operations management. PREREQUISITES: all upper level courses. May be taken simultaneously with QMB4999 or MAN4999

QMB4941 (6.0 credit hours)

### **Internship in Business Analytics: Information Systems and Operations**

Applied work in information systems and operations management PREREQUISITES: all upper level courses. May be taken simultaneously with QMB4999 or MAN4999.

QMB4999 (3.0 credit hours)

### **Integrated Studies Capstone Course**

Requires students to demonstrate knowledge and concepts learned throughout the program in an integrated fashion towards the organizational decision making process. Under the guidance of the business strategy simulation software, class members run a footwear company in head-to-head competition against footwear companies run by other class members, providing all students with first-hand experience of the managerial decision making process. The co-managers of each company are entirely responsible for assessing market conditions, determining how to respond to the actions of competitors, forging a long-term direction and strategy, forecasting upcoming sales, and making decision relating to workforce compensation and plant operations, capacity expansion, distribution center operations and inventory management, pricing and marketing, finance, as well as corporate social responsibility/citizenship. PREREQUISITES: all upper level courses except QMB4930 or QMB4941.

RAT1001 (5.0 credit hours)

**Introduction to Radiation Therapy**

Introduces the foundations of radiation therapy with an overview of the profession and the practitioner's role in the healthcare delivery system. Principles, practices and policies of the educational program and professional responsibilities of the radiation therapist will be discussed and examined.

RAT1123 (5.0 credit hours)

**Patient Care in Radiation Therapy**

Provides the basic concepts of patient care in radiation therapy, and competencies in assessing and evaluating patients undergoing radiation treatment. Topics include patient education and support, medical terminology, ethics, medical legal issues, basic patient care, communications, federal and state regulations, accreditation, professional organizations and professional development. Pre-requisite: RAT1001

RAT1804 (3.0 credit hours)

**Radiation Therapy Clinical Education I**

Content is designed to provide sequential development, analysis, integration, synthesis and evaluation of Radiation Therapy concepts and theories in the clinical setting. Through structured, sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, demonstrated, examined and evaluated. Pre-requisite: RAT2652

RAT1814 (3.0 credit hours)

**Radiation Therapy Clinical Education II**

Content is designed to further the sequential development, analysis, integration, synthesis and evaluation of Radiation Therapy concepts and theories in the clinical setting. Through structured, sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, demonstrated, examined and evaluated. This is a continuation of RAT1804. Pre-requisite: RAT1804

RAT2021 (5.0 credit hours)

**Principles and Practice of Radiation Therapy I**

Content provides knowledge base of radiation therapy equipment, procedures, technique and positioning for treatment localization and delivery. Topics include healthcare delivery systems, basic radiation protection, medical terminology, ethics, and professional development. Pre-requisite: RAT1123

RAT2022 (5.0 credit hours)

**Principles and Practice of Radiation Therapy II**

A study of cancer from a disease specific perspective. Instruction is provided in different aspects and modalities of cancer treatment and the role and responsibility of the therapist in the process. Identification of structures and location of landmarks using X-rays, CT and MRI scans for simulations will be addressed. Treatment prescription techniques and delivery are also discussed. Pre-requisite: RAT2241

RAT2061 (4.0 credit hours)

## **Radiation Therapy Seminar**

This is a capstone course that provides students with the opportunity to explore methods of professional development in the field of radiation therapy. This course provides comprehensive discussion, testing, and refinement of knowledge of all aspects of radiation therapy. /Pre-requisite: All core classes.

RAT2241 (5.0 credit hours)

### **Radiobiology and Pathology**

Content discusses the theories and principles of tolerance dose, time dose relationships and the interactions of radiation with cells, tissues and the body as a whole; with an emphasis on etiology, neoplasia, and associated diseases in the radiation therapy patient. Fractionation schemes in the clinical practice of radiation therapy are also discussed. Pre-requisite: RAT1814

RAT2617 (5.0 credit hours)

### **Radiation Therapy Physics I**

Content is designed to provide a broad outline of the physics of ionizing radiation and its medical application in the field of radiation therapy. Addresses concepts and fundamentals of radiation physics and biology standards. Topics include x-ray production, recorded detail, distortion, beam limiting devices, filtration, primary, and secondary radiation, prime factors, exposure systems, exposure calculations, imaging systems to include analog and digital imaging.. Pre-requisite: RAT2021

RAT2618 (5.0 credit hours)

### **Radiation Therapy Physics II**

Addresses concepts and fundamentals of radiation physics and biology standards. Topics include x-ray production, recorded detail, distortion, beam limiting devices, filtration, primary and secondary radiation, prime factors, exposure systems, exposure calculations, and imaging systems to include analog and digital imaging. Pre-requisite: RAT2814

RAT2652 (5.0 credit hours)

### **Treatment Planning and Dosimetry**

This course is designed to give students an understanding of the factors that influence and govern clinical planning of patient treatment. Optimal treatment planning is emphasized along with particle beams and brachytherapy. Attention is given to the rationale, theory, and calculations for each method. Class demonstrations and projects are incorporated to complement specific content of emerging technologies and their clinical applications. Pre-requisite: RAT2617

RAT2657 (5.0 credit hours)

### **Quality Management**

Content focuses on function and protocols for quality improvement and management programs in the radiation therapy department. Topics will include quality control and assurance checks for the clinical aspects of patient care, medical records, treatment delivery, and localization equipment, and treatment planning equipment. The role of various radiation therapy team members in continuous quality improvement will be discussed, as well as the legal and regulatory implications for maintaining appropriate quality care. Pre-requisite: RAT2618

RAT2804 (3.0 credit hours)

### **Radiation Therapy Clinical Education III**

Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Instruction is also provided in various treatment set-ups, fabrication and immobilization devices. Pre-requisite: RAT22022

RAT2814 (3.0 credit hours)

### **Radiation Therapy Clinical Education IV**

Provides students with continuing clinical experience in the radiation therapy department focusing on performance to enable completion of competency goals. Requirements include log-ins and treatment set-ups, fabrication and immobilization under supervision Pre-requisite: RAT2804

RAT2824 (3.0 credit hours)

### **Radiation Therapy Clinical Education V**

Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Requirements include log-ins and treatment set-ups, fabrication and immobilization. Pre-requisite: RAT2657

RAT2834 (3.0 credit hours)

### **Radiation Therapy Clinical Education VI**

Provides students with continuing clinical experience in the radiation therapy department to enable completion of competency goals. Students will demonstrate and document mastery of clinical competencies. Pre-requisite: RAT2824

RED4510 (3.0 credit hours)

### **Teaching Reading**

This course investigates reading stages, materials and instructional strategies for teaching reading. Topics include methods and competencies, instructional planning, lesson implementation, questioning, and feedback.

RED4542 (3.0 credit hours)

### **Reading Diagnosis**

This course focuses on diagnosis and assessment of reading performance. Topics include selection, administration and interpretation of assessment data. Additionally, procedures for meeting individual differences through diagnosis of needs, differentiated instruction, selected use of materials and classroom organization are covered.

REL1200 (3.0 credit hours)

### **Introduction to Christian Scriptures**

This course is a general introduction to the Scriptures through an analysis of the development of key themes, texts and the literary forms and historical background which shape the message of salvation history from creation to the parousia. Consideration of the Bible as the progressive revelation of Christ as the Word of God and emphasis on the literal sense of the text are facets of the course.

REL1930 (3.0 credit hours)

### **Introduction to Catholic Theology**

This course is an introduction to Catholic theology with particular attention given to natural and divine revelation, and the essential beliefs, doctrines and practices of the Catholic Church. Includes an introduction to the sources of theology and theological method.

RET1007C (4.0 credit hours)

### **Pharmacology for Respiratory Care**

This course includes pharmacologic agents associated with the treatment and management of cardiopulmonary and cardiovascular diseases including but not limited to pharmacological agents' mode of delivery; with their effects and mechanisms of action; absorption and excretion, classification and description; regulatory agencies and regulations covering the use of medications. Pre-requisite: RET1291C

RET1024C (4.0 credit hours)

### **Respiratory Care Fundamentals**

This is the introductory course for students entering the RT core curriculum. It includes a study of the legal system as it applies to health care practitioners, ethical and cultural issues in healthcare, and professional and interpersonal relationships. Also included will be the anatomy and physiology of the cardiopulmonary system, physical and chemical principles of respiratory care, medical gas therapy, patient safety, communication, record keeping, and quality and evidence based respiratory care. Principles of infection control will be included as well. Pre-requisites: Completion of general studies with a GPA of 3.0 minimum, and a minimum grade of "B" in Anatomy and Physiology I and II.

RET1291C (4.0 credit hours)

### **Clinical Respiratory Medicine**

This course covers an assessment of respiratory disease and its pathology, the clinical manifestations of cardiopulmonary disease, laboratory tests and procedures, arterial blood gas equipment including arterial pressure monitoring, quality control, and the radiologic examination of the chest. Includes physician instruction and interaction. Pre-requisite: RET1485C

RET1405C (4.0 credit hours)

### **Diagnostic Procedures in Respiratory Care**

This course includes pulmonary function testing and interpretation, performing and interpreting standard electrocardiograms, introduction to hemodynamic monitoring and measurements. Students will be required to demonstrate practical and theoretical competence in procedures to succeed in this course. Pre-requisite: RET1940

RET1485C (4.0 credit hours)

### **Respiratory Care Theory**

This course furthers the discussion of cardiopulmonary anatomy and physiology, with an emphasis on the cardiovascular system, and electrocardiology. It includes a discussion of acid-base chemistry, physical assessment of the chest, humidity and aerosol therapy, bronchial hygiene and chest physical therapy, lung inflation techniques, advanced patient assessment skills, quality and evidence based respiratory care, and electrolyte balance. Pre-requisite: RET1024C

RET1940 (3.0 credit hours)

### **Clinical Practicum I**

This is the first of 5 Clinical Practicum's. The course is a four week (40 hours/week) clinical experience. This course provides the student with the opportunity to practice skills learned in previous course work. The student will work under direct supervision at an assigned facility that provides experiences in basic respiratory care. Students will be required to demonstrate practical and theoretical competence to pass this course. Pre-requisite RET1007C

RET2283C (4.0 credit hours)

### **Intensive Respiratory Care**

This course will explore theory and various principles of mechanical ventilation including types of ventilators, modes of ventilation, NPPV, alarm systems, wave form analysis, ventilator patient synchrony, and ventilator trouble shooting. Patient monitoring, weaning techniques and psychological implications of mechanical ventilation will also be discussed. Students will work with ventilators, clinical simulators, and lung simulators in the laboratory. Students will be required to demonstrate practical and theoretical competence to pass this course. Pre-requisite RET1405C

RET2710C (4.0 credit hours)

### **Pediatric and Neonatal Respiratory Care**

This course will emphasize pediatric and neonatal cardiopulmonary diseases, etiology and treatment. The latest techniques and newest equipment will be discussed. Students will apply respiratory care interventions as they relate to neonatal and pediatric respiratory disease. These procedures will include airway maintenance, airway clearance, mechanical ventilation of the newborn and pediatric patient, and cardiopulmonary resuscitation of the newborn and pediatric patient. Students will be required to demonstrate practical and theoretical competence to pass this course. Pre-requisite: RET2941C

RET2934C (4.0 credit hours)

### **Special Topics in Respiratory Care**

The course will include the respiratory care of the geriatric patient from the legal issues such as Living Wills, Do Not Resuscitate documents, health care proxies, health promotion and disease prevention. Bio-terrorism and disaster along with Respiratory care at alternate sites will also be included. Pre-requisite RET2944

RET2935C (4.0 credit hours)

### **Respiratory Therapy Management**

This course covers the study of organization, management, ethical, and legal issues relating to managing a Respiratory Therapy department. Tactful interactions and ethical practices will be emphasized. This course will also serve as a review course and preparation for national respiratory credentialing examinations. Pre-requisite RET2948

RET2941 (3.0 credit hours)

### **Clinical Practicum II**

This course is a four week (40 hours per week) clinical experience and functions as a continuum for Clinical Practicum I. This course provides the student with the opportunity to advance skills taught in previous course work. The student will work under the direct supervision of Registered Respiratory Therapists. Students will be required to demonstrate practical and theoretical competence to pass this course. Pre-requisite: RET2283C

RET2944 (3.0 credit hours)

**Clinical Practicum III**

This course is a four week (40 hours per week) clinical experience and functions as a continuum for Clinical Practicum II. This course provides the student with the opportunity to advance skills taught in previous course work. The student will apply previous knowledge under direct clinical supervision. Students will be required to demonstrate practical and theoretical competence to pass this course. Pre-requisite: RET2710C

RET2946 (3.0 credit hours)

**Clinical Practicum IV**

This course is a four week (40 hours per week) clinical experience that is focused on the care of pediatric and newborn patients. This course provides the student with the opportunity to practice skills taught in previous course work. The student will apply previous knowledge under clinical supervision. Students will be required to demonstrate practical and theoretical competence to pass this course. Pre-requisite RET2934C

RET2948 (3.0 credit hours)

**Clinical Practicum V**

This course is a four week (40 hours per week) clinical experience that focuses on advanced practice skills in either adult or pediatric/neonatal critical care units. In addition, this clinical practicum may include a rotation through a sleep laboratory. This course provides the student with the opportunity to advance skills taught in previous course work. The student will apply previous knowledge under clinical supervision. Students will be required to demonstrate practical and theoretical competence to pass this course. Pre-requisite RET2946

RTE1000 (5.5 credit hours)

**Introduction to Radiologic Technology**

Introduces the field of radiologic technology. Topics include healthcare delivery systems, basic radiation protection, medical terminology, ethics, medical legal issues, basic patient care, communications, federal and state regulations, accreditation, professional organizations and professional development, pharmacology, intravenous injection principles, and contrast agents. Prerequisite: Completed general education courses with a grade average of 3.0 or higher.

RTE1401 (5.5 credit hours)

**Radiologic Imaging**

This course is designed to provide the student with the entry-level knowledge base to formulate the applicable factors that influence the production of radiographs. Film and computer imaging with related accessories will be discussed. Demonstrations and student experimentation will be included in the application of the theory. Prerequisite: RTE1000

RTE1418C (5.5 credit hours)

**Radiologic Science I**

Addresses concepts and fundamentals of imaging standards. Topics include x-ray production, radiographic density and contrast, recorded detail, distortion, beam limiting devices, filtration, primary and secondary radiation, prime factors, exposure systems, exposure calculations, imaging systems to include analog and digital imaging and imaging artifacts. Prerequisite: RTE1804

RTE1458C (5.5 credit hours)

## **Radiologic Science II**

Presents comprehensive topics in radiation physics. Topics include electromagnetic radiation, electricity, magnetism, electromagnetism, units of measurements, structure of matter and atoms, rectification, x-ray production, x-ray tubes, x-ray circuits and characteristics of radiation. Additional topics include quality control, assurance processes and equipment maintenance. A comprehensive registry review is incorporated. Prerequisite: RTE2824

RTE1503C (4.25 credit hours)

### **Radiologic Procedures I**

Presents principles of radiation protection, radiographic terminology, and radiographic and fluoroscopic equipment. Topics include anatomy, positioning and implementation of critical thinking scenarios related to chest, abdomen, upper and lower gastrointestinal systems, biliary system and urinary system. Fluoroscopic procedures and contrast media are emphasized. The course introduces pharmacology and related radiographic pathology. Prerequisite: RTE1401

RTE1513C (4.25 credit hours)

### **Radiologic Procedures II**

Continues RTE1503C (Radiologic Procedures I). Topics include principles of radiation protection, radiographic terminology, radiographic and fluoroscopic procedures. Topics include anatomy, positioning and implementation of critical thinking scenarios related to upper extremities, shoulder girdle, acromioclavicular joints, lower extremities, pelvis and sacroiliac joints. Patient care, image evaluation and technique formulation are emphasized. The course introduces operating room procedures pertinent to extremities and related radiographic pathology. Prerequisite: RTE1503C

RTE1523C (4.25 credit hours)

### **Radiologic Procedures III**

Continues RTE1513C (Radiologic Procedures II). Topics include anatomy, positioning and implementation of critical thinking scenarios related to bony-thorax, cervical spine, thoracic and lumbar spine, sacrum and coccyx. Patient care, ethics and medical legal issues are examined. Students continue to study image production, technique formulation and related radiographic pathology. Prerequisite: RTE2785

RTE1533C (4.25 credit hours)

### **Radiologic Procedures IV**

Continues RTE1523C (Radiologic Procedures III). Topics include anatomy, positioning and implementation of critical thinking scenarios related to skull, facial bones, sinuses, orbits, nasal bones, zygomatic arches, TMJs and mandible. Patient care, trauma radiography, mobile radiography, pediatric radiography, geriatric radiography and special skeletal procedures are emphasized. Radiography that includes internal/external devices such as tubes, catheters, lines and collection devices are examined. Students continue to study image production, technique formulation and related radiographic pathology. Prerequisite: RTE1523C

RTE1804 (6.0 credit hours)

### **Clinical Rotation I**

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of



imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision.

Prerequisite: RTE1513C

RTE1814 (6.0 credit hours)

### **Clinical Rotation II**

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course also requires continual competency evaluations through patient type adaptation as a means of ensuring skill and critical thinking progression. Prerequisite: RTE1533C

RTE2563 (5.5 credit hours)

### **Advanced Radiologic Imaging**

Expands on fluoroscopy and mobile and conventional tomography. Topics include an overview of advanced modalities, radiobiology and radiation protection principles. Image evaluation, equipment operation, equipment maintenance, equipment testing, quality assurance, quality control, analog, digital and PAC systems are examined in depth. Prerequisite: RTE1814

RTE2785 (5.5 credit hours)

### **Advanced Pathophysiological Imaging**

This course will provide the learner with an in-depth understanding of disease processes correlated with radiographic imaging with plain-film and computed radiography, computed tomography, and magnetic resonance images. Prerequisite: RTE1418

Prerequisite: RTE1418

RTE2824 (6.0 credit hours)

### **Clinical Rotation III**

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course also requires limited off-hours, advanced modalities observations, terminal competency evaluations and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE2563

RTE3201 (3.0 credit hours)

### **Essentials of Imaging & Therapy**

Course covers different modalities within the radiology & radiation therapy fields including equipment, procedures, safety issues, staffing and economics. Emphasis is on understanding the modality from an administrative standpoint.

RTE3206 (3.0 credit hours)

## **Leadership in Radiology**

Study of the theories, principles, and skills needed to function in a leadership position in radiologic sciences.

RTE3213 (3.0 credit hours)

## **Imaging Sciences Information Systems**

This course will give the imaging professional the knowledge and skills relating to the purpose, use, maintenance, and regulations associated with the most current radiology management, health information, and picture archival medical systems.

RTE3474 (3.0 credit hours)

## **Quality Management**

This course involves the study of quality assurance, quality improvement and quality control. It describes the role of the imaging technologist in developing and implementing quality assurance programs to ensure accurate diagnosis and safe patient care. It includes specific quality control procedures used to evaluate equipment operation and monitor procedure protocols. Prerequisite: completed imaging science major courses.

RTE3561 (3.0 credit hours)

## **Radiographic Special Procedures**

The principles of radiographic anatomy related to the vascular system, central nervous system, respiratory system, reproductive system and joints. The contrast media employed for each procedure will be studied. Specialized radiographic equipment used in special procedures as well as a variety of new positioning techniques are studied.

RTE3588 (3.0 credit hours)

## **Mammography**

This course introduces the core concepts related to radiographic imaging of the breast. Breast anatomy and pathology will be included in the presentation of various diagnostic and therapeutic procedures. Special patient considerations and the mammographer's role in women's health are explored. Federal regulations as described by MQSA and the FDA are demonstrated for all aspects of mammographic imaging. Prerequisite: RTE3474.

RTE3590 (3.0 credit hours)

## **Computed Tomography**

This course is designed to impart an understanding of the physical principles and instrumentation involved in computed tomography (CT). Content will include detailed coverage of procedure protocols for CT imaging and a thorough coverage of common diseases diagnosable using CT. Prerequisite: RTE3765.

RTE3591 (3.0 credit hours)

## **Magnetic Resonance Imaging I**

This course is designed to impart the basic concepts of nuclear magnetic resonance; covers types of magnets and the generation of a nuclear magnetic signal; includes terminology used routinely in clinical settings; and progresses to magnetic resonance physics as it applies to instrumentation and imaging. Factors impacting the development and management of a magnetic resonance facility will be presented. Content includes basic principles of magnet safety.

Prerequisite: RTE3765.

RTE3765 (3.0 credit hours)

### **Cross Sectional Anatomy**

This course provides a detailed study of gross anatomical structures for location, relationship to other structures, and function. Identification of anatomical structures in axial (transverse), sagittal, coronal, and orthogonal (oblique) planes will be achieved using illustrations and anatomy images comparing computed tomography, magnetic resonance imaging, and ultrasound images, when applicable. Prerequisite: completed imaging science major courses.

RTE3940 (3.0 credit hours)

### **Internships/Practicums/Clinical Practice**

Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course requires limited off-hours, advanced modalities observations, terminal competency evaluations, and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE3590 or RTE3591.

RTE3941 (3.0 credit hours)

### **Internships/Practicums/Clinical Practice**

This is a continuation of internships, practicums, and clinical practice designed to allow the BSIS candidates complete the clinical competencies to enable the candidate to sit for the ARRT advanced certification examination(s). Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course requires limited off-hours, advanced modalities observations, terminal competency evaluations, and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE3940.

RTE4205 (3.0 credit hours)

### **Radiology Operations Management**

This course focused on the administrative structures of radiology departments. It encompasses analysis of systems, decision making processes, and communication techniques to interact with all levels of management and supervision within and outside of the radiology department.

RTE4208 (3.0 credit hours)

### **Economics in Medical Imaging**

Understanding the various methods of health care delivery to remain knowledgeable in the changing face of technology. Emphasis on provider and payor sponsored systems, methods of financing and reimbursement, and common operational issues. Classification of diseases to code diagnoses and procedures in radiology billing.

RTE4592 (3.0 credit hours)

## **Magnetic Resonance Imaging II**

This course provides a comprehensive presentation of magnetic resonance imaging procedures covering anatomy, pathology, magnetic resonance tissue characteristics and equipment applications for the central nervous system, thoracic, mediastinal, abdominal, pelvic, and musculoskeletal regions of the human body. Prerequisite: RTE3591.

RTE4930 (3.0 credit hours)

### **Accreditation and Regulation in Imaging Sciences**

Course covers federal, state & other regulatory standards and guidelines regarding imaging sciences. Review of accreditation requirements for practice accreditation in the various modalities including developing policies and procedures to comply with applicable standards.

RTE4940 (3.0 credit hours)

### **Internships/Practicums/Clinical Practice**

This is a continuation of internships, practicums, and clinical practice designed to allow the BSIS candidates complete the clinical competencies to enable the candidate to sit for the ARRT advanced certification examination(s). Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course requires limited off-hours, advanced modalities observations, terminal competency evaluations, and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE3941.

RTE4941 (3.0 credit hours)

### **Internships/Practicums/Clinical Practice**

This is a continuation of internships, practicums, and clinical practice designed to allow the BSIS candidates complete the clinical competencies to enable the candidate to sit for the ARRT advanced certification examination(s). Provides students with actual clinical experience in fulfillment of qualification requirements for the National ARRT Certification Examination. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course requires limited off-hours, advanced modalities observations, terminal competency evaluations, and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE4940.

SCC1050 (4.0 credit hours)

### **Home Security and Access Control**

Develops the knowledge and skills necessary to design and implement security systems and surveillance strategies. Topics include alarms, LAN security, notification methods, digital monitoring, switchers and remote access. Prerequisites: CET1041C, CTS1305

SCE4053 (3.0 credit hours)

### **Teaching Science**

Explores specific methods, materials, teaching strategies and applications for teaching science at an elementary school level. Topics include nature of matter, forces, motion and energy, processes

that shape the earth, earth and space, living things and the environment, history of science and relationship technology.

SON100C (4.0 credit hours)

### **Introduction to Diagnostic Medical Sonography**

Introduces the role of diagnostic medical sonographers and technical aspects of diagnostic medical ultrasound. Topics include information related to medical terminology, the healthcare industry, patient care and medical ethics and law. Prerequisite: Successful completion of general education courses with a minimum grade of "C" in each course and a minimum cumulative grade point average of 3.0.

SON110C (3.0 credit hours)

### **Practical Aspects of Sonography**

Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON1113C (4.0 credit hours)

### **Cross-Sectional Anatomy**

Presents cross sectional anatomical relationships and recognition of structures of the head, neck, thorax, abdomen, pelvis, and extremities in transverse, coronal and sagittal section. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON1614C (4.0 credit hours)

### **Acoustic Physics and Instrumentation**

Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operation, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON1804 (3.0 credit hours)

### **Clinical Rotation I**

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in didactic courses and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON1814 (3.0 credit hours)

### **Clinical Rotation II**

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1804 (Clinical Rotation I) and to acquire other skills necessary

to the profession of diagnostic medical sonography. . Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1824 (3.0 credit hours)

### **Clinical Rotation III**

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1814 (Clinical Rotation II) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2009C (3.0 credit hours)

### **Diagnostic Medical Sonography Review**

Facilitates a graduate’s entry into the career of sonography. Topics include resumé writing and job interviewing, test taking strategies, registry examination preparation and comprehensive review of content specific to registry examinations. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2111C (4.0 credit hours)

### **Abdominal Sonography**

Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2120C (4.0 credit hours)

### **Obstetrics & Gynecology Sonography I**

Presents cross sectional anatomy of the female pelvis, normal and abnormal sonographic features of the non-gravid pelvis, as well as normal and abnormal anatomy of the first trimester. Embryology, early fetal development and the relationship of abnormal findings of the patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2122C (4.0 credit hours)

### **Obstetrics & Gynecology Sonography II**

Presents normal and abnormal anatomy and sonographic features of the second and third trimester pregnancies. The relationship of patient history, physical examination, and laboratory findings with abnormal fetal and maternal findings is emphasized. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2150C (4.0 credit hours)

### **Ultrasound of Superficial Structures and Neonatal Brain**

Presents normal and abnormal sonographic features of the neck, breast, prostate, scrotum and superficial structures. Topics include imaging of the neonatal brain, related cross-sectional anatomy, and the relationship of sonographic findings to patient history, physical examination and laboratory findings. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2170C (3.0 credit hours)

### **Hemodynamics and Cerebrovascular Sonography**

Emphasizes the principles and procedures involved in transcranial and extracranial sonography. Topics include vascular physics and instrumentation, quality assurance, statistics, hemodynamics and pathological patterns, spectral analysis, color Doppler, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2171C (3.0 credit hours)

### **Introduction to Vascular Sonography**

Provides an introduction to vascular anatomy, vascular physics and instrumentation, hemodynamics and pathological patterns. Topics include Doppler scanning of cerebrovascular and peripheral vascular systems. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2177C (3.0 credit hours)

### **Peripheral and Abdominal Venous Sonography**

Provides in-depth knowledge of peripheral venous disease. Non-invasive testing of the upper and lower extremity veins, abdominal veins and disease processes are studied including duplex, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2178C (3.0 credit hours)

### **Peripheral and Abdominal Arterial Sonography**

Provides in-depth knowledge of peripheral and visceral arterial disease. Non-invasive testing of the upper and lower extremity arteries, abdominal arteries and disease processes are studied including plethysmography, duplex, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2834 (3.0 credit hours)

### **Clinical Rotation IV**

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1824 (Clinical Rotation III) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2844 (3.0 credit hours)

### **Clinical Rotation V**

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2834 (Clinical Rotation IV) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2854 (3.0 credit hours)

### **Clinical Rotation VI**

Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2844 (Clinical Rotation V) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2855 (2.0 credit hours)

### **Clinical Rotation VI**

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2170C (Hemodynamic & Cerebrovascular Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2865 (2.0 credit hours)

### **Clinical Rotation VII**

Continues SON2855 (Clinical Rotation VI) by providing students with opportunities to apply knowledge and skills learned in SON2855 (Clinical Rotation VI) and to acquire other skills necessary to the profession of diagnostic medical sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2875 (2.0 credit hours)

### **Clinical Rotation VIII**

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned throughout the program and prepare them for the skills necessary for entry in the profession of diagnostic medical son

SON2933C (1.0 credit hours)

### **Sonography Graduate Seminar**

Prepares the graduate’s entry into the career of sonography. Topics include resumé writing, job interviewing, networking, and professionalism. Review of standard examination protocols in abdomen, ob/gyn and vascular technology.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

ography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2930 (1.0 credit hours)

### **Abdominal Sonography Review**

Facilitates a graduate’s entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in abdominal sonography.

Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2931 (1.0 credit hours)



### **Obstetrics & Gynecology Sonography Review**

Facilitates a graduate's entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in obstetrics and gynecology sonography.

Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2932 (1.0 credit hours)

### **Vascular Sonography Review**

Facilitates a graduate's entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in vascular technology.

Prerequisite: Successful completion of previous course with a grade of "C" or higher as outlined by program sequence.

SON2933C (1.0 credit hours)

### **Sonography Graduate Seminar**

Prepares the graduate's entry into the career of sonography. Topics include resumé writing, job interviewing, networking, and professionalism. Review of standard examination protocols in abdomen, ob/gyn and vascular technology. Prerequisite: SON2875

SON3142 (3.0 credit hours)

### **Cerebrovascular Sonography**

Emphasizes the Doppler principles and technical aspects involved in transcranial and extracranial sonography. Presents cerebrovascular anatomy, pathology & pathophysiology. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized through case studies.

SON3177 (3.0 credit hours)

### **Peripheral Vascular Sonography**

Presents peripheral arterial & venous anatomy, pathology, & pathophysiology. Non-invasive testing of the upper and lower extremity vessels and disease processes are studied including plethysmography, duplex, pulsed, and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination, and laboratory findings are emphasized through case studies.

SON4119 (3.0 credit hours)

### **Abdominal Vascular Sonography**

A presentation of abdominal visceral anatomy, pathology, and pathophysiology. The relationship of abnormal sonographic findings to patient history, physical examination, and laboratory findings are emphasized through case studies.

SON4930 (3.0 credit hours)

### **Vascular Lab Administration and Accreditation**

Course covers requirements, processes, and procedures for vascular laboratory accreditation. Topics include licensure, reimbursement, quality assurance, and other management issues necessary to manage a high quality vascular lab.

SPC1017 (3.0 credit hours)

### **Speech Communications**

Focuses on preparation and delivery of various types of speeches. Topics include techniques to improve interpersonal communication skills, job interviewing and working in teams.

SPM1000 (3.0 credit hours)

### **Introduction to Sport Management**

This course introduces students to the field of Sport Business. Topics include: managing sports, the sport industry environment, globalization of sport, ethics, problem solving and decision making, strategic operation and planning, culture and diversity, human resource management, communication, leadership, controls, financial and economic tools, and facility and event management.

SPM1050 (3.0 credit hours)

### **Traditions of Golf: History and Culture**

This course introduces the beginnings of the game of golf and traces important events throughout its history, focusing on equipment, players, and tournaments. Topics include past eras of golf; history of golf equipment and clothing, basic rules of golf, history of golf organizers and diverse players, history of various golf courses, major golf championships, and the cultural thread of golf tradition imbedded in today's game of golf.

SPM1051 (3.0 credit hours)

### **Golf Swing Fundamentals**

This course provides a step-by-step introduction to the fundamentals of the golf swing and golf performance. The focus is on the motion of the golf club and body during the swing. However, course management and statistics are also explored. Students will understand the science involved in golf ball flights and demonstrate the ability to develop improvement plans.

SPM1052 (3.0 credit hours)

### **Short Game Fundamentals**

Introduces the principles and techniques of putting, chipping, pitching, bunker play, and specialty shots leading to the development of an effective short game. Topics include importance of the short game in golf, personal strength and weaknesses in short game, putting techniques and skills, chipping techniques and skills, pitching techniques and skills, bunker techniques and skills, specialty shot techniques and skills, and short game techniques to build on strength and weaknesses.

SPM1053 (3.0 credit hours)

### **The Mental Approach to Golf**

This course examines the basic principles of the mental game with practical application in developing strategies for maintaining strengths, and improving weaknesses by integrating physical, technical, mental, emotional, and social practice routines into the game. Topics include psychological factors involved in playing the game of golf, personal strengths and weaknesses, mental and physical practice routines, methods to build on strengths and to minimize weaknesses, emotional and social aspects to the game, and golf course management skills.

SPM1054 (3.0 credit hours)

### **Fundamentals of Golf Instruction**

Introduces the development of golf instruction competencies with an emphasis on creating a teaching philosophy, including practical application. Topics include the essentials of human learning, various teaching methods, communicating with a student using appropriate golf terminology, various practice skills, ball flight laws and principles of the golf swing in teaching, identify swing errors, correcting swing errors, short game lessons, corrective and developmental lessons, importance of video analysis, and developing an initial teaching philosophy.

SPM1056 (3.0 credit hours)

### **Golf Club Fitting and Repair**

Defines the purpose of golf club design and repair and the relationship between golf swing dynamics/mechanics and club fitting and repair. Topics include understanding and demonstrating the basics of golf club repair; re-gripping, re-shafting, lie adjustment, loft adjustment, swing weight adjustment, and length adjustment; also, determining the requirements for fitting any golfer in the following golf club specifications: club head design, length, loft, lie, face angle, shaft types, grips, swing weight, and total weight.

SPM1057 (3.0 credit hours)

### **Rules of Golf**

Provides a basic understanding of the USGA Rules of Golf manual, its terminology and application in order to maintain the integrity of the game. Students are further introduced to interpretation and decision making of the rules through use of the USGA Decisions on the Rules of Golf handbook. The competencies of communication, resource utilization, and leadership with respect to rules enforcement are also covered.

SPM1940 (3.0 credit hours)

### **Sport Management Internship I**

Field work in the sport industry, requiring students to complete a minimum of 135 hours within a sport organization. Pre-requisite: 3 hours in Sport Management.

SPM2001 (3.0 credit hours)

### **Introduction to Sport Marketing and Sales Management**

This course introduces students to promotion, marketing, sponsorship, and sales in Sport Business. Topics include negotiating, nurturing, and activating sponsorships, the selling process, sport consumers, training sales staff, generating sales, e-commerce, and sales risk management.

SPM2022 (3.0 credit hours)

### **Current Issues in Sport Management**

This course addresses current issues in the field of Sport Management. Topics include: marketing and advertising in sport, labor relations and legal issues, facility construction, promotional events, industry leadership, changes in leadership, and economical and financial issues currently affecting the industry.

SPM2058 (3.0 credit hours)

### **Advanced Golf Instruction**

Provides an in-depth study of golf instruction, including detailed planning, organization, and delivery of golf lessons and clinics. Students are presented with opportunities for hands-on application of teaching concepts and video golf swing analysis. Topics include known ball flight

laws and swing principles including their applicability to the development of a teaching philosophy and approach, golf swing video analysis, developing a personalized teaching reference book, and effective teaching skills in private and clinic format.

SPM2115 (3.0 credit hours)

### **Strategic Management in Golf Operations**

This course provides an overview of strategic management principles and their application to the golf industry through an examination of the golf customer's value chain considerations. Students will develop an understanding of how to manage golf operations in a highly competitive environment. Topics include critical components of the strategic management process, environmental analysis, industry-specific assumptions, improved competitiveness through strategy development, organizational performance during strategy implementation, post-implementation assessment, and development of a strategic plan for a golf enterprise.

SPM2140 (3.0 credit hours)

### **Retail Management in Golf Operations**

Explores baseline knowledge as well as skills and techniques of product awareness, pricing, distribution, and promotion of golf-related merchandise. Topics include identifying various golf-related merchandise, diverse roles in retail operations, basics of pricing, distribution and promotion of golf-related merchandise, varied business problems, fundamentals of inventory management and control, effective human resource management in a retail environment, and creating a two-year business plan for a retail golf shop.

SPM2150 (3.0 credit hours)

### **Sports Administration and Law**

Presents effective program administration. Topics include creation of safe, successful programs, reduction of risk and legal situations, exercise waivers, health history questionnaires, legal aspects of instruction and CPR.

SPM2403 (3.0 credit hours)

### **Sport Media Relations**

This course introduces the sport manager to the field of media relations and features a dual focus on both the production of content and the mitigation of the sport organization/media relationship. Topics include the various mediums of media including newspapers, magazines, books, radio, TV, online, forums, blogs and social media, including their function and impact in sport. Additional topics include sport information specialists, writing new releases and media guides, managing publicity campaigns and crises, and legal and ethical issues in media relations.

SPM2440 (3.0 credit hours)

### **Tournament Management**

Presents the requirements for successfully recruiting, planning, organizing, and administering golf tournaments. Students are introduced to the USGA Handicap System™ and its use in tournament management, as well as the Handicap Index® and Course Handicap™ calculator. Topics include developing a tournament format, designing a tournament proposal and budget, organizing tournament staff; promoting tournaments, preparing the golf facility, setting-up and marking a golf course for a tournament, outlining on-course administration requirements, understanding of the USGA Handicap System™, and applying golf tournament software.

SPM2500 (3.0 credit hours)

## **Financial Management in the Sport Industry**

This course examines general concepts, theories, and principles of the discipline of financial management in the sport industry. Topics include facility financing, valuation of professional franchises, tax financial planning, risk, the time value of money, feasibility studies, economic impact analysis, and budgeting.

SPM2610 (3.0 credit hours)

### **Food and Beverage Services**

This course introduces students to the professional standards of the food and beverage services provided at a golf course. Topics include menu format and design, food services equipment, quality control, purchasing, pricing, storage, order taking, liability and consumer dimensions of alcohol service, guest relations, staff management, and creating an operational clubhouse dining room plan.

SPM2612 (3.0 credit hours)

### **Club Management**

This course provides an overview of club management principles and their application to the golf industry through an examination of the golf customer's value chain considerations. Students will develop an understanding of general management, marketing, personnel management, and financial controls for managing golf operations in a highly competitive environment.

SPM2640 (3.0 credit hours)

### **Golf Course Design**

Identifies the concepts, principles, and practices of golf course design and the impact on playing the golf course. Through vivid assessment, students have the opportunity to discover why some courses are enjoyable, inspiring, and timeless while others may be tiresome and unsatisfying. Topics include concepts of golf course architecture, the architect's thought process, design of architectural significance, differences between modern and classic courses, golf course construction principles, USGA specifications for putting green construction methods, environmental impact of golf course design, future golf course design, various schools of design, and foremost golf architects.

SPM2641 (3.0 credit hours)

### **Golf Course Maintenance and Turf Management**

Explores the components of golf course maintenance and management from landscaping, to client use, to environmental sustainability. The course covers practical and up-to-date maintenance information including the latest in the use of emerging technologies. Students also have the opportunity to define the relationship of the golf course superintendent and the golf professional. Topics include basics of golf course maintenance, effective and sustainable golf course maintenance procedures, the roles of the golf professional in the golf course maintenance program, impact of maintenance issues on the golfing clientele, emerging technologies in course management, effective communication with the golf course superintendent, and environmentally friendly golf course maintenance.

SPM2642 (3.0 credit hours)

### **Golf Course Design & Maintenance**

This course explores the components of golf course maintenance and turf management from client use to environmental sustainability. It will cover practical and state of the art maintenance information. Additionally, the course will explore the relationship between the golf course

superintendent and the golf professional. This course also identifies the concepts, principles, and practices of golf course design and its impact on playing the golf course.

SPM2810 (3.0 credit hours)

### **The Business of Golf (Capstone)**

This is the capstone class for the Associate of Science degree in Golf Management. Using a case study format, students are given the opportunity to synthesize and apply learning from their previous course work in golf management. Among the topics summarized are golf history, golf course operations, characteristics and behavior of an effective golf instructor, maintenance of golf facilities and equipment, the game of golf within the hospitality and recreation domains, and finalizing a two-year business plan for the student's area of specialization within the golf industry.

SPM2940 (3.0 credit hours)

### **Sport Management Internship II**

Field work in the sport industry, requiring students to complete a minimum of 135 hours within a sport organization. Pre-requisite: 9 hours in Sport Management.

SPM3010 (3.0 credit hours)

### **Sport in American Life**

This course examines the social significance of sport in American life and culture. Topics include mobility, stratification, deviance and violence, ethics, and racial and gender inequalities in sport.

SPM3040 (3.0 credit hours)

### **Governance and Policy in Sport Organizations**

This course explores the power and politics of sport organizations, from the basic managerial activities necessary for governance and policy development to the structure and function of various sport organizations. Topics include managerial activities related to governance, strategic management, policy development, ethics, scholastic and amateur sports, intercollegiate sports, professional sports, Olympic, Paralympic, and international sport.

SPM3110 (3.0 credit hours)

### **Golfer Development Programs**

This course focuses on the study of individual techniques, game fundamentals and strategies used in coaching golf and creating golfer improvement and development programs. Topics include: skill training, learning styles, effective communication for golf instruction, marketing, revenue management, and staffing.

SPM3115 (3.0 credit hours)

### **Principles and Science of Coaching**

This course focuses on the modern techniques and practices used in the coaching of various athletic programs. Topics include: practice, competitive organization, training equipment procurement, budget and finances, ethics, public relations, legal liability, drug abuse, and sports psychology. Analyzes modern trends and issues in athletics, as well as examines common philosophical views of athletics as a part of a modern educational curriculum.

SPM3310 (3.0 credit hours)

### **Golf Marketing**

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This course explores the golf industry specific marketing concepts and principles and their practical application. Students will examine risks and challenges golf professionals face to establish a competitive edge within the market. Topics include: economics, marketing foundations/functions with emphasis on selling, promotion with a focus on internet and social media, product/service management, pricing and distribution.

SPM3320 (3.0 credit hours)

### **Sport Consumer Behavior**

This course examines consumer behavior in the sport industry, including exploration of how individuals make consumption decisions regarding sport products. The use of this information by those marketing and selling sport products is emphasized. Topics include: fan identification and socialization, market segmentation, motivation, personality, decision making, constraints, group and cultural influence, and loyalty.

SPM3321 (3.0 credit hours)

### **Selling in Sport Management**

This course will provide practical, hands-on professional sales techniques needed to form a framework for strategic account management. Topics include relationship marketing, ethics, psychology of selling, prospecting, sales presentations, closing, customer retention, and training of sales staff. Students will be expected to apply sales skills via a selling project/partnership in the course.

SPM3322 (3.0 credit hours)

### **Advanced Selling and Sales Management**

This course builds on and extends the knowledge of sales techniques and the principles of selling as applied in the sport industry. Emphasis is also placed on sales management. Topics include prospecting, opening and closing sales, handling objections from customers, leadership in sales management, mentoring, motivating, and developing sales professionals, and best practices in sales management. Students will be expected to apply sales skills via a selling project/partnership in the course. Pre-Requisite: SPM 3321: Selling in Sport Business

SPM3721 (3.0 credit hours)

### **Risk Management**

An examination of the various legal risks affecting the sport business environment and the processes by which those risks are mitigated. The course involves conducting an actual risk management audit on a sport business.

SPM3940 (3.0 credit hours)

### **Sport Management Internship III**

Field work in the sport industry, requiring students to complete a minimum of 135 hours in the field within a sport organization. Pre-Requisite: 21 hours in Sport Management or A.S. degree in related field.

SPM4104 (3.0 credit hours)

### **Venue and Event Management**

This course focuses on the development, implementation and management of events and venues in the sport industry. Topics include design, operations, leadership, staffing, budgeting and forecasting, ethics, and legal issues related to events and venues.

SPM4116 (3.0 credit hours)

### **Strategic Management for Sport Organizations**

This course examines the essentials of strategic management theory import for effective leadership in the sport management industry. Topics covered include: practical issues in sport management, managing change, organizational culture, and current trends in Sport management.

SPM4118 (3.0 credit hours)

### **Technology in Sports Coaching**

This course explores the use of technology to improve coaching efficiency, strategy, player performance, recruitment, statistical recording and reporting, and long term program design. Topics include: technological advances in the mainstream of contemporary culture and their application to coaching.

SPM4128 (3.0 credit hours)

### **Human Resource Management for the Golf Professional**

This course provides a foundational perspective for socially responsible personnel management practices within the golf industry. Special emphasis is placed on the relationship between ethics, moral, legal, and social issues in managing individuals, groups, and the organization within a business environment.

SPM4150 (3.0 credit hours)

### **Sport Administration and Law**

This course provides an extensive overview of legal principles and ethical issues in professional sports with specific reference to the role of the golf manager. Topics include: an introduction to the different fields of law and a survey of the broad issues related to sports law, an examination of the legal issues routinely faced by golf manager, and a study of the application of ethics in the decision-making process.

SPM4157 (3.0 credit hours)

### **Exercise Leadership**

Focuses on building the student's level of experience, knowledge, and skills in leading and designing exercise programs. The course prepares students for professional credentialing by learning and applying the specific methods and techniques required

SPM4157C (4.0 credit hours)

### **Exercise Leadership II**

Focuses on building the student's level of experience, knowledge, and skills in leading and designing exercise programs. The course prepares students for professional credentialing by learning and applying the specific methods and techniques required.

SPM4204 (3.0 credit hours)

### **Ethical Issues in Sport Management**

This course examines major ethical issues within sports and introduces students to the critical thinking and moral reasoning necessary to make ethical decisions in sports.



SPM4300 (3.0 credit hours)

### **Strategic Sport Marketing and Sponsorship**

This course examines the role of sponsorship and the broader role of marketing in sport business. Emphasis is placed on event-related, promotional sponsorship, marketing, and activation. Topics include prospecting for sponsors, identifying sponsor needs, Olympic sponsorship, individual athlete sponsorships, developing sponsorship proposals, sponsorship packages, managing sport sponsorships, sales promotion in sport sponsorship, the marketing mix, relationship marketing, and sponsorship sales strategies and methods.

SPM4305 (3.0 credit hours)

### **Sports Marketing and Promotions**

Focuses on the intriguing world of sports marketing, promotions, and entertainment today and how this strong force continues to drive our industry in current marketing techniques. The techniques learned will be consistent in what is necessary to building one's own professional career. Students participate in collaborative activities in support of executing a business plan.

SPM4400 (3.0 credit hours)

### **Sport Journalism**

This practical, hands-on course teaches students how to cover, write, and edit sports stories for print and the web. Topics include interviewing skills, writing game stories, previews, and features, and examining successful writing styles from sportswriters in various mediums. Students will be expected to produce original sport journalism content throughout the course while covering local sport events and sport business news.

SPM4401 (3.0 credit hours)

### **Sport Broadcasting**

This practical, hands-on course teaches students how to cover, write, and edit sports stories for print and the web. Topics include interviewing skills, writing game stories, previews, and features, and examining successful writing styles from sportswriters in various mediums. Students will be expected to produce original sport journalism content throughout the course while covering local sport events and sport business news.

SPM4402 (3.0 credit hours)

### **Managing Social Media in Sport Business**

The use of social media tools in sport and entertainment has become a marketing force for these organizations impacting customer engagement and relationships. This class introduces the key components and challenges in developing a strategy for successful social media adoption and implementation, as well as the analytic tools to measure ROI. Topics include the development of best practices for social media governance, brand building and reputation management, social media listening channels, regulatory compliance, crisis communications preparedness and response, engaging influencers, and measuring and tracking return on investment in social media marketing. Students will develop and manage their own social media sport or entertainment brand as a project throughout the course, including the use of livestreaming and/or podcasting.

SPM4501 (3.0 credit hours)

### **Sport Economics**

This course applies basic economic theory to the analysis of several problems and issues in sport business. Topics covered include: demand and sports revenue, team cost, profit and winning, the value of sports talent, the history of player pay, subsidies and economic impact analysis, and the economics of stadium financing.

SPM4505 (3.0 credit hours)

### **Sport Finance**

This course examines current practices in the financial management of sport business. Topics covered include: basic financial concepts, budgeting, revenue projection and forecasting, obtaining funding, inventory and production management, exit strategy, and trends in the financing of sport business enterprises.

SPM4940 (3.0 credit hours)

### **Sport Management Internship IV**

Field work in the sport industry, requiring students to complete a minimum of 135 hours in the field within a sport organization. Pre-Requisite: 30 hours in Sport Management or A.S. in related field with 9 upper division hours in Sport Management.

SPN1210 (3.0 credit hours)

### **Conversational Spanish**

Facilitates building conversation skills in Spanish with emphasis on developing vocabulary and proper pronunciation. Focuses on language literacy for daily conversation.

SPN2422 (3.0 credit hours)

### **Spanish Composition for Native Speakers**

Basic writing course designed to provide training in clear thinking, in analytical writing and in the various methods of structuring an essay. Includes the study of research methods and the writing of documented papers.

SSE4113 (3.0 credit hours)

### **Teaching Social Studies**

Explores specific methods, materials, teaching strategies and applications for teaching social studies at an elementary school level. Topics include history, geography, government, civics and economics.

STA2023 (3.0 credit hours)

### **Statistics**

Introduces statistics. Topics include statistical methods dealing with data collection, grouping and presentation, organization of data, measures of central tendency and dispersion, normal distributions, probability, correlation and regression, estimation, hypothesis testing, and contingency table analysis. Prerequisite: MAT1033

STA3133 (3 credit hours)

### **Statistical Methods for Healthcare**

Presents statistical analyses with respect to health sciences. Topics include statistical vocabulary, measures of central tendency, binomial distribution, normal distribution and student t-distribution. It includes preparing an outline for a health survey and critically evaluating a medical report.

STA3145 (3.0 credit hours)

### **Statistical Methods for Healthcare**

Emphasizes concepts of statistics, with focus on understanding the suitability of the method and the meaning of the result. Applicable to all aspects life, while highlighting relevance in basic and clinical research.

STA3163 (3 credit hours)

### **Intermediate Statistics**

This course presents tools for the analysis of data. Specific topics include: normal distribution, tests of means, proportions, ANOVA, regression, multiple regression, correlation, and nonparametric methods. A computerized statistical tool is used in the course for data analysis. Prerequisite: STA2023

STS1000C (5.0 credit hours)

### **Health Care Concepts**

Presents concepts necessary for entry into the healthcare field. Topics include historical development of surgery, healthcare delivery systems and facilities, roles and responsibilities of a surgical team, legal/ethical issues, personal and professional relations, job-seeking skills, communication skills and stress management. Students are introduced to principles of pharmacology and identify, mix and measure drugs for patient use. Principles of anesthesia administration, medical terminology, medical errors and reporting systems are presented. Students learn CPR, HIPAA, and study blood borne diseases including HIV/AIDS.

STS1131C (4.0 credit hours)

### **Surgical Specialties I with Anatomy and Physiology**

Focuses on intra-operative and postoperative routines for surgical procedures in GI, OB/GYN and Genitourinary surgical specialties. Students learn diagnostic procedures and preoperative routines for each surgical specialty. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each of these surgical specialties. Students learn the anatomy and physiology of reproductive, urinary and digestive systems applicable to each surgical specialty. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisites: STS1000C, STS1177C, STS1178C

STS1132C (4.0 credit hours)

### **Surgical Specialties II with Anatomy and Physiology**

Focuses on intra-operative and postoperative routines for surgical procedures in orthopedics and neurosurgery. Students learn diagnostic procedures and peri-operative routines for each surgical procedure. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each of these surgical specialties. Students learn the anatomy and physiology of nervous, skeletal and muscular systems applicable to these surgical specialties. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1133C (4.0 credit hours)

### **Surgical Specialties III with Anatomy and Physiology**

Focuses on intra-operative and postoperative routines for surgical procedures in cardiovascular, peripheral vascular and thoracic surgical specialties. Students learn diagnostic procedures and peri-operative routines for each surgical specialty. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each specialty. Students learn the anatomy and physiology of cardiovascular, respiratory and lymphatic systems applicable to each specialty. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1134C (4.0 credit hours)

### **Surgical Specialties IV with Anatomy and Physiology**

Focuses on intra-operative and postoperative routines for surgical procedures in eyes and ENT (ears, nose and throat) and maxillofacial surgical specialties. Students learn diagnostic procedures and peri-operative routines for each surgical specialty. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each surgical specialty. Students learn the anatomy and physiology of maxillofacial (oral, facial and cranium), eyes, ears, nose and throat systems applicable to each specialty. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1135C (4.0 credit hours)

### **Surgical Specialties V with Anatomy and Physiology**

Focuses on intra-operative and postoperative routines for surgical procedures in plastic and reconstructive (including skin and cosmetic) surgical specialties. Students learn diagnostic procedures and peri-operative routines for each surgical specialty. Students learn and demonstrate knowledge of surgical procedures, principles of aseptic techniques, proper operating room setup, gowning and gloving, draping, prepping, positioning and instrumentation for each specialty. Students learn the anatomy and physiology of integumentary system, cell biology and structure, tissues and membranes, and immune systems related to each specialty. Students learn the endocrine system applicable to these procedures, medical terminology, mathematics skills and pharmacology. Prerequisite: STS1178C

STS1177C (4.0 credit hours)

### **Surgical Techniques and Procedures I**

Presents skills necessary to function as a surgical technologist in an operating room. Topics include principles of aseptic technique, correct posture for scrubbing, gowning and gloving, draping and handling of specimens. Additional topics include basic concepts of microbiology, patient psychological needs, patient assessment and processes for obtaining consent for surgery. Prerequisite: STS1000C

STS1178C (4.0 credit hours)

### **Surgical Techniques and Procedures II**

Presents skills necessary to function as a surgical technologist in an operating room. Topics include principles of aseptic technique, care and counting of sponges, sharps and instruments. Additional topics include wound classifications, patient transfer and positioning techniques,

identification of emergency situations, application of thermo-regulatory devices, vital signs, urinary catheterization, hemostasis and blood replacement. Prerequisites: STS1000C, STS1177C

STS1179C (4.0 credit hours)

### **Surgical Techniques and Procedures III**

Presents skills necessary to function as a surgical technologist in an operating room. Topics include principles of aseptic technique, robotics, lasers and their use in an operating room and principles of physics and electricity as related to an operating room environment. In addition, students gain computer knowledge as it relates to the surgical application of computers (hardware, software, graphics and basic Internet). Prerequisites: STS1000C, STS1177C, STS1178C

STS2940 (4.0 credit hours)

### **Surgical Technology Externship I**

Provides students an opportunity to learn clinical procedures of surgical applications through observation and participation under professional supervision. Prerequisites: All courses except STS2941 and STS2942

STS2941 (4.0 credit hours)

### **Surgical Technology Externship II**

Provides students an opportunity to learn clinical procedures of surgical applications through observation and participation under professional supervision. Prerequisite: STS2940

STS2942 (4.0 credit hours)

### **Surgical Technology Externship III**

Provides students an opportunity to learn clinical procedures of surgical applications through observation and participation under professional supervision. Prerequisite: STS2941

SYD4410 (3.0 credit hours)

### **Sociology of the Urban Community**

Examines the development of American cities and suburbs and the unique characteristics of urban life. Topics include urban conditions such as crowding, pollution and ethnic segregation and examine their impact on crime.

SYG 1000 (3.0 credit hours)

### **Sociology**

Explores human society and introduces the discipline and methods of sociology. Topics include customs, groups, organizations, institutions, classes and social processes. (Gordon Rule course requiring a grade of "C" or higher. Keiser University requires a minimum of 4000 written words.)

TAX2004 (3.0 credit hours)

### **Principles of Taxation**

Presents an overview of preparation of federal income tax returns emphasizing individual income taxes. Topics include preparation of schedules and forms, review of tax publications and use of the Internal Revenue Service website. Prerequisite: ACG2011

TAX4001 (3.0 credit hours)

### **Income Tax Accounting**

Surveys federal income taxation with emphasis on taxation of individuals and the ethics of income tax accounting. Prerequisite: ACG4111

TRA3035 (3.0 credit hours)

### **Foundations of Transportation**

This course examines the development and the significance of transportation, economic characteristics of transportation modes, and the impact of regulation and deregulation. Includes case analysis and current transportation management theory and practice.

Prerequisites: ECO1023, ACG3073, and MAN3025.

TRA3153 (3.0 credit hours)

### **Strategic Transportation Management**

Presents the fundamental elements necessary to plan, implement, and control efficient and market-responsive integrated transportation systems. It examines the importance of transportation in the economy and the strategic and operational roles of transportation in supply chains. Emphasis is placed on domestic and global transportation operations, services pricing, carrier selection, equipment and shipment planning, transportation execution systems, intermodal operations, security, and expanded services in distribution.

Prerequisite: NONE

TRA4202 (3.0 credit hours)

### **Logistics Systems Management**

Design, operations and control of logistics systems for producing and servicing businesses. Emphasis is placed on customer service in the management of all activities involved in moving products, services, and information from point of origin to point of use and as a means of achieving a sustainable competitive edge.

Prerequisite: NONE

TRA4435 (3.0 credit hours)

### **Port and Terminal Operation Management**

This course provides an overview of the history, growth, organization, and operation of major ports and transportation terminals, including logistics processes such as on-dock rail, strategic and tactical planning, harbor drayage, terminal gate protocols, equipment and cargo management, and integration of marine port and terminal operations with other modes of transportation. It introduces the functions of the port divided along business lines, different types of marine terminals, and the day-to-day operational, financial, and labor issues of ports and terminals.

TRA4721 (3.0 credit hours)

### **Global Logistics**

This course covers a variety of aspects of international logistics for establishing and sustaining global operations. Issues addressed include the strategic and operational roles of logistics in the international arena; the role of shipping, air and other forms of freight transportation in international logistics and their impact on world trade; international distribution and marketing channels; the logistics mix in international context; and the management of import and export shipments including documentation requirements.

Prerequisite: MAR1011

TRA4945 (3.0 credit hours)

### **Logistics Practicum**

This internship is designed to provide students with experience in transportation and logistics management in a setting where they can apply their education background to logistical issues in firms.

Prerequisites: MAR1011 and TRA3035

TSL3080 (3.0 credit hours)

### **Introduction to ESOL**

Introduces the teaching of English as a second language and teaching English Language Learners (ELLs) across content areas. Topics include culture and diversity, literacy development, differentiating instruction, curriculum and materials relating to English for Speakers of Other Languages (ESOL), and strategies for establishing a positive classroom climate.

TSL4081 (3.0 credit hours)

### **ESOL Capstone: Theory and Practice**

Presents an overview of applied second language acquisition. Topics include components of language and methods of supporting the development of oral proficiency and literacy skills for LEP children. Prerequisite: TSL3080

THEO105 (4.0 credit hours)

### **Sacred Scripture**

This course serves as the first theology course in the core curriculum. Since God is the primary author of Scripture, the soul of sacred theology is the study of the sacred page. This course has a twofold goal: to introduce students to the principles of authentic Catholic biblical exegesis, and to explore how God, the Creator, has acted through his covenants to draw his people, disordered by the Fall, back to himself. The course begins by examining the principles of Catholic exegesis as set forth definitively by *Dei Verbum* and the Catechism of the Catholic Church. We then undertake a careful reading of large segments of the Old and New Testament, with an emphasis on the unity of Scripture.

VG1110C (4.0 credit hours)

### **2-D Illustration and Image Editing**

Presents techniques of 2-D vector-drawing based graphics. Topics include creating graphic illustrations and editing them for use in three-dimensional applications; typography is studied in depth.

VG1130C (4.0 credit hours)

### **Game Texture Mapping**

Introduces the art of texture mapping creation. Topics include types of textures, creation of textures, texture set up, proper texture application to student models, texture placement and map file management.

VG2130C (4.0 credit hours)

### **Game Development**

Introduces the electronic game development process and underlines historical context, content creation strategies and future trends in the industry. Topics include how games are produced, tested and released.

VG22235C (4.0 credit hours)

**Level Design**

Introduces tools used to create levels for real time games. Topics include level design and architecture theory, modeling for 3-D engine and texturing methods such as photo manipulation and digital painting. Prerequisite: VGD1230C

VG22255C (4.0 credit hours)

**Game Modeling and Animation**

Introduces low-polygonal count modeling and texturing techniques. Students create interactive models and environments for a variety of media, including PC and platform-based games, Internet sites and virtual worlds. Topics include sequencing, periodic animation, hierarchies and motion data. Prerequisite: VGD1235C

VG22270C (4.0 credit hours)

**Applied Game Design I**

A capstone project in which students demonstrate their knowledge of game theory by taking a game from conception to a completed project. Students continue the exploration of game theory by discussing and demonstrating how it applies to production-based projects. Students who complete this course will have a completed project that shows their understanding of program concepts. Prerequisite: VGD1235C

VG22280C (4.0 credit hours)

**Applied Game Design II**

Continues VGD2270, Applied Game Design I. Students demonstrate how game design applies to production-based projects and produce a demo-reel of their completed projects. Prerequisite: VGD2270C

WOH1001 (3.0 credit hours)

**Introduction to World History**

Presents a comprehensive global perspective of world history. Topics include most geographical areas and civilizations, links among civilizations and political and economic systems. The course perspective is multicultural and multifaceted to support a more integrated understanding of global development. (Offered only online for Business Administration in Spanish)

ZOO3733C (4.0 credit hours)

**Human Anatomy**

Provides basic, integrated and functional anatomy of the human body in a clinically oriented way. Topics include gross and microscopic study of cell, tissues, organs, and organ systems. An emphasis on nomenclature with a critical understanding of how structure is related to function. All major human organ systems are completed before the start of the Human Physiology Course. Prerequisites: BSC2010C or equivalent





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**Founders of Keiser University**



**Dr. Arthur Keiser**

**Founders of Keiser University**

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## **COMMUNITY RELATIONS AND STUDENT ADVANCEMENT**

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### **Director of External Affairs**

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## **STUDENT SERVICES**

### **Associate Vice President of Student Services**

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### **Regional Director of Student Services**

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### **Regional Director of Student Services**

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## **HUMAN RESOURCES**

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A.S. Broward College

**Regional Director of Bursar Operations**

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**Associate Vice Chancellor – Regional Student Financial Services**  
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**Associate Vice Chancellor – Regional Student Financial Services**  
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**Associate Vice Chancellor – Regional Student Financial Services**  
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A.S. and B.S. Kaplan University

Yusuf Peoples, Military Affairs Specialist

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## **CAMPUSES**

### **Clearwater Campus**

#### **Campus President**

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#### **Dean of Academic Affairs**

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B.B.A. Austin Peay State University

#### **Director of Admissions**

Rocky Mount

B.S. Franklin University

#### **Director of Financial Aid**

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#### **Director of Student Services**

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M.S. Education College Misericordia

B.S. Education Pennsylvania State University

#### **Registrar**

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#### **Bursar**

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B.S. Park University

A.A. Maple Woods Community College

#### **Admissions Counselors**

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B.A. SUNY at Fredonia

Jacqueline Freeman

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B.S. Concord University

Alex Britt

B.S. Carson Newman University

Vikki Bolen

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Jack Beredjick

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### **Financial Aid Officers**

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Keisha Bradley

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Dale Mihalko

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B.S. National Louis University

Dr. Jeffrey Schwab

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B.S. Indiana University

### **Surgical Technology Faculty**

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B.S. Tusculum College

Vilicity Stow

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### **Receptionist**

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### **Administrative Assistant**

Lynn Hood

## **College of Golf & Sport Management**

### **Campus Vice President**

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### **Associate Dean of Academic Affairs**

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**Technology, Exercise Science**

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John Callahan

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Demetricia Carter

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B.A. Instituto Tecnológico de Santo Domingo  
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B.A. American Intercontinental University

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Christine Daley  
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Jaclyn Jennings  
B.S. Nova Southeastern University

Shalini Ramlogan  
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Steve McKenna  
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Martha Jaimes  
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### **High School Admissions Counselor**

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**Faculty - Nuclear Medicine**

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### **Director of Financial Aid**

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### **Director of Student Services**

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### **Director of Admissions**

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B.S.B.A. Nova Southeastern University

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M.B.A. Rutgers University  
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B.S. Florida State University

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B.S. Troy University

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A.S. Sullivan University

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##### **Associate Director of High School Admissions**

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B.S. St. Mary University

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B.S. Bethune-Cookman College

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B.A. McDaniel College

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B.A. Michigan State University

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B.A. University of Florida

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B.S. Florida Southern College

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B.S. Mount Union College

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M.S. University of Phoenix

M.D. The Southern Baptist Theological Seminary

B.A. Samford University

Cathlin Kohler

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### **Campus President**

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B.S. Shippensburg University

### **Administrative Assistant**

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B.A. Christopher Newport University

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M.S. University of Central Florida

B.A. Columbia College

Glen Carwell

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B.S. Lewis University

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Janet South

Laquisha Swain

**Director of Financial Aid**

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B.S. Keiser University  
A.A. Florida Atlantic University

**Associate Directors of Financial Aid**

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A.S. University of Puerto Rico

Charles Posey

B.A. Keiser University

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A.A.S. Lincoln College of Technology

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B.A. Atlantic Union College

B.S. Atlantic Union College

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B.S. Fredonia State University

B.A.S. Indian River State College

A.A. Mercer County Community College

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M.B.A. South University

B.A. South University

A.A. Palm Beach State College

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M.B.A. University of Phoenix

B.S. University of Nevada, Las Vegas

B.A. University of Nevada, Las Vegas

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A.A. Lorain County Community College

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B.S. Lock Haven University of Pennsylvania

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B.S. Baker University

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B.A. University of Phoenix

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M.S. Temple University  
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B.S. University of Florida

## Term Calendar 2015

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### Semester I

#### **1/1/2015**

01/05/15-04/26/15

01/05/15-02/01/15

#### **1/19/2015**

1/20/2015

02/02/15-03/01/15

#### **2/16/2015**

2/17/2015

03/02/15-03/29/15

03/30/15-04/26/15

#### **04/03/15-04/06/15**

4/7/2015

#### **04/27/15-05/03/15**

### Semester II

05/04/15-08/23/15

05/04/15-05/31/15

#### **5/25/2015**

5/26/2015

06/01/15-06/28/15

06/29/15-07/26/15

#### **07/03/15-07/05/15**

7/6/2015

07/27/15-08/23/15

#### **08/24/15-08/30/15**

### Semester III

08/31/15-12/20/15

08/31/15-09/27/15

#### **9/7/2015**

9/8/2015

09/28/15-10/25/15

10/26/15-11/22/15

11/23/15-12/20/15

#### **11/26/15-11/29/15**

11/30/2015

#### **New Year's Day**

Winter Semester

Term A Classes Begin

#### **Martin Luther King Jr. Day**

Return

Term B Classes Begin

#### **President's Day**

Return

Term C Classes Begin

Term D Classes Begin

#### **Easter Break**

Return

#### **Spring Break**

Summer Semester

Term A Classes Begin

#### **Memorial Day**

Return

Term B Classes Begin

Term C Classes Begin

#### **Independence Day Break**

Return

Term D Classes Begin

#### **Summer Break**

Fall Semester

Term A Classes Begin

#### **Labor Day**

Return

Term B Classes Begin

Term C Classes Begin

Term D Classes Begin

#### **Thanksgiving Break**

Return

12/21/15-01/03/16

Holiday

## **Term Calendar 2016**

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### **Semester I**

#### **1/1/2016**

01/04/16-04/24/16

01/04/16-01/31/16

#### **1/18/2016**

1/19/2016

02/01/16-02/28/16

#### **2/15/2016**

2/16/2016

02/29/16-03/27/16

03/28/16-04/24/16

#### **03/25/16-03/28/16**

3/29/2016

#### **04/25/16-05/01/16**

### **Semester II**

05/02/16-08/21/16

05/02/16-05/29/16

#### **5/30/2016**

5/31/2016

05/30/16-06/26/16

06/27/16-07/24/16

#### **7/4/2016**

7/5/2016

07/25/16-08/21/16

#### **08/22/16-08/28/16**

### **Semester III**

08/29/16-12/18/16

08/29/16-09/25/16

#### **9/5/2016**

9/6/2016

09/26/16-10/23/16

10/24/16-11/20/16

11/21/16-12/18/16

#### **11/24/16-11/27/16**

#### **New Year's Day**

Winter Semester

Term A Classes Begin

#### **Martin Luther King Jr. Day**

Return

Term B Classes Begin

#### **President's Day**

Return

Term C Classes Begin

Term D Classes Begin

#### **Easter Break**

Return

#### **Spring Break**

Summer Semester

Term A Classes Begin

#### **Memorial Day**

Return

Term B Classes Begin

Term C Classes Begin

#### **Independence Day**

Return

Term D Classes Begin

#### **Summer Break**

Fall Semester

Term A Classes Begin

#### **Labor Day**

Return

Term B Classes Begin

Term C Classes Begin

Term D Classes Begin

#### **Thanksgiving Break**

11/28/2016  
12/19/16-01/02/17

Return  
Holiday

## **Term Calendar 2017**

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### **Semester I**

**1/1/2017**

**New Year's Day**

01/02/17-04/23/17

Winter Semester

01/03/17-01/29/17

Term A Classes Begin

**1/16/2017**

**Martin Luther King Jr. Day**

1/17/2017

Return

01/30/17-02/26/17

Term B Classes Begin

**2/20/2017**

**President's Day**

2/21/2017

Return

02/27/17-03/26/17

Term C Classes Begin

03/27/17-04/23/17

Term D Classes Begin

**04/14/17-04/17/17**

**Easter Break**

4/18/2017

Return

**04/24/17-04/30/17**

**Spring Break**

### **Semester II**

05/01/17-08/20/17

Summer Semester

05/01/17-05/28/17

Term A Classes Begin

**5/29/2017**

**Memorial Day**

5/30/2017

Return

05/30/17-06/25/17

Term B Classes Begin

06/26/17-07/23/17

Term C Classes Begin

**7/4/2017**

**Independence Day**

7/5/2017

Return

07/24/17-08/20/17

Term D Classes Begin

**08/21/17-08/27/17**

**Summer Break**

### **Semester III**

08/28/17-12/17/17

Fall Semester

08/28/17-09/24/17

Term A Classes Begin

**9/4/2017**

9/5/2017

09/25/17-10/22/17

10/23/17-11/19/17

11/20/17-12/17/17

**11/23/17-11/26/17**

11/27/2017

**12/18/17-01/01/18**

**Labor Day**

Return

Term B Classes Begin

Term C Classes Begin

Term D Classes Begin

**Thanksgiving Break**

Return

**Holiday**

## **Term Calendar 2018**

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### **Semester I**

**1/1/2018**

**New Year's Day**

01/02/18-04/22/18

Winter Semester

01/02/18-01/28/18

Term A Classes Begin

**1/15/2018**

**Martin Luther King Jr. Day**

1/16/2018

Return

01/29/18-02/25/18

Term B Classes Begin

**2/19/2018**

**President's Day**

2/20/2018

Return

02/26/18-03/25/18

Term C Classes Begin

03/26/18-04/22/18

Term D Classes Begin

**03/30/18-04/2/18**

**Easter Break**

4/3/2018

Return

**04/23/18-04/29/18**

**Spring Break**

### **Semester II**

04/30/18-08/19/18

Summer Semester

04/30/18-05/27/18

Term A Classes Begin

**5/28/2018**

**Memorial Day**

5/29/2018

Return

05/29/18-06/24/18

Term B Classes Begin

06/25/18-07/22/18

Term C Classes Begin

**7/4/2018**

**Independence Day**

7/5/2018

Return

07/23/18-08/19/18

Term D Classes Begin

**08/20/18-08/26/18**

**Summer Break**

### **Semester III**

08/27/18-12/16/18

Fall Semester

08/27/18-09/23/18

Term A Classes Begin

**9/3/2018**

**Labor Day**

9/4/2018

Return

09/24/18-10/21/18

Term B Classes Begin

10/22/18-11/18/18

Term C Classes Begin

11/19/18-12/16/18

Term D Classes Begin

**11/22/18-11/25/18**

**Thanksgiving Break**

11/26/2018

Return

**12/17/18-01/01/19**

**Holiday**

## **Term Calendar 2019**

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

### **Semester I**

**1/1/2019**

**New Year's Day**

01/02/19-04/28/19

Winter Semester

01/02/19-01/27/19

Term A Classes Begin

**1/21/2019**

**Martin Luther King Jr. Day**

1/22/2019

Return

01/28/19-02/24/19

Term B Classes Begin

**2/18/2019**

**President's Day**

2/19/2019

Return

02/25/19-03/24/19

Term C Classes Begin

03/25/19-04/21/19

Term D Classes Begin

**04/19/19-04/21/19**

**Easter Break**

**04/22/19-04/28/19**

**Spring Break**

### **Semester II**

04/29/19-08/18/19

Summer Semester

04/29/19-05/26/19	Term A Classes Begin
<b>5/27/2019</b>	<b>Memorial Day</b>
5/28/2019	Return
05/27/19-06/23/19	Term B Classes Begin
06/24/19-07/21/19	Term C Classes Begin
<b>7/4/2019</b>	<b>Independence Day</b>
7/5/2019	Return
07/22/19-08/18/19	Term D Classes Begin
<b>08/19/19-08/25/19</b>	<b>Summer Break</b>

**Semester III**

08/26/19-12/15/19	Fall Semester
08/26/19-09/22/19	Term A Classes Begin
<b>9/2/2019</b>	<b>Labor Day</b>
9/3/2019	Return
09/23/19-10/20/19	Term B Classes Begin
10/21/19-11/17/19	Term C Classes Begin
11/18/19-12/15/19	Term D Classes Begin
<b>11/28/19-12/01/19</b>	<b>Thanksgiving Break</b>
12/02/2019	Return
<b>12/16/19-01/05/20</b>	<b>Holiday</b>

**The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:**

**SAN MARCOS FALL 2015 SEMESTER CALENDAR  
(August 10 – December 18, 2015)**

<b>Institutional Workshop</b>	<b>August 10 – 14</b>
Student Life Orientation begins	August 14
Dormitories Open	August 15
Academic Orientation / Registration for New Students	August 17 - 18
Academic Advisement / Registration for Returning Students with Surcharge Fee*	August 18
First day of Classes – Fall Semester 8:00 a.m.	August 19
Writing Proficiency Examination at 11:00 a.m. – Room	August 25



SB116

Last day to Drop or Add classes (Becomes an “F” after this date)	September 2
President’s Forum (11:00 – 12:00 noon)	September 3
<b>Campus Wide Spiritual Retreat I**</b>	<b>September 4-6</b>
<b>Central American Independence Holiday</b>	<b>September 14 - 15</b>
Mid-term Grades due to Records Office	September 28
Academic Honors Ceremony	October 1
Campus Wide Field Day (Shortened Classes)	October 6
<b>Campus Wide Spiritual Retreat II**</b>	<b>November 6 - 8</b>
<b>Thanksgiving Holidays</b>	<b>November 26 - 27</b>
Purísima Celebration on Campus (No classes after 4:00 p.m.)	December 3
Last day of classes	December 4
<b>Feast of the Immaculate Conception Holiday</b>	<b>December 8</b>
Final Examinations Week	December 9 - 15
Final Grades Due to Records Office at 12am– No Exceptions	December 17
Last Day Administration offices are open	December 18

\* Late registration surcharge fee is \$100.00

\*\* Mondays and Tuesdays after every campus wide retreat:

- No exam or quizzes will be scheduled,
- No homework will be due, and
- No lengthy amount of reading material will be required from students

### **SPRING 2016 SEMESTER CALENDAR (January 4 – May 14, 2016)**

Administrative Offices open	January 4
Student Life orientation begins	January 6
Dormitories Open	January 6
Academic Orientation / Registration only for new students	January 7-8
Academic Advisement / Registration for Returning Students with Surcharge Fee*	January 8

First Day of Class –Spring Semester 8:00 a.m.	January 11
Writing Proficiency Examination at 11:00 a.m. – Room SB116	January 19
Last Day to drop/add classes (Becomes an “F” after this date)	January 25
<b>Campus Wide Spiritual Retreat I**</b>	<b>February 5-7</b>
Ash Wednesday Mass (11:00 – 1:30 p.m.)	February 10
Mid-Term Grades due to Records Office	February 19
Registration for Fall 2016 and Spring 2017	February 29 – March 18
Academic Honors Assembly Mass (11:00 – 1:30 p.m.)	March 3
Campus Wide Field Day (Shortened Classes)	March 8
<b>Easter Holiday</b>	<b>March 21 - 28</b>
Registration for Summer 2016	March 29-April 8
<b>Campus Wide Spiritual Retreat II**</b>	<b>April 1-3</b>
Job Fair	April 12
<b>Labor Day Holiday</b>	<b>May 1</b>
<b>Holiday Replacement for Labor Day Holiday</b>	<b>May 2</b>
Last day of classes	April 29
Final Examinations Week	May 3-9
Grades due to Records Office	May 11
Baccalaureate Mass and Lunch	May 12
Practice for Graduation	May 13
Graduation	May 14

\* Late registration surcharge fee is \$100.00

\*\* Mondays and Tuesdays after every campus wide retreat:

- No exam or quizzes will be scheduled,
- No homework will be due, and
- No lengthy amount of reading material will be required from students

### SUMMER SESSIONS 2016

#### Summer I (May 22 – June 27, 2016)

Dormitories Open	May 22
Classes begin 8:00 a.m.	May 23

Last day drop/add	May 27
Last day Summer I	June 24
Dormitories closed	June 24
Final Grades due Records Office	June 24

**Summer II (July 4 – August 8, 2016)**

Dormitories Open	July 4
Classes begin 8:00 a.m.	July 5
Last day drop/add	July 11

**Nicaraguan Holiday**

**July 19**

Last day Summer II	August 5
Dormitories closed	August 6
Final Grades due Records Office	August 5

***Supplement to the 2015-2016 Keiser University  
Undergraduate Catalog, Flagship Residential  
Campus, West Palm Beach, Florida***

## Description of Facilities and Equipment



### **Keiser University Flagship Residential Campus**

Keiser University's Flagship Campus is located at 2600 North Military Trail in West Palm Beach, on a 100-acre site with 263,968 square feet of buildings. The Flagship Campus offers students suite-style residence halls with meal plans, 24-hour security, Wi-Fi and cable access, and maintains facilities to support 17 NAIA athletic teams, club sports, and intramural activities. All equipment used at Keiser University meets industry standards and program requirements.

**The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:**

## 2015-16 Undergraduate Tuition and Fees

### **Initial Fees**

Application Fee (one-time charge)	\$30.00
Orientation Fee (one-time charge)	\$100.00

	FALL SEMESTER 8/31/15- 12/20/2015	WINTER SEMESTER 1/11/2016- 5/8/2016	ACADEMIC YEAR
Tuition 12 to 17 credits	\$12,500.00	\$12,500.00	\$25,000.00
Student Fee	\$430.00	\$430.00	\$860.00
Technology Fee	\$185.00	\$185.00	\$370.00
Estimate Books	\$622.00	\$622.00	\$1,244.00

Total without Housing:	\$13,737.00	\$13,737.00	\$27,474.00
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Education Fee excludes health insurance premium; all students must either demonstrate coverage by a qualified US health insurance plan or pay the premium and receive coverage from a policy provided by the University.

Room	\$2,750.00	\$2,750.00	\$5,500.00
Board	\$2,430.00	\$2,430.00	\$4,860.00
Sales Tax 6%	\$145.80	\$145.80	\$291.60

Total Including Housing	\$19,062.80	\$19,062.80	\$38,125.60
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All housing students must have a Board plan. Alternate plans may be available.

All Freshmen must live on campus, unless they live with a parent or relative within a 50 mile radius.

Applicable Per Credit Hour Charge for 1 – 11 credits	\$962.00
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Applicable Per Credit Hour Charge for 18 and over credits	\$666.00
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Applicable Per Credit Hour Charge for compressed courses (ex: Fri/Sat)	\$833.00
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Applicable Per Credit Hour Charge for summer courses	\$833.00
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**Tuition Charge per Semester for Life Experience Credit**

Tuition for life experience course is 25% of normal tuition for a semester.

**Other Fees**

Car Permit (annually)	\$50.00	Re-entry fee	\$150.00
Car Permit additional or replacement	\$15.00	Return Check Fee	\$35.00
Graduation Fee	\$80.00	Student ID replacement	\$25.00
Health Insurance Fee academic year	\$1,149.00	Test out per credit hour	\$75.00
Health Insurance Fee Spring Only	\$672.00	Transcript Fee	\$5.00
Late Payment Fee	\$200.00	Withdrawal Fee	\$100.00
Library Late Fee	\$10.00		

This is not an all-inclusive listing of all the different fees which may be charged.

**2015-2016 Flagship Campus Adult Degree Program Undergraduate Tuition and Fees**

**Initial Fees**

Application Fee (one-time charge)	\$30.00
Orientation Fee (one-time charge)	\$100.00
Tuition	\$425.00 per credit hour

**Tuition Charge per Semester for Life Experience Credit**

Prior Learning Portfolio	\$1,750.00
Prior Learning Portfolio Class	\$425.00

**Other Fees**

Car Permit (annually)	\$50.00	Re-entry fee	\$150.00
Car Permit additional or replacement	\$15.00	Return Check Fee	\$35.00
Graduation Fee	\$80.00	Student ID replacement	\$25.00
Late Payment Fee	\$200.00	Test out per credit hour	\$75.00
Library Late Fee	\$10.00	Transcript Fee	\$5.00
		Withdrawal Fee	\$100.00

This is not an all-inclusive listing of all the different fees which may be charged.

**The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:**

**Academic Policies and Information**

**Food Services**

A dining hall with food service is available to all students. Meals are served three times a day during the week. Brunch and dinner are offered on the weekends. Students with special dietary needs should meet with the director of dining services to discuss available options.

All resident students have housing and meals as a part of their plan. All residential students are required to have a meal plan. Commuter students, faculty and staff may choose to purchase a meal plan each semester. More information is available from dining services.

## **Housing**

Freshmen are required to live on campus unless they are over 21, married or living within commuting distance. Waivers to the housing requirement are considered on an individual basis. Specifics on the criteria and process are available from the Dean of Students. The student handbook contains more information about living on campus.

Assigned occupants of each room are financially responsible for keeping the room and its contents in good order. Residents are responsible for the behavior of their guests and will be liable for damage due to their own actions or the actions of their guests.

## **“Seahawks”**

The Keiser University is a member of the National Association of Intercollegiate Athletics (NAIA), The Sun Conference, which includes Ave Maria University, Edward Waters College, Embry Riddle University, Florida Memorial University, Johnson and Wales University, Savannah College of Art and Design, Southeastern University, St. Thomas University, Thomas University, University of South Carolina Beaufort, Warner University, and Webber International University.

The Seahawks offer varsity and junior varsity baseball, men’s and women’s golf, softball, men’s and women’s soccer, men’s and women’s basketball, junior varsity men’s basketball, volleyball, men’s and women’s cross country, and men’s and women’s tennis. For more specific information about Seahawks athletics, see [www.KUSeahawks.com](http://www.KUSeahawks.com).

**Equity in Athletics Report & Athletics Revenue and Expense Report** – These reports provide information on the intercollegiate athletic programs at the University. Specifically, they disclose data on student athlete participation, coaches’ participation, recruiting expenses, athletic aid, average coaches’ salaries, operating expenses, and overall athletic revenues and expenses. These reports are available annually and can be requested in the University Title IV Compliance office and the Financial Aid office.

## **Learning Resource Centers (LCR)**

The Learning Resource Center provides a variety of programs and services to help students succeed academically. All students are encouraged to participate in LRC programs and services, regardless of current class status or level of achievement. The LRC offers group and individual tutoring, study groups, student success programs and workshops. The office is located in the Cook Library.

## **Student Life Center (SLC):**

The Countess de Hoernle Student Life Center (SLC) houses a variety of indoor amenities including the arena/gymnasium, conference rooms, athletic training



rooms and classrooms. It is the home arena for the Men's and Women's Seahawk basketball and volleyball teams. Numerous recreational and academic-related functions are also hosted in the SLC throughout the school year.

### **Soliciting, Selling or Publicizing**

No student, student organization, or outside organization shall engage in advertising or selling any goods, services, or tickets; solicit for any purpose whatsoever on Keiser University's property or in University operated buildings; without first obtaining the written approval. Contact the Dean of Students for approval. Food that is sold on campus must be purchased or have approval through Dining Services.

### **Student Conduct**

All students are expected to follow the standards of behavior outlined in the student handbook. A violation of the standards may result in a referral to the Dean of Students who will investigate and manage the student conduct process. Disregard for others and their property, policies, rules, and regulations of the University may lead to probation or other sanction depending upon the extent and seriousness of the offense. Specific sanctions are outlined in the Student Handbook. These sanctions can include, but are not limited to the following:

### **Penalty for Alcohol Use/Abuse and/or Possession**

#### **First Offense**

- Confiscation of alcohol and disposal
- Disciplinary probation with contract
- Notification of parents
- Referral to Student Assistance Counselor (A \$50 fine will be added if non-compliant)
- Referral to athletic director and coach if student is an intercollegiate athlete
- Loss of alcohol privileges if living in a "21" apartment, and possible reassignment to a non-designated apartment
- 10 supervised community service or program completion hours (minimum \$50 fine if not completed as directed)

#### **Second Offense**

- Notification of parents
- Counseling, outpatient, or inpatient rehabilitation program
- Possible suspension
- Confiscation and disposal of alcohol
- 15 supervised community service hours (minimum \$75 fine if not completed as directed)
- Possible referral for substance abuse evaluation through the Counseling office and required participation in a substance abuse class (minimum 6 hrs.)

**Third Offense**

- Notification of parents
- Suspension or dismissal
- Proof of completion of an alcohol rehabilitation program for readmittance consideration (off campus)
- Confiscation and disposal of alcohol

**Penalty for drug use and/or possession, or drug paraphernalia****First Offense**

- Confiscation and destruction of drugs and/or paraphernalia
- Disciplinary probation with contract (period of time determined by Dean of Students)
- Notification of parents
- Referral to Student Assistance Counselor (A \$50 fine will be added if non-compliant)
- Mandatory substance abuse evaluation and mandatory participation in a substance abuse class (minimum 6 hrs.)
- 20 supervised community service or program completion hours
- Referral to athletic director and coach if student is an intercollegiate athlete
- Possible suspension or dismissal

**Second Offense**

- Notification of parents
- Counseling, outpatient, or inpatient rehabilitation program (successful completion of a program)
- Possible suspension or dismissal
- Confiscation and destruction of drugs and/or paraphernalia
- Completion of a community off campus substance abuse program before readmission to the University

**Third Offense**

- Notification of parents
- Immediate permanent dismissal with no appeal
- Confiscation and destruction of drugs and/or paraphernalia

**Alcohol/Drugs**

- The University recognizes its obligation to support the law and is aware of the damaging impact illegal drugs can have on our culture and especially its young people.
- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while on University property, attending University events, or performing work-related duties.
- Pursuant to applicable policies and procedures, involvement in the unauthorized use, sale, manufacturing, dispensing, or possession of controlled substances or alcohol on University premises or during University activities, or

working under the influence of such substances, will be subject to disciplinary action up to and including dismissal or expulsion. The Campus President may elect to expel a student for any criminal behavior or convictions that indicate behavior that is threatening to other students.

A student may be suspended or dismissed for either academic or social cause. Each student’s case will be handled individually. A student may petition for readmission after being suspended or dismissed.

**The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:**

**Programs Offered**

Flagship Campus	<b><u>Master of Business Administration</u></b>
	Business Administration with concentrations in Accounting, Health Services Administration, International Business, Management, Marketing, or Professional MBA
	<b><u>Bachelor of Arts</u></b>
	Business Administration with concentrations in International Business, Management, Human Resource Management, Marketing, Finance, or Transportation and Logistics
	Criminal Justice
	Health Services Administration
	Political Science
	Psychology
	<b><u>Bachelor of Science</u></b>
	Biomedical Science
	Exercise Science
	Interdisciplinary Studies
	Nursing (RN to BSN online only)
	Social Media Communications
	Sport Management
	Sports Medicine and Fitness Technology
	<b><u>Associate of Arts</u></b>
	Hospitality
	<b><u>Associate of Science</u></b>
	Golf Management
	Sports Medicine and Fitness Technology

**The following Bachelor of Business Administration programs are offered only at the Flagship Residential Campus as part of the teach-out Agreement with Northwood University:**

**Bachelor of Business Administration**

- Accounting
- Advertising and Marketing

Automotive Marketing and Management  
 Economics  
 Entrepreneurship  
 Fashion Marketing and Management  
 Finance  
 Hospitality Management  
 International Business  
 Management  
 Marketing  
 Sports and Entertainment Management

**The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:**

**Program Descriptions**

**BACHELOR OF BUSINESS ADMINISTRATION DEGREES**

**ACCOUNTING**

**Bachelor of Business Administration Degree**

**Program Description**

The Accounting program prepares students for the field of accounting and prepares graduates to sit for the CPA examination in most states, and to begin a career in public or corporate accounting.

**Program Outline**

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

**Lower Division Major Courses (18.0 credit hours)**

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours

**Lower Division General Education Courses (32.0 credit hours)**

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

**Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours

HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

**Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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**Computers (3 credits)**

MIS1600	Advanced Office Applications	3.0 credit hours
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**English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

**Mathematics (6 credits)**

MTH100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

**Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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**Upper Division Major Courses (45.0 credit hours)**

ACC3110	Intermediate Accounting I	3.0 credit hours
ACC3115	Intermediate Accounting II	3.0 credit hours
FIN3210	Financial Management	3.0 credit hours
LAW3025	Business Law I	3.0 credit hours
LAW 3050	Business Law II	3.0 credit hours
ACC3120	Managerial/Cost Accounting	3.0 credit hours
ACC3400	Federal Taxation	3.0 credit hours
ACC3500	Accounting Information Systems	3.0 credit hours
ACC	Elective	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
ACC4010	Auditing	3.0 credit hours
ACC4220	Advanced Accounting	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
ACC4080	Accounting Ethics	3.0 credit hours
ACC3000/4000	Elective	3.0 credit hours

**Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
3000/4000	Natural Science or Math Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours

PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours

## ADVERTISING AND MARKETING

### Bachelor of Business Administration Degree

#### Program Description

The Advertising & Marketing program offers a unique curriculum. The curriculum provides overview of marketing research, promotions, pricing, product development, and sales; along with the specific knowledge of advertising (creative or research teams and/or account management) and provides the graduate with the skills necessary to direct, control, and supervise these functions.

#### Program Outline

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

#### Lower Division Major Courses (30.0 credit hours)

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
ADV1100	Principles of Advertising	3.0 credit hours
ADV1110	Copywriting	3.0 credit hours
ADV2100	Advertising Sales and Marketing	3.0 credit hours
ADV2150	Creative Process and Design	3.0 credit hours

#### Lower Division General Education Courses (32.0 credit hours)

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

#### Behavioral/Social Science (11 credits)

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### Communication (3 credits)

SPC2050	Speech	3.0 credit hours
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#### Computers (3 credits)

MIS1050	Basic Computer Applications	3.0 credit hours
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**English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

**Mathematics (6 credits)**

MTH1100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

**Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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**Upper Division Major Courses (30.0 credit hours)**

FIN3010	Financial Management	3.0 credit hours
LAW3000	Business Law I	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
ADV2310	New Media Strategies & Tactics	3.0 credit hours
MKT3050	Consumer Behavior	3.0 credit hours
MKT4230	Marketing Research	3.0 credit hours
ADV4100	Advertising Campaigns	3.0 credit hours
ADV4790	Current Issues in Advertising	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours

**Upper Division General Education Courses (31.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
3000/4000	Natural Science or Math Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
MTH3340	Statistics II	3.0 credit hours

**AUTOMOTIVE MARKETING AND MANAGEMENT****Bachelor of Business Administration Degree****Program Description**

The Automotive Marketing and Management program focuses on the various aspects of the automotive marketing function including dealership advertising, finance and insurance, budgeting and forecasting, parts and service, and used car management. A computer simulation in which class members are challenged to rescue a troubled

dealership is completed during the final semester.

### Program Outline

To receive a Bachelor of Business Administration degree in Automotive Marketing and Management, students must earn 126.0 credit hours. Program requirements are as follows:

#### Lower Division Major Courses (30.0 credit hours)

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
AM1320	Role and Function of the American Automobile Dealership	3.0 credit hours
AM	Elective	3.0 credit hours
AM2640	Dealership Variable Operations	3.0 credit hours
AM2650	Dealership Fixed Operations	3.0 Credit hours

#### Lower Division General Education Courses (32.0 credit hours)

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

#### Behavioral/Social Science (11 credits)

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### Communication (3 credits)

SPC2050	Speech	3.0 credit hours
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#### Computers (3 credits)

MIS1050	Basic Computer Applications	3.0 credit hours
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#### English (6 credits)

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

#### Mathematics (6 credits)

MTH1100	Finite Math <i>or</i> MTH 1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

#### Natural Science (3 credits)



NSC2100	Environmental Science	3.0 credit hours
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### Upper Division Major Courses (36.0 credit hours)

FIN3010	Financial Management	3.0 credit hours
LAW3000	Business Law I	3.0 credit hours
AM3650	Dealership Legal Issues/Finance and Insurance	3.0 credit hours
AM3630	Dealership Accounting	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
AM4650	Dealership Financial Statement	3.0 credit hours
AM4670	Dealership General Management <i>or</i> AM 4660	3.0 credit hours
	Dealership Management for International Students	
AM	Electives	6.0 credit hours
AM3990	Internship	3.0 credit hours

### Upper Division General Education Courses (28.0 credit hours)

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
3000/4000	Natural Science or Math Elective	3.0 credit hours
EN4010	Communication and Interpersonal Relations <i>or</i>	3.0 credit hours
	Advanced Studies in English <i>or</i> Language Elective	
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours

## ECONOMICS

### Bachelor of Business Administration Degree

#### Program Description

The Economics program focuses on important aspects of economic theory, philosophy, and application, including courses in intermediate theory, development of economic thought, economic forecasting and research, and monetary theory.

#### Program Outline

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

### Lower Division Major Courses (18.0 credit hours)

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours

ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
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### **Lower Division General Education Courses (32.0 credit hours)**

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

#### **Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### **Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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#### **Computers (3 credits)**

MIS1050	Basic Computer Applications	3.0 credit hours
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#### **English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

#### **Mathematics (6 credits)**

MTH100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

#### **Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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#### **Upper Division Major Courses (39.0 credit hours)**

ECN3310	Money and Banking	3.0 credit hours
ECN3510	Development of Economic Thought	3.0 credit hours
ECN3010	Intermediate Microeconomics	3.0 credit hours
ECN3020	Intermediate Macroeconomics	3.0 credit hours
LAW3000	Business Law	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
ECN4500	Introduction to Econometrics	3.0 credit hours
ECN4400	Australian Economic Theory	3.0 credit hours
ECN4890	Research Methods	3.0 credit hours
ECN4100	International Finance	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours

#### **Upper Division General Education Courses (34.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
MTH3100	Calculus I	3.0 credit hours
MTH3200	Calculus II	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
MTH3340	Statistics II or 3000-4000 NSC or MTH Elective	3.0 credit hours

## ENTREPRENEURSHIP

### **Bachelor of Business Administration Degree**

#### **Program Description**

The Entrepreneurship program focuses on business enterprise models and entrepreneurial bases. By combining a rigorous academic curriculum, leadership development, experiential learning, and relationships with industry leaders, graduates prepare to become tomorrow's entrepreneurs.

#### **Program Outline**

To receive a Bachelor of Business Administration degree in Economics, students must earn 126.0 credit hours. Program requirements are as follows:

#### **Lower Division Major Courses (30.0 credit hours)**

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
ETR1010	Introduction to Entrepreneurship	3.0 credit hours
ETR2010	Entrepreneurial Marketing	3.0 credit hours
ETR1200	Successful Business Models	3.0 credit hours
ETR2200	Entrepreneurship Distribution Strategies	3.0 credit hours

#### **Lower Division General Education Courses (32.0 credit hours)**

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

#### **Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
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HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

**Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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**Computers (3 credits)**

MIS1050	Basic Computer Applications	3.0 credit hours
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**English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

**Mathematics (6 credits)**

MTH100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

**Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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**Upper Division Major Courses (36.0 credit hours)**

LAW3000	Business Law	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
ETR3010	New Venture Finance	3.0 credit hours
ETR3300	Business Plan Development	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours
ETR3990	Internship	3.0 credit hours
ETR	Electives	6.0 credit hours
ETR4010	Risk Analysis and Sources of Capital	3.0 credit hours
ETR4200	New Venture Business Case Senior Project	3.0 credit hours

**Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours

MTH3340 Statistics II or 3000-4000 NSC or MTH Elective

3.0 credit hours

## FASHION MARKETING AND MANAGEMENT

### **Bachelor of Business Administration Degree**

#### **Program Description**

The Fashion Marketing & Management (FMM) program focuses on the highly complex world of fashion marketing. Fashion courses include textiles, fashion promotions, history of fashion, buying, theory and practice, and apparel analysis. The program includes a career-related externship.

#### **Program Outline**

To receive a Bachelor of Business Administration degree in Fashion Marketing and Management, students must earn 126.0 credit hours. Program requirements are as follows:

#### **Lower Division Major Courses (30.0 credit hours)**

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
FMM1010	Introduction to Fashion Merchandising	3.0 credit hours
MKT2010	Principles of Selling	3.0 credit hours
FMM2010	Fashion Promotions and Visual Merchandising	3.0 credit hours
FMM2050	Textiles	3.0 credit hours

#### **Lower Division General Education Courses (32.0 credit hours)**

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

#### **Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### **Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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#### **Computers (3 credits)**

MIS1050	Basic Computer Applications	3.0 credit hours
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**English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

**Mathematics (6 credits)**

MTH100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

**Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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**Upper Division Major Courses (36.0 credit hours)**

FMM3020	History of Fashion	3.0 credit hours
FMM3110	Apparel Analysis	3.0 credit hours
FMM3990	Internship	3.0 credit hours
FMM4030	Merchandise Buying	3.0 credit hours
FMM4120	Theories and Practice of Fashion Merchandising	3.0 credit hours
LAW3000	Business Law	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
3000/4000	Business Electives	9.0 credit hours

**Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
3000-4000	NSC or MTH Elective	3.0 credit hours

**FINANCE****Bachelor of Business Administration Degree****Program Description**

The Finance program focuses on course work designed to place graduates in financial service industry careers. Specialty areas include securities, banking, insurance, credit, trusts, taxes, and financial advising. Graduates are prepared to sit for the Series 7 Examination.

## Program Outline

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

### Lower Division Major Courses (24.0 credit hours)

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
MTH	Elective	3.0 credit hours
FIN1010	Introduction to Finance	3.0 credit hours
FIN2600	Financial Institutions and Simulations	3.0 credit hours

### Lower Division General Education Courses (32.0 credit hours)

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

#### Behavioral/Social Science (11 credits)

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### Communication (3 credits)

SPC2050	Speech	3.0 credit hours
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#### Computers (3 credits)

MIS1600	Advanced Office Applications	3.0 credit hours
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#### English (6 credits)

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

#### Mathematics (6 credits)

MTH100	Finite Math or MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

#### Natural Science (3 credits)

NSC2100	Environmental Science	3.0 credit hours
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### Upper Division Major Courses (36.0 credit hours)

LAW3000	Business Law	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours

FIN3750	Capital Markets and Analysis	3.0 credit hours
FIN3600	Real Estate Finance and Analysis	3.0 credit hours
FIN3760	Applied Financial Analysis and Portfolio Mgt	3.0 credit hours
FIN4100	Chartered Financial Analyst <i>or</i> FIN4150 Certified Financial Planner Topics	3.0 credit hours
FIN4550	Corporate Investment Decisions	3.0 credit hours
FIN4010	International Finance	3.0 credit hours
FIN4850	Corporate Financing Decisions and Valuations	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours

### **Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
3000-4000	NSC or MTH Elective	3.0 credit hours

## **HOSPITALITY MANAGEMENT**

### **Bachelor of Business Administration Degree**

#### **Program Description**

The Hospitality Management focuses on the largest components of the highly competitive service economy. Hospitality Management courses include facilities engineering, food and beverage management, human resource management, and current hospitality industry issues. The program includes a career-related internship.

#### **Program Outline**

To receive a Bachelor of Business Administration degree in Hospitality Management, students must earn 128.0 credit hours. Program requirements are as follows:

#### **Lower Division Major Courses (31.0 credit hours)**

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
HOS1010	Introduction to Hospitality	3.0 credit hours



HOS1030	Sanitation	3.0 credit hours
HOS2050	Food and Beverage Management	3.0 credit hours
HOS2100	Facilities Engineering	3.0 credit hours
HRM2040	Practicum I	1.0 credit hour

### **Lower Division General Education Courses (32.0 credit hours)**

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

#### **Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### **Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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#### **Computers (3 credits)**

MIS1050	Basic Computer Applications	3.0 credit hours
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#### **English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

#### **Mathematics (6 credits)**

MTH100	Finite Math or MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

#### **Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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### **Upper Division Major Courses (37.0 credit hours)**

LAW3000	Business Law	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours
HOS3050	Hospitality Operations Management	3.0 credit hours
HOS3100	Resort and Club Management	3.0 credit hours
HRM3040	Practicum II	1.0 credit hour
HRM3990	Internship	3.0 credit hours
HOS4100	Human Resource Applications	3.0 credit hours
HOS4150	International Tourism	3.0 credit hours
HOS4180	Special Events and Meeting Planning	3.0 credit hours

HOS4500	Current Issues in the Hospitality Industry	3.0 credit hours
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**Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
3000-4000	NSC or MTH Elective	3.0 credit hours

INTERNATIONAL BUSINESS

**Bachelor of Business Administration Degree**

**Program Description**

International Business is an interdisciplinary program that focuses on the emerging global business environment. International business courses include trade, finance, law, marketing, management, culture, world geography, and comparative economic systems.

**Program Outline**

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

**Lower Division Major Courses (27.0 credit hours)**

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
INB1100	Introduction to International Business	3.0 credit hours
	Foreign Language	6.0 credit hours
ECN3410	Comparative Economic Systems	3.0 credit hours

**Lower Division General Education Courses (32.0 credit hours)**

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

**Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours

FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

**Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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**Computers (3 credits)**

MIS1050	Basic Computer Applications	3.0 credit hours
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**English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

**Mathematics (6 credits)**

MTH100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

**Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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**Upper Division Major Courses (36.0 credit hours)**

LAW3000	Business Law	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours
	Foreign Language	6.0 credit hours
ECN3000	International Trade	3.0 credit hours
MKT3100	International Marketing	3.0 credit hours
LAW4050	International Law	3.0 credit hours
MGT4030	International Management	3.0 credit hours
FIN4010	International Finance	3.0 credit hours

**Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
3000-4000	NSC or MTH Elective	3.0 credit hours

## MANAGEMENT

### Bachelor of Business Administration Degree

#### Program Description

The bachelor's program in Management focuses on the broad functional disciplines of management and prepares graduates with a diverse background in general management and industry who have developed strong ethics, outcomes, and who are ready to lead.

#### Program Outline

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

#### Lower Division Major Courses (30.0 credit hours)

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
	Electives	9.0 credit hours
MGT2500	Human Resource Management	3.0 credit hours

#### Lower Division General Education Courses (32.0 credit hours)

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

#### Behavioral/Social Science (11 credits)

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### Communication (3 credits)

SPC2050	Speech	3.0 credit hours
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#### Computers (3 credits)

MIS1050	Basic Computer Applications	3.0 credit hours
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#### English (6 credits)

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

**Mathematics (6 credits)**

MTH100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

**Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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**Upper Division Major Courses (33.0 credit hours)**

LAW3000	Business Law	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
3000/4000	Business Electives	3.0 credit hours
MGT3500	Operations Management	3.0 credit hours
MGT3700	Practice of Management and Leadership	3.0 credit hours
MGT4030	International Management	3.0 credit hours
MGT4300	Management of Information Technologies	3.0 credit hours
3000/4000	Electives	6.0 credit hours

**Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
3000-4000	NSC or MTH Elective	3.0 credit hours

## MARKETING

**Bachelor of Business Administration Degree****Program Description**

The Marketing program focuses on the various aspects of the marketing function, including business-to-business marketing, marketing research, integrated marketing, and marketing management. Students develop a marketing plan as a capstone marketing project

**Program Outline**

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

**Lower Division Major Courses (27.0 credit hours)**

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ADV1100	Principles of Advertising	3.0 credit hours
MKT2010	Principles of Selling	3.0 credit hours
MKT 2200	Sales Management	3.0 credit hours

### **Lower Division General Education Courses (32.0 credit hours)**

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

#### **Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

#### **Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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#### **Computers (3 credits)**

MIS1050	Basic Computer Applications	3.0 credit hours
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#### **English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

#### **Mathematics (6 credits)**

MTH100	Finite Math <i>or</i> MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

#### **Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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### **Upper Division Major Courses (30.0 credit hours)**

LAW3000	Business Law	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours
MKT 3050	Consumer Behavior	3.0 credit hours
MKT3000	E-Commerce	3.0 credit hours

MKT3100	International Marketing	3.0 credit hours
MKT4230	Marketing Research	3.0 credit hours
MKT4240	Marketing Management	3.0 credit hours

### Upper Division General Education Courses (31.0 credit hours)

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours
3000/4000	Civic Literacy Elective	3.0 credit hours
MTH3340	Statistics II	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
3000-4000	NSC or MTH Elective	3.0 credit hours

## SPORTS AND ENTERTAINMENT MANAGEMENT

### Bachelor of Business Administration Degree

#### Program Description

The Entertainment, Sport & Promotion Management program focuses on the national and global expansion of entertainment and sport and its impact on cultural, social, and economic issues at regional, national, and international levels.

#### Program Outline

To receive a Bachelor of Business Administration degree in Sports and Entertainment Management, students must earn 127.0 credit hours. Program requirements are as follows:

#### Lower Division Major Courses (27.0 credit hours)

MGT2300	Principles of Management	3.0 credit hours
ECN2210	Principles of Microeconomics	3.0 credit hours
ACC2410	Fundamentals of Financial Accounting	3.0 credit hours
ACC2415	Fundamentals of Managerial Accounting	3.0 credit hours
MKT2080	Principles of Marketing	3.0 credit hours
ECN2220	Principles of Macroeconomics	3.0 credit hours
ESM1010	Introduction to Sport and Entertainment Mgt	3.0 credit hours
ESM1030	Sport and Entertainment Communication and PR	3.0 credit hours
ESM2050	Sport and Entertainment Facility and Event Mgt	3.0 credit hours
ESM 2040	Practicum I (recommended)	1.0 credit hour

#### Lower Division General Education Courses (32.0 credit hours)

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

**Behavioral/Social Science (11 credits)**

PSC2010	Introduction to American Government	3.0 credit hours
HIS2100	Foundations of the Modern World I	3.0 credit hours
HIS2150	Foundations of the Modern World II	3.0 credit hours
FDN1100	First Year Seminar I	1.0 credit hour
FDN1200	First Year Seminar II	1.0 credit hour

**Communication (3 credits)**

SPC2050	Speech	3.0 credit hours
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**Computers (3 credits)**

MIS1050	Basic Computer Applications	3.0 credit hours
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**English (6 credits)**

ENG1150	Composition I	3.0 credit hours
ENG1200	Composition II	3.0 credit hours

**Mathematics (6 credits)**

MTH100	Finite Math or MTH1150 College Algebra	3.0 credit hours
MTH2310	Statistics I	3.0 credit hours

**Natural Science (3 credits)**

NSC2100	Environmental Science	3.0 credit hours
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**Upper Division Major Courses (40.0 credit hours)**

LAW3000	Business Law	3.0 credit hours
MGT4250	Organizational Behavior	3.0 credit hours
MGT4800	Strategic Planning	3.0 credit hours
FIN3010	Financial Management	3.0 credit hours
3000/4000	Business Elective	3.0 credit hours
ESM3010	Sport and Entertainment Marketing	3.0 credit hours
ESM3250	Sales and Revenue Generations	3.0 credit hours
ESM	Elective Tier 1	3.0 credit hours
ESM	Elective Tier 1 or Tier 2	6.0 credit hours
ESM3040	Practicum II	1.0 credit hour
ESM3990	Internship	3.0 credit hours
ESM4040	Governance & Legal Aspects of Sport & Entertainment	3.0 credit hours
ESM4300	Senior Seminar in Sport and Entertainment	3.0 credit hours

**Upper Division General Education Courses (28.0 credit hours)**

3000/4000	Humanities Elective	3.0 credit hours
FDN3100	Career Development	1.0 credit hour
3000/4000	PSY or SOC Elective	3.0 credit hours
PHL3100	Ethics	3.0 credit hours



3000/4000	Civic Literacy Elective	3.0 credit hours
ENG4010	Communication & Interpersonal Relations <i>or</i> Advanced Studies in English <i>or</i> Language Elective	3.0 credit hours
PHL4100	Philosophy of American Enterprise	3.0 credit hours
3000/4000	Elective	3.0 credit hours
3000/4000	Global Understanding Elective	3.0 credit hours
3000-4000	NSC or MTH Elective	3.0 credit hours

**The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:**

**Course Descriptions**

ACC2410 (3 credits)

**Fundamentals of Financial Accounting**

Theory and practice of measuring and interpreting financial data for business units: basic concepts, principles, and procedures. Financial statement preparation and analysis.

ACC2415 (3 credits)

**Fundamentals of Managerial Accounting**

Introduction to cost behavior, budgeting, responsibility accounting, cost control techniques, and product costing. Use of budgets and methods of measuring performance.

Prerequisite: ACC2410

ACC3110 (3 credits)

**Intermediate Accounting I**

The first of two intermediate accounting courses that describes accounting theory and principles for defining, measuring, and reporting financial information with an emphasis on assets. Provides an opportunity to understand the challenges and limitations of accounting standards in order to critically evaluate and understand financial accounting. This course requires the use of spreadsheets for problem solving and analysis.

Prerequisite: ACC 2415

ACC3115 (3 credits)

**Intermediate Accounting II**

The second of two intermediate accounting principles courses that describes accounting theory and principles for defining, measuring, and reporting financial information with an emphasis on liabilities and equity. Additionally, accounting for investments, leases, debt, and earnings per share will be considered. Provides an opportunity to understand the challenges and limitations of accounting standards in order to critically evaluate and understand financial accounting. This course requires the use of spreadsheets for problem solving and analysis.

Prerequisite: ACC 3110

ACC3120 (3 credits)

**Managerial/Cost Accounting**

The managerial use of accounting data to make business decisions, particularly in

the areas of product cost, resource allocation, performance evaluation, and on the accounting systems managers use to assist them in their decisions. Concepts relating to manufacturing and service entities will be covered.

Prerequisite: ACC 2415

ACC3400 (3 credits)

### **Federal Taxation**

Introduces a broad range of tax concepts and types of taxpayers; emphasizes the role of taxation in the business decision-making process; provides opportunities to conduct basic tax research and tax planning; and requires preparation of basic tax returns. Coverage includes professional standards and ethics; the interrelationship and differences between financial accounting and tax accounting; taxation of individuals, corporations, and partnerships.

Prerequisite: ACC 2415

ACC3500 (3 credits)

### **Accounting Information Systems**

A study of accounting information systems (AIS) tracing the capture of accounting data, processing of that data into information, and reporting that information in various business environments. Areas of study include an introduction and discussion of the AIS role in management decision making; internal controls for public and private enterprises, including computer and technology controls; analysis of business processes and how they are integrated; and systems studies, including the analysis, design, development, implementation, and operation of AIS.

Prerequisite: ACC 3110

ACC3800 (3 credits)

### **Taxation of Individuals**

An in-depth study of individual taxation examining the tax rate structure and applicable federal tax laws, as well as determining income, deductions, and tax credits for a variety of different scenarios.

Prerequisite: ACC 2415

ACC4010 (3 credits)

### **Auditing**

Fundamental procedures, principles, and philosophy of independent and internal auditing. Professional ethics, audit reports, audit work papers, internal controls, evidence, proper disclosure, statistical sampling and testing, and general audit procedures are emphasized. Other assurance and attestation services will be introduced, and the accountant's professional obligations for all attestation services will be discussed in view of the accountant's liability to clients and third parties.

Prerequisite: ACC 3500

ACC4040 (3 credits)

### **Governmental and Non-Profit Accounting**

This course is a comprehensive review of the accounting principles, reporting (including tax requirements), and procedures for governmental units and not-for-profit entities. Topics covered include the study of the accounting cycle, budgeting, fund accounting,

accounting for state and local governments, accounting for colleges and universities, hospital units, voluntary health and welfare organizations, and other not-for-profit entities. The Governmental Accounting Standards Board objectives of accounting and financial reporting for governmental entities and not-for-profit entities will be examined.

Prerequisite: ACC 3115

ACC4060 (3 credits)

### **Fraud Examination**

Defines fraud and examines the nature of those who commit fraud, how it is prevented, detected, and investigated, the different types of fraud and their impact, and methods of resolution, legal and otherwise.

Prerequisite: ACC 4010

ACC4070 (3 credits)

### **Federal Tax Research**

Students complete a series of case studies and exercises requiring the familiarization with the most important elements of Federal Tax Law and utilize the Internal Revenue Code and other resources, such as online professional research sites. Students will gain experience in locating, understanding, and interpreting source material and in communicating the results of their research. Prerequisite: ACC 3400 or ACC 3800

ACC4080 (3 credits)

### **Accounting Ethics**

Develops students' understanding of the accountant as a financial watchdog for the investing public. This is done through philosophical rigor and analysis of case studies. Students will explore the accounting profession's ethical responsibilities, the accountant's role in corporate governance, and corporate codes of conduct. Recent examples of unethical corporate behavior are examined and students offer prescriptions for preventing similar incidents. The course deliberately emphasizes the importance of personal integrity for enabling professional ethical conduct.

Prerequisite: ACC3115

ACC4100 (3 credits)

### **Financial Statement Analysis and Valuation**

This course focuses on users of financial statements and how these users evaluate and value a business based on financial information available. The objective is to use various analytical tools as well as perform other quantitative and qualitative analyses when making judgments concerning the financial condition of a company. Upon completion of this course a student should be equipped with the skills necessary to analyze financial information for decision making. Prerequisite: ACC3115

ACC4150 (3 credits)

### **Estate Planning Theory**

This course introduces fundamental tax, financial, and legal questions encountered in estate planning; provides an overview of *inter vivos* planning in today's changing environment; analyzes post mortem strategies and the administration of estates;

and covers planning for medical and health related issues and incapacitation. Emphasis is placed on various planning techniques used in estate planning including the use of trusts and charitable planning.

Prerequisite: ACC2415 and LAW3000 or LAW3025

ACC4220 (3 credits)

### **Advanced Accounting**

Accounting for business combinations and consolidations, interim and segment reporting, accounting for foreign currency transactions, the translation and re-measurement of foreign currency financial statements, and an introduction to governmental and not-for-profit accounting. Prerequisite: ACC3115

ACC4250 (3 credits)

### **International Accounting**

Course topics include the history and evolution of international accounting and the international standards used today. Students compare and contrast various countries' accounting standards and study the harmonization efforts and standards promulgated by the International Accounting Standards Board. Current international accounting issues will be examined. The course will examine the impact on the financial reporting environment of International Financial Reporting Standard (IFRS), as well as its relationship to U.S. GAAP.

Prerequisite: ACC 3115

ADV1100 (3 credits)

### **Principles of Advertising**

An introduction to the principles of advertising and public relations as related to marketing and business management practices in enterprise. In this course students will participate in a detailed study of the principle functioning groups of advertising professionals: advertisers/clients, advertising agencies, advertising media, and advertising suppliers of special services such as artists, photographers, talent, production suppliers, and research. Students will study how each group is interdependent and how all are vital parts of the process of commercial marketing communications. Students will also gain an understanding and appreciation of the roles of professionals in terms of strategies, tactics, execution, and results, as well as how advertising relates to the public, government, and consumers. Additionally, the course will take a comprehensive and practical look at the nature, scope, and use of public relations skills.

ADV 1110 (3 credits)

### **Advertising Research and Copywriting**

Orients students to the purpose and role of research in making conceptual and creative recommendations. Included in this course are the development and implementation of primary and secondary research to create effective copy for printed and electronic media. This course takes an in-depth look at how research is used to build a strategy and how data are then used to create proper messaging/copywriting for ads, commercials, and promotional materials. This is a writing course, therefore, students

will write advertising copy for various media. Students will also gain an orientation to the developmental steps of creative thinking, strategy, and copywriting for ads, commercials, and promotion materials.

ADV 2100 (3 credits)

### **Advertising Sales and Media Planning**

Students examine various media available to the contemporary advertiser, including traditional media newspapers, magazines, out-of-home, radio, television, direct mail, and new media opportunities in the constantly evolving digital environment, as well as related initiatives such as viral marketing and guerrilla marketing. In addition to analysis of the message delivery platform, research techniques that support message placement including primary and secondary research methodologies are examined as students become familiar with construction of a media plan. Students will discover the relationship between financially accountable budget planning and the media mix with the goal of reaching maximum communications objectives. Students will experience what it is like to be on the other side of the table as they learn how to sell the various media outlets and media planning strategies to buyers.

ADV2150 (3 credits)

### **Advertising Creative Process and Design**

An examination of the nature and importance and applications of the creative process, complemented by a series of exercises, discussions, and exposure to a variety of stimuli organized and presented in such a way as to help each student maximize his/her creative abilities at work, at home, and in the community. In this course students will analyze elements of an ad including layout, fonts, color, casting, lighting, and images, and how these communicate with a target audience.

ADV2310 (3 credits)

### **New Media Strategies and Tactics**

The advertising field today deals with communicating with a target audience through many other advertising vehicles rather than the traditional print and broadcast. Guerilla marketing, the digital age of advertising, and interactive and viral advertising are now considered mainstream media when communicating with a target audience. This course introduces students to the concepts and use of new media including: viral marketing, digital media, guerilla marketing, social networking, and viral advertising. Through this course students will learn forms of media and unconventional systems for communication/promotions that rely on time, energy, and imagination rather than a big marketing budget.

Prerequisite: ADV 1100

ADV4100 (3 credits)

### **Advertising Campaigns**

Students will review historical and contemporary advertising and marketing communication campaigns, analyze consumer, business-to-business, national, and local campaigns including volunteer, not-for-profit public service advertising. Students work in team groups to create and present a completely integrated advertising campaign supporting and coordinating all strategy, creative, media, and sales

promotion aspects for final recommendation. Students on each team grade the work of their teammates within the group. This is a practical knowledge and hands-on course. Prerequisites: ADV1110 and ADV2100

ADV4790 (3 credits)

### **Current Issues in Advertising**

Examination of and discussion about major issues confronting the advertising industry—especially those issues being fueled by the dramatic changes that are sweeping over business generally and the advertising industry specifically. This is a discussion-based course that requires student to be aware of the changes happening daily in the industry.

AM1320 (3 credits)

### **Role and Function of the American Automobile Dealership**

An introductory course for students in automotive marketing and management. Studies the role and function of the automobile dealership by examining several key factors including the relationship between the manufacturers and their dealers, possible career paths within the automotive industry, finding the right location, and facilities planning. Cash flow planning, vehicle floor planning, and marketing topics will be discussed.

AM2520 (3 credits)

### **Independent Dealership Operations**

Focuses on the non-franchise independent automobile dealer. These dealers are essential to the long-term survival of the American automobile industry. The disposition of used vehicles is necessary to accommodate the sale of new vehicles and these dealers have unique requirements that make them important organizations to study. Among the issues that this class will consider are the role of sales and salespeople, advertising, marketing, auctions, reconditioning of vehicles for resale, wholesalers, vehicle pricing, financing - including sub-prime and dealer financing, lot location and display.

Prerequisite: AM1320

AM2540 (3 credits)

### **Current Issues in Dealership Technology**

A study of the current trends in technology available to dealers including computer systems to retain and utilize financial and customer data including service history; business development centers to create a stronger bond with customers and prospects; computer software to develop strong advertising campaigns using the Internet and other electronic media; and customer relationship management tools to maximize customer retention and to develop directed prospecting systems. This course examines virtual dealership models and virtual selling techniques.

Prerequisite: 30 credit hours completed

AM2560 (3 credits)

### **Strategic Sales and Marketing Issues**

Automobile dealers must develop a successful market strategy for their dealership to differentiate themselves from their competitors. This course covers the differences between sales and marketing, the functions of a successful marketing campaign, creating and sustaining a brand identity, creating customer value, the differences between conquest sales and fresh sales, and a discussion of various buyer profiles.

Prerequisite: 30 credit hours completed

AM2640 (3 credits)

### **Dealership Variable Operations**

Study of the vital role successful new and used vehicle departments play in the profitability of American franchise automobile dealerships. Topics covered include selection and motivation of employees, directing the sales staffs, evaluating advertising media basics, sales promotion, facilities planning, inventory control, maximizing inventory turn methods, wholesaling practices, trade-in appraising, vehicle reconditioning for retail sales, and the role of auctions in maintaining proper inventory balance. This course utilizes the ERA computer system.

Prerequisite: AM1320

AM2650 (3 credits)

### **Dealership Fixed Operations**

Study of the management of the mechanical service department, the body shop department, and the parts department of American franchised automobile dealers. This class emphasizes repair order generation and control, shop utilization, scheduling of work, employee selection and motivation, technician productivity and efficiency, body shop estimating techniques, and dealing with insurance companies. This course also emphasizes the relationship between the parts and service departments, retail counter sales, wholesale parts sales, inventory ordering and turn, stock and non-stock parts numbers, level of service, stock order performance, and part phase-in/phase-out criteria. This course utilizes the ERA computer system.

Prerequisite: AM1320

AM3040 (3 credits)

### **Global Automotive Issues**

An examination of the critical decision making process manufacturers go through when allocating resources for new product launches while looking for the best return on their investment. American manufacturers are entering developing markets where a large, new customer base has yet to be established. This means more new products will go to the BRIC markets (Brazil, Russia, India, and China) rather than the United States. Market strategies of the major global manufacturers and their potential in those markets are analyzed. Each market is analyzed while concentrating on the advantages and disadvantages from a manufacturing and consumer point of view.

Prerequisite: 60 credit hours completed

AM3630 (3 credits)

### **Dealership Accounting**

Focuses on the application of the basic accounting principles to the retail automobile dealership. Transactions are traced from the source documents through the accounting records into the financial statements. Students prepare and analyze all standard dealership operating and reporting documents. Included in the course is exposure to computerized accounting through the use of an ERA computer system.

Prerequisite: ACC 2415

AM3650 (3 credits)

### **Dealership Legal Issues/Finance and Insurance**

A review of the many federal, state, and local regulatory agencies and laws dealerships must respond to including the Internal Revenue Service, state and local Departments of Revenue, Federal Trade Commission, Fair Labor Standards Act, Truth in Advertising, Truth in Lending, OSHA, EPA, and other agencies. Also includes an in-depth study of the dealership finance and insurance departments, with special emphasis on products offered in these departments and the profit potential.

Prerequisite: 60 credit hours completed

AM3680 (3 credits)

### **Advanced Dealership Fixed Operations**

A comprehensive analysis of successful fixed operations management and its contribution to the viability and profit performance of the entire dealership. This is achieved by examining the processes and economics of the mechanical service, body shop, and parts departments of American franchised dealerships as both traditional stand-alone departments and also as a unified business unit. The investigation of operational and financial considerations underlying essential concepts includes: repair order generation, technician and shop efficiency and productivity, scheduling, body shop estimating techniques, parts inventory strategies, part phase-in/out criteria, and level of service. Special attention is given to advanced issues intended to build competitive advantage for the entire dealership in the current business environment, such as adoption of lean production techniques, sources and uses of working capital, and strategies to retain/regain market share relative to aftermarket competitors. This course includes an ERA computer lab section.

Prerequisite: AM2650

AM3980 (3 credits)

### **Retail Automotive Operations Management**

A focus on workflow within the retail/wholesale value chain to achieve maximum product exposure. Students are challenged by an extensive case study requiring skills related to all value chain components. This is a highly intense class with limited enrollment.

AM3990 (3 credits)

### **INTERNSHIP**

The internship is designed to provide the student with supervised on-the-job



training. A contract between the University, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: 30 credit hours completed

AM4020 (3 credits)

### **Dealership Valuation, Dealer Development, Successorship Issues**

A discussion regarding the important topics of determining the value of a business, specifically an automobile dealership, transferring ownership of that business through buy-sell agreements and the role that the manufacturers play in keeping dealerships from failing. Discusses how manufacturers have a vested interest in seeing their franchise dealerships succeed. Likewise, they are very protective of who owns and manages these dealerships. For these reasons, the manufacturers have instituted programs aimed at helping dealerships remain profitable and have incorporated into the language of the franchise agreement the right to approve successors to existing dealer principals.

Prerequisite: 90 credit hours completed

AM4100 (3 credits)

### **Independent Research Topics**

Requires selecting a specific, research area of interest as the project. Potential topics include: personnel issues, the heavy duty truck sector, publicly owned dealerships, global marketing strategies, or other areas as approved by the department chair. Students must have an approved abstract outlining the nature and topic of the research prior to beginning. The research project and methodology must be approved by the department chair.

Prerequisite: 90 credit hours completed

AM4650 (3 credits)

### **Dealership Financial Statement Analysis**

Covers the importance of employing sound business and financial practices in the operation of a profitable automobile dealership. This class will discuss topics such as sound credit practices, insurance requirements, inventory control, wholesale and retail financing practices, and budgeting and forecasting techniques. This class concentrates on studying in-depth the dealership financial statement, examining it by use of established ratios and percentages and other analytical tools, in order to make sound business decisions.

Prerequisite: 90 credit hours completed

AM 4651 (3 credits)

### **Dealership Accounting & Financial Statement Analysis**

This course explores ways and means of mining a dealership's data management systems (DMS) to improve operational performance. Study begins by tracing the entry of individual transactions from source documents through the dealership's accounting records and into the resulting management reports and financial statements. Students will prepare and analyze standard dealership operating and reporting documents with emphasis on financial statement analysis as a management tool. This

course is offered in conjunction with a required lab section.  
Prerequisites: ACC2410 and AM 3680

AM4660 (3 credits)

### **Dealership Management for International Students**

Designed to be a capstone course for international students studying the American franchise automobile dealership. The focus is on studying current trends and developments, doing research in relevant topics, and individual and team case studies. Experts from outside the classroom are brought in to discuss important topics of current concern. Students will also be encouraged to visit dealerships located near the campus to observe their operations.

Prerequisite: 90 credits completed and international students

AM4670 (3 credits)

### **Dealership General Management**

A capstone course for automotive marketing and management which includes a study of current retail marketing and management enterprises, inventory control, personnel management, customer care, and financial controls, as well as a review of the function and management of each of the five basic dealership departments. This course will utilize the ERA computer system to evaluate critical dealership operational and financial performance.

Prerequisite: 90 credit hours completed

ECN2210 (3 credits)

### **Principles of Microeconomics**

An examination of general microeconomic theory with an emphasis on supply and demand, opportunity cost, consumer choice, the firm, the market structures and regulations, allocation of resources, capital, interest, profit, labor unions, income analysis, energy, national resource economics, and public policy.

ECN2220 (3 credits)

### **Principles of Macroeconomics**

An examination of general macroeconomics theory with an emphasis on government spending and taxation, national income accounting, economic fluctuations, macroeconomics theory, fiscal policy, monetary policy, the banking system, economic stabilization, international trade, economic growth, and comparative economic systems.

ECN2700 (3 credits)

### **Economics of Sustainability**

Explores the relationships between economics and our natural environments and social institutions. Students study market and non-market values for environmental and enterprise services, approaches to measure sustainability, roles of business, government and non-profit sectors fostering sustainability, and the emerging role of environmental economics in strategic business planning. Fundamentals of environmental economics are applied to real-world environmental and business

problems.

Prerequisites: ECN2210 and ECN 2220

ECN3000 (3 credits)

**International Trade**

Examines the basis of trading among nations with emphasis on resources, foreign exchange, balance of payments, investments, tariffs, import quotas, export controls, nationalism, free trade, protectionism, and the institutions aiding in world trade.

Prerequisites: ECN2210 and 2220

ECN3010 (3 credits)

**Intermediate Microeconomics**

A study of resource allocation, scarcity, income distribution, consumer choice; theory of the firm, market structures, factor markets, welfare economics, and general equilibrium.

Prerequisites: ECN2210, 2220, and MTH 3100

ECN3020 (3 credits)

**Intermediate Macroeconomics**

A study of income theory, employment, interest rates, and price level determination. The role of government and its influence on these variables via monetary and fiscal policies will be studied.

Prerequisites: ECN2210 and 2220

ECN3110 (3 credits)

**Economic History**

A study of significant periods and development in the evolution of economic activity in the U.S. with special emphasis on the place of the American business community and its relationship to the world economy from 1607 to date.

Prerequisites: ECN2210 and 2220

ECN3310 (3 credits)

**Money and Banking**

Examines the role of money and financial institutions in the U.S. economy. Includes an analysis of the role of the Federal Reserve and the impact of monetary policy on interest rates, exchange rates, inflation, and a comparison of different institutional arrangements in financial markets.

Prerequisites: ECN2210 and ECN 2220

ECN3410 (3 credits)

**Comparative Economic Systems**

An analysis of the various systems of economic organization; comparison of socialist methods of economic management with the operations of the market economy; overview of the current economies of several nations.

Prerequisites: ECN2210 and 2220

ECN3510 (3 credits)

**Development of Economic Thought**

An analysis of the theories advanced from the Greeks to the contemporary schools of economic thought and their effects on present-day economic policies designed to give students an appreciation for the intellectual foundation of the discipline. Prerequisites: ECN2210 and 2220

ECN3710 (3 credits)

**Environmental Economics**

Applies tools of economic analysis to issues of environmental pollution and resource depletion. Students will learn techniques for evaluating current resource use and compare various regulatory and incentive-based public policy alternatives for improvement. Applications include solid waste management, air and water pollution, energy, wildlife habitat, population, and trans-boundary pollution.

Prerequisite: ECN2210

ECN4010 (3 credits)

**Economics of Public Policies**

A study of both the short-term and long-term economic consequences of public policies as they relate to individuals and organizations. Policies examined include public pensions, health insurance, health and safety regulation, environmental protection, energy, industrial policy, and taxation.

Prerequisites: ECN2210 and 60 credit hours completed.

ECN4250 (3 credits)

**Cases and Problems in Global Entrepreneurship**

The case study method is used to analyze the global environment confronting the entrepreneur engaged in cross-border enterprise. Important course components include public policy, markets, labor, and financial forces.

Prerequisite: ECN 3000

ECN4400 (3 credits)

**Austrian Economic Theory**

Provides a general overview of how a generalized understanding of human action under subjective preferences can be used to deduce a wide range of economic phenomena.

Prerequisites: ECN2210 and ECN 2220

ECN4500 (3 credits)

**Introduction to Econometrics**

Introduces students to the basics of econometrics and regression analysis to evaluate economic problems. Familiarizes students to basic applied econometrics theories and techniques that can be used with commonly available computer software. A strong emphasis is placed on applications to relevant real-world data and to the recognition and understanding of common statistical problems.

Prerequisites: 60 credits hours completed, ECN 3010, and MTH 2310

ECN4890 (3 credits)

### **Research Methods**

This course is based on the belief that in order to learn economics, a student must do economics. Provides a framework within which the students learn to understand and evaluate economic research, while completing an original research paper under the supervision of the instructor.

Prerequisite: ECN 4500

ENG1150 (3 credits)

### **Composition I**

Uses a variety of genres to introduce students to rhetorical awareness focusing on audience and purpose. Readings in fiction and/or nonfiction are used to support writing strategies. A researched argumentative paper using APA documentation is required during the freshman composition sequence in either Composition I or Composition II or both.

Prerequisite: ENG 0900 or minimum ACT English score of 18 or minimum SAT verbal score of 421

ENG1200 (3 credits)

### **Composition II**

Uses analytical, interpretive readings as a basis for refining critical thinking and writing skills. Readings in fiction and/or nonfiction are used to support writing strategies. A researched argumentative paper using APA documentation is required during the freshman composition sequence in either Composition I or Composition II or both.

Prerequisite: ENG 1150

ENG3110 (3 credits)

### **World Literature I**

This course focuses on global literature from ancient times through the 1500s. Works of fiction and nonfiction from a variety of global cultures are included.

Prerequisite: ENG 1200

ENG3120 (3 credits)

### **World Literature II**

This course focuses on global literature from 1600 to the present. Works of fiction and nonfiction from a variety of global cultures are included.

Prerequisite: ENG 1200

ENG3200 (3 credits)

### **Report Writing and Applied Business Communications**

Focus on improving writing ability with various types of business communications and reports for practical purposes consistent with business norms and conventions. Enhance written communication skills including executive summaries,

business correspondence and reporting, and presentation of research findings. Includes collecting, organizing, interpreting facts, and presenting the findings in a well-documented report. Professional techniques of structuring and presenting business data are emphasized.

Prerequisite: ENG 1200

ENG3600 (3 credits)

### **Applied Communications**

Students learn techniques and psychology of effective domestic and cross-cultural business communication, with emphasis on business letters, reports (oral and written), memoranda, and electronic submissions.

Prerequisite: ENG 1200

ENG4010 (3 credits)

### **Communication and Interpersonal Relations**

Examines the fundamental connection between the use of language and the way people communicate, think, and act. To understand the deeply symbolic nature of language, students study modern semantics and focus on how to interpret spoken and written words, especially by examining how the meaning of words is influenced by physical, verbal, and historical contexts. Students increase their self-awareness and their abilities to communicate, think, and act effectively and ethically.

Prerequisite: ENG 1200

ESM1010 (3 credits)

### **Introduction to Sport and Entertainment Management**

Orients students to the field of sport and entertainment management and provides an overview about how to manage sport and entertainment enterprises for the major and non-major student.

ESM1030 (3 credits)

### **Sport and Entertainment Communications and Public Relations**

Emphasizes academic and skill development with the purpose of adding value to the organization. There is a focus on understanding the difference between interpersonal, mass communications, and public relations. Theoretical foundations of interpersonal communication including dyadic and small group communication will be explored. Theoretical foundations of mass communications and the mass media industry, including both the print and electronic media relative to the understanding of business decisions concerning market share and viewer ratings.

ESM2010 (3 credits)

### **Sociology of Sport and Entertainment**

Explores and develops knowledge about the sociological impacts of sport and entertainment across genders, ethnicities, religions, and disabilities. Students learn to understand sociological phenomena and how they affect participation

and behavior; identify and understand the internal and external factors that shape sport and entertainment in a culture; understand how sport and entertainment mirrors the society in which it exists; and develop an understanding regarding the differences between entertainment and recreational sport, as well as highly organized competitive programs in high school, college, and professional levels to a culture.

ESM2040 (1 credit)

**Practicum**

This is a 50 hour practicum completed on a part-time basis. The practicum includes coursework and is generally with businesses near the campus. Students will gain experience by job shadowing and/or providing assistance for the organization. Directed and evaluated by the chair with appropriate supervision by an on-site professional.

Prerequisite: 30 credit hours completed

ESM2050 (3 credits)

**Facility and Event Management**

This course gives the student an overview of the three major components of facility management. The three components are event management, risk management, and facility management. This course surveys the working components of new facility design and planning.

ESM2550 (3 credits)

**Event and Production Management**

This course is designed to give students experience in planning and executing sporting events, entertainment events, corporate events, trade shows, or exhibitions with emphasis on preplanning, budget preparation, advertising, and public relations. Designing, planning and developing an integrated marketing campaign will be explored to develop an understanding about contract negotiations and supplier agreements.

ESM3010 (3 credits)

**Sport and Entertainment Marketing**

Explores marketing principles and resources for sport and entertainment marketing. Includes how increasing attendance and revenue is achieved by developing an understanding of the how, who, what, and where to market information.

Prerequisite: MKT2080

ESM3030 (3 credits)

**Sports and Entertainment Marketing and Communications**

Integrates marketing principles specifically for the sports and

entertainment marketing field. Strategic market segmentation, understanding media outlets, ratings and shares, and understanding budget and marketing constraints will be emphasized. Additional emphasis is put on the difference between interpersonal, mass communications, and public relations.

ESM3040 (1 credit)

**Practicum II**

This is a required 50 hour practicum completed on a part-time basis. The practicum includes coursework and is with businesses within close proximity to the campus. Students will gain experience by job shadowing and/or providing assistance for the organization. Directed and evaluated by the chair with appropriate supervision by an on-site professional.

Prerequisite: 30 credit hours completed

ESM3070 (3 credits)

**Applied Record & Film Industry Marketing**

This course is a unique combination of marketing theory and applied concepts specific to the record and film industry. Topics include press kit development, music and film sales and distribution, advertising and promotion, film premier public relations, sponsorship development, theater fundraising and development, and live concerts.

ESM3300 (3 credits)

**Sport and Entertainment Sponsorship and Fundraising**

Focuses on three interrelated areas: 1) Sport and entertainment sponsorship basics including marketing issues, strategic communication through sponsorship, sponsorship value, and sponsorship evaluation; 2) Various public and fundraising techniques utilized by sport and entertainment managers; and 3) Integrating sport and entertainment sponsorship marketing and public relations as a concept of value-added marketing.

ESM3520 (3 credits)

**Sales and Revenue Generation in Sports and Entertainment**

The course explores income opportunities within the sports and entertainment industry. This includes sponsorships, ticketing, tax incentives, public financing, auxiliary events, event recruiting, fundraising, non-profits, personal seat licensing, and luxury suites. Students will be introduced to selling techniques, proposal writing and presentation development.

ESM3850 (3 credits)

**Special Topics 1-**

Various topics in entertainment, sport, and promotion management.



These may be one-time or occasional course offerings. Prerequisite:  
Dependent on specific course content

ESM3990 (3 credits)

### **Internship**

The (400 hours) full-time internship is designed to provide students with valuable work experience in a sport and entertainment management industry. The experience must be directed and evaluated by the chair with appropriate supervision by the on-site professional. Final agreements for the internship are to be completed by the ESPM department chair. Prerequisite: Department chair approval

ESM4020 (3 credits)

### **Sport and Entertainment Economics**

Provides students with an introduction to financial planning and budgeting, sport organization funding, and the fundraising process. Students analyze demand curves, supply curves, and market equilibrium curves in relation to pricing and utility of products or services. Students learn how to maximize residuals generated by product or service production.

Prerequisites: ECN2210 and ECN2220

ESM4030 (3 credits)

### **Facilities and Operations Management**

In-depth investigation of event, risk, and facility management. This course delves into the budgeting and financials of facility concession and sport merchandising. Specific attention will be given to private and public entertainment facilities and their similarities and differences. This course also surveys the working components of new facility design and planning, overall layout and traffic flow, the process of mega-shelters in catastrophic events, and the possibilities of expansion/renovations in existing venues.

ESM4040 (3 credits)

### **Governance and Legal Aspects of Sport and Entertainment**

Students become familiar with the various agencies governing professional, collegiate, high school, and amateur level sports. This course explores various areas of law in relation to sport and entertainment industry, including both state and federal legislations. Students will investigate liability and contract law related sport and the sport industry. The course explores collective bargaining agreements in relation to labor law. Prerequisite: LAW 3000

ESM4070 (3 credits)

### **Agents, Production & Artist Management**

This course focuses on the roles and activities of the music and film agent,

managers, and artist representation through case studies, market research, and trend analyses. This course covers forming the artist-manager relationship, creating the artist's career plan and image, selecting a development team, securing a contract with a record label, and handling money and success will be studied.

ESM4080 (3 credits)

**Entertainment Law**

A study of the legal issues in the film, television, and music businesses and covers the entertainment industry structure; First Amendment issues, legalities of agency/talent representation, contracts, bankruptcy, torts/defamation, copyright issues and trademarks, and unfair competition.

ESM4100 (3 credits)

**Sport and Entertainment Ethics and Leadership**

Enhances student awareness of how ethical behavior and decision-making impacts the leadership roles of the sport and entertainment manager. Leadership is explored from two different perspectives: 1) Focus on determinants and consequences of individual motivation and attitudes in organizations; 2) Theory related to those responsible for guiding people toward organizational goals. Prerequisite: 90 credits completed or department chair approval

ESM4300 (3 credits)

**Seminar in Sport and Entertainment Management**

This is a capstone course for students who have completed all of the ESM core course requirements. Students apply their internship experience and develop a sport and entertainment management project related to strategic management concepts. Prerequisites: 90 credits completed and 21 ESM credits completed

ETR1010 (3 credits)

**Introduction to Entrepreneurship**

An introduction to the creative and innovative managerial practices of successful entrepreneurship. This course reviews the significant economic and social contributions entrepreneurs provide to society, the intense lifestyle commitment, and the skills necessary for entrepreneurial success. Provides an overview of the entrepreneurial process.

ETR1200 (3 credits)

**Successful Business Models**

A survey course of successful entrepreneurial business models and the initial challenges these business models encountered. Students review and evaluate the business models of some of the world's great entrepreneurs such as Astor, Lowell, Swift, Rockefeller, DeVos, Walton, and Gates. Explores how to use a company's business model to identify resource requirements, focus risks, and diagram revenue streams.

ETR2010 (3 credits)

**Entrepreneurial Marketing**

This course reviews and applies entrepreneurial marketing approaches used by successful entrepreneurs. These include utilizing industry sector trends, identifying emerging customer niches, developing new products/services, using guerilla marketing strategies, and Internet and social marketing strategies. Methods to research industry sector trends, identify emerging needs, develop new product and service ideas, and evaluate their feasibility, competitive advantage, and potential profitability. Explore the relationship between a well-developed marketing plan and successfully raising start-up capital.

Prerequisite: MKT2080

ETR2200 (3 credits)

**Entrepreneurial Distribution Strategies**

This course reviews and explores the various distribution strategies available to entrepreneurs to deliver products and services in the 21st century. These include traditional layered distribution, franchise development and/or purchase, multi-level marketing, direct Internet, and direct distribution models including 800 numbers and advertising-based response approaches. Also included are the factors to consider when selecting a business location, deciding to build, buy or lease space, as well as tradeoffs and process of signing a lease for company space.

Prerequisite: ETR 2010

ETR3010 (3 credits)

**New Venture Finance**

The application of prerequisite accounting and finance course material to the challenges and specific needs of entrepreneurial ventures. The course emphasizes importance of managing cash flows, ratio analysis, pro forma development, and the basics of deal structure and harvesting a business venture. Students will identify and interpret sources of information from company financial reports, financial publications, industry benchmarks, the media, and web sites.

Prerequisite: FIN3010 or FIN3210

ETR3100 (3 credits)

**Entrepreneurial Leadership**

This course explores how to identify and develop solutions to the most common leadership and personal challenges faced by entrepreneurs when starting new ventures or launching new products. Promotes a deeper understanding of what is required to be a successful entrepreneur. Highlights the skills and tools necessary to start a new business and explores alternatives to common pitfalls.

Prerequisite: 60 credit hours completed

ETR3200 (3 credits)

**Risk Analysis and Business Model Creation**

This course reviews financial tools and industry benchmarks used to identify and manage start-up risks. Applies completed objectives from core finance courses to the specific needs of entrepreneurial ventures. Stresses the importance of using a company's business model to identify resource requirements, focus risks, and diagram revenue streams. Surveys lessons from successful entrepreneurial business models used by some of the world's greatest entrepreneurs.

Prerequisite: FIN3010 or FIN3210

ETR3300 (3 credits)

**Business Plan Development**

An introduction to the process of researching, writing, and presenting a business plan. Students identify and screen ideas using a business feasibility study that describes the product features, market opportunity, customer profile, sales forecast, competitive advantage, and profit potential. Following a successful feasibility study students may use business plan software as each develops their own complete business plan. Exceptional students may be granted permission to identify and work with a small business owner to help them develop a business plan that potentially expands their current business.

Prerequisite: ETR3010

ETR3990 (3 credits)

**Entrepreneurship Honors Internship**

Exceptional students may apply during their junior or senior year for this real-world based internship. Students will work with an entrepreneur, CEO or executive manager, or a new business incubator or innovation project. Their supervisor must monitor and assess the student's work.

Prerequisite: Department chair approval

ETR4010 (3 credits)

**Risk Analysis and Sources of Capital**

This problem and case-driven course applies many of the objectives from ETR 3010 and core finance courses to the specific needs of small businesses and high growth startups. Financial tools, analysis techniques, and industry benchmarks are used to evaluate, fund, manage, and value entrepreneurial ventures. Valuation options are explored, including the basic valuation techniques imbedded in 'Crystal Ball' or a similar commonly accepted valuation software.

Prerequisite: ETR3010

ETR4030 (3 credits)

**Entrepreneurial Business Model Creation and Evaluation**

This case-driven course applies many of the completed objectives from ETR 1200 and other management core courses. This course explores ways entrepreneurs maximize wealth and economic value.

ETR4040 (3 credits)

**Strategic Management of a Fast-Growing New Venture**

This case-based course applies techniques to design, develop, implement, monitor, and revise new enterprise business strategy. Methods to formulate, implement, and evaluate the strategic management process are analyzed. The congruity and interaction between a proposed strategy and the environment in which a new business is expected to operate are explored in detail. Heavy emphasis is placed on the venture's core competencies, competitors, customer needs, industry, available resources, and operating constraints.

Prerequisite: ETR 3010 or Department chair approval

ETR4080 (3 credits)

**Social and Creative Arts Entrepreneurship**

Explores how entrepreneurial work habits and managerial expertise can be applied to help community service organizations to be more effective at helping to solve social problems and creative arts entrepreneurs to be able to financially support their artistic endeavors. Students create project teams that possess a strong sense of mission by participating in real-world community service activities. A mix of enterprising leaders engaged in social and creative arts enterprises will visit with the students to provide them with insights into their organizations' challenges, setbacks, and successes.

ETR4100 (3 credits)

**Entrepreneurial Management**

This course focuses on the challenges and opportunities to operate new and small businesses. Students develop an

Understanding of how to manage growth through planning, budgeting, and execution skills. Heavy emphasis is placed on the venture's core competencies, competitors, customer needs, industry dynamics, available resources, and operating constraints. Prerequisite: 90 credit hours completed

ETR4200 (3 credits)

**New Venture Business Case**

Students integrate course material from all completed entrepreneurship courses. Students research, prepare, and present a comprehensive business plan for a new venture idea of their choice. The plan extends the outline used in ETR 3300 by adding increased market research, complex financial analysis, detailed capitalization explanation, a fundraising plan, and potential harvest strategy.

Prerequisite: ETR3300 and ETR3010

FMM1010 (3 credits)

**Introduction to Fashion Marketing and Merchandising**

This introductory class provides an exposure to merchandising terminology. Activities and operations that make up the apparel fashion work will be explored as will discussions regarding the entrepreneurs who influence the

industry. Career possibilities are presented with an overview of the raw materials, designing, and manufacturing, plus the wholesale and retail markets.

FMM2010 (3 credits)

**Fashion Promotions and Visual Merchandising**

Various components of a manufacturer's or retailer's promotional techniques, including visual merchandising, are studied. In addition, forms of advertising and special events are studied to evaluate their applications to various situations.

Prerequisite: FMM1010

FMM2050 (3 credits)

**Textiles**

A thorough study of all aspects of the textile industry including fiber, fabrics, prints, finishes, care, and legislation will take place in this course. Students will study the impact of textiles on global economies as well as environmental issues through a variety of teaching methods.

Prerequisite: FMM1010

FMM3020 (3 credits)

**History of Fashion**

This course will survey the evolution of apparel and accessories from the Egyptian period to today's current fashions and relationships therein. The course stresses the social, economic, and political factors which have influenced fashion throughout the ages as well as noting construction, design methods, and terminology.

FMM3110 (3 credits)

**Apparel Analysis**

Students conduct a thorough study of the primary and secondary levels of the industry from raw materials to the finished product and quality levels to costing of materials. Industry terminology, global, and environmental issues will be explored as they pertain to the apparel industry.

Prerequisites: FMM1010 and 2050 and 3020

FMM3120 (3 credits)

**Textiles and Apparel Analysis**

Explores multiple factors including cost of materials, brand names, and quantities that affect the designing, manufacturing, and pricing of fashion merchandise. Students will study the processing of textiles from fibers to fabrics and processing to care and legislation. This course engages students in the overall workings of the textile industry as it relates specifically to the apparel and soft goods industries.

Prerequisites: FMM1010

FMM3990 (3 credits)

**Internship**

The 400 hours internship is designed to provide the student with supervised on-the-job training in their area(s) of interest. A contract between the University, students, and employer as well as a complete list of goals and objectives provides the ground work for this experience. A daily log, periodic evaluations, study of the company, and personal self-reflection are designed to provide the student with a realistic learning experience.

Prerequisite: Department chair approval

FMM4030 (3 credits)

**Merchandising Buying**

Students will participate as a “buyer” through a buying and merchandise assortment planning experience. Students will learn to bridge the gap between the principles of retail buying and mathematical formulas and concepts. The career of a buyer and their responsibilities will be explored.

FMM4120 (3 credits)

**Practices and Theories of Fashion Merchandising**

Successful fashion manufacturers, wholesalers, and retailers are studied along with career opportunities in these areas. The multiple factors, such as cost of materials, brand, names, quantities, and sourcing that affect the designing, manufacturing, and pricing of merchandise are explored. Information and experiences will come from interaction with professionals in these areas. A cumulative and thorough application of all facets of the student’s program is exhibited through a variety of projects concluding with a major business plan.

Prerequisites: FMM major with 90 credit hours completed and ACC2415

FIN1010 (3 credits)

**Introduction to Finance**

Designed to build an understanding of the various banking and finance industries through an examination of the segments of these industries and appraisals of the financial and management skills that future managers need to succeed. The course pedagogy is enhanced with student-led discussion regarding current events in global financial markets. Students gain insights into the development and characteristics of the different industries through popular trade magazines, newspapers, Internet sources, and text.

FIN2600 (3 credits)

**Financial Institutions and Simulation**

Introduction to the commercial banking function and the operations and management of state and national banks. Emphasis on the general management functions, with special attention to management of deposits, loans, investments, liquidity, trusts, and other service functions. A bank simulation is included as a practical application of banking principles, including information provided by banks, competitors, and bank regulatory agencies.

Prerequisite: ACC2410

FIN3010 (3 credits)

**Financial Management**

Study of the theoretical and conceptual framework financial managers use to reach decisions. Particular emphasis is given to the finance function and its relevance to the management of an enterprise. Analysis, problem solving techniques, and decision-making tools are emphasized. Differences between multinational and domestic financial management, such as currencies, political, and economic risks are discussed. Stocks, bonds, and interest rates are evaluated as they relate to the basic financial analysis of investments.

Prerequisite: ACC2415

FIN3210 (3 credits)

**Financial Management**

Required for students seeking a degree with a major or concentration in finance or accounting or is recommended for those students pursuing a minor in accounting or finance. Study of the theoretical and conceptual framework financial managers use to reach decisions. Particular emphasis is given to the finance function and its relevance to the management of an enterprise. Analysis, problem solving techniques, and decision-making tools are emphasized. Differences between multinational and domestic financial management, such as different currencies, political, and economic risks are discussed.

Prerequisite: ACC2415

FIN3310 (3 credits)

**Economics and Finance in the Recreational Marine Industry**

This course will examine some of the key economic and financial issues associated with the recreational marine industry. Topics include economic trends in boat and personal watercraft construction and sales, recreational fishing and marine tourism, and marine aftermarket and marine recreational activity, financial concepts and statements, budgeting, revenue and cost analysis, capital investments, funding development, contract management, and terms and performance measurements. Prerequisites: ECN2210, 2220, FIN 3010

FIN3600 (3 credits)

**Real Estate Finance & Analysis**

A comprehensive overview of the various types of real estate markets in the United States and how purchases and sales are financed. Students examine both standard and creative financing/structuring techniques used with residential real estate and income real estate properties. Purchase, sale, lease, and underwriting issues as well as real estate investment analysis techniques will be fully explored. The effects of market and economic conditions on the real estate markets are analyzed.

Prerequisite: FIN3010 or 3210

FIN3700 (3 credits)



**Finance for Sustainability**

This course will examine the principles of finance for effective management decision-making following a triple-bottom-line approach. The focus is on understanding and analyzing financial information including triple bottom line accounting practices, green investing, cash and capital budgeting and management, human resource management, carbon credits and other similar markets, and stakeholder issues.

Prerequisites: ACC2410, ACC2415 and FIN3010

FIN3750 (3 credits)

**Capital Markets & Analysis**

An introduction to the basics of investing with emphasis on equities, debt, preferred stocks, convertible securities, rights and warrants, options, mutual funds, and fixed and variable annuities. The market on which each is traded, as well as fundamental and technical analysis, will be researched.

Prerequisite or co-requisite: FIN3010 or 3210

FIN3760 (3 credits)

**Applied Financial Analysis & Portfolio Management**

Continuation of FIN 3750 with particular emphasis on the intricate nature of assets contained in sophisticated securities. Concentration will be on the management of portfolios with special emphasis on growth strategies, income strategies, retirement planning, tax-advantaged investing, stock brokerage trends, and overall financial planning.

Prerequisite: FIN3750

FIN3990 (3 credits)

**Internship**

The internship (400 hours of paid employment) is designed to provide the student with supervised on-the-job training. A contract between the University, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: Department chair approval

FIN4010 (3 credits)

**International Finance**

A comprehensive overview of the international monetary system in terms of its institutional structure, participants and their motivations, markets, and products, as well as currency exposure and techniques in risk management.

Prerequisites: FIN3010 or FIN3210 and ECN3000

FIN4100 (3 credits)

**Chartered Financial (CFA) Topics**

Emphasizes various finance topics contained in the course of study for the CFA designation. This designation is a rigorous 3-year graduate program of study desired by experienced financial professionals. It is considered to be

the ultimate credential for the financial professional throughout the industry. Finance majors who aspire to become an analyst and/or the corporate fields should take this course.

Prerequisite: FIN3760; Co-requisite: FIN4550

FIN4150 (3 credits)

### **Certified Financial Planner (CFP) Topics**

Emphasizes various topics contained in the course of study for the CFP designation. The CFP designation is an industry program of study that is desired by those selling financial planning services, and is usually taken soon after beginning one's career. The CFP is a necessary credential for the financial planner throughout the financial planning industry. Students who aspire to becoming a personal financial planner should take this course. Prerequisite: FIN3010 or 3210

FIN4200 (3 credits)

### **Economics and Finance of Port and Terminal Operations**

Ports require significant infrastructure and complex relationships with governments and private industry. This course will examine some of the key economic and financial issues associated with port and terminal operations. Topics include economics of port and terminal operations, global demand for shipping and passenger transport, commercial geography, government versus private ownership, financial concepts and statements, budgeting, revenue and cost analysis, capital investments, funding development, contract management, terms and performance measurements, risk management, and pricing and tariff structures.

Prerequisites: ECN2210, 2220, FIN3010

FIN4230 (3 credits)

### **Personal Financial Planning 1 -**

Designed for senior level students not majoring in finance who will be graduating and leaving the University to pursue their chosen careers, this course will introduce the basic financial planning tools that are needed to acquire a comfortable financial life in the future. Skill topics will include saving, non-retirement and retirement investing, mutual fund/ stock investments, house purchasing/renting, and changing the financial plan as the student's career and family situations advance throughout life. Courses offered for more than one credit will delve further into the course topics based on the number of credit hours.

Prerequisite: 90 credit hours completed

FIN 4550 (3 credits)

### **Corporate Investment Decisions**

Emphasizes case/discussion methods to develop an in-depth expansion on the basic concepts presented in FIN 3010/3210. This course extends the financial analysis of a business to valuing complex capital budgeting and corporate strategies. Issues such as building the financial component of a business plan and using financial management techniques to identify

corporate problems/opportunities and fix or pursue them. Options for various capital structures and the financing thereof are pursued in depth.  
Prerequisite: FIN3010 or 3210

FIN 4850 (3 credits)

**Corporate Financing Decisions and Valuation**

A capstone finance course that builds on the financial concepts learned in previous courses and presents an integrated approach to corporate financing decisions and corporate valuation. This is a case discussion and application course covering various financing and valuation approaches and the application of these methodologies in the contemporary business environment.

Prerequisite: FIN4550

FDN1100 (1 credit)

**First Year Seminar I**

This course prepares students to take personal responsibility for their learning and academic success at Northwood University with an emphasis on holistic factors including how to acquire and apply knowledge, critical thinking, problem-solving, and effective communication skills. Includes an overview of University resources that support student success.

FDN1200 (1 credit)

**First Year Seminar II**

Building on FDN1100, this course emphasizes the relationship between student success and institutional culture and philosophy. An introduction to the role of government, individual freedom and responsibility, property rights, and the free-enterprise system of capitalism.

Prerequisite: FDN1100 or 15 credit hours completed

FDN3100 (1 credit)

**Career Development**

Designed to provide juniors and seniors with research skills and methodology to gain information and understanding about specific industries and enterprises in which the students are interested in seeking employment. Students will learn about the importance of non-verbal interaction, interviewing techniques, resume and cover letter writing, and negotiation skills.

HIS2100 (3 credits)

**Foundations of the Modern World I**

Introduces students to the historical development of Western civilization and its traditions. Major themes include the evolution of social, economic, religious, and political systems to fit the changing conditions of each age, and the expression of changing values and beliefs through intellectual and artistic endeavors. The course traces the development of Western civilization from ancient Near Eastern cultures to the beginning of the modern era in the

1600s.

Prerequisite: ENG1200

HIS2150 (3 credits)

**Foundations of the Modern World II**

Introduces students to the historical development of Western civilization and its traditions. Major themes include the evolution of social, economic, religious, and political systems to fit the changing conditions of each age, and the expression of changing values and beliefs through intellectual and artistic endeavors. The course traces the development of Western civilization from the beginning of the modern era in the 1600s to the present.

Prerequisites: HIS2100

HIS2160 (3 credits)

**Foundations of the Modern World**

Introduces students to the historical development of Western civilization and its traditions. Major themes include the evolution of social, economic, religious, and political systems to fit the changing conditions of each age, and the expression of changing values and beliefs through intellectual and artistic endeavors. The course traces the development of Western civilization from the beginning of the modern era in the 1600s to the present.

Prerequisite: ENG1200

HIS2175 (3 credits)

**The History of the United States of America**

The history of the United States is presented beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience. The course continues through the Civil War, Reconstruction, the 19th, 20th, and 21st centuries and the development of the United States as a world power. The study includes social, cultural, economic, intellectual, and political aspects of American life.

Prerequisite: ENG1200

HIS3010 (3 credits)

**The Founding of the American Republic**

Covers the historical development of the United States from colonial times through the beginning of the 19th century, with emphasis on the historical context of the Declaration of Independence and the U.S. Constitution as examples of the unique expressions of American political, social, and economic systems. The course will focus on primary sources and on selected individuals who helped formulate these ideals.

Prerequisite: HIS2150 or HIS2160

HIS3100 (3 credits)

**Africans in America 1607 to 1861**

Examines the experiences of Africans in America from the founding of the

first colonies to the Civil War as evidenced through the historical, economic, political, social, religious, and literary values of the period. The course is focused on democracy, economics, freedom, leadership, identity, race, and racism from 1607 to 1861.

HIS3130 (3 credits)

**The American Civil War and Reconstruction**

Examines the American Civil War, including its causes, the military, political, social and economic aspects of the war, and its continuing legacy. The course also covers Reconstruction following the war.

Prerequisite: 60 credit hours completed

HIS3150

**The Era of the Vietnam War**

Examines the Vietnam War, including its causes, the military, political, social and economic aspects of the war, and its continuing legacy for both Vietnam and the United States.

Prerequisite: 60 credit hours completed

HIS4020 (3 credits)

**Contemporary Global Issues**

An examination of the historical basis and context for contemporary global issues. Topics may include political, economic, scientific, technological, cultural, and social challenges.

Prerequisite: HIS2150, HIS2160, or HIS2175

HOS1010 (3 credits)

**Introduction to Hospitality Management**

Designed to build an understanding of the hospitality industry by examining the management skills needed to succeed in the industry. The student will also gain an insight in the development of the industry through popular trade magazines, guest speakers, and field trips.

HOS1030 (3 credits)

**Sanitation**

Provides foodservice personnel with basic sanitation principles; understanding personal hygiene; sanitizing of eating and drinking utensils; food bacteriology; emergency pathogens; prevention of illnesses; HACCP, accident prevention; employee training; sanitary and safe foodservice operation. Also includes information regarding alcohol: serving alcohol responsibly; safety of the customer, legalities of the employer, and lawsuits and violations of the state liquor code; how alcohol affects the body; the law and your responsibility; reasonable care; establishing policies and procedures; designing an alcohol responsible program; and checking age identification.

HOS1031 (1 credit)

**Serve Safe Alcohol Seminar**

Emphasis on alcohol law and the responsibility of the server. Includes information regarding alcohol: serving alcohol responsibly; safety of the customer, legalities of the employer, and lawsuits and violations of the state liquor code; how alcohol affects the body; the law and your responsibility; reasonable care; establishing policies and procedures; designing an alcohol responsible program; and checking age identification. Students will have the opportunity to earn the national Serve Safe Alcohol certification.

HOS1032 (2 credits)

### **Food Serve Safe Certification**

Provides foodservice personnel with basic sanitation principles; understanding personal hygiene; sanitizing of eating and drinking utensils; food bacteriology; emergency pathogens; prevention of illnesses; HACCP, accident prevention; employee training; sanitary and safe foodservice operation. Also includes information regarding alcohol: serving alcohol responsibly; safety of the customer, legalities of the employer, and lawsuits and violations of the state liquor code; how alcohol affects the body; the law and your responsibility; reasonable care; establishing policies and procedures; designing an alcohol responsible program; and checking age identification.

HOS2040 (1 credit)

### **Practicum I**

Designed to provide the student with supervised on-the-job training, exposure to organizational, management, internal workings, and services offered through an approved organization. A contract between the college, student, and employer provides the beginning groundwork. Goals, evaluations, a review of skill, and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: 30 credit hours completed

HOS2050 (3 credits)

### **Food and Beverage Management**

Designed to move the student through the various management steps involved in food service. Food production issues are studied from a managerial point of view. Standards in food production and beverage service are a focal area of the course. This course is designed to build the skills necessary to operate a successful and profitable food service operation.

HOS2100 (3 credits)

### **Facilities Engineering**

Introduces students to facilities engineering and why hospitality managers need to be aware of basic engineering principles and tools to enable them to make decisions regarding the operations of their facility

HOS2980 (1 credit)

### **Beverage Seminar**

Exploration of various wines/beers from around the world. Class includes

beverage evaluation and tasting for serious students who will benefit professionally from this knowledge. Primarily for Hotel/Restaurant students, but others will be considered.

HOS3040 (1 credit)

**Practicum II**

Designed to provide the student with supervised on-the-job training, exposure to organizational, management, internal workings and services offered through an approved agency. A contract between the university, the student, and the employer provides the beginning groundwork. Goals, evaluations, a review of skill and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: 30 credit hours completed

HOS3050 (3 credits)

**Hospitality Operation Management**

The class covers the study of broad-based hotel and motel management operations reviewing development, pre-opening, marketing, departmental operations, and organizational structure. Includes work in training, staffing, work improvement techniques, motivating, organizing, planning, and scheduling.

HOS3100 (3 credits)

**Resort & Club Management**

Introduces the student to these exciting and dynamic segments of the industry and the many challenges in operations. Students will explore the many career choices available after visits to various properties and the behind-the-scenes look at how they are run.

HOS3850 (3 credits)

**Special Topics 1**

Various topics in hotel, restaurant, and resort management. These may be one-time or occasional course offerings.

Prerequisite: Dependent on specific course content

HOS3990 (3 credits)

**Internship**

The internship (400 hours of paid employment) is designed to provide the student with supervised on-the-job training. A contract between the University, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisites: Faculty approval and 60 credit hours completed

HOS4050 (3 credits)

**Hospitality Costing, Pricing, and Financial Management**

Designed to move the student through the various management steps

involved in developing a financially successful hotel, restaurant, resort, spa or other hospitality business. This course presents methods and principles for accurately pricing goods and services, controlling costs, and maximizing profits. Hotels, restaurants, and resorts are studied from a managerial point of view to keep costs low and margins high. Budgeting and financing standards set in the hospitality industry are a focal area of the course. Prerequisite: FIN3010 or FIN3210

HOS4100 (3 credits)

#### **Human Resources Application**

Strong human resource management is critical for the survival of any company. This course will discuss and highlight ways that the new or even experienced manager can stay ahead of the workforce challenges. Current articles and group projects will supplement the classroom experience.

HOS4150 (3 credits)

#### **International Tourism**

Focuses on the economic, social, cultural, and environmental considerations of international travel and tourism. The course is designed to create sensitivity to and an awareness of the differences in cultures in regard to a worldview of hospitality management.

HOS4180 (3 credits)

#### **Special Events and Meeting Planning**

Provides students with the basic understanding of the management process as it relates to planning and operation of special events and meetings. This course is designed to develop skills, strategies, knowledge, and understanding about planning, organizing, scheduling, marketing, and implementing meetings and special events for various groups.

HOS4400 (3 credits)

#### **Marine Tourism Management**

Focuses on the economic, social, cultural and environmental considerations of travel and tourism involving marine and coastal activities. The course will focus on marine oriented resort management, chartering and bareboating, charter fishing, SCUBA, snorkeling and underwater exploration, tour boats and tour operations, recreational marine craft rentals, personal boating instruction, and other marine orientated tourist activities.

HOS4500 (3 credits)

#### **Current Issues in the Hospitality Industry**

Explores the dynamics and implications of current societal and professional issues while developing leadership styles and identifying current trends. The course focuses on examining current trends that will impact the profession and help students understand the relevance of trends to their professional development.



HUM3010 (3 credits)

**Ideas that Shaped America**

Explores ideas from America's European heritage that shaped modern America. Course taught only in the Semester in Europe Study Abroad program.

HUM3020 (3 credits)

**Survey of Western Art**

Explores Western art through first-hand visits to European cultural centers and classroom lectures during the Semester in Europe Study Abroad program.

HUM3100 (3 credits)

**Creativity**

An overview of the creative process and its relationship to both personal and professional achievement. Theories of creativity are summarized, covering such topics as the creative personality, creative problem solving, and creative team work. Students will acquire the resources and techniques for stimulating creative thinking and facilitating creative problem solving. The course will encompass both individual and group exercises to stimulate creative thinking.

Prerequisite: 60 credit hours completed

HUM3110 (3 credits)

**The Search for Meaning through the Humanities**

An examination of the human search for meaning through perennial questions and their possible answers as expressed in intellectual, artistic, and social endeavors.

Prerequisite: 60 credit hours completed

HUM3120 (3 credits)

**Introduction to Art**

A survey of visual media, past and present, with particular emphasis on expressionism and realism and how they mirror society. Technique as well as theory is covered.

Prerequisite: 60 credit hours completed

HUM3130 (3 credits)

**Introduction to Music**

The study of music from the past and present, and its impact on our culture. Included are a survey of music from historical periods and the relationship of this auditory art form to other areas of the humanities.

Prerequisite: 60 credit hours completed

HUM3140 (3 credits)

**Introduction to Modern Art**

A chronological survey of major art movements beginning with

Romanticism and culminating in the most recent developments in painting and sculpture.

HUM3150 (3 credits)

**Introduction to Film Art**

A survey of past and present films with particular emphasis on the elements of form and style. A history of film and survey of genres and styles is included.

Prerequisite: 60 credit hours completed

HUM3200 (3 credits)

**Critical Appreciation of the Arts**

Focuses on the special role of the arts: painting, sculpture, architecture, literature, drama, music, dance, film, and photography as forms of human expression. Attention is given to definitions of art and various critical approaches to the arts in order to establish a foundation for critical response.

Prerequisite: 60 credit hours completed

HUM3210 (3 credits)

**General Humanities**

Beginning with the advent of the Renaissance, this course traces the humanistic aspects of our intellectual development, as that development is manifested in painting, sculpture, architecture, music, literature, philosophy, political theory, and spiritual experience.

Prerequisite: 60 credit hours completed

HUM3220 (3 credits)

**Design Principles**

Exploration of human reaction to visual stimuli and the role of design to solve problems and make decisions in business and personal life. The goal is that students will make better functional, practical, and economic visual judgments.

Prerequisite: 60 credit hours completed

HUM3230 (3 credits)

**Understanding Western Architecture**

This course is a comparative examination of the built environment as a cultural, technological, and artistic achievement. Basic design and technical concepts that allow buildings to stand up will be explored. In addition, the history of architectural development in the West, from prehistoric times to the present, will be surveyed. The focus is on architecture as an expression of culture, a systematic statement of values.

Prerequisites: HIS2100, HIS2150

INB1100 (3 credits)

**Introduction to International Business**

This is a survey course that acquaints students with the salient components of the discipline and the curriculum. It covers the various functional areas of International Business such as trade, finance, law, management, and marketing. It also examines the importance of culture and its impact on human behavior, and brings home to students the importance of understanding cultural differences for the successful pursuit of a career in international business. The course introduces students to career opportunities in the international business field.

ECN3000 (3 credits)

**International Trade**

Examines the basis of trading among nations with emphasis on resources, foreign exchange, balance of payments, investments, tariffs, import quotas, export controls, nationalism, free trade, protectionism, and the institutions aiding in world trade. Prerequisites: ECN2210 and 2220

ECN3410 (3 credits)

**Comparative Economic Systems**

An analysis of the various systems of economic organization; comparison of socialist methods of economic management with the operations of the market economy; overview of the current economies of several nations.

Prerequisites: ECN2210 and 2220

FIN4010 (3 credits)

**International Finance**

A comprehensive overview of the international monetary system in terms of its institutional structure, participants and their motivations, markets, and products, as well as currency exposure and techniques in risk management.

Prerequisites: FIN3010 or FIN3210 and ECN3000

LAW4050 (3 credits)

**International Law**

Overview of the international legal environment, including an emphasis on common and code law systems and their impact on the conduct of international business. Explores international jurisdiction, world legal agreements and bodies, treaty agreements, and treaty law.

Prerequisites: LAW3000 and ECN3000

MGT4030 (3 credits)

**International Management**

Familiarizes students with the evolution of the multi-national enterprise over the past century, and addresses the challenges today's managers of such enterprises. Discusses the various aspects of the complex task of managing and leading a multi-national enterprise such as strategy formulation, structuring organizations, liaising with external stakeholders, ensuring ethical conduct, and providing inspirational leadership. Knowledge and skills are imparted through the use of experiential learning tools such as simulations and case discussions.

Prerequisites: MGT2300 and MKT2080

MKT3100 (3 credits)

**International Marketing**

Addresses global issues challenging today's international marketer. Discusses the various strategic, tactical, and operational components of the international marketing function. Explores in detail the practical aspects of international marketing such as exports and imports, international marketing research, and the development of a comprehensive marketing plan.

Prerequisites: MKT2080 12 credits of Spanish or other foreign language:

SPN2010 (3 credits)

**Spanish I**

The first of a two semester sequence designed specifically for beginning university students with no previous language study. Emphasis is placed on acquisition and application of basic language skills.

SPN2015 (3 credits)

**Spanish II**

Continuation of the first year language sequence in Spanish. Course design places emphasis on development of the target language in the five goal areas of foreign language education: communication, cultures, connections, comparisons, and communities.

Prerequisite: SPN2010

SPN3010 (3 credits)

**Spanish III**

The first of a two semester sequence designed for students who have a background of at least one year of college level Spanish or its equivalent. The objective is to further acquisition and application of the target language at the intermediate level. Authentic materials in the target language reflect contemporary topics relevant to contemporary global issues.

Prerequisite: SPN2015

SPN3015 (3 credits)

**Spanish IV**

Completes the second year language sequence in Spanish. Course emphasis is placed on continued development of proficiency in the target language through grammar review, composition, selected readings, small group discussion, and short speeches on topics of interest.

LAW2500 (3 credits)

**Environmental Regulations and Public Policy**

This course will provide an overview of environmental law, regulation and international policies, focused on those areas that directly impact on

commercial and industrial enterprise. The course will also help students understand the relationship between environmental protection and societal, political, economic and ethical concerns that shape regulatory policy. Prerequisites: NSC2200 and MGT2400

LAW2800 (1 credit)

**Mock Trial I**

Emphasis is placed on building the skills necessary to compete in American Mock Trial Association Invitational Tournaments. Each student will be a part of a team responsible for the development of a case to be tried in a court of law including opening statement, introduction of testimony, physical, and demonstrative evidence, direct and cross examination of witnesses, closing arguments, etc. Students will participate in competitions both on and off campus.

LAW2810 (2 credits)

**Mock Trial II**

Emphasis is on continuing development of skills necessary to compete in regional American Mock Trial Association Invitational Tournaments. Students who have taken LAW2800 will have already competed at invitational tournaments sponsored by the American Mock Trial Association. During this course, as a member of the Regional Team, students will perform the same skills introduced in the LAW 2800 course at a higher level. Students will participate in competitions both on and off campus. Prerequisite: LAW2800

LAW2820 (2 credits)

**Mock Trial III**

Emphasis is on continuing development of skills necessary to compete in the national American Mock Trial Association Invitational Tournament. Students who have taken LAW 2800 will have competed at Invitational Tournaments and those who have taken LAW 2810 will have competed at the Regional Tournament. During this course, as a member of the Regional, National and Championship Team(s), students will consistently perform the skills introduced in LAW 2800 and LAW2801 at a higher level reflecting their prior experience. Students will participate in competitions both on and off campus.

Prerequisites: LAW2800 and 2810

LAW3000 (3 credits)

**Business Law I**

Basic principles of law applicable to the business world emphasizing ethics, the U.S. judicial system, contracts, sales, property, agency, and business organizations. The goal of the course is to provide the basic knowledge and understanding of legal theories and practical applications of rules/laws as they pertain to the decision-making aspects of administration and professional conduct in business.

LAW3025 (3 credits)

**Business Law for Accounting Majors**

The course will focus on two main areas. First, the course will undertake a critical exploration and examination of the regulation of the accounting profession. This will include research, application, and evaluation of the regulation of for-profit financial accounting, auditing of private and public entities, not-for-profit financial accounting, and taxation. Second, students will focus on specific areas of business law most applicable to the practicing accountant, including business organizations, securities law, and professional liability. Additionally, basic principles of law applicable to the business world, emphasizing contracts and sales, as well as period after sales, bailments, negotiable instruments, agency, partnerships, corporations, insurance, and real estate will be examined.

LAW3026 (1 credit)

**Business Law for Accounting Majors**

The course will focus on specific areas of business law most applicable to the practicing accountant, including business organizations, securities law, and professional liability. Additionally, basic principles of law applicable to the business world, emphasizing contracts and sales, as well as period after sales, bailments, negotiable instruments, agency, partnerships, corporations, insurance, and real estate will be examined.

Prerequisite: LAW3000

LAW3050 (3 credits)

**Business Law II**

An in-depth study of law with special emphasis on those points of law that would be of particular importance to students planning careers in accounting, especially those considering qualifying as Certified Public Accountants. Provides students with the basic knowledge and understanding of legal theories and practical applications of rules/laws as they pertain to the decision-making aspects of administration and professional conduct of business, especially in the accounting industry.

Prerequisite: LAW3000 or LAW3025

LAW3500 (3 credits)

**Commercial and Real Estate Law**

This course provides an overview of real estate transactions and acquisitions for commercial real estate, including site selection, appraisals, purchase contracts, lease negotiations and contracts, mortgage financing, loan documentation, escrows and titles. Transactions related to franchise agreements will be a specific feature of the course.

Prerequisite: LAW3000

LAW4050 (3 credits)

**International law**

Overview of the international legal environment, including an emphasis on common and code law systems and their impact on the conduct of international business. Explores international jurisdiction, world legal agreements and bodies, treaty agreements, and treaty law.

Prerequisites: LAW3000 and ECN3000

MGT2300 (3 credits)

**Principles of Management**

Foundation course that provides an overview of the principles, concepts, and theories underlying the management discipline. Students learn the specialized vocabulary necessary for the practice of management. Origins, history, and antecedents of the management discipline and its relationship to the other disciplines that are the components of a business education.

MGT2400 (3 credits)

**Sustainable Enterprise Strategies**

This course will allow students to gain an understanding of the decision-making process in sustainable organizations and industries, including the theories supporting sustainable management and the concepts of triple-bottom-line management. Students will apply the core management functions and practices learned in previous business core courses to sustainable organizations. A systems approach will be used to help students develop the ability to analyze whole systems. Prerequisites: MGT2300, ECN2210 and ECN2220

MGT2500 (3 credits)

**Human Resource Management**

Provides students with a broad understanding of the behavioral, structural, operational, and legal aspects of managing an organization's human resources and the interrelationship between managerial functions and human resource policies. Examines the human resource functions of job analysis and design, recruitment, training and development, compensation and benefits, appraisal, and retention. Traces the evolution of the discipline and highlights certain landmark events that have impacted human resource management. Discusses the function of the various governmental agencies responsible for ensuring legal compliance.

MGT3200 (3 credits)

**Management Communications**

Students develop the techniques of sending and receiving skills necessary for effective communication in the global business environment. Topics covered include: writing effective business letters, memos, e-mails, and reports; group dynamics and effective meetings; nonverbal communication; listening; perception and semantics; and oral reporting.

Prerequisite: ENG1200.

MGT3500 (3 credits)

**Operations Management**

Deals with the strategic/operational activities that relate to the creation of goods and services through the transformation of inputs to outputs. Students will be able to formulate strategies that increase productivity and quality so as to maximize a firm's profitability in a global marketplace and for the benefit of society.

Prerequisites: MGT2300 and MTH2310

MGT 3700 (3 credits)

**Practice of Management and Leadership**

Builds on the foundations of management theory and concepts contained in MGT2300. It teaches students the practical elements of management and leadership through analysis, discussion, and reporting of significant trends and key issues from current literature. Examines advanced techniques in decision making and their applications in organizations. Using experiential learning tools, students learn management principles and identify important concepts related to leadership, emotional intelligence, diversity, organizational change, and sustainability.

Prerequisites: MGT2300 and MKT2080

MGT3990 (3 credits)

**Internship**

The internship (400 hours of paid employment) is designed to provide the student with supervised on-the-job training. A contract between the college, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: Faculty approval

MGT4030 (3 credits)

**International Management**

Familiarizes students with the evolution of multinational enterprises over the past century, and addresses the challenges today's managers of such enterprises. Discusses the various aspects of the complex task of managing and leading a multinational enterprise such as strategy formulation, structuring organizations, liaising with external stakeholders, ensuring ethical conduct, and providing inspirational leadership. Knowledge and skills are imparted through the use of experiential learning tools such as simulations and case discussions.

Prerequisites: MGT2300 and MKT2080

MGT4250 (3 credits)

**Organizational Behavior**

Examines how the behavior of individuals and the relationships among individuals and groups within an organization impact its effectiveness. Draws upon the theories and models that constitute the core of the discipline, and



also examines current topics and areas of interest. Develops the skills and tools necessary to effectively manage change within an organization and evolve into successful leaders in a complex, global environment.

Prerequisite: MGT2300

MGT4300 (3 credits)

**Management of Information Technologies**

Students learn how to use and manage information technologies to revitalize business processes, improve business decision making, and gain a competitive advantage. Major emphasis is placed on the essential role of the Internet and networked technologies in order to create efficiencies that will help contribute to business success in the global economy.

Prerequisites: MGT2300 and MIS1050 or MIS1600

MGT4360 (3 credits)

**Strategic Risk Management**

Examines the risk management process in detail and its application in an organization. The course covers principled holistic risk management (pure and speculative risk) and why organizations have risk managers. Includes the administrative and strategic aspects of global strategic risk management examining how a risk manager operates within a complex organization. The application of risk management tools will be discussed such as risk mapping, loss forecasting, application of total quality management principles, integrated risk financing, financial reinsurance, captives/risk retention groups, and benchmarking. The course will also examine the specific issues of managing risk globally and other pertinent issues faced by risk managers.

MGT4800 (3 credits)

**Strategic Planning**

Integrates the various theories, concepts, and models covered in previous management courses and other courses dealing with other functional areas, and presents a comprehensive view of the competitive environment of today's global business enterprise. Through the use of experiential learning tools such as simulations and case discussions, students learn the skills necessary to formulate and implement strategy and exercise effective leadership in diverse organizational settings and business environments.

Prerequisites: 90 credit hours completed, MGT2300, and FIN3010 or FIN3210

MGT4810 (3 credits)

**Business Seminar**

This course is utilized in study abroad programs and allows students to study a wide scope of international business practices including financial, retail, industrial, manufacturing, and service industries.

Prerequisite: MGT2300

MKT2010 (3 credits)

**Principles of Selling**

Explores the psychology of selling, the customer-centric organization, the sales process, sales techniques, ethical and legal issues in sales, and career opportunities associated with selling as a professional career. Experiential learning takes place during role playing and simulated sales presentations.

Prerequisite: MKT2080

MKT2080 (3 credits)

**Principles of Marketing**

Explores the development of marketing principles and the role of marketing in an enterprise economy. Reviewing current articles and case studies develops an understanding of marketing principles.

MKT2200 (3 credits)

**Sales Management**

Planning, implementing, and controlling the firm's professional sales assets. Explores the recruitment, selection, and motivation of the internal sales force, the distributor network, and the use of manufacturing representatives. Addresses time and territory management, compensation, training, budgeting, and the evaluation of selling efforts. Emphasizes the integration of the sales function into the firm's strategic planning and implementation processes. Case studies are used extensively to explore the concepts.

Prerequisite: MKT2010

MKT3000 (3 credits)

**E-Commerce**

Discusses the rapid evolution of the marketplace because of the emergence of e-commerce and the tools facilitating this evolution, such as the Internet. Covers the impact of these tools and the changes they invoke on organizations, careers, and in general, on the conduct of business in the global marketplace. Use of these tools with special emphasis on utilization in value chain integration and enterprise resource planning. The development of an e-commerce strategic plan is a capstone element of this course. Prerequisites: MKT2080

MKT3050 (3 credits)

**Consumer Behavior**

Consumer behavior theory, including the introduction of behavioral models to investigate the consumer psychology. Application of consumer behavior principles to customer satisfaction, market planning, and merchandise mix decisions. Ethical, diversity, and international issues are also explored.

Prerequisite: MKT2080

MKT3100 (3 credits)

**International Marketing**

Addresses global issues challenging today's international marketer. Discusses the various strategic, tactical, and operational components of

the international marketing function. Explores in detail the practical aspects of international marketing such as exports and imports, international marketing research, and the development of a comprehensive marketing plan.

Prerequisites: MKT2080 and MGT2300

MKT3350 (3 credits)

**Lean Distribution**

Lean distribution is based on the Toyota Production System and is a philosophy of a set of methods for dramatically reducing time from customer order to building and shipping a product that costs less, uses less space, and is of superior quality. Covers the history, philosophy, and core methodologies of lean distribution.

Prerequisite: MKT2080

MKT3450 (3 credits)

**Logistics**

Provides a management guide to the flow of products from suppliers to manufacturers, manufacturers to distributors, distributors to retailers, and manufacturers to retailers. Logistics will be discussed and described in all phases of the transportation system including rail, truck, air, and water borne shipments. Help engage students in the overall workings of logistics including an overview of employment opportunities in logistics management.

Prerequisite: MKT2080

MKT3990 (3 credits)

**Internship**

The internship (400 hours of paid employment) is designed to provide the student with supervised on-the-job training. A contract between the college, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: Department chair approval

MKT4220 (3 credits)

**Marketing Research Seminar**

Examines the role of research in the solution of marketing problems. Development of research and survey instruments and use of a software computer package to analyze data. Student teams will identify a research problem, gather and analyze data, and integrate results in a research report.

Prerequisites: MTH2310 and MKT2080

MKT4230 (3 credits)

**Marketing Research**

Examines the role of research in the solution of marketing problems, with emphasis on available data analysis, non-parametric statistical procedures,

sampling, variable analysis, and field research methodology. Development of research and survey instruments and use of a software computer package to analyze data. Student teams will identify a research problem, gather and analyze data, and integrate results in a research report presented in class.

Prerequisites: MTH3340 and MKT2080

MKT4240 (3 credits)

### **Marketing Management**

A case-based, capstone course that builds upon previous classes in marketing principles and marketing research. Course includes development of a market plan and managerial analysis of marketing policy, strategy, organization, administrative structures to facilitate the marketing function, procedures in demand analysis, product planning policy, pricing, and physical distribution. Emphasizes the integration of these marketing activities and their planning and direction.

Prerequisite: MKT4220 or MKT4230

MKT4490 (3 credits)

### **Advanced Marketing Strategies**

An integrative, dynamic view of advanced marketing strategies across a broad spectrum of theories and concepts designed to prepare the CEO, president, executive, and business owner entrepreneur for critical thinking and action. Involves critical selection for a framework of developing marketing strategies to yield a distinctive competitive and comparative advantage, brand strategy, pioneering growth, analysis of markets, and defensive marketing strategies. Strategic-level marketing topics and tools emphasis will be on the role of marketing capabilities in creating, leveraging, and appropriating value in the marketplace. Prerequisites: MKT3100 and MKT4220

MTH0980 (3 credits)

### **Developmental Mathematics**

A developmental math course for students who have not been placed directly in college algebra or finite math. This course is delivered in modules, each module focusing on a different required competency. Students will be required to complete each module at an 80 percent (80%) mastery level in order to complete this course. Students not completing all modules successfully in one semester will be required to enroll in the course the following semester until all modules have been mastered.

Prerequisite: ACT Math score of 23 or less or equivalent SAT Math score

MTH1100 (3 credits)

### **Finite Mathematics**

Uses elementary functions to explain mathematical models. Quadratics, systems of equations, and mathematical models of business finance are used to facilitate understanding mathematical techniques used in business and other applications. Additional topics are selected to prepare students for the

statistical and quantitative reasoning used by professionals. Probability concepts and summation notation are explored to provide a strong basis for statistics. Also covered are the logic and set theory concepts used in quantitative reasoning.

Prerequisite: Minimum ACT Math score of 24 or minimum SAT Math score of 550 or MTH 0980 or successful completion of the placement examination

MTH1150 (3 credits)

### **College Algebra**

Completes the sequence of algebraic topics necessary for a mathematically literate person. An understanding of the Real Number System is extended to complex numbers required to solve quadratic equations. Students will learn how to solve quadratic equations using the quadratic formula, how to solve logarithmic and exponential equations, how to solve systems of equations in two or more variables using matrix operations, how to solve a system of linear inequalities, and how to apply the notation and principles of sequences and series. A modeling approach is used with an emphasis on functions and applied problem solving.

Prerequisite: Minimum ACT Math score of 24 or minimum SAT Math score of 550 or MTH 0980 or successful completion of the placement examination

MTH2310 (3 credits)

### **Statistics I**

A thorough treatment of descriptive statistics; an introduction to the concepts of probability, probability distributions, and sampling distributions; and an introduction to inference through estimation by confidence intervals. Students will determine which statistical technique is appropriate depending on the data type and level of measurement, analyze the data, and then interpret the results. Appropriate technology and/or software will be required.

Prerequisites: MIS1050 or MIS1600 and MTH1100 or MTH1150

MTH3100 (3 credits)

### **Calculus I**

The basics of differential and integral calculus and its application in solving problems. Linear and nonlinear functions are reviewed; the concepts of limits and continuity, derivatives of functions and their applications, finding maxima and minima, and definite and indefinite integrals are covered.

Prerequisite: MTH1100 or MTH1150 or ACT Math score of 29 or higher or equivalent SAT Math score

MTH3200 (3 credits)

### **Calculus II**

Understanding and utilization of multivariable calculus and matrix algebra techniques commonly used in business, economics, and the social sciences.

Prerequisite: MTH 3100

MTH3340 (3 credits)

**Statistics II**

A continuation and expansion of concepts covered in MTH 2310. It includes hypothesis testing of proportions, means and variances of one and two populations, including matched pairs, correlation, simple linear regression, chi-square tests, multiple regression, forecasting, statistical process control, and analysis of variance. Appropriate technology and/or software will be required.

Prerequisite: MTH 2310

NSC1100 (3 credits)

**Introduction to Ecological Principles**

Course Description: this course is designed as an introductory course presenting the main concepts of ecosystem function and ecological interrelationships. Students will develop an understanding of the complex relationships between physical, chemical and biological components of ecosystems. This understanding will provide the basis for later application of human interaction and sustainability concepts to the natural world.

NSC2100 (3 credits)

**Environmental Science**

Designed to give an overview of basic environmental principles. Concepts central to the biological and physical sciences will be covered to provide a background for understanding the environment. The basic environmental issues of human population growth, biodiversity, natural resources and energy use, and their role in the wellbeing of the environment will be highlighted. Ethical, social, economic, and political interrelationships will also be discussed. This material will provide a good foundation for sound decisions regarding environmental issues.

NSC2200 (3 credits)

**Current Topics in Environmental Science**

This course will familiarize students with the current and predicted environmental issues facing the human population and the global ecosystem. Emphasis will be placed on the ecosystem approach to environmental problem-solving, highlighting the interrelationships between scientific, social, political, economic and ethical viewpoints. Emphasis will be placed on critical and global thinking. This course will provide the basis for current environmental issues and problems, and prepare students for more in-depth analysis of global sustainability topics in later courses.

Prerequisite: NSC1100

NSC3100 (3 credits)

**Climate Change**

Examines the current scientific knowledge of climate change and its

implications for society as a whole. Specific topics include: energy balance, components of climate, measuring climate, and modeling climate. The consequences of climate change from biological, social, and economic perspectives will be examined, as well as political, corporate, and individual responses to this issue.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3200 (3 credits)

### **Understanding Biotechnology**

Biotechnology is the latest technological revolution to transform many facets of our society. Its impacts on the environment, agriculture, nutrition, industry, and health will advance social and individual health and technology beyond anything imaginable. This course reviews the science behind biotechnology including cell biology, genetics, genetic behavior, and genetic manipulation. It presents the technologies and laboratory processes that enable biotechnology discovery and development. Finally, it explores specific applications of biotechnology including food, human health, industrial, and environmental applications.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3250 (3 credits)

### **Biodiversity**

Examines the three components of biodiversity: species diversity, genetic diversity, and ecosystem diversity, including the implications and impacts that human activities are having on each of them. Specific concepts of evolution, speciation, adaptive radiation, biogeography, and ecology are also addressed. The value of biological diversity is examined from both an economic as well as an ecological perspective. Prerequisites: NSC2100 and 60 credit hours completed

NSC3330 (3 credits)

### **Tropical Natural History**

Examines the various tropical ecosystems of the world with a primary focus on the neotropical rainforests. Examines the climate, geology, geography, ecology, biodiversity, economic potential, and environmental concerns of these ecosystems. Their values, including ecological, economic, and cultural, will be examined in order to establish a framework to understand the urgent need for their conservation for future generations and the health of the planet in general.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3400 (3 credits)

### **Environmental Study in Mexico**

A broad presentation of environmental science, integrating technical and social concepts and issues as they relate to the Mexican environment. The ecological, economic, social, and ethical aspects of current issues are scrutinized from a scientific base.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3450 (3 credits)

**Environmental Study in Southeast Asia**

A broad presentation of environmental science, integrating technical and social concepts and issues in the Southeast Asian environment. The ecological, economic, social, and ethical aspects of current issues are scrutinized from a scientific base. Prerequisites: NSC2100 and 60 credit hours completed

NSC4020 (3 credits)

**Oceanography**

A broad presentation of oceanographic concepts and processes, including exploration, physical, chemical, and biological aspects. Current societal issues pertaining to the world's oceans will also be covered.

Prerequisites: NSC 100 and 60 credit hours completed

NSC4030 (3 credits)

**Field Ornithology**

An overview of the scientific study of birds and the important contributions to the field made by amateur birders. The course focuses on the field identification of local and regional species plus an overview of worldwide groups. In addition, this course includes ecological, behavioral, and biological topics including anatomy, territoriality and nesting ration, trophic interactions, and conservation. The recreational and economic impacts of bird watching and feeding are addressed. Prerequisites: NSC2100 and 60 credit hours completed

NSC4040 (3 credits)

**Ecology**

Students study and become familiar with the geology, indigenous plants, animals, and various ecosystems representative of the region, and identify the relationships involved between the living and nonliving factors in their environment.

Prerequisites: NSC2100 and 60 credit hours completed

NSC4060 (3 credits)

**Science and Technology**

A science course aimed at the non-science major. An overview of various scientific disciplines and processes, the creation and commercialization of scientific knowledge, and the impact of scientific discovery on business and society. The course provides students with basic information necessary to work in a technology-based environment.

Prerequisites: NSC2100 and 60 credit hours completed

PHL3000 (3 credits)



**Philosophy of Religion**

Essence and meaning of religion as a pervasive phenomenon in human societies; faith and reason, nature of divinity, arguments for and against God's existence, religious knowledge and experience, morality, and the problem of evil.

Prerequisite: 60 credit hours completed

PHL3100 (3 credits)

**Ethics**

Study of moral decision making and theories that define our responsibilities. This course will examine sources for moral value e.g. law, authority, culture, tradition, religion, the problems associated with ethical subjectivism, as well as prominent historical approaches to ethics in the West. Prerequisite: 60 credit hours completed

PHL3300 (3 credits)

**Logic**

Entails a thorough study of traditional Aristotelian logic, propositional logic, induction, informal fallacies, and scientific method. Topics discussed include: use and misuse of statistics, tools of basic economic analysis, memory training, fundamental principles of formal deductive reasoning, and rules of argumentation.

Prerequisite: 60 credit hours completed

PHL4100 (3 credits)

**Philosophy of American Enterprise**

Examines the role of freedom, individual responsibility, property rights, entrepreneurship, and free markets in moral, intellectual, and economic development. Course materials draw on philosophical arguments, economic theory, and historical examples to demonstrate how these factors work together to create civil society.

Prerequisites: 90 credit hours completed, ECN2210, ECN2220

PHL4105 (3 credits)

**Critical Philosophical Problems**

Critical philosophical problems of civilization with emphasis on their current status are explored. Problems include the relationship of the increase of knowledge and the use of science and technology in our societies, human rights, war, peace, poverty, prosperity, private property, government control, religion, and other selected philosophical problems with international significance, implications, and relationships.

Prerequisite: 60 credit hours completed

PSC2010 (3 credits)

**Introduction to American Government**

A survey of the institutions of American government including: legislative, executive, and judicial branches; interpretation of the Constitution and the Bill of

Rights; federalism; political parties; the federal bureaucracy; elections; and interest groups.

PSC3000 (3 credits)

**Political Philosophy**

A philosophical examination of major social and political concepts such as freedom, authority, justice, law, obligation and rights. Emphasis on important philosophers and ideologies in the history of political philosophy.

Prerequisite: 60 credit hours completed

PL1010 (1 credit)

**Prior Learning Assessment**

A writing course that explores learning styles, the writing process, and portfolio development to verify college-level learning. A portfolio with the following elements will be produced: autobiography, resume, areas of study, documentation/verification items, and evaluation breakdown from the prior learning assessment evaluator(s). Graded pass (P)/fail (F) only.

Prerequisite: Approval of advisor

PSY3000 (3 credits)

**Principles of Psychology**

Provides students the opportunity to analyze their own personalities, interpersonal relationships, and values by reviewing major psychological theories. Experiential exercises are integrated throughout the course to apply theory to “real life” situations.

PSY3010 (3 credits)

**Applied Psychology**

An overview of major psychological concepts and techniques that is relevant to the application of organized knowledge about human behavior to improve productivity and personal satisfaction on the job. Classical theories of human behavior are summarized covering such topics as perception, learning, personality, conflict, motivation, team work, empowerment, and wellness. Business psychology is applicable in any work setting, such as a company, government agency, hospital, hotel/restaurant, or educational institution.

SOC3000 (3 credits)

**Principles of Sociology**

Introduces students to the field of sociology and the sociological perspective. Provides students with three important tools: a basis for understanding how society operates; an understanding of the core sociological concepts, methods, and theories; and the ability to understand society from an objective point of view. Topics for this course include sociological theory, groups, family, bureaucracies, social class, power, deviance, interaction, inequality, organization, socialization minority relations, community, and social change.

SOC3010 (3 credits)

**World Culture and Customs**

Designed to give students a global perspective by examining cultural regions of the world. Students will explore and analyze geography, economics, history, religion/philosophies, and value system, as well as cultural factors such as language, art, and music. The rationale for this course is to prepare students for the ever-growing interdependence of the world in which they live and work, and to help prepare them to be responsible and participating citizens of the 21st century global society.

SOC3020 (3 credits)

**Women in American Culture**

Examines the changing image of women—women as seen by other women, women as seen by men, and individual women as they see themselves.

SOC 3450 (3 credits)

**Culture of Leadership**

An analysis of organizational factors that influence leadership and management skills. Key aspects include formal and informal groups, norms, sanctions, organizational change, morale, function of committees and teams, role of unilateral decisions, team work, empowerment, and ethical philosophy. Includes a self-appraisal of leadership and management strengths and areas for development.

SOC3500 (3 credits)

**Cultural Anthropology**

Study of how humans are affected by and can change culture. Topics include ethnography, language and communication, ecology and subsistence, kinship and family, identity, roles and groups, globalization and culture change, and applied anthropology. Theoretical and historical analysis will build upon or serve as a foundation for SOC 3010 which has a more contemporary focus.

SPN2010 (3 credits)

**Spanish I**

The first of a two semester sequence designed specifically for beginning university students with no previous language study. Emphasis is placed on acquisition and application of basic language skills.

SPN2015 (3 credits)

**Spanish II**

Continuation of the first year language sequence in Spanish. Course design places emphasis on development of the target language in the five goal areas of foreign language education: communication, cultures, connections, comparisons, and communities.

Prerequisite: SPN2010

SPN3010 (3 credits)

**Spanish III**

The first of a two semester sequence designed for students who have a background of at least one year of college level Spanish or its equivalent. The

objective is to further acquisition and application of the target language at the intermediate level. Authentic materials in the target language reflect contemporary topics relevant to contemporary global issues.

Prerequisite: SPN2015

SPN3015 (3 credits)

### **Spanish IV**

Completes the second year language sequence in Spanish. Course emphasis is placed on continued development of proficiency in the target language through grammar review, composition, selected readings, small group discussion, and short speeches on topics of interest. Prerequisite: SPN 3010

SPC2050 (3 credits)

### **Speech**

Introduces students to the basics of public speaking. How can stage fright be handled? What techniques are necessary to engage an audience? How can the needs of different audiences be considered? How can visuals be designed and used effectively? What can be done so that verbal and nonverbal delivery is fluent? Addressing these questions requires students to examine their personal presentations in order to set improvement goals. The study will help engage students in the overall workings of public speaking. The course requires strict attendance, formal presentations, and impromptu presentations.

## **The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:**

### **Administration, Faculty, and Staff**

#### **Flagship Residential Campus**

Campus President

Tom L. Duncan

B.A., Evangel University

M.A., University of Missouri  
Columbia

Ph.D., University of Arizona

#### **Dean of Academic Affairs**

Susan K. Dennett

B.A., Oakland University

M.S., Florida State University

Ph.D. Florida Atlantic University

#### **Dean of Students**

Robert Cabello

A.G.S.; Delta College

B.G.S., University of Michigan

M.A., Sp.A; Eastern Michigan

University

J.D., Indiana University

#### **Assistant Business Office Manager**

Angela Jones

A.A., Broward Community College

B.B.A., Florida Atlantic University

#### **Bursar**

Elizabeth Guzman

#### **Executive Director of Financial Aid**

Melanie Sebastian

B.S. University of Florida

M.B.A. University of Phoenix

#### **Financial Aid Director**

Hollie Crotts

A.A., B.B.A., Northwood University

**Financial Aid Administrators**

Adam Smetaniuk  
B.S. Fredonia State University

**Financial Aid Administrators**

Abia Afzal  
A.A.S. Lincoln College of  
Technology

**Athletic Director**

Nicholas Davidson  
A.S., B.B.A., M.B.A., Northwood  
University

**Director of Enrollment  
Management & Admissions**

Jeffrey Greenip  
BS, MS, Johnson & Wales  
University

**Computer Technologist/Interactive  
Room Tech**

Robert Doran

**Senior Advancement Director**

Mary Eighmie

**Admissions Counselor**

Angel Nacianceno  
B.S., M.S., Florida International  
University

**Admissions Counselor**

Robert Carlisle  
BBA, Northwood University

**Senior Admissions Counselor**

Todd Dittmar  
MBA, Keiser University

**Admissions Counselor**

Tara Francey-Meehan  
BA, Florida Atlantic University

**Admissions Counselor**

Chad Owen  
BS, Full Sail University

**Community Relations Coordinator**

Liz Snyder  
BA, University of North Carolina at  
Wilmington

**Community Relations Coordinator**

Bradley Cocking  
B.A., M.A., Rowan University

**Community Relations Coordinator**

Heather Ginsberg  
B.A., M.A., Adelphi University

**Community Relations Coordinator**

Greg Dellorco  
B.S. Endicott College

**Community Relations Coordinator**

Thomas Storrison  
B.A., Siena Heights University  
M.A.Ed., University of Phoenix

**Director Learning Resource Center**

Lynette Harville  
B.A., Otterbein University  
M.Ed., Ed.S., Ed.D., Arizona State  
University

**Interim Librarian**

Phil Estes  
B.A., Kansas City College & Bible  
School  
M.A., Columbia International  
University  
M.A., Bob Jones University  
M.A.I.L.S., University of South  
Florida  
M.Div., Bob Jones University

**Assistant Registrar**

Ashley Rouse  
AA Business Administration, Lincoln  
College of Technology

**Director of Special Events and  
Public Relations**

Suzi McCreery  
B.B.A., Northwood University

M.B.A., Palm Beach Atlantic University

**Registrar**

Dawn Musgrave-Demarest  
A.A., B.B.A., Northwood University  
M.B.A., Nova Southeastern University

**Associate Director of Admissions**

Ivette Noto  
A.A., Palm Beach Community College  
B.S., University of Florida

**Head Men's Basketball Coach**

Rollie Massimino  
B.S. University of Vermont  
M.A. Rutgers University

**Head Baseball Coach**

Jeremy Kennedy  
B.S., Dallas Baptist University

**Head Track and Field Coach / Assistant Cross Country**

Kent Baker  
B.A., University of Michigan  
M.S., Central Michigan University

**Assistant Men's Soccer Coach**

Alan McCann  
B.B.A., Northwood University

**Goalkeeper Coach**

Brian O'Shea

**Head Softball Coach**

Chelsea Nowell  
B.S., Texas A&M University

**Head Women's Basketball Coach**

Pam Oswald  
B.A., Malone University

**Head Dance Coach**

Claudia Perez  
A.A., Palm Beach State College

**Assistant Men's Basketball Coach**

Conor Donelon  
B.S., John Carroll University

**Assistant Softball Coach/ Assistant Sports Information**

Courtney Dunker  
B.A., University of Northern Iowa,  
M.S., Winona State University

**Head Men's and Women's Tennis Coach**

Daniel Finn  
B.S., Lindsey Wilson College

**Assistant Men's Basketball Coach**

Dante Calabria  
B.A., University of North Carolina at Chapel Hill

**Assistant Women's Soccer Coach**

John Bratcher  
B.A., Grace College  
M.S., University of St. Francis  
D.A., Middle Tennessee State University

**Goalkeeper Coach**

Julie Hemsley

**Assistant Men's Basketball Coach**

Ken Gabelman  
B.S., Southern Connecticut State College  
M.S., Adelphi University

**Assistant Athletic Trainer**

Lindsay Moccia  
B.S., Barry University

**Head Golf Coach**

Brandon Miller  
B.S., Florida Technology

**Assistant Baseball Coach**

Teddy Nowell  
B.B.A., Northwood University

**Director of Basketball Operations/  
Assistant Men's Basketball Coach**

Ken Sullivan  
M.A., Central Michigan University

**Assistant Athletic Director**

Kristopher Swogger  
B.S., Florida State University  
M.S., Florida International  
University

**Sports Information Director**

Kevin Devrient  
B.S., Concordia University

**Head Volleyball Coach**

Chris Taylor  
B.S., Western Michigan University  
M.Ed., University of Louisiana at  
Monroe

**Head Athletic Trainer**

Richelle Hammock  
B.S., University of Central Arkansas  
M.S., Indiana University -  
Bloomington

**Head Men's Soccer Coach**

Joseph Zakowicz  
B.S. Oklahoma Wesleyan

**Head Women's Soccer Coach**

Matt Dunn  
B.A., M.B.A., Northwood University

**Assistant Women's Basketball  
Coach**

Reid Walling  
B.A., University of Tennessee  
M.B.A., Northwood University

**Assistant Volleyball Coach**

Rhonda Woodward  
B.S., State University of New York

**Assistant Cross Country & Track  
Coach**

Wayne Philp

B.Sc., Staffordshire University, UK  
M.Sc., University of Hertfordshire

Information Technology Campus  
Coordinator

Kurt Wyzkiewicz  
B.B.A., Northwood University

**Director Career Planning and  
Community Engagement**

Margaret Reichert  
A.A., SUNY College of Technology  
B.A., SUNY University  
M.S., Palm Beach Atlantic University

**Associate Academic Dean**

Amy Kryak  
B.S., Ohio University  
M.A., Ohio University

**Director of Campus Activities**

Brandon Mycal Strassburger  
B.B.A., Northwood University

**Manager, Athletic Advising &  
Compliance**

Regina Ricketts  
B.S., Palm Beach Atlantic University  
M.A., Argosy University

**Academic Advisor/International  
Student Specialist**

Michael Sawney  
B.A., B.S.W., Florida Atlantic  
University  
M.S.W., Barry University

**Interim Academic  
Advisor/Assistant to the Academic  
Dean**

Ariana Erazo  
B.A., Florida Atlantic University

**Full time Faculty  
Department Chair – Automotive  
Marketing**

Timothy Gilbert  
B.A., University of California - Los

Angeles  
M.B.A., Pepperdine University

**Entertainment, Sport, and  
Promotion Management/Law**

Justin Harmon  
B.S., Georgetown University  
J.D., Tulane University

**Department Chair – Economics and  
Finance**

Edward Howell  
B.A., Vanderbilt University  
M.A. Middle Tennessee State  
University  
Ed.D. Nova Southeastern University

**Chair: Business, Department Chair:  
Entrepreneurship & International  
Business**

Michael Olsher  
B.A., University of Pittsburgh  
M.B.A., New York University  
Ph.D., Fordham University

**Division Chair – Arts and Sciences,  
Communications, and Quantitative  
Studies/Department Chair –  
Humanities and Philosophy**

Cheryl Pridgeon  
B.A., Henderson State University  
M.A., Ph.D., Florida State University

**Department Chair - Accounting**

Lisa Prue  
B.B.A., M.AC. Florida Atlantic  
University

**Accounting**

Judith Schwartz  
B.S., M.TX., Florida Atlantic  
University

**Department Chair – Hospitality  
Management**

James B. Ward  
B.S., M.S., Ph.D., Texas Tech

University

**Marketing**

Sunday Barbaro  
M.S., West Virginia University  
B.S., Point Park College

**Automotive Marketing**

Brian Bastin  
B.B.A., Stetson University  
M.B.A., University Miami

**Entrepreneurship; Finance**

George Stamas  
B.A., Washington and Lee  
University  
M.M., Northwestern University

**Department Chair – Management**

Cathy Bush  
B.S.B.A., M.A., M.B.A., Ph.D.  
Central Michigan University

**Chair- Health Administration  
Graduate School**

Mark Bush  
B.S.B.A., D.H.A., Central Michigan  
University  
M.B.A., DePaul University

**MBA, Management**

Martha E. Rader  
B.B.A., M.B.A., Northwood  
University  
Ph.D., Chicago School of  
Psychology

**Department Chair - BS Sport  
Medicine & Fitness Technology,  
Exercise Science**

Julie Snyder  
B.S., M.S., University of Miami

**Adjunct Faculty  
Mathematics**



Sushma Alankar  
B.S., M.S., Florida Atlantic University

Alan Haller  
M.S., Barry University  
M.S., University of Central Florida

Jamie Teman  
B.S., Palm Beach Atlantic University  
M.S., Florida Atlantic University

### **Sociology**

Holly Allen  
B.A., University of Massachusetts  
M.A., Bowling Green State University

### **Economics**

Nicholas Bergan  
B.A., Saint Louis University  
M.S., Florida State University

Ronald Capute  
B.A., Saint Joseph's University  
M.A., Temple University  
M.B.A., New York Institute of Technology

Suzanne Webster  
B.A., Wheaton College  
M.A., M.P.A., Ph.D., The American University

### **Law**

John Long  
B.S.B.A., J.D., Georgetown University

### **Management Information Systems**

Jaime Marulanda  
B.S., Florida International University  
M.I.S.M., University of Phoenix

### **Management Information Systems**

Gary McLeary  
B.S., University of South Florida  
M.S., American Intercontinental

University

### **Marketing**

Christina Ostergaard  
B.B.A., Florida Atlantic University  
M.B.A., Lynn University

### **Psychology**

Sherry Penn-Crawford  
B.A., University of Louisville  
M.A., University of Florida  
Ph.D., Union Institute & University

### **Entrepreneurship, International Management**

Morris Samit  
A.B., Temple University  
M.B.A., University of Pennsylvania

### **Management and Career Development**

Kivette Sinclair  
A.B., University College of the Caribbean  
M.S., Florida International University

### **History**

Glenn Swift  
B.B.A., Stetson University  
M.A., University of Central Florida

Adam Rea

B.A., M.A., Florida Atlantic University

### **International Business**

Otto von Feigenblatt  
B.S., University of Asia Pacific  
M.A., Chulalongkorn University  
Ph.D., Nova Southeastern University

### **Entertainment, Sport, and Promotion Management**

Gary Barrette  
B.A., The College of Wooster

M.ED., Pennsylvania State University  
Ed.D., Teachers College

### **Accounting**

David Beck  
M.A.C.T., Saint Thomas University

Uzell Williams  
B.B.A., Northwood University  
M.B.A., Nova Southeastern University  
M.A.C.T., Nova Southeastern University  
D.B.A., Argosy University

### **English**

Kristin Brittain  
B.A., Saint Leo University  
M.ED., Florida Atlantic University

Wendell Ricketts  
B.A., San Francisco State University  
M.A., University of Mexico

Idell McLaughlin  
B.A., Tuskegee University  
M.A., Atlanta University  
Ph.D., Florida Atlantic University

Shannon Rauwerda  
B.A., M.A., San Jose State University  
A.A., De Ansa College

### **Sustainability**

Jocelyn Brown  
B.S., Springfield College  
M.A.S.C., University of Denver

### **Advertising and Marketing**

Cynthia Cano

B.S., M.A.C.T., Ph.D., University of South Florida

### **Management and Finance**

Hilbert Giscombe  
B.B.A., Pace University  
M.B.A., University of New Haven  
D.B.A., Argosy University

### **Economics and Philosophy**

David Goldenberg  
B.A., University of Pennsylvania  
M.B.A., Columbia University  
M.A., Ph.D., Parsons School of Design

### **Science**

Elsa Krauss  
M.S., Illinois Institute of Technology  
B.S., University of Illinois

### **Spanish and ESOL**

Rebecca Loaiza  
M.ED., Ed.D., Regent University  
B.A., Houghton College

### **ESOL**

Cassandra Morman  
B.A., Florida Atlantic University

Gladys Sossa- Schwartz  
B.A., Queens College, City University of New York  
M.A., George Mason University

### **American Government and Philosophy**

Elizabeth Todd  
B.A., University of Mississippi  
M.A., University of Alabama

**The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:**

## **Academic Calendar**

### **FALL 2015 SEMESTER CALENDAR**

- Mon, August 31, 2015 Fall Semester Classes Begin
- Mon, August 31, 2015 Drop/Add
- Thu, September 03, 2015 Convocation
- Mon, September 07, 2015 Labor Day Holiday (No Classes)
- Fri, November 13, 2015 Last Day to Withdraw from Class
- Thu, November 26, 2015 Thanksgiving Break (No Classes)
- Fri, December 11, 2015 (Classes End)
- Mon, December 14, 2015 Final Exam Week

### **SPRING 2016 SEMESTER CALENDAR**

- Mon, January 11, 2016 Spring Semester Classes Begin
- Mon, January 11, 2016 Drop/Add
- Mon, March 07, 2016 Spring Break
- Fri, April 01, 2016 Last Day to Withdraw from Class
- Fri, April 29, 2016 Classes End
- Mon, May 02, 2016 Final Exam Week
- Thu, May 05, 2016 Commencement

### **SUMMER 2016 SEMESTER CALENDAR**

- Mon, May 16, 2016 Summer Classes Begin
- Mon, May 30, 2016 Memorial Day Observance (No Classes)
- Mon, July 04, 2016 Independence Day (no classes)
- Sun, August 07, 2016 Summer Classes End