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KEISER UNIVERSITY

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KEISER UNIVERSITY

www.keiseruniversity.edu

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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 who 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 Associate of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500 to award baccalaureate degrees.

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

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

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

In 2010, Keiser University opened 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, 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.

- 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.
- Keiser University's Diagnostic Medical Sonography, Daytona Beach (general concentration), Fort Lauderdale (general and vascular concentrations), and Melbourne (general concentration) campuses, are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727-210-2350), www.caahep.org, on recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), www.jrcdms.org.
- Keiser University's Coordinated Program (CP) in Dietetics and Nutrition at the Lakeland, Pembroke Pines and Port St. Lucie campuses is currently granted candidacy for accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext. 5400. Students enrolled are considered graduates of an accredited program on successful completion of the program.
- 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, 21st 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, 21st 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@naacls.org, http://www.naacls.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) 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@naacls.org, http://www.naacls.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 Associate Degree Nursing program, Ft. Lauderdale, Lakeland, Melbourne, Miami, Orlando, Sarasota, Tallahassee, and Tampa campuses, holds continuing accreditation status by the Accreditation Commission for Education in Nursing

(ACEN), formerly National League for Nursing Accrediting Commission (NLNAC). Keiser University's Associate Degree Nursing program, Jacksonville and West Palm Beach campuses, holds continuing accreditation with conditional status by the Accreditation Commission for Education in Nursing), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000, fax 404-975-5020. www.acenursing.org

- Keiser University's Bachelor of Science in Nursing (RN to BSN) program is 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. For more information about Keiser University's RN to BSN program, go to 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.
- The Physical Therapist Assistant Programs at Keiser University's Fort Lauderdale, Sarasota, Jacksonville and Lakeland 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; website: www.capteonline.org
- 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). 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.
- Effective May, 15, 2014, the Physical Therapist Assistant program at Keiser University's West Palm Beach 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). Candidate for Accreditation 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 that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation.
- 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 is necessary for eligibility to sit for the licensure examination which is required in all states.
- 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.

- Keiser University 's Associate of Science Respiratory Therapy program, Fort Lauderdale campus, is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835. (www.coarc.com)
- 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 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
jsites@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, ComputeNex Corporation
Frank Frione, President/CEO GFA International
Sylvia Handwerker, MBA, CPA, Accounting and Finance Consultant
Anita Harrow, Ph.D, Author
Bill Kent, President, Team Horner Group
Maria C. Kondracki, President, Strategic Planning, Inc.
Craig Perry, CEO, Centerline Homes
Thea Scott, CDA Emeritus, Dental Practice Management, LLC, Accounts Payable

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 College of Golf & Sport Management

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

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

Keiser University, Miami

The Miami site is located at 2101 NW 117th 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, 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 145th 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, 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, 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, Tallahassee and Graduate 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.

In January 2011, the Tallahassee location began offering master's degrees with the opening of its Graduate School at 1276 Metropolitan Boulevard near the intersection of Interstate 10 and Thomasville Road. Keiser University's graduate degrees are designed to accommodate the schedules of working adults seeking career advancement or a change in profession. The Tallahassee campus offers master's degrees in Business Administration (MBA) with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers and Marketing; Criminal Justice (MACJ); and Education (MSEd) with concentrations in Career College Administration, Leadership and Teaching and Learning in convenient on-campus, hybrid and on-line formats.

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

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

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 *Current Version 2006-Present (Critical Reading+ Math+Writing)*	SAT Composite Score *Previous Version 2005-Earlier (Critical Reading+ Math)*	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.

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.

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
IELTS™	6.0 or higher

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

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

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 Bachelors 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:

1. 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.
2. Only courses with a grade of "C" or higher are considered for transfer credit.
3. 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.
4. Approved articulation agreements with other colleges are recognized for transfer of credit.
5. 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 PHY2049/2022L	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.

Applications for CLEP credits must be submitted by the end of the student's first semester. Credit cannot be awarded in an area covered by the CLEP General Examination when it would duplicate credit already awarded to a student for successful completion of college-level work.

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

Credit-Granting Scores

Examinations	**Credit**	**Score**	**Score Replaces**
English Composition (with or without essay)	6	460	ENC1101 English Composition I ENC2102 English Composition II
Humanities	6	460	AML1000 American Literature ENL1000 English Literature
Mathematics	6	460	MAT1033 Intermediate Algebra MAC2105 College Algebra MGF2106 College Math
Natural Sciences	6	460	BSC1005 General Biology BSC1006 Advanced Biology BSC1050 Environmental Science CHM2045 General Chemistry CHM2046 Advanced Chemistry
Social Sciences/History	6	460	AMH1010 American History Pre 1876 AMH1020 American History Since 1876 POS1041 Political Science
<u>Subject Examinations</u>			
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	MAR1011Introduction to Marketing
Composition and Literature			
American Literature	3	50	AML1000 American Literature
English Literature	3	50	ENL1000 English Literature
Computers			
Introduction to Computers	3	50	CGS1000 Introduction to Computers
Foreign Languages			
Spanish Level I	3	50	SPN1210 Conversational Spanish
History and Social Sciences			
American History I: Early Colonization to 1877	3	50	AMH1010 American History Pre 1876
History of the United States II: 1865 to Present	3	50	AMH1020 American History Since1876

Principles of Macroeconomics	3	50	ECO2013 Macroeconomics
Principles of Microeconomics	3	50	ECO1023 Microeconomics
Introductory Psychology	3	50	PSY1012 Introduction to Psychology
Introductory Sociology	3	50	SYG1000 Sociology
Science and Mathematics			
Algebra	3	50	MAT1033 Intermediate Algebra
General Biology	6	50	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	
Arts				
Music				
Music Theory	3 or higher	MUH2011	Music Appreciation	3
English				
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 & Composition	3 or higher	AML1000*	American Literature	3
	OR			
	3 or higher	ENL1000*	English Literature	3
Foreign Languages				
Chinese				
Chinese Language	3	CHL1101	Chinese Composition I	3
Spanish				
Spanish Language	3 or higher	SPN1210	Conversational Spanish	3
Mathematics & Computer Science				
Calculus				
Calculus AB	3 or higher	MAT2311	Calculus	4
Calculus BC	3 or higher	MAT2311	Calculus	4
Computer Science				
Computer Science A	3 or higher	COP2360C	C# (Sharp) Programming I	4
Statistics				
Statistics	3 or higher	STA2023	Statistics	3
Sciences				
Biology				
Biology	3	BSC1005, BSC1005L	General Biology & Laboratory	4

Biology	4 or higher	BSC1005, BSC1005L, BSC1006, BSC1006L	General Biology & Laboratory, Advanced Biology & Laboratory	8
OR				
Biology	3	BSC2010, BSC2010L	Biology I & Laboratory	4
Biology	4 or higher	BSC2010, BSC2010L, BSC2011, BSC2011L	Biology I & Laboratory, Biology II & Laboratory	8
Chemistry				
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**	
Geology/Geography				
Environmental Science	3 or higher	BSC1050	Environmental Science	3
Physics				
Physics B *(general principles of physics)*	3	PHY2001, PHY2001L	General Physics I & Laboratory	4
	OR			
	3	PHY2053, PHY2053L	Physics I & Laboratory	4
Physics B *(general principles of physics)*	4 or higher	PHY2001, PHY2001L, PHY2002, PHY2002L	General Physics I & Laboratory, General Physics II & Laboratory	8
	OR			

	4 or higher	PHY2053, PHY2053L, PHY2054, PHY2054L	Physics I & Laboratory, Physics II & Laboratory	8
Physics C *(mechanics)*	3 or higher	PHY2053, PHY2053L	Physics I & Laboratory	4
Physics C *(electricity and magnetism)*	3 or higher	PHY2054, PHY2054L	Physics II & Laboratory	4
Social Sciences				
Economics				
Macroeconomics	3 or higher	ECO2013	Macroeconomics	3
Microeconomics	3 or higher	ECO1023	Microeconomics	3
History				
U.S. History	3	AMH1010	American History Pre 1876	3
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
Political Science				
Comparative Government & Politics	3 or higher	CPO2002	Introduction to Comparative Government & Politics	3
U.S. Government & Politics	3 or higher	POS1041	Political Science	3
Psychology				
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:

Subject	Score of 4 on standard or higher level exams (3 credits/4 credits lab courses)	Score of 5-7 on standard or higher level exams (6 credits/8 credits lab courses)
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 transcripted 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 27 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**
ENC	**1**	**1**	**0**	**1**	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course 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 excerpted 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 non-regionally 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, SCNS institutional contact in the Academic Affairs Department, Office of the Chancellor, 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,
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 place 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, September 1, 2014:

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:	$8,028.00
Tuition for Students less than full time: tuition is charged based on a pro-rata calculation at the beginning of the 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 Sonography, Diagnostic Vascular Sonography, Dietetics & Nutrition, Histotechnology, Nuclear Medicine Technology, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiation Therapy, Radiologic Technology, Respiratory Therapy)	$770.00
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 January 1, 2010)

Program	Exam/Licensure Fees	Program	Exam/Licensure Fees

AS Diagnostic Medical Sonography	$200.00 ARDMS SPI $250.00 ARDMS Specialty $450.00 Total	**AS Nuclear Medicine Technology**	$175.00 NMTCB $200.00 ARRT $ 45.00 State $415.00 Total
AS Diagnostic Vascular Sonography	$200.00 ARDMS SPI $250.00 ARDMS VT $450.00 Total		
AS Health Information Management	$229.00 RHIT exam (AHIMA member) $299.00 RHIT exam (AHIMA non-member)	**AS Nursing**	$205.00 State License $200.00 VUE Testing $405.00 Total
BS Health Information Management	$229.00 RHIA exam (AHIMA member) $299.00 RHIA exam (AHIMA non-member)	**AS Occupational Therapy Assistant**	$560.00 NBCOT Exam $180.00 State License $25.00 Exam $765.00 Total
AS Massage Therapy	$155.00 DOH $195.00 MBLEx $350.00 Total	**AS Physical Therapist Assistant**	$180.00 State $400.00 Boards $ 50.00 License $630.00 Total
AS Medical Assisting	$95.00 RMA/CMA $150.00 Basic Xray $240.00 Total	**AS Radiologic Technology**	$200.00 ARRT $50.00 State $250.00 Total
AS Medical Laboratory Technician	$130.00 AMT $200.00 ASCP $ 45.00 Trainee $ 55.00 State $430.00 Total	**AS Surgical Technology**	$237.00 AST

Tuition Charge per Semester for Life Experience Credit

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

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 San Marcos, Nicaragua Latin American Campus:

TUITION AND FEES

2014-2015 Undergraduate Tuition and Fees

Application fee (non-refundable)	$ 50.00

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

Tuition	$6,348.00 per semester
Meal Plan A	$1,500.00 per semester
Meal Plan B	$1,700.00 per semester
Education Fee (Technology, Activity and other Fees)	$ 225.00 per semester
Cost of new identification card	$ 230.00

Full-Time Rate - Commuter Student

Tuition	$6,348.00 per 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 $423.20 per credit hour.

Special Fees

ID card	$ 5.00
ID 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
Graduation Fee	$ 700.00
Delayed Payment Charge (Automatically Posted to Student's Account)	$ 30.00
Officials Records Office Letters	$ 2.00
Stamps for CNU Accreditation	$ 30.00

Note: All fees are subject to change

Student Services

ORIENTATION

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

CAREER SERVICES

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

It is the policy of Keiser University's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Keiser University's Web-based career center at www.collegecentral.com/keiser and successful completion of the University's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current 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 time management, financial success strategies, professionalism, and study skills, prepare students to succeed in college and in life.

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

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.
The Department of Student Services maintains a list of alumni. 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

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 (San Marcos, Nicaragua campus section).

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

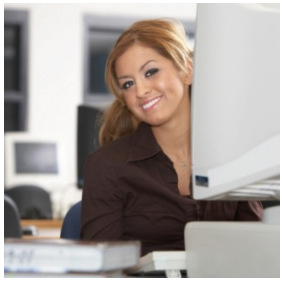
can be administered electronically, telephonically or in person if practical. In certain cases, students may be assigned to local test centers where local proctors or professional test sites have been secured.

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.

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

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 (pullovers are not permitted). Tennis, running, aerobic/cross-training, jogging or flip-flop shoes are not permitted. T-shirts, shorts, cut-offs, beachwear, halters and tube-tops are inappropriate. Students are not permitted to wear tops that expose the stomach or waist, shorts, or extremely short skirts to class.

Students displaying inappropriate dress after warning may be asked to leave the classroom to change. Students will be readmitted upon displaying appropriate attire. Keiser University firmly believes that the development of proper work habits assists students in meeting their career

objectives and that professional dress elevates the general level of professionalism in the classroom, thereby enhancing the educational experience.

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

GRIEVANCE PROCEDURES

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

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

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

DRUG POLICY

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

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

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 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 assure 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 the Title IX Coordinator 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/heoa/ under the heading "Health & Safety Information – Title IX Compliance".

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

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 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.

LIBRARY HOURS	
SUNDAY	3 TO 9 PM
MONDAY TO THURSDAY	7:45 AM TO 11 PM
FRIDAY	7:45 AM TO 5 PM

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

Introduction to Psychology and/or Sociology	PSY1012 or SYG1000 4,000 words/course

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

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 subject, may cause a student to be ineligible to take the final examination in that course. A student may be reinstated to classes following an instructor's evaluation of his/her abilities and performance. Such determinations are made on an individual, case-by-case basis. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students must be in attendance by the third class meeting or they are not permitted to begin a course.

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

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 Voc Rehab 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 ¼ 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, an 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 withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

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 to exceed 18 credits per semester with the approval of their academic advisor (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 is 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)	
WM	Withdrawal / Military Deployment	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

Students will also be assigned a grade of "F" for withdrawing after attending 50% of a course and not taking the final examination.

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

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

NOTE: A "D" grade earned in a course may not satisfy transfer requirements and 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.

**12 semester hours for graduate candidate students in dissertation courses*

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 before 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.
- Students must 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

CAMPUS	PROGRAMS OFFERED
College of Golf	**Bachelor of Science**
	Exercise Science
	Sport Management with concentrations in Golf Management, Psychology, or Sports Medicine and Fitness Technology [Degree-Completion]
	Sport Management with concentrations in Golf Management, Psychology, or Sports Medicine and Fitness Technology [Track 2 Course-Based] (online only)
	Sports Medicine and Fitness Technology
	Associate of Science
	Golf Management
	Sports Medicine and Fitness Technology
Daytona	**Master of Arts**
	Criminal Justice (online only)
	Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)
	Master of Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing (online only)
	Master of Science
	Management (online only)
	Nursing (online only)
	Nursing, Family Nurse Practitioner (online only)

Organizational Psychology (online only)
Psychology (online only)
Education, Leadership (online only)
Education, Career College Administration (online only)
Education, Teaching and Learning (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 (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

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

Associate of Science

Crime Scene Technology
Diagnostic Medical Sonography
Information Technology (online only)
Medical Assisting
Occupational Therapy Assistant
Radiologic Technology
Sports Medicine and Fitness Technology

Ft. Lauderdale Graduate School

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 with concentrations in General Accounting, and Forensic Accounting (online only)

Criminal Justice (online only)

Criminal Justice - Homeland Security (online only)

Master of Business Administration

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

Business Administration (offered in Mandarin) with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing (online only)

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

Master of Science

Management (online only)

Nursing (online only)

Nursing, Family Nurse Practitioner (online only)

Organizational Psychology (online only)

Psychology (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)

Graduate Certificates

Career College Administration (online only)

Health Services Management (online only)

Management and Leadership (online only)

Ft. Lauderdale

Master of Business Administration

Undergraduate	Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing
	Master of Science
	Nursing (online only)
	Nursing, Family Nurse Practitioner (online only)
	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
	Bachelor of Science
	Biomedical Sciences
	Forensic Investigations
	Health Information Management
	Health Science
	Information Technology Management (online only)
	Interdisciplinary Studies
	Management Information Systems (online only)
	Nursing (online only)
	Associate of Arts
	Accounting
	Criminal Justice
	General Studies
	Health Services Administration
	Paralegal Studies
	Associate of Science
	Crime Scene Technology
	Diagnostic Medical Sonography
	Diagnostic Vascular Sonography
	Health Information Management
	Information Technology
	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
	Business Administration (offered in Spanish) with concentrations in Leadership for Managers, or International Business
	Master of Science
	Management (offered in Spanish)
	Nursing
	Nursing, Family Nurse Practitioner
	Bachelor of Arts
	Accounting
	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
	Bachelor of Science
	Cyber Forensics/Information Security
	Health Science
	Information Technology Management
	Interdisciplinary Studies
	Management Information Systems
	Medical Laboratory Science
	Nursing
	Public Safety Administration
	Associate of Arts
	Accounting
	Criminal Justice
	General Studies
	Health Services Administration

Homeland Security

Paralegal Studies

Associate of Science

Aquatic Engineering

Information Technology

Medical Assisting

Ft. Myers

Master of Arts

Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)

Criminal Justice (online only)

Criminal Justice - Homeland Security (online only)

Master of Business Administration

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

Master of Science

Education, Career College Administration (online only)

Education, Teaching and Learning (online only)

Education, Leadership (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)

Political Science (online only)

Psychology

Bachelor of Science

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)

	Nursing (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 **Associate of Science** Crime Scene Technology Diagnostic Medical Sonography Information Technology Medical Assisting Occupational Therapy Assistant Sports Medicine and Fitness Technology
Jacksonville	**Master of Arts** Criminal Justice - Homeland Security (online only) Criminal Justice - Homeland Security (online only) **Master of Business Administration** Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing **Master of Science** Education, Career College Administration (online only) Education, Teaching and Learning (online only) Education, Leadership (online only) Nursing (online only) Nursing, Family Nurse Practitioner (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 **Bachelor of Science**

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)
Nursing (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)
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

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

Master of Business Administration

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

Master of Science

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)
Nursing (online only)

Nursing, Family Nurse Practitioner (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)

Criminal Justice

Health Services Administration (online only)

Homeland Security (online only)

Legal Studies

Political Science (online only)

Psychology (online only)

Bachelor of Science

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

Nursing (online only)

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
Melbourne	**Master of Arts**
	Criminal Justice (online only)
	Criminal Justice - Homeland Security (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing (online only)
	Master of Science
	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)
	Nursing (online only)
	Nursing, Family Nurse Practitioner (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
	Bachelor of Science
	Biomedical Sciences
	Dietetics and Nutrition
	Health Science (online only)
	Information Technology Management (online only)
	Interdisciplinary Studies (online only)
	Management Information Systems (online only)
	Network Systems and Data Communications
	Nursing (online only)
	Software Engineering
	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
Information Technology
Medical Assisting
Nuclear Medicine Technology
Nursing
Occupational Therapy Assistant
Radiation Therapy
Radiologic Technology

Miami

Master of Arts

Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)
Criminal Justice (online only)
Criminal Justice - 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

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)
Nursing (online only)
Nursing, Family Nurse Practitioner (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

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 (online only)

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

Legal Studies (online only)

Political Science (online only)

Psychology

Bachelor of Science

Forensic Investigations

Health Science (online only)

Information Technology Management (online only)

Interdisciplinary Studies

Nursing (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

Orlando

Master of Arts

Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)

Criminal Justice (online only)

Criminal Justice - Homeland Security (online only)

Master of Business Administration

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

Master of Science

Education, Career College Administration (online only)

Education, Teaching and Learning (online only)

Education, Leadership (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 (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

Bachelor of Science

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

Nursing (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)
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

Criminal Justice (online only)
Criminal Justice - 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

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

Psychology

Bachelor of Science

Cyber Forensics/Information Security
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
Nursing (online only)
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 Assisting
Occupational Therapy Assistant
Video Game Design

Port St. Lucie

Master of Arts

Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)
Criminal Justice (online only)
Criminal Justice - Homeland Security (online only)

Master of Business Administration

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

Master of Science

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)

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 (online only)

Criminal Justice

Health Services Administration (online only)

Homeland Security (online only)

Legal Studies

Psychology

Bachelor of Science

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

Nursing (online only)

Public Safety Administration (online only)

Social Media Communications

Software Engineering

Sport Management with concentrations in Golf Management, Psychology, or Sports Medicine and Fitness 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
San Marcos, Nicaragua	**Master of Business Administration**
	Master of Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing (online only)
	Business Administration (offered in Spanish) with concentrations in Leadership for Managers, or International Business (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 (offered in Spanish) (online only)
	Health Services Administration (online only)
	Homeland Security (online only)
	Legal Studies (online only)
	Political Science
	Psychology
	Bachelor of Science
	Information Technology Management (online only)
	Interdisciplinary Studies
	Management Information Systems
	Associate of Arts
	Accounting (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**
	Master of Business Administration (offered in Mandarin) with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing
	Bachelor of Arts
	Business Administration (offered in Mandarin) with concentration in Management
Sarasota	**Master of Arts**
	Criminal Justice (online only)
	Master of Business Administration
	Business Administration with concentrations in Accounting, Health Services Management, International Business, Leadership for Managers, or Marketing (online only)
	Master of Science
	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
	Nursing (online only)
	Nursing, Family Nurse Practitioner (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
	Political Science (online only)
	Psychology
	Bachelor of Science
	Cyber Forensics/Information Security
	Elementary Education

Forensic Investigations
Health Science (online only)
Information Technology Management
Interdisciplinary Studies
Nursing (online only)

Public Safety Administration (online only)
Software Engineering
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
Criminal Justice - Homeland Security (online only)

Master of Business Administration

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

Master of Science

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

Education, Online 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

Bachelor of Science

Health Science (online only)
Information Technology Management (online only)
Interdisciplinary Studies
Nursing (online only)
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
Medical Assisting
Nursing
Occupational Therapy Assistant
Radiologic Technology
Sports Medicine and Fitness Technology

Tampa

Master of Arts

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

Master of Business Administration

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

Master of Science

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)

Nursing (online only)

Nursing, Family Nurse Practitioner (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

Business Analytics

Criminal Justice

Health Services Administration

Homeland Security (online only)

Legal Studies

Political Science (online only)

Psychology

Bachelor of Science

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)

Nursing (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

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

W. Palm Beach

Master of Arts

Accountancy with concentrations in General Accounting, and Forensic Accounting (online only)

Criminal Justice (online only)

Master of Business Administration

Education, Career College Administration (online only)

Education, Teaching and Learning (online only)

Education, Leadership (online only)

Management (online only)

Nursing (online only)

Nursing, Family Nurse Practitioner (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

Homeland Security

Legal Studies

Psychology

Bachelor of Science

Cyber Forensics/Information Security

Forensic Investigations

Health Science (online only)

Information Technology Management (online only)

Interdisciplinary Studies

Nursing (online only)

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

BACHELOR OF ARTS DEGREES

ACCOUNTING

Bachelor of Arts Degree

Program Description

Keiser University's Bachelor of Arts degree in Accounting focuses on accounting, general business 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, 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:

- 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 situations
- Obtain proficiency in the use of business and accounting/tax software applications
- Enhance research and communication skills using professional literature
- Understand legal, regulatory, and professional standards as they relate 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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

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

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
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 Biology3.0 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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
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 **(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

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
STA3163	Intermediate Statistics	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
CGS531	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

Computers (3.0 credit hours)

CGS 1000	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

ENC1101*	English Composition I	3.0 credit hours
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
None

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

Lower Division Criminal Justice Major Courses (24.0 credit hours)

CCJ1010	Criminology	3.0 credit hours
CCJ1020	Introduction to Criminal Justice	3.0 credit hours
CJC2000	Introduction to Corrections	3.0 credit hours
CJE1000	Introduction to Law Enforcement	3.0 credit hours
CJE1130	Communications and Writing for CJ Professionals	3.0 credit hours
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
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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
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 **(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
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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

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	Intermediate Statistics	3.0 credit hours
Elective	Elective	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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (6.0 credit hours)

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

Natural Science (6.0 credit hours)

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

*****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 **(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 Communications	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

AML1000*	American Literature	3.0 credit hours
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 or	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 **(required)**	3.0 credit hours
AMH1020	American History Since 1876 **(required)**	3.0 credit hours

Communications (3.0 credit hours)

SPC1010	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO2013	Macroeconomics **(required)**	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 Math	3.0 credit hours
STA2023	Statistics **(required)**	3.0 credit hours

Natural Science (6.0 credit hours)

BSC1005	General Biology	3.0 credit hours
BSC1050	Environmental Science **(required)**	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. Student learning objectives include the application of scientific method, neuroscience relations to behavior, 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
- Explain principles of neuroscience as they relate to behavior
- Identify what constitutes ethical treatment of human and animal subjects in research
- Develop and 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 learning and 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 (24.0 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
DEP2280	Human Exceptionality	3.0 credit hours
PSY2314	Psychology of Personality	3.0 credit hours
PSY2450	Constructs of Interpersonal Conflict	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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
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
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 (48.0 credit hours)

CLP3300	Concepts of Clinical and Counseling Psychology	3.0 credit hours
EXP3404	Principles of Learning	3.0 credit hours
PSY3309	Behavioral Neuroscience	3.0 credit hours
PSY3213	Research Methods	3.0 credit hours
PSY3336	Industrial and Organizational Psychology	3.0 credit hours
DEP3103	Child Psychology	3.0 credit hours
DEP4305	Adolescent Psychology	3.0 credit hours
DEP4404	Psychology of Adult Development and Aging	3.0 credit hours
DEP4481	Death and Dying	3.0 credit hours
CLP3005	Marriage and Family	3.0 credit hours
CLP3314	Health Psychology	3.0 credit hours
CLP4182	Addictive Behaviors	3.0 credit hours
CLP4390	Forensic Psychology	3.0 credit hours
PSY4302	Theory, Application, and Evaluation of Tests	3.0 credit hours
PSY4830	Sports Psychology	3.0 credit hours
PSY 4850	Positive Psychology	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

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, pharmaceutics, 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
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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	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 (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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

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

Communications (3 credit hours)

SPC1017	Speech	3.0 credit hours

Computers (3 credit hours)

CGS1000C	Introduction to Computers	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
STA2023	Statistics	3.0 credit hours

Natural Science (6 credit hours)

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

Upper Division Computer Information Systems Major Courses (39.0 credit hours)

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

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

CYBERFORENSICS/INFORMATION SECURITY

Bachelor of Science Degree

Program Description

Keiser University's Bachelor of Science degree in Cyberforensics/Information Security is a completion program for graduates of associate of science programs in computer-related fields. It provides students with the technical expertise and investigation skills required to detect and prevent cybercrimes. Students will also be able to assess system weaknesses and suggest solutions that will provide protection against cybercriminal attacks.

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 computer-related field.

Prerequisites for Major Courses

Graduation from an accredited associate degree 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 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 computer-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
CCJ4644	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 populations

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:

- Within one year of program completion, 80% of graduates will have passed the RD exam on their first attempt.
- 80% of students enrolled in their first upper division course will graduate within three years.
- Within twelve months of program completion, 80% of graduates will be successfully employed in an entry-level Registered Dietitians-Registered Dietitian/Nutritionists position. Exception will be for those students who have voluntarily removed themselves from seeking a nutrition-related position due to personal considerations.
- Within two years of program completion, 50% of graduates will indicate service in a national, state or local affiliation or through employment demonstrating leadership qualities with the profession.
- 80% of employers will indicate on the employer survey that students are competent entry-level practitioners.

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

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

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 Educators 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

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 (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
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 Majors	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.

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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 128.0 credit hours. Program requirements are as follows.

Lower Division Sports Medicine and Fitness Technology 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

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)

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 II	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 Sports Medicine and Fitness Technology Major Courses (63.0 credit hours)

PET3310C	Applied Kinesiology	4.0 credit hours
APK3114C	Strength Training and Conditioning	4.0 credit hours
HSC3171C	Stress Management	4.0 credit hours
HSC4143C	Substance Abuse	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	4.0 credit hours
PET4353C	Physiology of Fitness & Exercise	4.0 credit hours
PET4517C	Sports Business Management	4.0 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	3.5 credit hours
PET4942	Externship II	3.5 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 2.5on 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	Critical Thinking	3.0 credit hours
ENC4313	Research Writing	3.0 credit hours

HEALTH INFORMATION MANAGEMENT

Bachelor of Science Degree

Program Description

Keiser University's Bachelor of Science degree in Health Information Management prepares students to function as Health Information Administrators (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.

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

Communication (3 credits)

SPC1017	Speech Communications	3.0 credit hours

Computers (3 credits)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3 credits)

ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3 credits)

AML1000	American Literature	3.0 credit hours
ENL 1000	English Literature	3.0 credit hours

Mathematics (3 credits)

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

Natural Science (8 credits)

BSC2085C	Human Anatomy/Physiology I	4.0 credit hours
BSC2086C	Human Anatomy/Physiology II	4.0 credit hours

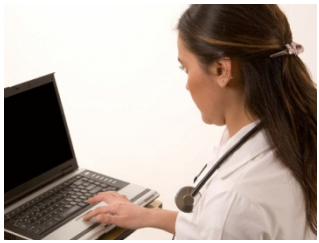
Upper Division Health Information Management Major Courses (51.0 credit hours)

ACG3024	Accounting for Managers and Investors	3.0 credit hours
FIN3373	Healthcare Finance	3.0 credit hours
HIM3000C	Healthcare Informatics I	3.0 credit hours
HIM3100C	Healthcare Informatics II	3.0 credit hours
HIM3200C	Healthcare Data Security and Privacy	3.0 credit hours
HIM3500C	Electronic Health Records	3.0 credit hours
HIM 3800C	Alternative Health Record Systems	3.0 credit hours
HIM4000C	Management of Health Information I	3.0 credit hours
HIM4100C	Management of Health Information II	3.0 credit hours
HIM4200C	Data Analytics and Research Methods	3.0 credit hours
HIM4500	Health Information Management Externship	3.0 credit hours
HIM4700C	Health Information Management Synthesis	3.0 credit hours
ISM3112	Systems Analysis	3.0 credit hours
ISM4113	Systems Design	3.0 credit hours

ISM4212	Database Management Systems	3.0 credit hours
PLA3523	Health Law and Ethics	3.0 credit hours
STA3133	Statistical Methods for Healthcare	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



HEALTH SCIENCE

Bachelor of Science Degree

Program Description

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

Program Objectives

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

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

Prerequisites for Major Courses

- Graduation from an accredited associate degree program in an allied health field

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

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

INTERDISCIPLINARY STUDIES

Bachelor of Science Degree

Program Description

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

Program Objectives

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

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

Program Outline

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

Curriculum Requirement	Semester Credit Hours
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	Sociology3.0 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

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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (6.0 credit hours)

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

Natural Science (6.0 credit hours)

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.

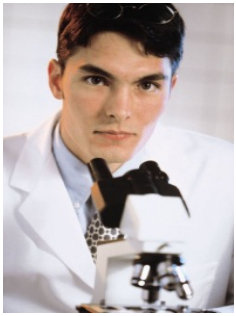
Upper Division Management Information Systems Major Courses (48.0 credit hours)

BUL3130	Legal and Ethical Environment of Business	3.0 credit hours
CTS3107C	Computer Operating Systems	3.0 credit hours
CTS3135	Computer 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
ENC3213	Professional Writing	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP3004	Industrial Psychology	3.0 credit hours
STA3163	Intermediate Statistics	3.0 credit hours



MEDICAL LABORATORY SCIENCE

Bachelor of Science Degree

Program Description

Keiser University's Bachelor of Science degree in Medical Laboratory Science is a degree completion program for Medical Laboratory Technicians. The program prepares students for work as Medical Laboratory Scientists. Graduates will possess the skills to perform laboratory tests in accordance with standardized laboratory practices in clinical chemistry, hematology, urinalysis, clinical microbiology, immunohematology, molecular diagnostics, and serology/immunology.

Graduates will be eligible to sit for the American Medical Technologists (AMT) Medical Technologist credentialing examination and the American Association of Bioanalysts (AAB) Medical Technologist credentialing examination.

Program Goals

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

- To develop the student's ability to perform standardized laboratory tests
- To develop the student's ability to think critically and communicate effectively
- To prepare students for employment in clinical laboratories, reference laboratories and physician's offices as Medical Laboratory Scientists

Prerequisites for Upper Division Courses

Background check and drug screen prior to Practicum courses
Graduation from an accredited Associate of Science in Medical Laboratory Technician program
Applicable certification or licensure as a Medical Laboratory Technician

Students must satisfy the following prerequisites (or equivalent with a "C" or higher) before beginning upper division major courses.

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
MAC2105	College Algebra **OR**	3.0 credit hours
MGF2103	College Math	3.0 credit hours

Program Outline

To receive a Bachelor of Science degree in Medical Laboratory Science, students must earn 60 upper division credit hours. All courses must be completed with a grade of "C" or higher to proceed successfully through the program. Program requirements are as follows:

Upper Division Medical Laboratory Science Major Courses (42 credit hours)

MLS3191	Molecular Diagnostics	3.0 credit hours
MLS4630	Advanced Clinical Chemistry	3.0 credit hours
MLS3220	Clinical Microscopy	3.0 credit hours
MLS4460	Advanced Microbiology	3.0 credit hours
MLS3440	Parasitology/Mycology	3.0 credit hours
MLS3505	Clinical Immunology	3.0 credit hours
MLS4552	Advanced Immunohematology	3.0 credit hours
MLS4320	Hematology/Hemostasis	3.0 credit hours
HSA3553	Health Law & Ethics	3.0 credit hours
MLS4705	Laboratory Management & Education	3.0 credit hours
HSC3057	Research Methods in Healthcare	3.0 credit hours
MLS4830	Advanced Practicum Technique I and Lab	3.0 credit hours
MLS4831	Advanced Practicum Technique II and Lab	3.0 credit hours
MLS4832	Advanced Practicum Technique III and Lab	3.0 credit hours

Upper Division General Education Requirements (18 credit hours)

CHM3206	Elements of Organic Chemistry	3.0 credit hours
BCH3025	Fundamentals of Biochemistry	3.0 credit hours
PCB3063	Introduction to Genetics	3.0 credit hours
STA3145	Statistical Methods for Healthcare	3.0 credit hours
COM3131	Interpersonal Communication for Professionals	3.0 credit hours
ENC3213	Professional Writing	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 (51.0 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

Communication (3.0 credit hours)

SPC1017	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	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
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 (48.0 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

Bachelor of Science Degree Online

Program Description

Keiser University's Bachelor of Science degree in Nursing (RN to BSN) is a degree completion program for registered nurses. This program 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 both online classroom and clinical components.

The framework of the RN to BSN program includes the broad competency areas of knowledge, the elements of critical thinking, skills performance, collaboration, caring and professionalism. Each of these areas are reflected in program outcomes that build upon prior learning and incorporate competencies as outlined in the American Association of Colleges of Nursing's (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice* and the American Nurses Association's (ANA) *Scope and Standards of Nursing Practice*.

The Bachelor of Science in Nursing (RN to BSN) program is 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.

Program Objectives

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

- To develop knowledgeable nursing care providers who are able to demonstrate mastery of the science of professional nursing practice as a result of the integration of content relating to current concepts of professional inquiry, critical thinking, communication, leadership and healthcare delivery.
- To develop critical thinkers who are able to creatively engage in rational inquiry utilizing the nursing process in both well-defined, relatively common clinical situations and in complex clinical situations
- To develop skilled healthcare providers who are prepared to provide a higher level of nursing assessment in their direct or indirect care of ethically, culturally and/or spiritually diverse patients and their families

- To develop effective collaborators of healthcare who are prepared to work in a leadership capacity to design and manage the care of individuals and their families
- To develop caring and therapeutic communicators who are prepared to utilize broadened tools of communication in advocating the comfort and self-determination of patients and their families
- To develop nursing professionals who practice nursing within a legal/ethical framework.

Prerequisites for Major Courses

- Background check and drug screening where applicable.
- Graduation from either an associate degree nursing program or a diploma nursing program.
- Proof of current, active and non-restricted professional licensure as a registered nurse in the United States.

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

Program Outline

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

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

Upper Division Nursing Major Courses (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

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

***Nursing Information for Alabama applicants/students**: State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. www.abn.alabama.gov*

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

ECO4223	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

SOCIAL MEDIA COMMUNICATIONS

Bachelor of Science Degree

Program Description

The Keiser University Bachelor of Science in Social Media Communications prepares students for careers in the fields of marketing, advertising, communications, technology, and management with a special focus on social media and its applications. Students are offered courses in management, marketing, technology, and communications in order to learn key concepts for ethical decision making and other marketing/communication elements. Students will also learn to apply social media theory and practice 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 concepts of social media and how to apply these concepts within the workplace
- Understand and apply management and marketing skills in connection with the evolving landscape of social media
- Utilize technology required within the framework of social media to optimize marketing potential in the workplace

Prerequisites for Major Courses
None

Program Outline
To receive a Bachelor of Science degree in Social Media Communications, students must earn 128.0 credit hours. Program requirements are as follows:

Lower Division Social Media Communications Major Courses (29.0 credit hours)

GRA1062C	Introduction to Mktg/Self Promotion	4.0 credit hours
CGS2587C	Delivery Systems I	4.0 credit hours
CGS2588C	Delivery Systems II	4.0 credit hours
CGS2609 C	Delivery Systems III	4.0 credit hours
CGS2580	Layout & Composition for Print Pub. I	4.0 credit hours
GEB1112	Entrepreneurship	3.0 credit hours
MAN1021	Principles of Management	3.0 credit hours
MAR1011	Introduction to Marketing	3.0 credit hours

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 (3.0 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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	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)

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

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

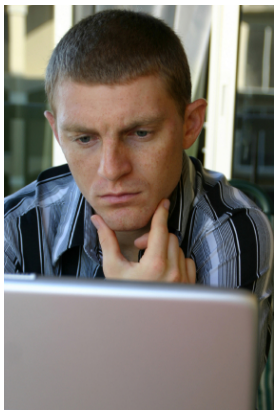
NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

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
COM4940	Internship	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



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

Communication (3.0 credit hours)

SPC1017	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	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
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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	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 **(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
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

Sports Medicine and Fitness Technology Concentration (for students enrolled in Track 2 and Degree Completion) (18.0 credit hours)

SPM4157	Exercise Leadership II	3.0 credit hours
PET3310	Applied Kinesiology	3.0 credit hours
PET3639	Advanced Care & Prevention of Athletic Injuries	3.0 credit hours
PET3361	Nutrition in Health & Science	3.0 credit hours
HSC4143	Substance Abuse	3.0 credit hours
HSC3172	Stress Management	3.0 credit hours

Psychology Concentration (for students enrolled in Track 2 and Degree Completion) (18.0 credit hours)

CLP3314	Health Psychology	3.0 credit hours
CLP4182	Addictive Behaviors	3.0 credit hours
DEP4305	Adolescent Psychology	3.0 credit hours
DEP4404	Psychology of Adult Development and Aging	3.0 credit hours
PSY4836	Psychology of Coaching and Team Building	3.0 credit hours
HSC3172	Stress Management	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, care and therapy modalities, business management and ethics in sport.

Program Objectives

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

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

Prerequisites for Major Courses

At a minimum, students must successfully complete (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 125.0 credit hours. Program requirements are as follows:

Lower Division Sports Medicine and Fitness Technology Major Courses

(39.0 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	4.0 credit hours
PET2353C	Exercise Physiology	4.0 credit hours
PET2941	Externship I	3.5 credit hours
PET2942	Externship II	3.5 credit hours
SPM2150C	Sports Administration and Law	4.0 credit hours

Lower Division General Education Courses (26.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

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)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours

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

Upper Division Sports Medicine and Fitness Technology Major Courses
(48.0 credit hours)

APK3114C	Strength Training and Conditioning	4.0 credit hours
HSC3172C	Stress Management	4.0 credit hours
HSC4143C	Substance Abuse	4.0 credit hours
PET3104C	Corrective Exercise Techniques	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
PET4517C	Sports Business Management	4.0 credit hours
PET4552C	Exercise Programming for Special Populations	4.0 credit hours
PET4940C	Integrated Studies in Sports Medicine Capstone	4.0 credit hours
SPM4157C	Exercise Leadership II	4.0 credit hours
SPM4305C	Sports Marketing and Promotions	4.0 credit hours

General Education Courses (12.0 credit hours)

COM3131	Interpersonal Communication for Professionals	3.0 credit hours
ENC3213	Writing for Managers	3.0 credit hours
IDS3355	Critical Thinking	3.0 credit hours
INP3224	Workforce Diversity	3.0 credit hours

ASSOCIATE OF ARTS DEGREES

ACCOUNTING

Associate of Arts Degree

Program Description

Keiser University's Associate of Arts degree in Accounting focuses on entry-level accounting skills 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
- 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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

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

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (6.0 credit hours)

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

Natural Science (6.0 credit hours)

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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
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 **(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
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)

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

General Education Courses (36.0 credit hours)

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

Behavioral/Social Science (3.0 credit hours)

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

Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (6.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (6.0 credit hours)

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

Natural Science (6.0 credit hours)

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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (6.0 credit hours)

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

Natural Science (6.0 credit hours)

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 (27 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
HFT1252	Front Desk Administration	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 (33 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

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

Economics (3 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 **(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 Communications	3.0 credit hours

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

Economics (3.0 credit hours)

ECO1023	Microeconomics	3.0 credit hours
ECO2013	Macroeconomics	3.0 credit hours

English (6.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours
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

AQUATIC ENGINEERING

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Aquatic Engineering provides technical training in pool and spa management. Courses include water chemistry, pumping and hydraulic technology, electrical, lighting and filtration technologies, as well as pool design, methods of construction, architectural design and overall pool operation strategies.

Program Objectives

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

- To provide students with an understanding of swimming pool and spa technology
- To develop student understanding of technologies associated with aquatic engineering such as hydraulic, electrical, lighting, filtration, pool design and pool operations
- To prepare graduates for entry-level employment in aquatic engineering fields

Prerequisites for Major Courses

None

Program Outline

To receive an Associate of Science degree in Aquatic Engineering, students must earn 60.0 credit hours. Program requirements are as follows:

Aquatic Engineering Major Courses (36.0 credit hours)

BCT2603	Basic Electrical Technology	3.0 credit hours
BCT2660	Lighting Technology	3.0 credit hours
BCT2840	Methods of Construction	3.0 credit hours
EVS2080	Water Chemistry I	3.0 credit hours
EVS2081	Water Chemistry II	3.0 credit hours
EVS2086	Filtration Technology	3.0 credit hours
EVS2089	Heating Technology	3.0 credit hours
EVS2090	Pool Operation Strategies	3.0 credit hours
EVS2091	Cleaning Technology	3.0 credit hours
EVS2095	Hydraulic Technology	3.0 credit hours
LAA2630	Pool Design	3.0 credit hours
LAA2631	Architectural Landscaping Design	3.0 credit hours

General Education Courses (24.0 credit hours)

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

Behavioral/Social Science (3.0 credit hours)

IDS1107	Strategies for Success	3.0 credit hours
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

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
CHM2045	General Chemistry	3.0 credit hours
CHM2045L	General Chemistry Laboratory	1.0 credit hour
CHM2046	Advanced Chemistry	3.0 credit hours

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 Objectives

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

- To prepare students for positions as entry-level bakers
- To 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.

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)

IDS1107	Strategies for Success	3.0 credit hours
AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

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
CHM1045	General Chemistry	3.0 credit hours
CHM1045L	General Chemistry Laboratory	1.0 credit hour
CHM1046	Advanced Chemistry	3.0 credit hours

BIOTECHNOLOGY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Biotechnology trains students in many disciplines including genetics, biochemistry and molecular biology. Graduates possess the skills to perform laboratory tests using standardized laboratory procedures.

Program Objectives

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

- To develop a student's ability to perform proficiently on laboratory and testing procedures
- To develop a student's abilities in critical thinking and documentation
- To develop students for entry-level position in the biotechnology field

Prerequisites for Major Courses

General education courses must be completed with an overall grade average of 2.50 or higher

Program Outline

To earn an Associate of Science degree in Biotechnology, student must earn 62.5 semester credit hours. Program requirements are as follows:

Biotechnology Major Courses (38.5 credit hours)

BCH1020C	Fundamentals of Biochemistry	4.0 credit hours
BCH1417C	Molecular and Cell Biology	4.0 credit hours
BSC1421C	Introduction to Biotechnology	4.0 credit hours
MCB1930C	Cell Culturing	4.0 credit hours
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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (6.0 credit hours)

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours
ENC 102	English Composition II	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

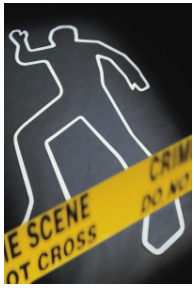
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT 1033	Intermediate Algebra	3.0 credit hours

Natural Science (6.0 credit hours)

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 62.0 credit hours. Program requirements are as follows:

Crime Scene Technology Major Courses (36.0 credit hours)

CJB1712C	Crime Scene and Evidence Photography	4.0 credit hours
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

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 (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 Objectives

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

- To provide students with skills needed for cooking wholesome, attractive, 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 service industry

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	Foodservice 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 I	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

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)

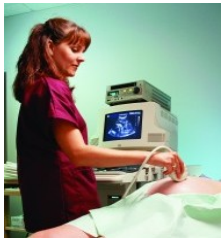
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

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
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

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:

- To develop students who are knowledgeable in general sonography
- To prepare students to perform appropriate two-dimensional, Doppler and other sonographic procedures and record data for interpretation by a physician
- To prepare students to act in a professional and ethical manner as entry-level sonographers
- To develop students who are knowledgeable in ultrasound physics and instrumentation

The following additional objectives are for students enrolled in the general and vascular concentrations

- To develop students who are knowledgeable in vascular sonography
- To prepare students to perform appropriate physiologic, two-dimensional Doppler and other non-invasive vascular procedures and record data for interpretation by a physician
- To develop students who are knowledgeable in vascular physics and instrumentation

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 90.5 credit hours (Track 2 - general and vascular concentrations).

Note: Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.

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	4.0 credit hours*
SON1113C	Cross-Sectional Anatomy	4.0 credit hours*
SON1614C	Acoustic Physics and Instrumentation	4.0 credit hours*
SON1804	Clinical Rotation I	2.5 credit hours
SON1814	Clinical Rotation II	2.5 credit hours
SON1824	Clinical Rotation III	2.5 credit hours
SON2009C	Diagnostic Medical Sonography Review	4.0 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	4.0 credit hours*
SON2834	Clinical Rotation IV	2.5 credit hours
SON2844	Clinical Rotation V	2.5 credit hours
SON2854	Clinical Rotation VI	2.5 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	4.0 credit hours
SON1113C	Cross-Sectional Anatomy	4.0 credit hours
SON1614C	Acoustic Physics and Instrumentation	4.0 credit hours
SON1804	Clinical Rotation I	2.5 credit hours
SON1814	Clinical Rotation II	2.5 credit hours
SON1824	Clinical Rotation III	2.5 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	4.0 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	2.5 credit hours
SON2844	Clinical Rotation V	2.5 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

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
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

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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)

AM 1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (6.0 credit hours)

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

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

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

Humanities/Fine Arts (3.0 credit hours)

AML1000	American Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (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 Objectives

- The following objectives are designed to meet Keiser University's mission and its goals:
- To instruct students in page layout, advertising, multimedia, video editing, web design, illustration, and emerging visual communication technologies
- To prepare students to use a variety of computer formats to create marketable communication solutions.
- To assist students in gaining employment in advertising and marketing firms, print and electronic publication companies, video/film industry, in-house graphics departments, web firms, and to prepare students for continued pursuits in the marketing, advertising, and communications fields.
- To prepare students for successful careers as graphic designers and graphic artists through hands-on, real-world projects that emulate the variety of different tasks a

graphics professional may be called upon to perform in the workplace.

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 72.0 credit hours. Program requirements are as follows:

GRA1100C	Intro to Graphic Arts	4.0 credit hours
GRA1062C	Intro to Marketing and Self-Promotion	4.0 credit hours
CAP1035C	2-D Illustration & Image Editing 1 (Illustration)	4.0 credit hours
CAP1036C	2-D Illustration & Image Editing 2 (Image Editing)	4.0 credit hours
CGS2580C	Layout/Composition I for Print (Page Layout)	4.0 credit hours
CAP2030C	3D Modeling and Animation 1	4.0 credit hours
CAP2026C	Multimedia Production 2 (Video Editing)-	4.0 credit hours
CAP2049C	Multimedia Production 3 (Post Production and Special Effects)	4.0 credit hours
CGS2587C	Electronic Delivery Systems 1 (HTML & CSS)	4.0 credit hours
CGS2588C	Electronic Delivery Systems 2(Web Design and Delivery)	4.0 credit hours
CGS2609C	Electronic Delivery Systems 3(Content Management Systems)	4.0 credit hours
CAP2204C	Applied Multimedia and Design-4 Credit Hours	4.0 credit hours

Behavioral/Social Science (3 credits required)

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 credits required)

SPC1010	Speech	3.0 credit hours

Computers (3 credits required)

CGS1000C	Introduction to Computers	3.0 credit hours
CGS1003C	Introduction to Computer Information Systems	3.0 credit hours

English (3 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
CWL 1000	Contemporary World Literature	3.0 credit hours

Mathematics (3 credits required)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (6 credits required)

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

HEALTH INFORMATION MANAGEMENT

Associate of Science 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, 21st 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

Communication (3 credits)

SPC1017	Speech Communications	3.0 credit hours

Computers (3 credits)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3 credits)

ENC1101	English Composition I	3.0 credit hours

Humanities/Fine Arts (3 credits)

ENL1000	English Literature	3.0 credit hours

Mathematics (3 credits)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8 credits)

BSC2085C	Human Anatomy/Physiology I	4.0 credit hours
BSC2086C	Human Anatomy/Physiology II	4.0 credit hours

HISTOTECHNOLOGY

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 ethical, competent, entry level Histotechnicians. The Program emphasizes general histology disciplines, professional behaviors and technical skills training. 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. The Histotechnology program strives to instill the values and concepts of life-long learning and professionalism in its graduates.

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 and MAT1033.

Program Outline

To receive an Associates of Science degree in Histotechnology, students must earn 64.0 credit hours. Program requirements are as follows:

Histotechnology Major Courses (38.0 credit hours)

MLT1190C	Introduction to Histology	4.0 credit hours
MLT1191C	Principles of Fixation	4.0 credit hours
MLT1192C	Cellular Biological Staining	4.0 credit hours
MLT1250C	Diagnostic Histology I	4.0 credit hours
MLT2194C	Immunohistochemistry Staining	4.0 credit hours
MLT2195C	Tissue Identification	4.0 credit hours
MLT2198C	Diagnostic Histology II	4.0 credit hours
MLT2199C	Microtomy	4.0 credit hours
MLT2801	Histology Externship I	3.0 credit hours
MLT2802	Histology Externship II	3.0 credit hours

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 (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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours

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

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)

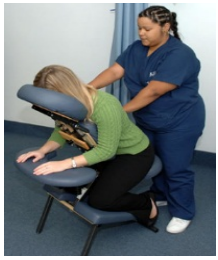
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

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



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 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

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-9/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

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)

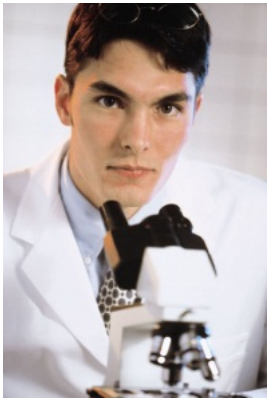
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours
CWL1000	Contemporary World Literature	3.0 credit hours
PHI1010	Introduction to Philosophy	3.0 credit hours

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
MGF2106	College Mathematics	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (8.0 credit hours)

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

Communications (3.0 credit hours)

SPC1017	Speech	3.0 credit hours

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours

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 pre-requisite courses MCB2000C, MAT1033, DEP2004 and general education courses.
- Minimum cumulative grade average of 3.0 on a 4.0 scale for general education courses.

Program Outline

To receive an Associate of Science degree in Nursing, students must earn 72.0 credit hours
Each course in the Nursing major is a prerequisite for a subsequent course and therefore must be completed with a letter grade of "C" with a minimum of 76% in order to proceed successfully through the program. Program requirements are as follows:

Nursing Major Courses (42.0 credit hours)

NUR1022C	Fundamentals of Nursing	8.0 credit hours
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

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (3.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (12.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours
MCB2000C	Microbiology I	4.0 credit hours

OCCUPATIONAL THERAPY ASSISTANT

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

Keiser University's Associate of Science degree in Occupational Therapy Assistant prepares students to work as an occupational therapy assistant under direct supervision of a licensed occupational therapist. Occupational therapy is the art and science of helping people gain skills needed to become independent in daily living activities. Students learn the therapeutic use of occupations which include self-care, work and play/leisure activities in order to maximize independent function, enhance development, prevent disability and maintain health. Intervention strategies may include adaptations to a task or environment or compensatory approaches in order to facilitate clients' achievement of maximum independence.

Program 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 and drug screening
- 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 84.0 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 (58.0 credit hours)

OTH 1007	Introduction to Occupational Therapy	5.0 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	4.0 credit hours
OTH 1432C	Neurological Disorders/Assessment and	4.0 credit hours
OTH 2300C	Psychiatric Occupational Therapy Disorders/ 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	4.0credit 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

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
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:

- Implementing treatment programs as directed by a Physical Therapist;
- Competently performing data collection skills necessary for a plan of care;
- Effectively communicating with healthcare team members and patients verbally and in writing;
- Participating in patient education as directed by a Physical Therapist; and
- Demonstrating a commitment to learning.

Prerequisites for Major Courses

- Background check and drug screening when applicable
- Completion of 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	2.0 credit hours
PHT1228C	Therapeutic Exercise II	4.0 credit hours
PHT1251C	Patient Care Procedures	4.0 credit hours
PHT1261C	Tests and Measurements	4.0 credit hours
PHT1300	Medical Diseases	6.0 credit hours
PHT2143C	Rehabilitation	4.0 credit hour
PHT2801	Clinical Experience I	1.0 credit hours
PHT2810	Clinical Experience II	5.0 credit hours
PHT2820	Clinical Experience III	5.0 credit hours

General Education Courses (26.0 credit hours)

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

Behavioral/Social Science (3.0 credit hours)

PSY1012	Introduction to Psychology	3.0 credit hours

Communications (3.0 credit hours)

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
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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (6.0 credit hours)

MAT1033	Intermediate Algebra	3.0 credit hours
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.

Program Mission Statement

Keiser University's Associate of Science degree program in Radiologic Technology produces competent graduates for entry-level positions in the field. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists and are eligible to be licensed by the State of Florida to practice Radiologic Technology. The Radiologic Technology program strives to instill the values and concepts of life-long learning in its graduates.

Program Goals

The program's mission is further defined in the following goals:

- Students will communicate within a healthcare setting;
- Students will apply problem solving skills within the scope of practice;
- 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

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

Humanities/Fine Arts (3.0 credit hours)

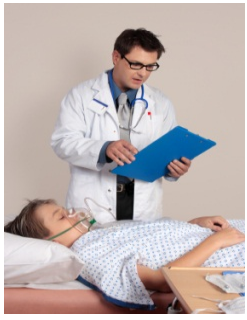
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

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. Graduates are eligible to take both the national certification examination and the national registry examination given by the National Board for Respiratory Care (NBRC) and are eligible to be licensed by the State of Florida.

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

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

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

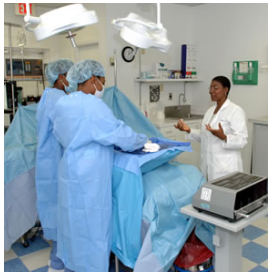
AML1000	American Literature	3.0 credit hours
ENL1000	English Literature	3.0 credit hours

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours



SURGICAL TECHNOLOGY

Associate of Science Degree

An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.

Program Description

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

Computers (3.0 credit hours)

CGS1000C	Introduction to Computers	3.0 credit hours

English (3.0 credit hours)

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

Humanities/Fine Arts (3.0 credit hours)

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

Mathematics (3.0 credit hours)

MAC2105	College Algebra	3.0 credit hours
MAT1033	Intermediate Algebra	3.0 credit hours
STA2023	Statistics	3.0 credit hours

Natural Science (8.0 credit hours)

BSC2085C	Human Anatomy and Physiology I	4.0 credit hours
BSC2086C	Human Anatomy and Physiology II	4.0 credit hours

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
VGD1110C	2-D Illustration and Image Editing	4.0 credit hours
VGD1130C	Game Texture Mapping	4.0 credit hours
VGD2130C	Game Development	4.0 credit hours
VGD2235C	Level Design	4.0 credit hours
VGD2255C	Game Modeling and Animation	4.0 credit hours
VGD2270C	Applied Game Design I	4.0 credit hours
VGD2280C	Applied Game Design II	4.0 credit hours

General Education Courses (24.0 credit hours)

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

Behavioral/Social Science (3.0 credit hours)

AMH1010	American History Pre 1876	3.0 credit hours
AMH1020	American History Since 1876	3.0 credit hours
IDS1107	Strategies for Success	3.0 credit hours
POS1041	Political Science	3.0 credit hours
PSY1012	Introduction to Psychology	3.0 credit hours
SYG1000	Sociology	3.0 credit hours

Communications (3.0 credit hours)

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)

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

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 statements preparation and analysis, banking practices, 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

BCT2603 (3.0 credit hours)

Basic Electrical Technology

Familiarizes students with basic electrical principles. Topics include electrical loads and safety requirements as they relate to swimming pools and spas.

BCT2660 (3.0 credit hours)

Lighting Technology

Presents techniques used in underwater lighting. Topics include electrical underwater lighting, fiber optic lighting, LED lighting and the relationship between landscape and pool aesthetics.

BCT2840 (3.0 credit hours)

Methods of Construction

Explores current pool building techniques. Presents an overview of various principles of pool construction including excavation, reinforcement materials, application of surfaces and techniques.

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 and fruits.

Students will learn to make petit four sec (cookies), a variety of quick breads (including muffins, biscuits, and scones), 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.

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. Students will also learn about pastry as it pertains to breakfast cookery, including topics such as breakfast egg cookery, pancakes, waffles & crepes, along with their appropriate accompaniments. Students will be introduced to the position of pastry chef within the kitchen brigade. Students will also look at the varying expectations of the position, menu & recipe design, 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.

BPA2241C (3.0 Credits)

Chocolates, Confections, and Centerpieces

Students will be introduced to the skills & techniques required to successfully work with chocolate. They will be taught the basic techniques to form simple centerpieces, boxes, truffles and chocolate candy, as well as 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 is the primary objective of this course. Along with the cakes are the appropriate icings, decorating techniques, garnishes and presentation methods that will be practiced. Topics include all 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 classic style cakes that are moist, sweet and tender such as white cakes, pound cakes, chocolate and yellow cakes and cupcakes. Topics include types of icings and decorating styles, as well as classic American cake decoration for weddings and birthday cakes. Techniques for stacking cakes will also be presented.

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BPA2292C (3.0 Credits)

Wedding Cakes Amenities and Showpieces

Topics of the class will include sculpted cakes, wedding cakes, sugar as an art form, gingerbread and showpiece construction and various display forms, as well as the use of these products as elements of large showpieces and as amenities for use in hotels and restaurants.

BPA2299 (12.0 Credits)

Baking and Pastry Arts Externship

Provides students an opportunity to put classroom skills into practice in a hands – on, earn –as – you- learn, off-campus environment. It is a diverse learning experience in conjunction with an approved sponsor. Students may choose to work in retail or wholesale bakeries located in restaurants, hotels, clubs, food stores or sole proprietorships.

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

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

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.

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-word 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

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.

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)

Internship

Offers project-based work experience in a field related to communication capacity to investigate career possibilities.

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

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 Explore and Outlook Express, resolving issues related to customizing and personalizing Microsoft Office applications, migrating from Outlook Express to Outlook, identifying and troubleshooting network problems, configuring Microsoft Office security settings and monitoring security vulnerabilities and updates. 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

Introduces and examines disaster response techniques and mitigation for the first responder. Topics include recent legislation that impacts disaster and incident response, the response of local, tribal, state and federal government to incident and disaster declarations and a brief

introduction to the national incident management system, national response plan and incident management system.

DSC3212 (3.0 credit hours)

Emergency Planning and Security Measures II

Provides a continuation of DSC2210 (Emergency Planning and Security Measures I). Topics include emergency planning models, contingency planning exercises, damage assessment, disaster recovery planning and employee evacuation planning. Students chose a scenario and location for a disaster drill, create a disaster plan for the site, participate in the disaster drill, then review the strengths and weaknesses of the disaster plan and incident response selected.

DSC3751 (3.0 credit hours)

Homeland Security Policy and Law

Presents major debates about balancing democratic freedoms with security - from the Patriot Act to Supreme Court decisions on detention powers. Topics include legal strategies necessary to confront ongoing national security threats and laws designed to preserve both security and democratic freedoms.

DSC4031 (3.0 credit hours)

Tactical Communications

Introduces and produces basic communications during conflicts or catastrophic events. Topics include radio and cell phone communications, planning for communication alternatives when traditional methods fail, interview and interrogation tactics, detecting deception and handling a conflict with confrontation.

DSC4214 (3.0 credit hours)

Catastrophic Event Response Planning

Introduces and examines response protocol, logistics, responsibilities, interagency support and concepts of front-end planning involved in preparation for a catastrophic event. Topics include development of an emergency response plan that includes concepts such as lookout, awareness, communications, escape, safety (laces), training and various agency relationships.

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 ensures protection continuity of operations and mission success.

DSC4564 (3.0 credit hours)

Homeland Security Threat Strategy

Presents and investigates terrorism from a criminal justice perspective.
The course focuses on the threat of terrorism to the United States. Topics include specific strategies used to deter terrorist threats to the United States and assessment of the relative effectiveness of anti-terrorist activities.

DSC4930 (3.0 credit hours)

Current Topics in Public Safety/Capstone

Introduces and researches emerging and relevant topics in public safety. Topics include disaster response, incident command, public safety and security, terrorism, weapons of mass destruction, hazardous materials, emergency operations and security of public and private property.

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.

EVS2080 (3.0 credit hours)

Water Chemistry I

Introduces chemical principles as they relate to proper balance of swimming pool and spa water. Topics include techniques of water testing, sanitizing and balancing chemicals used to adjust water balance.

EVS2081 (3.0 credit hours)

Water Chemistry II

Describes available chemical maintenance technologies for swimming pools and spas. Topics include chlorine generators, ozone generators, ORP measurement and alternative sanitizers and other options.

EVS2086 (3.0 credit hours)

Filtration Technology

Presents principles of sizing filters and options in filtration technology. Topics include principles of filtration technologies, sand filters, cartridge filters, D.E. filters and other options.

EVS2089 (3.0 credit hours)

Heating Technology

Presents methods used to heat bodies of water. Topics include solar and electrical heating, air and water source heat pumps, gas heating and boilers.

EVS2090 (3.0 credit hours)

Pool Operation Strategies

Presents operational problems encountered with swimming pools and spas and strategies for their prevention.

EVS2091 (3.0 credit hours)

Cleaning Technology

Addresses swimming pool and spa technologies used to maintain a clean body of water. All methods from manual to automated technologies are discussed.

EVS2095 (3.0 credit hours)

Hydraulic Technology

Presents principles of sizing pumps, reading pump curves and available pumps to achieve energy efficiency. Topics include calculations of Total Dynamic Head, friction loss and velocities.

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.

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, all varieties 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. Students will also learn basic cooking methods and knife cuts, as well as fruit, dairy and herb and spice 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, food preservation and cooking methods are discussed and practiced. Foods that are handled include vegetables, fruits, and farinaceous products. 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, releves, 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 and theoretical exploration. 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.

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: Russia, Eastern Europe and Scandinavia, Western Europe and the Mediterranean, Middle East and North Africa and Latin America.

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. Students are required to produce a final pastry 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'ouevres, and specialty items with a strong focus on artistic finesse and presentation. Topics consist of charcuterie and forcemeats including pate en croute, terrines, galantines and ballantines. Additional topics covered are salads, sandwiches, 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.

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

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.

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.

HFT1252 (3.0 credit hours)

Front Desk Administration

This course is designed to acquaint the student with front office procedures by detailing the flow of operational procedures for the total hotel organization. The course content will examine the various topics related to front-office operations: front office planning and evaluating operations, check-in/check-out guest services, night audit, and interdepartmental communications. Students will demonstrate knowledge of competencies in administrative functions of hotel front desk operations related guest services.

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.

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.

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.

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.

HFT2946 (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. PREREQUISTE: QMB3200

ISM3221 (3.0 credit hours)

Data Communications and Networking

Provides a comprehensive understanding of computer networking and how business applications use these networks. Students learn the theoretical foundation of networks using the OSI reference model, networking protocols, networking media, networking hardware and network operating systems. Students learn to build, troubleshoot, maintain and upgrade a network to provide reliable and secure corporate communication. Students are prepared to sit for the Network+ Certification exam.

ISM3230 (3.0 credit hours)

Introduction to Business Programming

Trains the student to create business applications for use on a Windows PC. Topics include fundamental programming concepts, defining and using data elements and processing data through logic statements using sequence, selection and iteration constructs.

ISM3232 (3.0 credit hours)

Advanced Business Application Development

Expands on ISM3230 (Introduction to Business Programming). Topics include advanced programming constructs, object-oriented programming, creating both client-server and web-based distributed applications accessing the SQL server database and developing 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.

LAA2630 (3.0 credit hours)

Pool Design

Traces the history of pool design from Roman times. Topics include pool design techniques, principles of aesthetics and computer-assisted design software.

LAA2631 (3.0 credit hours)

Architectural Landscaping Design

Explores architectural principles used to design landscapes in general but focuses on pool and spa landscaping in particular.

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. PREREQUSITES: 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.

MAN4583 (3.0 credit hours)
Project Management
Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a quality project team, five steps of a project, construction of a network diagram and mathematical analysis techniques such as CPM and PERT.

MAN4602 (3.0 credit hours)
International Business
Addresses the role and importance of international/multinational firms in a global environment. Topics include the impact of political, regulatory and economic dimensions, international dimensions of American enterprise and examination of businesses, overseas organizations,

operations and problems of conducting international business. Prerequisite: 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

MLT 2528 (4.0 credit hours)

Immunohematology II

Continues MLT 2525C (Immunohematology 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.

MLT1190C (4.0 credit hours)

Introduction to Histology

The study of human organs and tissues for the purpose of developing histotechnological skills. Presents laboratory aspects of specimen preparation, fixation, sectioning, routine staining, laboratory safety, quality assurance and general health career concepts. Topics include: certification, accreditation, regulatory agencies, quality control, laboratory mathematics, infection control, sharps/mechanical hazards, documentation, medico-legal implications, chemical hygiene principles, information management and ethical conduct.

MLT1191C (4.0 credit hours)

Principles of Fixation

Emphasis placed on fixation and processing of biological tissues for microscopic examination. Topics include: instrumentation, specimen handling, identification and tracking protocols, gross examination processes, fixative types and uses, tissue processing reagents and protocols and specialized processing techniques.

MLT1192C (4.0 credit hours)

Cellular Biological Staining

Recognition of basic cellular structure and ultrastructures. Emphasis placed on nuclear and cytoplasmic staining mechanisms. Explanation of chemical staining theory. Includes stain principles and procedures for nuclear and cytoplasmic structures and mounting techniques and medias.

MLT1250C (4.0 credit hours)

Diagnostic Histology I

Recognition of basic cellular structure as related to histochemical staining techniques. Identification of carbohydrates classification, muscle and connective tissue structure, and neural structures. Stain principles and procedures for carbohydrates and lipids, connective tissue and muscle, and neural components.

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: learning to make judgments concerning the results of quality control measures and institute proper procedures to maintain accuracy and precision.

MLT2198C (4.0 credit hours)

Diagnostic Histology II

Students enhance their skills with histochemical preparation and use. Identification of pathologic microorganisms and other cellular inclusions including pigments and minerals. Use of stains for microorganisms and tissue pigments and mineral.

MLT2199C (4.0 credit hours)

Microtomy

Emphasis on Microtomy techniques, ergonomic safety practices and frozen section techniques. Topics include: embedding orientation by tissue type, paraffin embedding station, cryostat, rotary microtome set-up and maintenance, sharps safety practices for the microtome, techniques for Microtomy, and specialized Microtomy. Includes an overview of electron microscopy and cytology specimen preparation.

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.

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

MLTC2525 (4.0 credit hours)

Immunohematology 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.

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

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.

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.

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.

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.

NUR3516 (3.0 credit hours)

Crisis Intervention

This course focuses on crisis intervention in the context of nursing practice. Areas addressed include the following: (1) theories of crisis; (2) characteristics and classification of crises; (3) common maturational and situational crises; (4) stages in various types of crises; (5) physiological, cognitive and psychosocial responses to crises; (6) traditional and innovative crisis intervention methods; and (7) national resources for intervention.

NUR3655 (3.0 credit hours)

Transcultural Factors in Healthcare Delivery

This course presents a comparative analytical approach to the study of communication, current problems, issues, health care beliefs, values, and practices of different systems and cultural norms as they affect healthcare practices which conflict with ethnic or cultural communication related to standards and value systems.

NUR3805 (3.0 credit hours)

Nursing Role and Scope

This course presents concepts and theories in nursing that have helped to shape the nursing profession since its inception. The emphasis is on professional values as a base of nursing practice.

NUR3826 (3.0 credit hours)

Ethical and Legal Aspects of Nursing Practice

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.

NUR4165 (3.0 credit hours)

Nursing Research

This course presents the history of nursing research, research methods and processes and the relationship between theory development and research. Topics include analysis of research applications and preparation of research reports.

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.

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

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. Prerequisite: Completion of 36 credits of upper division nursing major courses

NUR4870 (3.0 credit hours)

Nursing Informatics

This course focuses on a conceptual foundation for understanding nursing informatics and includes analysis of various applications of information systems within the context of the healthcare system. Elements covered include theoretical models of nursing informatics; healthcare computing; information processing and data management; data acquisition and data representation; nursing vocabularies and nursing knowledge representation; managing organizational change; ethical and social issues in healthcare informatics; consumer informatics.

OTH1007 (5.0 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.

ET2082C (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.

PET2214C (4.0 credit hours)

Sports Psychology

Introduces psychological theories of behavioral change and presents the application of practical concepts from these theories. Topics include lifestyle modification, goal setting, symptoms of anxiety and depression and 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 (3.5 credit hours)

Externship I

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients while being guided and supervised by an exercise/sport/nutrition professional.

PET2942 (3.5 credit hours)

Externship II

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

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

PET4517C (4.0 credit hours)

Sports Business Management

Focuses on sports business management. Topics include administrative theory and philosophy, financial management and business procedures, facility management and public relations, and other aspects related to administration of recreation, athletic training, and sport management programs. Students participate in collaborative learning exercises to develop a business plan for a facility in the fitness industry.

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 (3.5 credit hours)

Sports Medicine and Fitness Technology Externship

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET4942 (3.5 credit hours)

Sports Medicine and Fitness Technology Externship

Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

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 of 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

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

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.

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 Pathophysiologic 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

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.

SON1000C (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.

Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

SON1100C (4.0 credit hours)*

Practical Aspects of Sonography

Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Prerequisite SON1614C

Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

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 SON1000C

Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

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 SON1000C
Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

SON1804 (2.5 credit hours)
Clinical Rotation I
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON 1100C (Practical Aspects of Sonography) and SON 2111C (Abdominal Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON2111C

SON1814 (2.5 credit hours)
Clinical Rotation II
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2111C (Abdominal Sonography) and SON2120C (OB/GYN Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON1804

SON1824 (2.5 credit hours)
Clinical Rotation III
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON1814 (Clinical Rotation II) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON1814

SON2009C (4.0 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 SON2854
Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

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 SON1100C
Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

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 SON1804
Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

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
SON2120C
Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

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 SON1824
Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

SON2170C (4.0 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: SON2111C

SON2171C (4.0 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 SON2844
Note: *Courses designated with (*) are 5.0 credit hour courses at the Ft. Myers Campus with 91.0 total program credit hours required for program completion of the Track 1 General Concentration.*

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: SON2170C

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: SON2177C

SON2834 (2.5 credit hours)

Clinical Rotation IV

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON1824 and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON1824

SON2844 (2.5 credit hours)

Clinical Rotation V

Continues SON2834 (Clinical Rotation IV) by providing students with opportunities 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 SON2834

SON2854 (2.5 credit hours)

Clinical Rotation VI

Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2171C (Introduction to Vascular Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON 2171C

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 SON2170C

SON2865 (2.0 credit hours)

Clinical Rotation VII

Continues SON 2855 (Clinical Rotation VI) by providing students with opportunities to apply knowledge and skills learned in SON 2855 (Clinical Rotation VI) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite SON2855

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 sonography. Prerequisite SON2865

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: SON22150C

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: SON2855

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: SON2178C

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

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 (4.0 credit hours)
Sports Administration and Law
Presents effective program administration.

Topics include creation of safe, successful programs, reduction of risk and legal situations, exercise waivers, health history questionnaires, legal aspects of instruction and CPR.

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, gold course construction principles, USGA specifications for putting green construction methods, environmental impact of golf course design, future golf course design, various schools of design, and foremost golf architects.

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 form their previous course work in golf management. Among the topics summarized are golf history, golf course operations, characteristics and behavior of an effective golf instructor, maintenance of golf facilities and equipment, the game of golf within the hospitality and recreation domains, and finalizing a two-year business plan for the student's area of specialization within the golf industry.

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

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.

SPM4305C (4.0 credit hours)

Sports Marketing and Promotions

Focuses on the intriguing world of sports marketing, promotions, and entertainment today and how this strong force continues to drive our industry in current marketing techniques. The techniques learned will be consistent in what is necessary to building one's own professional career. Students participate in collaborative activities in support of executing a business plan.

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.

VGD1110C (4.0 credit hours)

2-D Illustration and Image Editing

Presents techniques of 2-D vector-drawing based graphics. Topics include creating graphic illustrations and editing them for use in three-dimensional applications; typography is studied in depth.

VGD1130C (4.0 credit hours)

Game Texture Mapping

Introduces the art of texture mapping creation. Topics include types of textures, creation of textures, texture set up, proper texture application to student models, texture placement and map file management.

VGD2130C (4.0 credit hours)

Game Development

Introduces the electronic game development process and underlines historical context, content creation strategies and future trends in the industry. Topics include how games are produced, tested and released.

VGD2235C (4.0 credit hours)

Level Design

Introduces tools used to create levels for real time games. Topics include level design and architecture theory, modeling for 3-D engine and texturing methods such as photo manipulation and digital painting. Prerequisite: VGD1230C

VGD2255C (4.0 credit hours)

Game Modeling and Animation

Introduces low-polygonal count modeling and texturing techniques. Students create interactive models and environments for a variety of media, including PC and platform-based games, Internet sites and virtual worlds. Topics include sequencing, periodic animation, hierarchies and motion data. Prerequisite: VGD1235C

VGD2270C (4.0 credit hours)

Applied Game Design I

A capstone project in which students demonstrate their knowledge of game theory by taking a game from conception to a completed project. Students continue the exploration of game theory by discussing and demonstrating how it is applies to production-based projects. Students who complete this course will have a completed project that shows their understanding of program concepts. Prerequisite: VGD1235C

VGD2280C (4.0 credit hours)

Applied Game Design II

Continues VDG2270, Applied Game Design I. Students demonstrate how game design applies to production-based projects and produce a demo-reel of their completed projects. Prerequisite: VGD2270C

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.

Evelyn C. Keiser

Dr. Arthur Keiser

Founders of Keiser University

Administration, Faculty, and Staff

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Akilah Sabassa
M.B.A. University of Miami
B.S.N. Barry University
A.S. Broward Community College

Regina Schuett
M.S.N. Florida Atlantic University
B.S.N. Cardinal Stritch University

Faculty – Occupational Therapy Assisting
Everly Farquharson
B.S. Florida A & M
A.A. Palm Beach State College

Kristin Salvato
M.O.T. Nova Southeastern University
B.A. Florida Atlantic University

Cynthia Therrien
A.B. Assumption College
A.S. Quinsigamond Community College

Lori Weinstein
M.S. Florida International University
M.S. CUNY
B.S. State University of NY at Oneonta

Jay Gill

B.A. University of Central Florida
A.A. University of Central Florida
A.S. Palm Beach Community College

Faculty – Physical Therapist Assistant
Mae Yahara
M.S. George Mason University
B.S. Penn State University

Ken Amsler
Ph.D. St. Bonaventure University
B.S.Ed. Indiana University of Pennsylvania

Faculty - Radiologic Technology
Ivar Croes
M.B.A. Keiser University
B.S. Keiser University

Claude Gregory
M.B.A. Keiser University
B.S. Keiser University
A.A.S. Westchester Community College

Jacques LaGrange, Jr.
M.Ed. University of Central Oklahoma
B.S. University of Central Oklahoma
R.T. Howard University

Donna Mahabeer
B.S. Keiser University
A.S. Keiser University

Faculty – Sports Medicine
Corey Campbell
Ed.D. Nova Southeastern University
M.S. University of Florida
B.S. University of Florida

Jan Saeger
DH.Ed. A.T. Still University
M.S. A.T. Still University
B.A. Alfred University

Term Calendar 2014

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

1/1/2014	**New Year's Day**
01/06/14-04/27/14	Winter Semester
01/06/14-02/02/14	Term A Classes Begin
1/20/2014	**Martin Luther King Jr. Day**
1/21/2014	Return
02/03/14-03/02/14	Term B Classes Begin
2/17/2014	**President's Day**
2/18/2014	Return
03/03/14-03/30/14	Term C Classes Begin
03/31/14-04/27/14	Term D Classes Begin
04/18/14-04/21/14	**Easter Break**
4/22/2014	Return
04/28/14-05/04/14	**Spring Break**

Semester II

05/05/14-08/24/14	Summer Semester
05/05/14-06/01/14	Term A Classes Begin
5/26/2014	**Memorial Day**
5/27/2014	Return
06/02/14-06/29/14	Term B Classes Begin
06/30/14-07/27/14	Term C Classes Begin
7/4/2014	**Independence Day**
7/7/2014	Return
07/28/14-08/24/14	Term D Classes Begin
08/25/14-08/31/14	**Summer Break**

Semester III

09/01/14-12/21/14	Fall Semester

09/01/14-09/28/14	Term A Classes Begin
9/1/2014	**Labor Day**
9/2/2014	Return
09/29/14-10/26/14	Term B Classes Begin
10/27/14-11/23/14	Term C Classes Begin
11/24/14-12/21/14	Term D Classes Begin
11/27/14-11/30/14	**Thanksgiving Break**
12/1/2014	Return
12/22/14-01/04/15	**Holiday Break**

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	**New Year's Day**
01/05/15-04/26/15	Winter Semester
01/05/15-02/01/15	Term A Classes Begin
1/19/2015	**Martin Luther King Jr. Day**
1/20/2015	Return
02/02/15-03/01/15	Term B Classes Begin
2/16/2015	**President's Day**
2/17/2015	Return
03/02/15-03/29/15	Term C Classes Begin
03/30/15-04/26/15	Term D Classes Begin
04/03/15-04/06/15	**Easter Break**
4/7/2015	Return
04/27/15-05/03/15	**Spring Break**

Semester II

05/04/15-08/23/15	Summer Semester
05/04/15-05/31/15	Term A Classes Begin
5/25/2015	**Memorial Day**
5/26/2015	Return
06/01/15-06/28/15	Term B Classes Begin
06/29/15-07/26/15	Term C Classes Begin
07/03/15-07/05/15	**Independence Day Break**
7/6/2015	Return
07/27/15-08/23/15	Term D Classes Begin
08/24/15-**08/30/**15	**Summer Break**

Semester III

08/31/15-12/20/15	Fall Semester

08/31/15-09/27/15	Term A Classes Begin
9/7/2015	**Labor Day**
9/8/2015	Return
09/28/15-10/25/15	Term B Classes Begin
10/26/15-11/22/15	Term C Classes Begin
11/23/15-12/20/15	Term D Classes Begin
11/26/15-11/29/15	**Thanksgiving Break**
11/30/2015	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	**New Year's Day**
01/04/16-04/24/16	Winter Semester
01/04/16-01/31/16	Term A Classes Begin
1/18/2016	**Martin Luther King Jr. Day**
1/19/2016	Return
02/01/16-02/28/16	Term B Classes Begin
2/15/2016	**President's Day**
2/16/2016	Return
02/29/16-03/27/16	Term C Classes Begin
03/28/16-04/24/16	Term D Classes Begin
03/25/16-03/28/16	**Easter Break**
3/29/2016	Return
04/25/16-05/01/16	**Spring Break**

Semester II

05/02/16-08/21/16	Summer Semester
05/02/16-05/29/16	Term A Classes Begin
5/30/2016	**Memorial Day**
5/31/2016	Return
05/30/16-06/26/16	Term B Classes Begin
06/27/16-07/24/16	Term C Classes Begin
7/4/2016	**Independence Day**
7/5/2016	Return
07/25/16-08/21/16	Term D Classes Begin
08/22/16-**08/28/**16	**Summer Break**

Semester III

08/29/16-12/18/16	Fall Semester

08/29/16-09/25/16	Term A Classes Begin
9/5/2016	**Labor Day**
9/6/2016	Return
09/26/16-10/23/16	Term B Classes Begin
10/24/16-11/20/16	Term C Classes Begin
11/21/16-12/18/16	Term D Classes Begin
11/24/16-11/27/16	**Thanksgiving Break**
11/28/2016	Return
12/19/16-01/02/17	**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**
01/03/17-04/23/17	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	**Labor Day**
9/5/2017	Return
09/25/17-10/22/17	Term B Classes Begin
10/23/17-11/19/17	Term C Classes Begin
11/20/17-12/17/17	Term D Classes Begin
11/23/17-11/26/17	**Thanksgiving Break**
11/27/2017	Return
12/18/17-01/01/18	**Holiday**

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

FALL 2014 SEMESTER CALENDAR
(August 11 – December 19, 2014)

Accuplacer for New Students	August 4 - 8
Institutional Workshop	August 11 – 15
Registration for New Students	August 15
Computer, Math and English Placement Exams	August 15 - 17
Dormitories Open	August 17
Student Life Orientation begins	August 17
Registration for Returning Students	August 18 - 19
Writing Proficiency Examination @ 9:00 a.m.	August 19
Academic Orientation/Registration for Returning Students	August 19
First day of Classes – Fall Semester 8:00 a.m.	August 20
1st Retreat	September 5 - 8
Last day to Drop or Add classes	September 8
President's Forum (11:00 – 12:00 noon)	September 11
Central American Independence Holiday	September 15 - 16
Mid-Semester Grades due to Records Office	October 6
Campus Wide Field Day (Shortened Classes)	October 7

Registration for Spring Semester	October 8 - 31
Academic Dean's Forum (11:00 – 12:00 noon)	October 16
2nd Retreat	November 7 - 9
Student Life Forum (11:00 – 12:00 noon)	November 13
Thanksgiving Holidays	November 27 - 28
Purísima Celebration on Campus (No classes after 4:00 p.m.)	December 4
Last day of classes (Classes end at 12:00 Noon)	December 5
Feast of the Immaculate Conception Holiday	December 8
Final Examinations Week	December 9 - 15
Final Grades Due to Records Office at 3:00 p.m.– No Exception	December 17
Last Day Administration offices are open	December 19

SPRING 2015 SEMESTER CALENDAR
(January 5 – May 16, 2015)

Administrative Offices open	January 5
Spanish, Math & English Placement Exams	**January 9 - 11**
Dormitories Open	January 11
Student Life orientation begins	January 11
Academic Orientation/Registration only for new students	January 12
Academic Advisement/Registration for all students	January 13
Writing Proficiency Examination	January 13
First Day of Class –Spring Semester 8:00 a.m.	January 14
President's Forum (11:00 – 12:30 Noon)	January 29
Last Day to drop/add classes	January 30
Ash Wednesday Mass (11:00 – 1:30 p.m.)	February 18
Academic Honors Assembly Mass (11:00 – 1:30 p.m.)	February 19 or 26
Mid-Term Grades due to Records Office	February 23
Campus Wide Field Day (Shortened Classes)	February 24
Registration for Summer and Fall 2015	March 9 - 27
Academic Dean's Forum (11:00 – 12:00 noon)	March 19

Easter Holiday	March 30 – April 6
Student Life Forum (11:00 – 12:00 noon)	April 9
Labor Day Holiday	**May 1**
Last day of classes	May 5
Final Examinations Week	May 6 – 12
Seniors Grades due to Records Office	May 14
Baccalaureate Mass and Lunch	May 14
Final Grades Due to Records Office	May 15
Practice for Graduation	May 15
Graduation Commencement Ceremony	May 16

Monday 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 will be required from students

SUMMER SESSIONS 2015

Summer I (May 25 – June 29, 2015)

Last day to Register for Financial Aid Students for both Sessions	April 24
Registration & Advisement	May 25
Dormitories Open	May 25
Classes begin 8:00 a.m.	May 25
Last day Drop/add w/o financial penalty	May 25
$50 penalty for late registration after this date	May 26
Last day Summer I	June 29
Dormitories closed	June 29
Final Grades due Records Office	June 30

Summer II (July 1 – August 6, 2015)

Registration & Advisement	July 1
Dormitories Open	July 1
Classes begin 8:00 a.m.	July 1
Last day Drop/add w/o financial penalty	July 1
$50 penalty for late registration after this date	July 2

US Independence Day (Observed – No classes)	**July 3**
Last day Summer II	August 5
Dormitories closed	August 5
Final Grades due Records Office	August 6