2019-2020

Keiser University
www.keiseruniversity.edu
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<td>1500 NW 49th Street</td>
<td>1900 W. Commercial Blvd. Suite 100</td>
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<tr>
<td>Fort Lauderdale, Florida 33309</td>
<td>Fort Lauderdale, Florida 33309</td>
</tr>
<tr>
<td>(954) 776-4456</td>
<td>Local (954) 351-4040</td>
</tr>
<tr>
<td>Toll Free (800)-749-4456</td>
<td>Toll Free (888) 4-KEISER (US only)</td>
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<tr>
<td>Clearwater, FL 33764</td>
<td>Patrick AFB, Florida 32925</td>
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<tr>
<td>(727) 373-1380</td>
<td>(321) 430-0748</td>
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<th>Keiser University, Pembroke Pines</th>
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<td>1640 SW 145th Avenue</td>
</tr>
<tr>
<td>Daytona Beach, Florida 32114</td>
<td>Pembroke Pines, Florida 33027</td>
</tr>
<tr>
<td>(386) 274-5060</td>
<td>(954) 431-4300</td>
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<td>9400 SW Discovery Way</td>
</tr>
<tr>
<td>West Palm Beach, FL 33409</td>
<td>Port St. Lucie, Florida 34986</td>
</tr>
<tr>
<td>(561) 478-5500</td>
<td>(772) 398-9990</td>
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<tr>
<td>West Palm Beach, FL 33409</td>
<td>San Marcos, Carazo, Nicaragua</td>
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<tr>
<td>(561) 478-5500</td>
<td>Local (505) 2535-2314 / 2535-2312</td>
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<td>Toll Free (800) 969-1685</td>
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<td>6430 Southpoint Parkway</td>
<td>6151 Lake Osprey Drive</td>
</tr>
<tr>
<td>Jacksonville, Florida 32216</td>
<td>Sarasota, Florida 34240</td>
</tr>
<tr>
<td>(904) 296-3440</td>
<td>(941) 907-3900</td>
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<th>Keiser University, Shanghai</th>
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<tr>
<td>2400 Interstate Drive</td>
<td>Guanhallu Road No. 505, Pudong</td>
</tr>
<tr>
<td>Lakeland, Florida 33805</td>
<td>Shanghai, China 201300</td>
</tr>
<tr>
<td>(863) 682-6020</td>
<td>+86 (21) 6836 9850</td>
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<th>Keiser University, Tallahassee</th>
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<tr>
<td>900 South Babcock Street</td>
<td>1700 Halstead Boulevard</td>
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<tr>
<td>Melbourne, Florida 32901</td>
<td>Tallahassee, Florida 32309</td>
</tr>
<tr>
<td>(321) 409-4800</td>
<td>(850) 906-9494</td>
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<th>Keiser University, Tampa</th>
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<tr>
<td>2101 NW 117th Avenue</td>
<td>5002 West Waters Avenue</td>
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<tr>
<td>Miami, Florida 33172</td>
<td>Tampa, Florida 33634</td>
</tr>
<tr>
<td>(305) 596-2226</td>
<td>(813) 885-4900</td>
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<tr>
<th>Keiser University, Naples</th>
<th>Keiser University, West Palm Beach</th>
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<tr>
<td>1336 Creekside Blvd. Suite 2</td>
<td>2085 Vista Parkway</td>
</tr>
<tr>
<td>Naples, FL 34108</td>
<td>West Palm Beach, Florida 33411</td>
</tr>
<tr>
<td>(239) 513-1135</td>
<td>(561) 471-600</td>
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<tr>
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<th>Keiser University, Orlando</th>
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<tr>
<td>6014 US Highway 19 North</td>
<td>5600 Lake Underhill Road</td>
</tr>
<tr>
<td>New Port Richey, FL 34652</td>
<td>Orlando, Florida 32807</td>
</tr>
<tr>
<td>(727) 484-3110</td>
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<tr>
<th>Keiser University, Orlando</th>
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Keiser University publishes an “electronic catalog” annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, Keiser University reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The University makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the University web site at http://www.keiseruniversity.edu or call the main campus at 954-776-4456 for specific information if desired.
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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.

Philosophy
In today’s society, there is a genuine need for a university that offers its students a quality, engaging, and supportive academic and career orientated educational experience in an atmosphere of personalized attention. Too often, contemporary collegiate students find themselves treated as mere numbers in a computer and therefore fail to receive the support necessary to assist them as they strive to complete programs of study.

At Keiser University, each student is considered an individual, and the University strives to be aware of the needs of each member of its student body on an ongoing basis. Career-focused education is an interactive process that produces academically prepared technicians, professional practitioners, and clinicians who are critical for future economic growth. The faculty of Keiser University believe that career orientated educational instruction is an art as well as a science, requiring dynamic and engaging processes that develop both the skill set and intellect of career-minded students.

Keiser University’s goal is to develop career prepared individuals by providing an educational program that produce employable, skilled, educated, and responsible future citizens. Consequently, Keiser University students are prepared to provide professional, technical and marketable skills necessary to meet the projected needs of society. Inherent in the goals established for Keiser University is the belief
that learning takes place through multiple delivery methods and in various settings. For this reason, Keiser University curricula are flexible, individualized, experiential, and instructional, and are structured in a sequential and cumulative fashion.

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, professional and medical communities must also participate in and contribute to this process.

**Strategic Directions and Goals**
The following strategic directions and goals are integral to the mission of Keiser University:

I. Promote academic excellence and achievement through quality educational programs.
   a. To actively be involved with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and such programmatic accreditation agencies as are desired and appropriate.
   b. To assess the effectiveness of and consequentially enhance the educational and academic service programs of the university.
   c. To provide academic support services designed to enhance student learning and prepare graduates for successful occupational choices.
   d. To continue to improve the competencies of students in the basic skills areas, especially writing, mathematics, communication, and analytical skills.
   e. To cultivate analytical and critical thinking at all educational levels, especially in the area of applied research among graduate students.

II. Attract and retain quality faculty and staff.
   a. To employ and further develop a diverse faculty and academic staff personnel that are well qualified; possess current academic, technical, and specialized professional knowledge and skill-sets; reflect appropriate professional or educational experience; and evidence high quality teaching, student support, and appropriate research abilities.
   b. To encourage and further develop qualified support staff and faculty who evidence an interest in, and proclivity for, engaging students, addressing learning and developmental challenges, and responding to the needs of a broad spectrum of University students in a variety of programs at multiple educational levels.

III. Develop and maintain high-demand educational programs that are distinctive, accessible, and responsive to the needs of campus communities, disciplinary and accreditation requirements, student needs, and aspirational goals.
   a. To provide and enhance a variety of educational delivery systems that respond to current and future student, community, and professional occupational needs and expectations.
   b. To review all degree programs to ensure currency, relevancy, and cost-effectiveness with respect to content, delivery, and outcomes.
   c. To review university population, technological, and societal developments and propose new programs or programmatic modifications that respond thereto.

IV. Develop and support initiatives designed to enhance faculty instruction, student learning, and program-appropriate research at all program levels.
   a. To provide appropriate resources to support service and academic programs in the achievement of student learning and programmatic outcomes.
b. To cultivate and enhance an educational atmosphere that fosters academic freedom, the open exchange of ideas, and programmatic academic inquiry.

c. To develop strategies that support the implementation of program and degree-appropriate academic research.

V. Expand the domestic and international development of Keiser University through the addition of new locations, collaborative agreements, and programmatic initiatives.

a. To attract qualified students possessing diverse backgrounds at all levels and for all programs.

b. Pursue educational initiatives appropriate for a variety of domestic and global locations and cultural settings.

c. To pursue the expansion of planned physical facilities of the university to more effectively implement the institutional mission and vision.

VI. Continue the implementation of appropriate fiscal, budgetary, and managerial strategies to provide adequate resources with which to support Keiser University and its future development.

a. To continue to develop a Governing Board approved annual budget that supports the annualized planned activities, programs, and services of the university.

b. To provide and analyze the ongoing financial operations of the various units of the university to ensure that the budgetary operations of the institution are being implemented.

c. To ensure that the Governing Board continues to provide appropriate oversight of the financial and budgetary operations and conditions of the University through the following actions.

VII. Develop and implement a multifaceted institutional development/advancement program with which to further enhance the university’s relationship with its alumni, supporting global constituencies, service communities, and the professions it serves.

a. To plan, develop, and implement a Keiser University fundraising program for institutional support and advancement.

b. To further plan, develop, support, and implement the Keiser University alumni development program with which to enhance its relationship with its former and current student constituencies.

c. To enhance the community outreach initiatives of the various extended Keiser University locations to support its community service, public relations, and institutional advancement campaigns.

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


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

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

In 2010, Keiser University opened new locations in Ft. Myers, Florida, Port St. Lucie, Florida (College of Golf and Sport Management), and Shanghai, China.
In 2012, Keiser University attained Level VI recognition from the Commission on Colleges of the Southern Association of Colleges and Schools. Level VI is the highest classification awarded to institutions offering four or more doctorate degrees.

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

In 2015, Keiser University added off-campus sites in New Port Richie and Clearwater, Florida. The university also established its Flagship residential site in West Palm Beach, Florida, and began participation in intercollegiate athletics.

In 2017, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmed the accreditation of Keiser University. Reaffirmation ensures that member institutions maintain compliance with Commission policies and The Principles of Accreditation. This decennial process involves a collective analysis and judgment by the institution’s internal constituencies, an informed review by peers external to the institution, and a reasoned decision by the SACSCOC Board of Trustees.

In 2018, Keiser University established an off-campus instructional site at Patrick Air Force Base to better serve military personnel. The base is located near Cocoa Beach, Florida.

The university also added another off-campus site in Naples, Florida, formerly operated by Wolford College.

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

**Accreditation**

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

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

- The following business programs at Keiser University- Ft. Lauderdale Campus and its off-campus instructional sites are accredited by the Accreditation Council for Business Schools and Programs: Associate of Arts in Business Administration, Bachelor of Arts in Business Administration, Masters of Business Administration, and Doctor of Business
Adminstration.

- The following accounting programs at Keiser University-Ft. Lauderdale Campus and its off-campus instructional sites hold separate accounting accreditation by the Accreditation Council for Business Schools and Programs: Bachelor of Arts in Accounting, and Master of Accountancy. Keiser University’s 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 Culinary Arts program at the Melbourne, Sarasota, and Tallahassee locations has been accepted by the World Association of Chefs Societies (WACS) into their Recognition of Quality Culinary Education program.
- Keiser University’s Diagnostic Medical Sonography program, Daytona Beach (general concentration), Fort Lauderdale (general and vascular concentrations), Fort Myers (general and vascular concentration), Melbourne (general concentration), and New Port Richey (general concentration) campuses, are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350 www.caahep.org
- Keiser University Lakeland, Pembroke Pines and Port St Lucie’s Nutrition and Dietetics Education Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, USA, 800-877-1600 ext. 5400. http://eatright.org/ACEND. Keiser University Melbourne’s Nutrition and Dietetics Education Program has been granted candidate status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, USA, 800-877-1600 ext. 5400. http://eatright.org/ACEND.
- 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, 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, (727) 210-2350.
- Keiser University’s Medical Laboratory Technician programs, Fort Lauderdale and Orlando Campuses, are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, 773-714-8880. E-Mail: info@naacls.org Website: 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 Lakeland campus Nuclear Medicine Technology program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology 2000 W. Danforth Rd. STE 130, #203 Edmond, OK 73003 Phone: (405) 285-0546 mail@jrcnmt.org
- Keiser University’s Associate Degree Nursing program, Ft. Lauderdale, Jacksonville, Lakeland, Melbourne, Miami, Orlando, Sarasota, Tallahassee, Tampa, and West Palm Beach campuses, holds continuing accreditation status by the Accreditation Commission for Education in Nursing (ACEN). The Port St. Lucie Associate Degree Nursing Program holds candidacy status, effective May 2016 – May 2018. ACEN, 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 programs are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791, www.aacn.nche.edu. For more information about Keiser University’s BSN programs, 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, Lakeland, West Palm Beach, Miami, and Melbourne 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: http://www.capteonline.org. If needing to contact the program/institution directly, please call Fort Lauderdale 954-776-4456, Sarasota 941-907-3900, Jacksonville 904-296-3440, Lakeland 863-682-6020, West Palm Beach 561-471-6000, Miami 305-596-2226, and Melbourne 321-409-4800 or email Fort Lauderdale: iejames@keiseruniversity.edu, Sarasota: lcredit@keiseruniversity.edu, Jacksonville: mmaione@keiseruniversity.edu, Lakeland: ffranco@keiseruniversity.edu, West Palm Beach: sconnerton@keiseruniversity.edu, Miami: mobispo@keiseruniversity.edu, and Melbourne: sdunn@keiseruniversity.edu.
- The AS Degree Respiratory Therapy program at Keiser University located in Fort Lauderdale, FL, program number 200571, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas 76021-4244, Tel. (817) 283-2835.
- Keiser University’s Surgical Technology program, Clearwater and Tampa campuses, is
accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, Phone 727-210-2350
www.caahep.org

- Keiser University Latin American Campus is a member of/accredited by the Nicaraguan Council of National Universities (CNU) to award bachelor's 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/504  
Disability Services Coordinator  
Office of the Chancellor  
1900 W. Commercial Boulevard, Suite 180
Equal Opportunities 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 Teacher’s of English
- National League for Nursing
National Science Teachers Association
Sarasota Human Resources Association
Southern Association of Student Employment Administrators
Uptown Business Association
Volusia Manufacturers Association

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

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

**Other Affiliations**
Brevard Economic Development Commission
Business Development Board of the Palm Beaches
Emerge Lakeland
Higher Education Partnership in South East Florida
Lakeland Economic Development Council
Lakewood Ranch Business Alliance
Leon County Economic Development Council
Manatee Economic Development Council
Metro Orlando Economic Development Commission
Polk County Workforce Development Board Sarasota
Economic Development Corporation Sarasota
Workforce Development Committee Suncoast
Education Alliance
Tallahassee Work Force Development Board
Work Force Alliance, Palm Beach County
Articulation Agreements
In an effort to make the transition from institutions as effortless as possible, Keiser University maintains articulation agreements with various institutions of higher learning. Please contact the Vice Chancellor of Academic Affairs at the Office of the Chancellor for a current listing.

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

Board of Trustees
Chair:
Gregg Wallick, President, Best Roofing
Members:
Tom Foster, President, Foster Learning Corporation
Frank Frione, President/CEO GFA International
Anita Harrow, Ph.D, Author
Bill Kent, President, Team Horner Group
Maria C. Kondracki, President, Strategic Planning, Inc.
Craig Perry, CEO, Perry Ventures
Thea Scott, CDA Emeritus, Dental Practice Management, LLC, Accounts Payable
Andrew Wright, President/Founder, On-Rite Corporation
Keiser University, Clearwater
Keiser University – Clearwater is located off Highway 19 near East Bay Drive, not far from award-winning Clearwater beaches. At our Clearwater campus, you can take advantage of the services offered by our helpful admissions, academic affairs, student services, and financial services departments in a welcoming and friendly environment.
Our Clearwater campus features spacious classrooms, labs, computer workstations, auditorium, career and student services centers, student lounge area, and a learning commons where you can go between classes or study for your next exam. We also offer ample convenient on-site parking.

Keiser University College of Golf & Sport Management
The Keiser University College of Golf & Sport Management is located on the Keiser University Flagship Campus at 2600 North Military Trail in West Palm Beach. The College maintains state-of-the-art equipment and facilities for its programs in Golf Management, Exercise Science, Sport Management, and Sports Medicine and Fitness Technology. The Flagship Campus is the home of 20 NAIA athletic teams, club sports, and intramural activities. All equipment used at the Keiser University College of Golf & Sport Management meets industry standards and promotes program objectives.
Keiser University, Daytona Beach
The Daytona Beach site is located one mile north of the Daytona International Speedway. Its 38,000 square-foot building has ample parking and is on a bus route. The campus has seventeen classrooms, a computer laboratory and individual laboratories for medical assisting, radiologic technology, diagnostic medical sonography, occupational therapy, sports medicine and fitness and forensic investigations. The University has a library, student lounge and auditorium. All equipment used at Keiser University is comparable to industry standards and effectively meets all program objectives.

Keiser University Flagship Campus
Keiser University’s Flagship Campus is located at 2600 North Military Trail in West Palm Beach, on a 100-acre site with 263,968 square feet of buildings. The Flagship Campus offers students suite-style residence halls with meal plans, 24-hour security, Wi-Fi, and cable access, and maintains facilities to support 20 NAIA athletic teams, club sports, and intramural activities. All equipment used at Keiser University meets industry standards and program requirements.
Keiser University, Ft. Lauderdale
The main campus of Keiser University is located in uptown Ft. Lauderdale approximately one mile west of Interstate 95. The building has six floors and encompasses over 100,000 square feet of laboratories, classrooms and offices. The University has a library, student lounge, six computer laboratories, seven medical laboratories, a sport and fitness laboratory and a large auditorium. Keiser University provides free parking and is on a major bus line. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Keiser University, Fort Myers
The Fort Myers site is located off of I-75 at the 138 Exit. The 41,000 square-foot building has ample parking and is on a bus line. The Fort Myers campus has a learning commons that includes library services and writing studio, student lounge and balcony, and an auditorium. Academically, there are four computer laboratories, ten classrooms, and individual laboratories for diagnostic medical sonography, mathematics, crime scene technology, information technology, medical assisting, sports medicine and fitness technology, occupational therapy, and nursing. All equipment used at Keiser University is comparable to industry standards and effectively meets all program learning objectives.
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 learning commons inclusive of a library, writing center and mathematics lab. Additionally, the campus has two student lounges, 28 classrooms, auditorium with seating for 104 people, seven medical laboratories, four computer laboratories, two radiology x-ray rooms, two physical therapy labs, three nursing labs, a forensic lab, a sport medicine and fitness technology laboratory and a crime scene technology laboratory. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

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

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

**Keiser University, Miami**

The Miami site is located at 2101 NW 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, Naples
The Keiser University, Naples site is located near the corner of Immokalee Road and Goodlette-Frank Road, at 1336 Creekside Blvd Suite 2. The facility is 10,380 sq. ft., which includes the administrative offices, auditorium, and library. The Dorsch Clinical Simulation Lab is 1,721 sq. ft., which includes simulated operating suite, offices, control room, and debriefing area. All equipment used at the University is comparable to industry standards and effectively meets program objectives.

Keiser University, New Port Richey
The New Port Richey campus of Keiser University is located in downtown New Port Richey on highway 19 North. The building has five floors and the campus has approximately 22,000 sq. ft. and consists of laboratories, classrooms and offices on the first, second and third floors. The University has a library, student lounge, one computer laboratory, and four medical laboratories. Keiser University provides free parking and is on a major bus line. All equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.
Keiser University, Orlando
The Orlando site is located approximately five miles east of downtown Orlando at the intersection of Semoran Blvd (State Road 436) and Lake Underhill Road. The facilities consist of 55,000 square feet of medical and computer laboratories, classrooms, offices and a library. There is free parking adjacent to the building. Orlando also has an excellent bus system with two stops directly in front of the building. All equipment is comparable to industry standards and effectively meets program objectives.

Keiser University at Patrick Air Force Base
Keiser University, Patrick Air Force Base (PAFB), is located off A1A, on PAFB in building 998, suite C15, at the base Education and Training Center. Keiser University is comprised of three beautiful spacious classrooms, access to a computer lab, a large multi-office to accommodate student needs, a student lounge area, and a large auditorium with theater style seating. All equipment used at Keiser University 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 SW Discovery Way 1.4 miles south of Tradition Parkway, exit 118 off I-95 west. The building is 78,000 square feet containing 29 classrooms and 17 laboratories including allied health, natural sciences, sports medicine and fitness, computer as well as a dietetics & nutrition laboratory. It also contains a library, student lounge with an outdoor area and a large auditorium with theater-style seating. Free adjacent parking is available and security 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, campus dining facilities, modern computer and science laboratories, spacious dormitories, faculty offices, fitness center, administrative buildings, student services building, conference center, and a 300-person chapel, La Purísima. The equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

**Keiser University, Sarasota**

The Sarasota site is at Interstate 75 and University Parkway. The three-story building has over 75,000 square feet and adjacent free parking. The facility has 28 classrooms, two medical laboratories, five large computer labs available, a library with a study area, and a large auditorium. A similar 75,000 square-foot building houses facilities for a variety of programs including Culinary Arts, which includes a production kitchen, three kitchen laboratories, and an additional 14 classrooms, multiple allied health available, and a conference room in a multi-use facility for banquets, seminars and special functions. All equipment used at the University is comparable to industry standards and effectively meets program objectives.
Keiser University, Shanghai, China
The Shanghai Center is located in the Shanghai Industry and Commerce Foreign Language College (SCIFLC), which is situated in the Nanhui Technical and Educational Park. The center is housed in Building 4, one of several academic and residential buildings located on the fifty-acre campus of the SICFFL. The institution contains 200 classrooms, 14 computer laboratories, multiple offices, various meeting and conference rooms, and a 600,000-volume multi-functional library. SICFLG occupies 13,511 square meters. Building 4 is located across the main campus thoroughfare in the middle of the campus and has devoted instructional spaces, an exhibition area, and various nationally decorated language laboratories featuring the country whose language is taught in the facility. Keiser’s facilities are on the first floor at the southwest corner of the facility and consist of an office and conference room with access to numerous instructional classrooms; the offices and classrooms contain appropriate instructional and administrative furnishings and equipment. Keiser students have access to all SCIFLC facilities, including furnished dormitories, food service and lounge facilities, a library, and athletic facilities, including a large indoor stadium. The institution is located near major transportation routes with various public transportation options.

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

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

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**Keiser University, West Palm Beach**

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

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

Verification of high school graduation (transcript, diploma, etc.)
or
Verification of GED completion (GED scores or GED diploma)
or
Proof of graduation from a foreign institution comparable to a United States secondary school

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

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

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

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

University requirements for admission are a combined score of 910 on the SAT (or the previous version SAT examination score equivalent - see Entrance Test Concordance Table below), 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

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<td>830</td>
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<td>910</td>
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<td>870</td>
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<tr>
<td>870</td>
<td>1170</td>
<td>790</td>
<td>16</td>
<td>31</td>
<td>13</td>
</tr>
</tbody>
</table>

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.

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 Flagship Residential Campus:

*To be considered for general admission to the University, all applicants must supply:*
- A completed Keiser University application or Common Application.
- An official high school transcript with GPA at or above 2.7.
- For those students who do not meet the 2.7 HS GPA, a Math and Verbal SAT score equal to or above 830, an ACT composite score equal to or above 17 or a score of 16 or higher on the University administered entrance exam.

**General admission requirements for transfer applicants:**
- A completed Keiser University application or Common Application.
- A minimum cumulative grade point average of 2.0 on a 4.0 scale for all college coursework.
- Official transcripts from each college previously attended. Official transcripts must be mailed directly to the Admissions Office.
- Transfer applicants who have completed 24 or more semester credits of college coursework (non-remedial) with a grade of C or higher from a regionally accredited U.S. College are not required to submit official high school transcripts or standardized test scores for acceptance.

**Admission into specific programs:**
To be granted admission to selective programs applicants must achieve the minimum entrance test score and meet all other requirements.

Applicants who do not meet all entrance requirements may be admitted based on an holistic review of the application information including:
- Academic history
- High school or previous college curriculum
- Motivation and commitment to the profession
- Demonstration of intellectual curiosity
- Standardized test scores
- Demonstration of leadership and/or initiative
- Extracurricular, community and/or volunteer involvement
- Students may submit a personal essay or request an interview to discuss individual circumstances to assist in the program specific admission decision

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 1100 (see version equivalencies on Entrance Test Concordance Table above), or an ACT (4813 code) score 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 Determinations**
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.

**Associate of Science in Nursing Admissions Policy**
(Students admitted prior to May 24, 2017, are held to the nursing admissions requirements of the previous admissions/student acceptance policy).

**POLICY**
Students are accepted to the Nursing Program in accordance with the policy and procedure of Keiser University and Keiser University’s Nursing Program. Applicants must meet the Associate of Science in Nursing (ASN) eligibility requirements to be considered for acceptance into the Nursing Program.

**REQUIREMENTS**
- A score of 20 or higher on the University Wonderlic SLE entrance exam (students must take the SLE not the SLE-Q)
- Students holding a baccalaureate or higher degree are exempt from taking the Wonderlic SLE entrance exam
  - Satisfactory background check (upon enrollment and again prior to the start of nursing major)
  - Interview with the nursing program director or designee

Advancement to the nursing major of the ASN program is contingent the following:
- A composite score of 60 or higher on (current version) the Test of Essential Academic Skills (TEAS) nursing entrance examination

**Students holding a baccalaureate degree (with a 3.0 cumulative GPA or higher) or hold a higher degree are exempt from taking the TEAS exam**
- Minimum grade of “B” for pre-requisite courses: Human Anatomy/ Physiology I and II (BSC2085C and BSC2086C)
- Minimum grade of “C” for pre-requisite courses: Microbiology (MCB2000C), Intermediate Algebra (MAT1033), Life Span Development (DEP2004), and general education courses
- Minimum cumulative 3.0 GPA (based on completion of pre-requisite courses, English Composition I (ENC1101) and one additional general education course)
- Good academic and non-academic standing
- Satisfactory drug screening and completion of ALL required health screening (immunizations)

**Professional Licensure or Certification**

In order to comply with regulations regarding distance education, Keiser University is required to make the following disclosure to applicants and students completing their coursework outside of the state of Florida, including field experiences (e.g., internships, practicums, clinical placements), when their program of study customarily leads to professional licensure.

The National State Authorization Reciprocity Agreement (SARA) of which we are a member, has no effect on state professional licensure requirements. It is advised that applicants seek guidance from the appropriate licensing agency in your home state before beginning any academic program leading to licensure or certification. Please visit our website at [https://www.keiseruniversity.edu/heoa/professionallicensure](https://www.keiseruniversity.edu/heoa/professionallicensure) for information on this topic. If you are unable to locate the correct information about professional licensure, or have difficulty obtaining the information you need, please contact the academic advisor for your program.

**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 a member agency of the National Association of Credential Evaluation Services http://www.naces.org 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.

Questions concerning transfer evaluations should be addressed to the Office of Vice Chancellor of Academic Affairs.

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

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

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

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

Transfer Students with an Associate of Arts degree from a Florida Community College under the State-Wide Articulation Agreement with Florida Division of Community Colleges and Keiser University
Students, who possess an associate of arts degree from a Florida public community college, and at least a 2.00 cumulative grade point average, will be considered to have met ALL the lower division general education requirements of the University.

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

All references to a 2.0 GPA are on a 4.0 scale.
Individual programmatic requirements supersede these general education transfer guidelines.

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

- Course descriptions from a former institution’s catalog are analyzed and credit is accepted for those successfully completed courses that parallel course content and duration of Keiser University courses. Courses in a student’s major must meet the same
general course objectives as Keiser University courses.

- Only courses with a grade of "C" or higher are considered for transfer credit.
- Credit value accepted by Keiser University follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.
- Approved articulation agreements with other colleges are recognized for transfer of credit.
- Decisions are made so that a student's academic program provides the most professional training.

Credit by Examination

Credit value accepted by Keiser University follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits. Approved articulation agreements with other colleges are recognized for transfer of credit. Decisions are made so that a student's academic program provides the most professional training.

Advanced International Certificate of Education (AICE)

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

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

<table>
<thead>
<tr>
<th>AICE Exam Title</th>
<th>Keiser University Course</th>
<th>Keiser University Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting A Level</td>
<td>ACG1001 and ACG2011</td>
<td>6</td>
</tr>
<tr>
<td>Accounting AS Level</td>
<td>ACG1001</td>
<td>3</td>
</tr>
<tr>
<td>Biology A Level</td>
<td>BSC1005/1010L and BSC1006/1011L</td>
<td>8</td>
</tr>
<tr>
<td>Biology AS Level</td>
<td>BSC1005/1010L</td>
<td>4</td>
</tr>
<tr>
<td>Business A Level</td>
<td>GEB1112 and MAN1021</td>
<td>6</td>
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<tr>
<td>Business AS Level</td>
<td>GEB1112</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry A Level</td>
<td>CHM1045/1045L and CHM1046/1046L</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry AS Level</td>
<td>CHM1045/1045L</td>
<td>4</td>
</tr>
<tr>
<td>Computing A or AS Level</td>
<td>CGS1000C</td>
<td>3</td>
</tr>
<tr>
<td>Economics A Level</td>
<td>ECO1023 and ECO2023</td>
<td>6</td>
</tr>
<tr>
<td>Economics AS Level</td>
<td>ECO1023</td>
<td>3</td>
</tr>
<tr>
<td>English Language A Level</td>
<td>ENC1101 and ENC2102</td>
<td>6</td>
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<tr>
<td>English Language AS Level</td>
<td>ENC1101</td>
<td>3</td>
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<tr>
<td>English Literature A Level</td>
<td>AML1000 and ENL1000 or CWL1000</td>
<td>6</td>
</tr>
<tr>
<td>English Literature AS Level</td>
<td>ENL1000</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science A or AS Level</td>
<td>BSC1050</td>
<td>3</td>
</tr>
<tr>
<td>History A Level</td>
<td>AMH1010 and AMH1020 or WOH1001</td>
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<tr>
<td>History AS Level</td>
<td>AMH1010 or AMH1020 or WOH1001</td>
<td>3</td>
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<tr>
<td>Subject</td>
<td>Level</td>
<td>Course Code</td>
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<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Marine Science A or AS Level</td>
<td></td>
<td>OCB1010</td>
</tr>
<tr>
<td>Mathematics A Level</td>
<td></td>
<td>MAT1033 and MAC2105 or MGF2106</td>
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<tr>
<td>Mathematics AS Level</td>
<td></td>
<td>MAT1033</td>
</tr>
<tr>
<td>Music A or AS Level</td>
<td></td>
<td>MUH2011</td>
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<tr>
<td>Physics AS Level</td>
<td></td>
<td>PHY2001/2001L</td>
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<tr>
<td>Psychology A Level</td>
<td></td>
<td>PSY1012 and DEP2004</td>
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<td>Psychology AS Level</td>
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<td>PSY1012</td>
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<tr>
<td>Sociology A or AS Level</td>
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<td>SYG1000</td>
</tr>
<tr>
<td>Statistics A or AS Level</td>
<td></td>
<td>STA2023</td>
</tr>
<tr>
<td>Thinking Skills A or AS Level</td>
<td></td>
<td>PHI1010</td>
</tr>
</tbody>
</table>

**College Level Examination (CLEP) Policy**

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

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

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

**Credit-Granting Scores**

**Examinations**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
<th>Score</th>
<th>Score Replaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (with or without essay)</td>
<td>6</td>
<td>50</td>
<td>ENC1101 English Composition I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ENC2102 English Composition II</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>50</td>
<td>AML1000 American Literature</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
<td>50</td>
<td>ENL1000 English Literature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MAT1033 Intermediate Algebra</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
<td>50</td>
<td>MAC2105 College Algebra</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MGF2106 College Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BSC1005 General Biology</td>
</tr>
</tbody>
</table>
Social Sciences/History  6  50

**Subject Examinations**

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

Introduction to Business
Law  3  51  BUL1240 Business Law
Principles of Marketing  3  50  MAR1011 Introduction to Marketing

Composition and Literature
American Literature  3  50  AML1000 American Literature
English Literature  3  50  ENL1000 English Literature

Computers
Introduction to Computers  3  50  CGS1000 Introduction to Computers

Foreign Languages
Spanish Level I  3  50  SPN1210 Conversational Spanish

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

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

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

The nationally recognized DSST Credit-by-Exam Program by Prometric gives students the opportunity to earn college credit for learning acquired outside the traditional classroom. With more than 30 exam titles in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences, and Humanities, DSST exams shorten the pathway to graduation while reducing college costs.

A maximum of 18 semester hours of credit may be awarded, based on DSST scores. To receive the maximum benefits, it is suggested that students take advantage of this program prior to their initial registration. Credit cannot be awarded in an area covered by the DSST examination when it would duplicate credit already awarded to a student for successful completion of college-level work.

Keiser University recognizes and uses the American Council of Education (ACE) Guide for the evaluation of the DSST. Refer to the ACE National Guide to college credit for workforce training to determine acceptable scores for college credit: [http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=300162](http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=300162)

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.

<table>
<thead>
<tr>
<th>College Board AP Test</th>
<th>AP Test Score</th>
<th>KU Course Equivalent</th>
<th>Credit Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Course Number</td>
<td>Course Name</td>
</tr>
</tbody>
</table>

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
  - **AML1000**
  - American Literature
  - 3
  - **OR**
  - **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
  - **MAC2311**
  - Calculus
  - 4
- **Calculus BC**
  - 3 or higher
  - **MAC2311**
  - 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**
  - 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
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Course Name</th>
<th>KU Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHM2045, CHM2045L</td>
<td>General Chemistry &amp; Laboratory</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 or higher</td>
<td>CHM2045, CHM2045L, CHM2046, CHM2046L</td>
<td>General Chemistry &amp; Laboratory, Advanced Chemistry &amp; Laboratory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geology/Geography</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3 or higher</td>
<td>BSC1050</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>Physics</td>
<td>3</td>
<td>PHY2001, PHY2001L</td>
<td>General Physics I &amp; Laboratory</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>PHY2053, PHY2053L</td>
<td>Physics I &amp; Laboratory</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>PHY2001, PHY2001L, PHY2002, PHY2002L</td>
<td>General Physics I &amp; Laboratory, General Physics II &amp; Laboratory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BSC1005, BSC1005L</td>
<td>General Biology &amp; Laboratory</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>PHY2053, PHY2053L</td>
<td>Physics I &amp; Laboratory, Physics II &amp; Laboratory</td>
</tr>
<tr>
<td>Physics C (mechanics)</td>
<td>3 or higher</td>
<td>PHY2053, PHY2053L</td>
<td>Physics I &amp; Laboratory</td>
</tr>
<tr>
<td>Physics C (electricity and magnetism)</td>
<td>3 or higher</td>
<td>PHY2054</td>
<td>Physics II &amp; Laboratory</td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3 or higher</td>
<td>ECO2013</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3 or higher</td>
<td>ECO1023</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>AMH1010</td>
<td>American History Pre 1876</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4 or higher</td>
<td>AMH1010, AMH102</td>
<td>American History Pre 1876, American History Since 1876</td>
</tr>
<tr>
<td>World History</td>
<td>3 or higher</td>
<td>WOH1001</td>
<td>Introduction to World History</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Political Science</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>3 or higher</td>
<td>CPO2002</td>
<td>Introduction to Comparative Government &amp; Politics</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
<td>3 or higher</td>
<td>POS1041</td>
<td>Political Science</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Psychology</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>3 or higher</td>
<td>PSY1012*</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score of 4 on standard or higher level exams (3 credits/4 credits lab courses)</th>
<th>Score of 5-7 on standard or higher level exams (6 credits/8 credits lab courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>BSC1005/1010L (4 credits)</td>
<td>BSC1005/1010L (8 credits) BSC1006/1011L</td>
</tr>
<tr>
<td>Business and Management</td>
<td>GEB1112 or MAN1021</td>
<td>GEB1112/MAN1021</td>
</tr>
<tr>
<td>Subject</td>
<td>Code/Code-Code (Credit Hours)</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM1045/1045L (4 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHM1045/1046L (8 credits)</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>CGS1000C</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>ECO1023</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECO1023/ECO2013</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>ENC1101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENC1101/ENC2102</td>
<td></td>
</tr>
<tr>
<td>Environmental Systems</td>
<td>BSC1050 or OCB 1010</td>
<td></td>
</tr>
<tr>
<td>History of Americas</td>
<td>AMH1010 or AMH1020 or WOH1001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AMH1010 and AMH1020 or WOH1001</td>
<td></td>
</tr>
<tr>
<td>Language A: Literature</td>
<td>AML1000 or ENL100 or CWL 1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AML1000 and ENL1000 or CWL 1000</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAT1033</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT1033/MAC2105</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>MUH2011</td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>PHI1010</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>PHY2001/2001L (4 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHY2001/2001L (8 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHY2049/2002L</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 1012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY1012/DEP2004</td>
<td></td>
</tr>
<tr>
<td>Social and cultural anthropology</td>
<td>SYG1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SYG1000</td>
<td></td>
</tr>
</tbody>
</table>

**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 service member’s degree program.

Keiser University recognizes and uses the American Council of Education (ACE) Guide for the evaluation of the Joint Services Transcripts (JSTs) 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 transcripts by the Community College of the Air Force (CCAF), when applicable to a student’s program.

**Procedures:**

The transferring student must accomplish the following:
- Supply an unofficial military transcript for evaluation during the admissions process
- Order an official military transcript from their respective branch of service
- Ensure the official military transcript is provided to Keiser University by the end of the student’s first semester

**Credit for Life Experience Policy**

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

**Student Participation**

A student must obtain credit for the course he/she is challenging at least 30 days before that course is scheduled to be offered at the University. A student is assigned a portfolio advisor to ensure prior experiential learning does not duplicate credit already awarded or remaining courses planned.
**Credit Earned**
A student is awarded credit based on the completion and acceptance of a portfolio for each course within a specified time frame. Credit earned can be up to 15 credits for lower level degree and 15 credits for upper level. Keiser University requires that, at a minimum, students complete the final 25% of a program through the University. A grade of Pass/Fail is awarded for completed portfolios submitted within the specified time frame.

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

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

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

**Florida’s Statewide Course Numbering System**
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at [http://scns.fldoe.org](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**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
</table>

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**General Rule for Course Equivalencies**

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

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

**The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

**Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states:
Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency
Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

Courses not offered by the receiving institution.
For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
Courses in the _900-999_ series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
Applied academics for adult education courses.
Graduate courses.
Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Dr. David Kreitner in the Office of the Chancellor, Academic Affairs Department, 954-776-4476 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.
FINANCIAL SERVICES

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

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

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

Keiser University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSA instructions to complete on the web may be obtained in the Financial Services Department or going to www.fafsa.ed.gov, 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
Subsidized Direct Loans are loans for undergraduate students with financial need. Repayment begins 6 months after a student graduates or is no longer enrolled at least half time. The interest rate on Federal Direct Subsidized loans borrowed by undergraduate students between July 1, 2018 and June 30, 2019 is 5.045%. If a student qualifies, the maximum amount of a Subsidized Direct Loan is $3,500.
Unsubsidized Direct Loan
Unsubsidized Direct Loans are loans for both undergraduate and graduate students that are not based on financial need. Interest is charged during in-school, deferment, and grace periods. The interest rate on Federal Direct Unsubsidized loans borrowed by undergraduate students between July 1, 2018 and June 30, 2019 is 5.045% and the interest rate for graduate/professional students is 6.595%. You are charged interest on this loan from the time the loan is disbursed until it is paid in full. If the interest is allowed to accumulate, the interest will be added to the principal amount of the loan and increase the amount to be repaid. If a student qualifies, the maximum amount of an Unsubsidized Direct Loan is $6,000 for first and second year students, $7,500 for third and fourth year students, $20,500 for graduate students. Award amounts are dependent upon a student’s dependency status on the Free Application for Federal Student Aid.

Federal Direct PLUS Loan
Federal Direct PLUS Loans are low interest loans available to parents of dependent undergraduate students and graduate and professional students. It is an affordable, low-interest loan designed to help students and parents pay for a college education. The Direct Plus Loan is an unsubsidized loan, meaning that interest accrues while the student is enrolled at least half-time and during deferment periods. A mandatory credit check is completed as eligibility for this loan depends upon the borrower’s credit worthiness. Repayment of principal and interest begins 60 days after the loan is disbursed. The interest rate on Federal Direct PLUS and Grad Plus loans borrowed between July 1, 2018 and June 30, 2019 is 7.595%.

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 financially needy students through the FWS program. Generally, students work 15-20 hours per week. Part of this program is community service.

Scholarships
Keiser University Scholarship Programs
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, bachelor, or master’s 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 quantities.

The Financial Aid department can provide a listing of web sites for additional scholarships. 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 at the campus a student plans to attend.

Keiser University maintains a full-time Director of Financial Aid at each campus to help meet your needs. You’re encouraged to make an appointment with the Financial Aid department to ensure that you obtain the funding needed for your educational investment. Financial Aid is available to those who qualify.

Financial aid is disbursed (released) to students in different ways depending on the type of aid and
other factors. For more information about method and frequency of disbursements, contact the Financial Aid department.

To contact the Director of Financial Aid at each campus please call:

Residential Campus: 561.478.5500  
Daytona Beach: 386.274.5060  
E-Campus: 954.351.4040  
Fort Lauderdale: 954.776.4456  
Fort Myers: 239.277.1336  
Jacksonville: 904.296.3440  
Lakeland: 863.682.6020  
Melbourne: 321.409.4800  
Miami: 305.596.2226  
Orlando: 407.273.5800  
Pembroke Pines: 954.431.4300  
Port St. Lucie: 772.398.9990  
College of Golf: 772.446.8361  
Sarasota: 941.907.3900  
San Marcos: 011.505.2535.2314  
Tallahassee: 850.906.9494  
Tampa: 813.885.4900  
West Palm Beach: 561.471.6000  
Financial Aid Resources

Financial Aid Resources

For more information on financial aid and scholarships, visit:

Student Loan Management  
Fast Web (www.fastweb.com)  
Private Loans  
Student Credit Balance Refunds  
Student Credit Balance Refunds

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 National Direct Student Loan, Federal Stafford Loan or Federal PLUS Loan
Your Refund Options
During your enrollment at Keiser University, you may at some time become eligible for a Financial Aid refund or other type of credit balance refund. Keiser University has partnered with Heartland ECSI to provide access to their RefundSelect™ program, which provides several options for you to choose from as to how you would like to have any eligible student account credit balance or refund disbursed to you.

Choose Your Refund Method
1. Within 48 hours of registering for school, a Welcome Email from Heartland ECSI will be sent to your:
   - Keiser University student e-mail account, and
   - Your personal email account, if one is provided to Keiser University
2. Click on the Get Started Here link in the email and enter your Heartland Key.
3. You will complete a basic registration and choose how you want to receive your money.
4. If you have an address or telephone number change, it must be made through your campus by contacting a school representative directly*.

*Heartland will not accept changes by phone or email. Please allow 24 hours for the new information to update.

Choose the Refund Method That’s Best for You

Note:
If you have not registered and made a selection at the time the funds have been released, the refund method will default to paper check. You can always change the selection to another method at any time once you have registered.

Visit Heartland ECSI’s website for more information at https://heartland.ecsi.net or phone toll free at 1-844-760-6052.

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 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)

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

The qualitative standard requires that a student achieve a minimum Grade 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 66.67% 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 66.67% 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 66.67% 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, and 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. A student on AFAW who voluntarily withdraws from the University, or ceases attending, will not be permitted to avoid dismissal by appeal, and will not be eligible for Title IV funding when and if the student applies to re-enter.

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 66.67% of credits attempted will be monitored to ensure they are meeting the requirements of an 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 complete the program within the 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 66.67% 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. 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.

***** 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 avoid dismissal by appealing to be placed on Academic/Financial Aid Probation.

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

If the appeal is approved based on the fact that the student should be able to make satisfactory progress in the next semester, the student will be placed on Academic/Financial Aid Probation and receive a written response with an approved action plan 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 ensure the appropriate rigor of the Allied Health Programs is applied as students prepare for successfully completing the applicable national board exams, programs may implement recommendations offered by their respective programmatic accrediting agencies to award a course grade on two accounts where both didactic and competency testing is required. 1) **Didactic knowledge** and 2) **skills/professionalism competency** spans all three (3) learning domains (cognitive, psychomotor, and affective) and directly correlate to student learning outcomes and course objectives. These programs currently possess evaluation tools that can be utilized to measure attainment of student learning objectives. Therefore, to ensure the university supports students who possess the knowledge, skills, and attitudes necessary to pass a national certification/licensure exam, as well as practice safe and effective patient care, the recommendation is for the programs to award a course grade that includes both a didactic component and a competency component. Utilizing this approach, students should achieve a minimum grade of 70% in each of the two categories in order to pass the course and progress in the program of study. Allied Health SAP Policy will no longer be applicable, effective May 6, 2019.

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:
- AS Diagnostic Medical Sonography
- AS Diagnostic Vascular Sonography
- AS Dietetics and Nutrition
- AS Health Information Management
AS Histotechnology
AS Medical Laboratory Technician
AS Nuclear Medicine Technology
AS Occupational Therapy Assistant
AS Physical Therapist Assistant
AS Radiation Therapy
AS Radiologic Technology
AS Respiratory Therapy
AS Surgical Technology
BS Medical Laboratory Science

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 Direct 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

NOTE: TUITION AND FEE SCHEDULES FOR THE FLAGSHIP RESIDENTIAL AND LATIN AMERICAN CAMPUSES CAN BE FOUND IN THE CATALOG SUPPLEMENTS FOR THESE LOCATIONS LISTED AT THE BOTTOM OF THE TABLE OF CONTENTS.

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 charged by the semester for the scheduled credit hours. University student tuition and fees are subject to annual review and modification. Proration of charges due to withdrawal are explained in the University catalog.

Effective Fall term, September 2, 2019:
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: (12 to 17.99 credits per semester) $9,904.00
Tuition for students attending Three Quarter Time = (9 to 11.99 credits per semester) $7,428.00

Tuition for students attending Half Time = (6 to 8.99 credits per semester) $4,952.00

Tuition for students attending Less Than Half Time (0 to 5.99 credits per semester) $2,476.00

Tuition for students attending over Full Time = (18-24 credits per semester) $12,380.00

**Education Fee per Semester by degree**

**Associate of Arts/Science Degrees – Bachelor of Arts/Science Degrees** $440.00
AA Health Services Administration, AS Health Information Management, AS Medical Administrative Billing & Coding*, AS Medical Assisting, AS Medical Assisting Science*, BA Health Services Administration*, BA Psychology, BS Health Information Management, BS Health Science*
*Program with Spanish version

Non-Allied Health Majors

**Associate Arts/Science, Bachelor Arts/Science Degrees**

**Allied Health Programs not listed above** $770.00

Associate of Science Degree with a major in Baking and Pastry Arts or Culinary Arts $1,440.00

Externship Education Fee Baking and Pastry Arts or Culinary Arts $770.00

Textbook prices are available on the student portal by course. Estimate for books per semester: $1,000.00

**Tuition Charge per Semester for Life Experience Credit**
Tuition for life experience courses is 25% of normal tuition for a semester.

**English as a Second Language (ESOL)**
Tuition Charge Per Term (Tuition is charged and payable on the first day of the class in the semester).
Tuition for Students attending Full Time: $619.00 per month, application fee $55.00, plus books; no education fee.

**Other Fees (estimated)**
Late Payment Fee $10.00
Re-entry Fee $150.00
Student ID Replacement $15.00
Program Fees – Required for Clinical/Licensure Variable
Library late Fee $10.00
Return Check Fee $35.00
Transcript Fee $5.00
Technical Fees Variable
Withdrawal Fee $100.00

*(Note:This is not an all-inclusive listing of the different fees which may be charged.)*
Request by student to expedite items via delivery service will be charged at servicer rate. Degree programs with Majors which require a student kit, will be assessed a fee accordingly. Degree programs with Majors that require Background Checks, Certification Exams, and/or Finger Printing will be assessed a fee accordingly. 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. Proration of Tuition upon withdrawal is explained in the catalog. An academic transcript 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 $25.00 fee per transaction. This fee will be charged to the student’s ledger card.

A $25.00 fee will be charged to the student’s ledger card for a stipend check to be sent within the United States via overnight mail.

**Required and Optional Fees for Programs**

Fees are mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education. Fees are defined in the school’s catalog or supplement and listed on the school’s billing statement or invoice. Fees that are optional will not be paid using GI Bill® benefits and will be the responsibility of the student if student chooses these additional options. Please see your Program Director or School Certifying Official (SCO) for additional guidance. Allied health students are required to have health insurance for clinical requirements. *Drug screen fees can vary based on local provider.*

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<tr>
<th>PROGRAM</th>
<th>REQUIRED</th>
<th>OPTIONAL</th>
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<tbody>
<tr>
<td>Crime Scene Technology</td>
<td>Background Check $56</td>
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<tr>
<td>Diagnostic Medical Sonography</td>
<td>ARDMS SPI $225</td>
<td>ARDMS Specialty exam (Abdomen or OB) $250</td>
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<tr>
<td>ASDMS Track 1</td>
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<tr>
<td>Diagnostic Medical Sonography</td>
<td>ARDMS SPI $225</td>
<td>ARDMS Specialty exam (Abdomen or OB) $250</td>
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<td>ASDMS Track 2</td>
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<td>ARDMS Vascular Specialty $250</td>
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<td>ASDMS Both Tracks</td>
<td>Background check $56</td>
<td>*Drug Screen $46</td>
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<td>CPR $20</td>
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<td>Program</td>
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<tr>
<td>Dietetics and Nutrition</td>
<td>Exam fee: $200.00 Florida Licensure By Endorsement (Graduate has passed the RD/RDN Exam): $80 non-refundable application processing fee (all applicants) $80 initial licensure fee (all applicants) $5 unlicensed activity fee (all applicants) $75 endorsement fee (only endorsement applicants) Background check $56 AHCA Livescan Fingerprinting $88 *Drug screening $35</td>
<td>$50 temporary permit fee (only if requesting a permit)</td>
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<td>Exercise Science</td>
<td>BLS/ CPR $20 OSHA $20</td>
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<tr>
<td>Forensic Investigation</td>
<td>Background Check $56</td>
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<tr>
<td>Health Information Management</td>
<td>RHIT $229 RHIA $229</td>
<td>Non-AHIMA member $299</td>
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<tr>
<td>Histotechnology</td>
<td>HT $215 FL state trainee license $45 Background check $56 CPR $20 HIPAA $20 BBP/OSHA $20 Medical Error Training $20 *Drug Screening prior to clinical rotations $40 Vaccines (dependent on titer demonstration of immunity; varies due to required services at medical</td>
<td>HTL $240</td>
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<tr>
<th>Program</th>
<th>Fees/Requirements</th>
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<tr>
<td>Medical Assisting</td>
<td>AMT RMA Registration $120, AMT RMA Practice Exam $30, BLS/CPR, OSHA, HIPAA, First Aid, ECG (certifications held during MA core) $20 each, Background check $56, *Drug screen/Vaccines (varies by required services and service provider) $50-$150</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>Licensure fee $155, MBlex exam $195, AHCA Livescan Fingerprint $88</td>
</tr>
<tr>
<td>Medical Assisting Science</td>
<td>AMT RMA Registration $120, HIPAA &amp; OSHA-$20 each, Background check $56, *Drug screen/Vaccines (varies by required services and service provider) $50-$150, BLS/CPR-Student responsible to obtain and pay out of pocket; fees can vary based on local provider</td>
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<tr>
<td>Medical Laboratory Technician</td>
<td>Trainee License $45, CPR $20, HIPAA $20, BBP/OSHA $20, Medical Error Training $20, State License $55, Background check $56, *Drug testing $50</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>NMTCB $175, ARRT $200, State $50, background check $56, *Drug screens – varied costs</td>
</tr>
<tr>
<td>Nursing</td>
<td>State license $110, VUE Testing $200, Background check $56, *Drug screen/Vaccines (varies by required services and service provider) $50-$150, TOPS Clinical background $90, CPR $20, HIPAA $20, BBP/OSHA $20</td>
</tr>
<tr>
<td>Occupation</td>
<td>Fees and Services</td>
</tr>
<tr>
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<td>--------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Occupational Therapy Assistant** | NBCOT $555  
NBCOT Practice (OTKE) $25  
CPR $20  
HIPAA $20  
BBP/OSHA $20  
Medical Error Training $20  
AHCA Livescan Fingerprint $88  
Background check $56  
*Drug testing $38 |
| **Physical Therapist Assistant** | Background check $56  
APTA membership fee $90  
CPR $20  
HIPAA $20  
BBP/OSHA $20  
Medical Error Training $20  
*Drug screen $150  
Vaccines (dependent on titer demonstration of immunity; varies due to required services at medical facilities and via the service provider) $50 - $150  
PEAT for PTA $79-$99  
FL Physical Therapy Board Application Fee $180  
NPTE Board Exam Fee $400  
FL Jurisprudence Exam Fee $65 |
| **Psychology - Miami**          | Background Check $56  
AHCA Level II Background $93  
*Drug Screening $35  
Clinical Document Tracking $31 |
| **Radiation Therapy (ASRADT)**  | ARRT $200  
FLDOH $50  
Background check $56  
*Drug Screen $38  
ASRT Membership (student) $35 |
| Radiologic Technology | Background Screening - $56  
*Drug Screening prior to clinical rotations (some medical facilities may require a drug screen for each of the 3 clinical rotations) $40  
Vaccines (dependent on titer demonstration of immunity; varies due to required services at medical facilities and via the service provider) $50 - $150  
CPR $20  
HIPAA $20  
BBP/OSHA $20  
Medical Error Training $20  
ARRT Examination and Initial Certification $200  
FL License Application and Initial FL License $50  
Pre-Approval for persons with previous court martial, charges or convictions $100 |
|----------------------|---------------------------------------------------------------------------------|
| Respiratory Therapy  | Background check $56  
CPR $20  
HIPAA $20  
BBP/OSHA $20  
Medical Error Training $20  
ACLS (Advanced Cardiac Life Support) $200  
PALS (Pediatric Advanced Life Support) $200  
NRP (Neonatal Resuscitation Program) $200  
*Drug screen- varies $60 - $150  
Clinical Compliance Tracking-$266  
Vaccines (dependent on titer demonstration of immunity; varies due to required services at medical facilities and via the service provider) $50 - $150  
Practice Electronic Exams-$20  
Self-Assessment Exam: Therapist Multiple Choice Examination- $50  
Self-Assessment Exam: Clinical |
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<thead>
<tr>
<th>Program</th>
<th>Fee Description</th>
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<tbody>
<tr>
<td>Simulations for RRT $70</td>
<td>NBRC Board Exam Fees $190</td>
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<tr>
<td>TMC $20</td>
<td>CSE $20</td>
</tr>
<tr>
<td>CRT State FL License $165</td>
<td>RRT State FL License $165</td>
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<tr>
<td>Surgical Technology</td>
<td>Certification exam fee, study guide, AST student membership $247</td>
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<tr>
<td></td>
<td>Background check $56</td>
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<tr>
<td></td>
<td>*Drug Screen: $35</td>
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<tr>
<td></td>
<td>Practice Cert Exam $40</td>
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<td></td>
<td>CPR $20</td>
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<td></td>
<td>HIPAA $20</td>
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<td>BBP/OSHA $20</td>
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<td>Medical Error Training $20</td>
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<tr>
<td>Sports Medicine &amp; Fitness Technology</td>
<td>CPR $20</td>
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<tr>
<td></td>
<td>BBP/OSHA $20</td>
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<tr>
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<td>Cert Exam Prep $150</td>
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<tr>
<td>Imaging Science</td>
<td>CT ARRT $200</td>
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<tr>
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<td>CT (NMTCB) $400</td>
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<td>MR ARRT $20</td>
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<tr>
<td></td>
<td>MR (NMTCB,ARDMS) $400</td>
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<tr>
<td></td>
<td>MR (NMTCB,ARDMS) $400</td>
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<tr>
<td>Information Technology &amp; Programming</td>
<td>CompTIA IT Fundamentals $119</td>
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<tr>
<td>Information Technology Programming</td>
<td>CompTIA Cloud Essentials $119</td>
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<tr>
<td>Network Systems and Data Communications</td>
<td>CompTIA A+ $211</td>
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<tr>
<td></td>
<td>CompTIA Network+ $302</td>
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<tr>
<td></td>
<td>CompTIA Security+ $330</td>
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<tr>
<td></td>
<td>CompTIA Server+ $302</td>
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<tr>
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<td>CompTIA Project+</td>
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These programs have optional fees only.
<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA Cloud+</td>
<td>$302</td>
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<tr>
<td>CompTIA Linux+</td>
<td>$206</td>
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<tr>
<td>CompTIA Security Analyst+</td>
<td>$346</td>
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<tr>
<td>CompTIA Penetration Tester+</td>
<td>$346</td>
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<tr>
<td>CompTIA Advanced Security Practitioner</td>
<td>$439</td>
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<td>Microsoft MCSA 70-410 Windows Server 2012</td>
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<td>Microsoft MCSA 70-411 Windows Server 2012</td>
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<td>Microsoft MCSA 70-412 Windows Server 2012</td>
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<td>Microsoft MCSA 70-698 Windows 10</td>
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<td>Microsoft MCSA 70-697 Windows 10</td>
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<tr>
<td>Microsoft MCSA 70-740 Windows Server 2016</td>
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<td>Microsoft MCSA 70-741 Windows Server 2016</td>
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<td>Microsoft MCSA 70-742 Windows Server 2016</td>
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<td>Microsoft MCSA 70-764 SQL Server</td>
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<td>Microsoft MCSA 70-765 SQL Server</td>
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<td>Microsoft MCSA 70-346 Office 365</td>
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<tr>
<td>Microsoft MCSA 70-347 Office 365</td>
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<tr>
<td>Cisco ICND1 100-105</td>
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<tr>
<td>Program</td>
<td>Fee</td>
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<td>----------------------------------------------</td>
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<tr>
<td>- $165 Cisco ICND2 200-105</td>
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<td>- $165 Cisco CCNA 200-125</td>
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<tr>
<td>- $325 RedHat EX200 Certified System</td>
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<tr>
<td>Administrator</td>
<td>$400</td>
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<tr>
<td>Certified Ethical Hacker VUE Exam Voucher</td>
<td>$950</td>
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<tr>
<td>Medical Administrative Billing and Coding</td>
<td>AAPC membership $160</td>
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<td></td>
<td>AAPC Certified</td>
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<tr>
<td></td>
<td>Professional Coder Certification-pay out of pocket $300</td>
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<tr>
<td>Paralegal &amp; Legal Studies</td>
<td>CP - $250/$275.</td>
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<tr>
<td>PSY Orlando</td>
<td>Background check</td>
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<tr>
<td></td>
<td>for Pre-K &amp; below-$94,</td>
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<tr>
<td></td>
<td>Background check for</td>
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<tr>
<td></td>
<td>Kindergarten &amp; up-free</td>
</tr>
</tbody>
</table>

**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.

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**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/etc.) for the semester they are currently attending plus any prior account balance. A semester of sixteen (16) weeks, may consist of four (4) consecutive four (4) week terms or two (2) consecutive eight (8) week terms or one (1) consecutive sixteen (16) week semester 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.

Fees and room charges are non-refundable after the third day of class start for the period of enrollment. Students who move off campus after the start of the semester forfeit charges per the housing contract guidelines. Students with meal plans are non-refundable and will expire on the last day of the current semester.

**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:

- Federal Direct Unsubsidized Stafford Loan  Federal Direct Subsidized Stafford Loan
- Federal Direct Grad/PLUS Loan  Federal Direct PLUS loan
- 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
Federal Iraq and Afghanistan Service Grant for which a return is required

The Federal Return of Title IV funds do not apply to federal work-study, scholarships, state grants or institutional awards or cash payments from the student, Pre-Paid Plans, or external non - Title IV sources.

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 $55 application fee.)

- Withdrawal at any time during the first week of the semester – 90% refund of tuition (Board if applicable).
- Withdrawal at any time during the second week of the semester – 85% refund of tuition (Board if applicable).
- Withdrawal at any time during the third week of the semester – 80% refund of tuition (Board if applicable).
- Withdrawal at any time during/after 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 or a 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.
STUDENT SERVICES

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

Career Services
Through the Department of Student Services, students are able to participate in student activities, organizations, honor societies, and leadership programs, as well as avail themselves of an array of career development resources (all of which assist with career and professional development). Through Keiser University’s academic departments, students learn the requisite skills for their career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, career fairs, and professional networking. An online career center is available 24 hours a day, 7 days a week. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and 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 networking, leadership and soft skills, civic responsibility, the “do’s and don’ts” of social media, time management, financial success strategies, professionalism, and study skills. These seminars prepare students to succeed in college and in life.

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

**Student Organizations**

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

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

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

**Lambda Nu**

Lambda Nu is a national honor society for the radiologic and imaging sciences. The objectives of the organization are to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship. Individuals who have achieved academic honors are welcome to apply for acceptance to their local chapter of Lambda Nu. National criteria require 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 vary by Chapter. The four hallmarks of PTK are Scholarship, Leadership, Service, and Fellowship and serve
as the foundation of all activities. Students interested in becoming a member of the Phi Theta Kappa International Honor Society should contact the Department of Student Services.

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

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

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

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

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

**Student Veterans of America (SVA)**

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

- Informal social meetings that serve as peer support groups
- Benefits seminars and counseling in conjunction with other organizations
- Publication of newsletters and brochures
- Local service projects and volunteer work
- Pre-professional networking

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

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

**Alumni Association**

The Keiser University Alumni Association exists to keep graduates connected to each other and to the Keiser University Seahawk community. After all, graduates are not just Seahawks during their college years. They are Seahawks for life! Graduates of Keiser University are automatically members of the Keiser University Alumni Association, along with more than 66,000 fellow alums. Membership gives the ability to make new career connections, reconnect with former classmates, and receive member discounts on items ranging from travel to books! Through the alumni website, graduates are able to apply for an alumni membership card, check out alumni benefits, provide class notes and stay connected to Keiser University. Graduates also have the ability to order a duplicate diploma directly from the alumni website: [http://alumni.keiseruniversity.edu](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).

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

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

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

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

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

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

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

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

Admissions Requirements for Enrollment in Online Learning
Admissions requirements for distance learning programs are the same as admissions requirements for on-campus programs.

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

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

**Student Services**

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

**Academic Advising**

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

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

**Testing**

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

**Delivery of Books**

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

**Learning Resources**

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

ADMINISTRATIVE POLICIES AND PROCEDURES

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

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

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

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

Effective Catalog Date
Students enrolled in a program which has been modified effective with the publication of this catalog or any addenda thereto may continue under the previously published catalog if appropriate courses are still available. Any student who has been out more than one semester must re-enroll under the most recent catalog/addendum. Keiser University reserves the right to make appropriate changes to curriculum, program and graduation requirements.
Official Communication with Students
The University-assigned email account shall serve as the official means of communication with all students. Examples of such communication include, but are not limited to: notifications from the University, Campus, Program, Library, Financial Aid Department, Academic Affairs Department and Student Services Department. Course information (class materials, assignments, questions and instructor feedback) may also be provided through the Keiser University student email account. Students are required to activate their University email account upon enrollment and are responsible to routinely check for updates.

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

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

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

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

Stand at a safe distance from the building.

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

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

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

Annual Security Report
In compliance with the 34 CFR 668.41 and 34 CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Keiser University’s Annual Security Report is posted: http://www.keiseruniversity.edu/safety-and-security/annual-security-report/

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

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

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

Partially plagiarized assignments
The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic “F” for that assignment.
The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic “F” for the course.
The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the University.

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

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

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

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

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

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

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

**Multiple Submissions**
Submitting the same work for credit in two different courses without the instructor’s permission.
Facilitating Academic Dishonesty
Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or University academic honesty policies; providing false information in connection with any academic honesty inquiry.

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

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

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

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

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

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

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

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

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

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

Professional Behavior Policy

- The University has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-level positions in their fields.
- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook. Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior. Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

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

Professional Behavior Procedure

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

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

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

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

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

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

**Academic and Administrative Dismissal**

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

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

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

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

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

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

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

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

Standards of Appearance
Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress and appearance are expected at the University. Each student must maintain proper personal appearance and wear approved dress. When uniforms or professional apparel is worn, it should be presentable to the public with whom students are associating.

Medical Related Programs, Allied Health Programs and General Education Courses
All students must adhere to Standards of Appearance (i.e., professional business attire) when attending general education courses. Students in medically related programs and/or allied health programs are required to wear their designated Keiser University approved program uniform.
(medical scrubs and approved footwear) during major courses and during clinical rotations. Uniforms must be maintained and clean at all times. Where applicable, students are provided an ID badge which is to be affixed to their uniform. Medical students and allied health students may not wear artificial or acrylic nails in any clinical area.

**Crime Scene Technology/Forensics and Criminal Justice/Homeland Security Major and General Education Courses**

Students in the Crime Scene Technology and Forensic Investigations programs taking major and general education courses must wear the Keiser University grey Crime Scene Technology polo style shirt; Forensic Investigations students must wear maroon Forensic Investigation polo style shirts; 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. Students in the above majors are permitted to wear agency uniforms regardless of whether attending core or general education courses. Please see “Firearms Policy” below for additional information.

**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 and emergency medical bracelets; 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 a Keiser logo white chef’s jacket, checkered pants, white cloth skull cap, black non-slip work shoes and white apron. The dining room uniform consists of a Keiser logo khaki chef’s coat, black dress slacks, black bistro apron and black non-slip work shoes. The maitre d’hôtel may wear appropriate business dress.

**General Education and Other Courses (i.e., Business, Interdisciplinary, General Studies, etc.)**

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.
**Firearms Policy**

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

**Grievance Procedures**

Keiser University 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 or other administrative actions related to student conduct, behavior, or academic policy violations, 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.

*The State of Florida may be contacted at: Florida Department of Education, Division of Colleges and Universities, 325 W. Gaines St., Tallahassee, FL 32399; telephone (850) 245-0505, in the event a student has a grievance that may involve a higher agency involvement.*

Out-of-state distance education students participating under SARA (State Authorization Reciprocity Agreement), who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at [http://www.fldoe.org/sara/complaint-process.stml](http://www.fldoe.org/sara/complaint-process.stml)

**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.
Medical Marijuana Policy
Keiser University prohibits the possession and use of marijuana on all of its campuses, including university housing. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus.

The university continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the university’s drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, can be subjected to disciplinary action as expressed in the institutional catalog.

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:
Security guards and certified Nicaraguan law enforcement officers are the only people permitted to possess a gun or weapon of any kind at the Keiser University Latin American Campus. Any other possession of a weapon of any kind for any reason by anyone on a Keiser University campus is strictly prohibited.

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

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

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments, is the exclusive property of the University. Such property is the exclusive property of an employee if no University funds, space, facilities or time of faculty members, staff members or students were involved in the development. Software development by faculty members, staff members or students as part of normal duties or assignments is considered “work-for-hire” and is property of the University. Courseware (syllabi, lecture notes, class handouts and other such materials) whether in paper or web formats are property of the University.

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

**Privacy of Student Records**

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

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

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

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

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

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

**Keiser University Transcripts**

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

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

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

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

Title IX Coordinators:
Brandon Biederman, Associate Vice Chancellor of Compliance
Dr. Michelle Morgan, Associate Vice Chancellor of Regional Operations
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309, 954-776-4476

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

**Credit Hours**
The “Academic Credit Hour” is the basic Keiser University unit by which earned educational credits are measured and recorded on students’ records. This unit is utilized for determining the value of academic courses by virtue of the quantity of academic work and time allocated to each course as programmatic components which cumulatively measure a student’s academic progression and degree completion.

Credit for Keiser University courses is calculated on a semester credit hour basis. Using actual contact hours, clock hours are converted to semester credit hours using the following general formulas; however, variations may take place if warranted by virtue of student learning outcomes having been satisfied.

- 15 lecture clock hours = 1 semester credit hour
- 30 laboratory clock hours = 1 semester credit hour
- 45 extern/clinical clock hours = 1 semester credit hour

Implicit in the above allocation is that two to three times the amount of clock hours devoted to classroom instruction are required of students engaged in related and supplemental out-of-class styled learning activities.

**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 Advising**
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.

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

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

**The following requirement 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.*

**GI Bill® Attendance Policy**
Students using the GI Bill® must meet Title 38 attendance requirements in order to use their educational benefits. GI Bill® recipients can miss no more than 20% of the scheduled classes in any individual unit subject. Should a student miss more than 20% of the scheduled classes in a unit subject, that student’s enrollment for VA education benefits will be terminated effective the last date that student attended class prior to exceeding 20% absenteeism.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The attendance record will be retained in the student’s academic file for USDVA and SAA audit purposes during Compliance Survey’s.

**The following requirement 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 WF 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**

Students who are being funded by Chapter 31 Vocational Rehabilitation or Chapter 33 Post 9/11 G.I. Bill® benefits will be given the following options for any Title IV funds being used for living expenses:
1. 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.*

2. The student can receive all Title IV funds once the student has posted attendance and met the 60% attendance requirement per DOE and, 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 students account and after verification of an approved VA Form 28-1905 or a current Certificate of Eligibility (COE) to ensure student has Chapter 33 benefits to cover cost of attendance. Failure to provide approved VA documentation or non-posting of Title IV funds will result in stipend requests being denied. If student has no remaining entitlement, any financial aid will be disbursed (released) to student after institutional obligations are met.

Process to request a stipend:
1. Military student completes a Military Stipends Policy Acknowledgement Form in writing and submits to the Bursar office
2. Bursar submits a work order to the Military Affairs Team and includes the following:
   a. Completed Military Stipends Form
   b. Student Name
   c. Student ID
   d. Dollar amount requested
3. The Military Affairs Team reviews request and determines if funding is forthcoming.
4. If release is determined, the approval amount will be processed internally and amount will be issued through Heartland. There will be no special checks administered.

VA Pending Payment Policy: Student Rights and Responsibilities
In the event the Federal Government is delayed with tuition and fee payments to the institution, for those students using Post 9/11 G.I. Bill® (Chapter 33) or Vocational Rehabilitation & Employment (VR&E, Chapter 31) benefits, students will maintain access to continued enrollment and all University resources. These include but are not limited to the library, access to the Student Services department, class attendance, and/or other functions to assure the academic success of the student. Students will not incur any penalty or late fees due to VA pending payments, or be required to obtain additional funding to cover the cost of attendance.

All students using Chapter 33 benefits must provide a copy of their Certificate of Eligibility (COE) to the institution prior to the first day of class. All Veterans using Chapter 31 benefits must also provide a valid VA Form 28-1905 from their VRC prior to the first day of each semester.

Should the VA not provide a complete payment on the students’ behalf, the student will be responsible for all remaining costs incurred while attending school. This could occur if the student has already received all of their approved benefits, as there would be no remaining entitlement

Return of Federal Tuition Assistance
Keiser University will return any unearned FTA funds on a proportional basis through at least the
percent portion of the period for which the funds were provided. FTA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Servicemember stops attending due to a military service obligation, Keiser University will work with the affected Servicemember to identify solutions that will not result in a student debt for the returned portion.

**Academic Re-Admittance Policy**

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

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

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

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

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

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

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

**Disciplinary Re-Admittance Policy**

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

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

**Add-Drop Period**

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

The following section applies only to students at the San Marcos, Nicaragua
Latin American Campus:
Add/drops may occur only during the first two weeks of a regular semester, with exceptions made by the Academic Dean, and on the days stipulated in the Academic Calendar for Summer Sessions.

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

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

Students who are enrolled in a program that requires more than 18 credit hours per semester are not eligible to enroll in additional credit hour courses during that semester.
Eligible students may take additional credits (courses) by requesting one additional concurrent course in a given term, or two additional courses within a semester.

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

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

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

The following section applies only to students at the San Marcos, Nicaragua Latin American Campus:
Students who have completed at least one semester as a full-time student may take additional credits beyond 15 credits but not exceed 18 credits per semester with the approval of the Dean of Academic Affairs if their Cumulative GPA is 3.0 or higher (subject to per credit tuition rates

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

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

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

**Grade Forgiveness Policy**

Grade forgiveness allows a student to repeat a limited number of courses to improve his or her grade point average (GPA). Undergraduate students may use forgiveness up to three times prior to the conferral of the degree. Grades cannot be changed once a degree has been conferred. Grade forgiveness cannot be used by non-matriculating students or for pass/fail courses.

All grades will appear on a student’s transcript but only the higher grade will be used to calculate the cumulative grade point average. Only courses taken at Keiser University and repeated at Keiser University are eligible for grade forgiveness.

If a course has been taken more than one time prior to the application for forgiveness, this process can be used to establish the highest awarded grade received in the course. The grade forgiveness policy is not retroactive and will not retroactively alter any previous academic action. For example, a probation or disqualification status will not be removed from the records of the semester in which the student originally took the course.

Under unusual circumstances, a different but similar course may be used to replace a forgiven course. In such cases, the Campus Dean of Academic Affairs must seek prior approval from the VCAA for a course substitution to be utilized.

If a student withdraws from a first retake repeated under the grade forgiveness policy, the attempt will not count as an allowable attempt. However, the original grade will not be replaced with the “W” received in the repeat attempt. This stipulation mirrors the financial policy for students withdrawing prior to completing a first-retake course.

Students receiving VA benefits are advised that the forgiveness of any grade other than an unsatisfactory grade must be reported to the VA and may result in the retroactive reduction of benefits for the semester for which the forgiven grade was originally assigned.

“Students receiving Title IV financial aid are allowed one retake of a course previously passed (grade of B-D) or failed (grade of F) and still receive financial aid for that second enrollment. If a student
withdraws before completing a course that is being retaken, it is not counted as the one-time retaking of the course for financial aid purposes. However, if a student passed the class on the first try but fails the course on the second attempt; that second attempt counts as the second retake and the student will not be paid for taking the course a third time. While the institutional policy will permit students to retake a course for a third time, such students will be responsible for paying the tuition costs associated with the third retake. Remember, retaken classes may count against satisfactory academic progress. In such cases, students may want to consult their financial aid adviser” to clarify their situation.

Students must submit a completed Grade Forgiveness Request Form to the campus Registrar prior to repeating the course. Once the request is approved by the Campus Dean of Academic Affairs, the Registrar will update the student’s schedule.

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

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

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

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

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

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

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

Additional Requirements for Bachelor of Arts or Science
- To be eligible for a Bachelor of Arts or Bachelor of Science degree, students must:
  - Complete a designated program of study which includes at least 120 semester hours of credit. Both degrees require that all required courses in a program be completed.
  - Complete degree requirements with a cumulative grade average of 2.0 or higher.
  - Complete the final 25% of a program through Keiser University.
  - Complete the ETS Proficiency Profile.
  - File an application for degree with the campus Student Services Department on or before the published date during the last term of resident study. The degree will not be awarded unless the application is completed.
  - Resolve all financial obligations to the University.
  - Complete all required exit paperwork.

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

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

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

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

NOTE: An Associate of Science degree is considered a terminal degree with the exception of the Associate of Science in Occupational Therapy Assistant, which serves as the foundation for the
Master of Science in Occupational Therapy Bridge Program. 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 an expectation for 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.
## PROGRAMS OFFERED AT EACH CAMPUS

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BSN  Nursing (RN to BSN)

Daytona

AA  Accounting
AA  Criminal Justice
AA  General Studies
AA  Health Services Administration
AA  Homeland Security
AA  Paralegal Studies
AS  Crime Scene Technology
AS  Diagnostic Medical Sonography
    (Concentration in General Sonography)
AS  Information Technology
AS  Medical Administrative Billing and Coding
AS  Medical Assisting
AS  Nursing
AS  Occupational Therapy Assistant
AS  Radiologic Technology
AS  Sports Medicine and Fitness Technology
BA  Accounting
BA  Business Administration
    (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only)
BA  Criminal Justice
BA  Health Services Administration
BA  Homeland Security
BA  Legal Studies
BA  Legal Studies (Law Office Management Concentration)
BA  Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and
BS  Cyber Forensics/Information Security
BS  Forensic Investigations (Concentration in Investigations)
BS  Health Science
BS  Information Technology Management (Track 1)
BS  Interdisciplinary Studies
BSN  Nursing (RN to BSN)

Flagship  AA  Cinematic Arts

AS  Applied Engineering
AS  Golf Management
AS  Sports Medicine and Fitness Technology
BA  Accounting
BA  Business Administration (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only))
BA  Business Administration: Automotive Dealership Management
BA  Cinematic Arts
BA  Criminal Justice
BA  Criminal Justice (Concentration in Forensics)
BA  Health Services Administration
BA  Political Science
BA  Political Science (Concentration in International Relations)
BA  Psychology (Concentrations in Human Services, Developmental
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AS  Vascular Sonography
AS  Health Information Management
AS  Information Technology
AS  Information Technology and Programming
AS  Medical Administrative Billing and Coding
AS  Medical Assisting Science
AS  Medical Laboratory Technician
AS  Nursing
AS  Occupational Therapy Assistant
AS  Physical Therapist Assistant
AS  Radiologic Technology
AS  Respiratory Therapy
AS  Sports Medicine and Fitness Technology
AS  Video Game Design
BA  Accounting
BA  Business Administration
    (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only)
BA  Business Administration (Spanish) (Concentrations in International Business, Management, Marketing or Finance)
BA  Criminal Justice
BA  Financial Crime Investigation
BA  Health Services Administration
BA  Health Services Administration (Spanish)
BA  Homeland Security
BA  Legal Studies
BA  Legal Studies (Law Office
Management Concentration

BA Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)

BS Biomedical Sciences (Concentration in Pre-Physician Assistant)

BS Cyber Forensics/Information Security

BS Forensic Investigations (Concentration in Investigations)

BS Forensic Investigations (Concentration in Science)

BS Health Information Management

BS Health Science

BS Information Technology Management (Track 1)

BS Interdisciplinary Studies

BS Interdisciplinary Studies, Pre-DPT Bridge

BS Management Information Systems

BS Sports Medicine and Fitness Technology

BSN Nursing (Accelerated)

BSN Nursing (RN to BSN)

BSN Nursing (FastTrack)

Ft. Lauderdale eCampus

AA Accounting online only

AA Business Administration online only

AA Criminal Justice online only

AA General Studies online only

AA General Studies (Spanish) online only

(Asociado en Artes en Estudios Generales)

AA Health Services Administration online only

AA Homeland Security online only

AA Paralegal Studies online only

AS Applied Engineering online only
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Ft. Myers

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(Concentration in General and Vascular Sonography)

AS Information Technology

AS Medical Administrative Billing and Coding

AS Medical Assisting

AS Medical Assisting Science

AS Occupational Therapy Assistant

AS Sports Medicine and Fitness Technology

BA Accounting

BA Business Administration (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only)

BA Criminal Justice

BA Health Services Administration

BA Homeland Security

BA Legal Studies

BA Legal Studies (Law Office Management Concentration)

BA Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)

BS Cyber Forensics/Information Security

BS Forensic Investigations

BS Health Science

BS Information Technology Management (Track 1)

BS Interdisciplinary Studies

BS Management Information Systems

BS Sports Medicine and Fitness
Technology

BSN Nursing (Traditional)
BSN Nursing (Accelerated)
BSN Nursing (RN to BSN)
BSN Nursing (FastTrack)

Jacksonville
AA Business Administration
AA Criminal Justice
AA General Studies
AA Health Services Administration
AA Homeland Security
AA Paralegal Studies
AS Crime Scene Technology
AS Information Technology
AS Medical Administrative Billing and Coding
AS Medical Assisting
AS Nursing
AS Occupational Therapy Assistant
AS Physical Therapist Assistant
AS Radiologic Technology
AS Sports Medicine and Fitness Technology
BA Accounting
BA Business Administration (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only))
BA Criminal Justice
BA Health Services Administration
BA Homeland Security
BA Legal Studies
BA Legal Studies (Law Office Management Concentration)
BA Psychology (Concentrations in
Human Services, Developmental Psychology, Health Care and Fitness, and Business)

BS Biomedical Sciences
BS Cyber Forensics/Information Security
BS Forensic Investigations (Concentration in Investigations)
BS Forensic Investigations (Concentration in Science)
BS Health Science
BS Imaging Sciences (Concentrations in Imaging Administration, or Clinical Imaging)
BS Information Technology Management (Track 1)
BS Interdisciplinary Studies
BS Management Information Systems
BS Network Systems and Data Communications
BS Sports Medicine and Fitness Technology
BSN Nursing (RN to BSN)

Lakeland
AA Accounting
AA Criminal Justice
AA General Studies
AA Health Services Administration
AA Homeland Security
AA Paralegal Studies
AS Crime Scene Technology
AS Diagnostic Medical Sonography (Concentration in General and Vascular Sonography)
AS Graphic Arts and Design
AS Information Technology
AS Medical Administrative Billing and Coding
AS Medical Assisting
AS  Medical Assisting Science
AS  Nuclear Medicine Technology
AS  Nursing
AS  Physical Therapist Assistant
AS  Radiation Therapy
AS  Radiologic Technology
AS  Sports Medicine and Fitness Technology
BA  Accounting
BA  Business Administration
(Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only)
BA  Criminal Justice
BA  Health Services Administration
BA  Homeland Security
BA  Legal Studies
BA  Legal Studies (Law Office Management Concentration)
BA  Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BS  Cyber Forensics/Information Security
BS  Dietetics and Nutrition
BS  Exercise Science
BS  Health Science
BS  Imaging Sciences (Concentrations in Imaging Administration, or Clinical Imaging)
BS  Information Technology Management (Track 1)
BS  Integrated Marketing
Communications
BS Interdisciplinary Studies
BS Interdisciplinary Studies, Pre-DPT Bridge
BS Management Information Systems
BS Network Systems and Data Communications
BS Sports Medicine and Fitness Technology
BSN Nursing (RN to BSN)

Melbourne
AA Accounting
AA Business Administration
AA Criminal Justice
AA General Studies
AA Health Services Administration
AA Homeland Security
AA Paralegal Studies
AS Culinary Arts
AS Diagnostic Medical Sonography (Concentration in General Sonography)
AS Information Technology
AS Medical Assisting
AS Nursing
AS Occupational Therapy Assistant
AS Physical Therapist Assistant
AS Radiation Therapy
AS Radiologic Technology
AS Sports Medicine and Fitness Technology
BA Accounting
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**Miami**
- AA Accounting
- AA Business Administration
- AA Criminal Justice
- AA General Studies
- AA Health Services Administration
- AA Paralegal Studies
AS  Information Technology
AS  Medical Assisting
AS  Medical Assisting Science
    (Spanish) Asociado en Ciencias de Asistencia Medica
AS  Nursing
AS  Occupational Therapy Assistant
AS  Physical Therapist Assistant
AS  Radiologic Technology
AS  Sports Medicine and Fitness Technology
BA  Accounting
BA  Business Administration
    (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only)
BA  Business Administration
    (Spanish) (Concentrations in International Business, Management, Marketing, or Finance)
BA  Criminal Justice
BA  Health Services Administration
BA  Health Services Administration
    (Spanish)
BA  Legal Studies
BA  Legal Studies (Law Office Management Concentration)
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New Port Richey

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AS  Medical Assisting
AS  Nursing
BA  Accounting
BA  Business Administration (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only)
BA  Criminal Justice
BA  Health Services Administration
BA  Homeland Security
BA  Legal Studies
BA  Legal Studies (Law Office Management Concentration)
BA  Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BS  Cyber Forensics/Information Security
BS  Health Science
BS  Information Technology Management (Track 1)
BS  Interdisciplinary Studies
BS  Management Information Systems
BSN  Nursing (RN to BSN)

Orlando  AA  Accounting
AA  Criminal Justice
AA  General Studies
AA  Health Services Administration
AA  Homeland Security
AA  Paralegal Studies
AS  Crime Scene Technology
AS  Histotechnology
AS  Information Technology
AS  Medical Administrative Billing and Coding
AS  Medical Assisting
AS  Medical Laboratory Technician
AS  Nursing
AS  Occupational Therapy Assistant
AS  Radiologic Technology
AS  Sports Medicine and Fitness Technology
BA  Accounting
BA  Business Administration  
(Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics  
(Entrepreneurship, and Equine Studies concentrations at FS campus only)
BA  Business Administration  
(Spanish)  (Concentrations in International Business, Management, Marketing, or Finance)
BA  Criminal Justice
BA  Health Services Administration
BA  Homeland Security
BA  Legal Studies
BA  Legal Studies (Law Office Management Concentration)
BA  Psychology  
(Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BS  Biomedical Sciences  
(Concentration in Equine Studies at FS campus only)
BS Exercise Science
BS Forensic Investigations
(Concentration in Investigations)
BS Health Science
BS Information Technology
Management (Track 1)
BS Interdisciplinary Studies
BS Management Information Systems
BS Medical Laboratory Science
BS Sports Medicine and Fitness Technology
BSN Nursing (Accelerated)
BSN Nursing (RN to BSN)
BSN Nursing (FastTrack)

Patrick AFB
BA Accounting
BA Business Administration
BA Criminal Justice
BA Health Services Administration
BA Homeland Security
BA Psychology
BS Cyber Forensics/Information Security
BS Interdisciplinary Studies
BS Management Information Systems
BS Network Systems and Data Communications
BS Software Engineering
AA Accounting
AA Business Administration
AA Criminal Justice
AA Health Services Administration
AA Homeland Security
AA General Studies

Pembroke Pines
AA Accounting
AA Criminal Justice
AA General Studies
AA Health Services Administration
AA Homeland Security
AA Paralegal Studies
AS Crime Scene Technology
AS Graphic Arts and Design
AS Information Technology
AS Medical Administrative Billing and Coding
AS Medical Assisting
AS Occupational Therapy Assistant
AS Video Game Design
BA Accounting
BA Business Administration (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS campus only))
BA Business Administration (Spanish) (Concentrations in International Business, Management, Marketing, or Finance)
BA Criminal Justice
BA Health Services Administration
BA Health Services Administration (Spanish)
BA Homeland Security
BA Legal Studies
BA Legal Studies (Law Office Management Concentration)
BA Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BS Animation and Game Design
BS Computer Information Systems
BS Cyber Forensics/Information
Security
BS

Dietetics and Nutrition
BS

Forensic Investigations
(Concentration in Investigations)
BS

Health Science
BS

Information Technology Management (Track 1)
BS

Interdisciplinary Studies
BS

Management Information Systems
BS

Network Systems and Data Communications
BS

Software Engineering
BS

Nursing (RN to BSN)
BSN

Port St. Lucie
AA

Accounting
AA

Business Administration
AA

Criminal Justice
AA

General Studies
AA

Health Services Administration
AA

Homeland Security
AA

Paralegal Studies
AS

Biotechnology
AS

Crime Scene Technology
AS

Golf Management
AS

Graphic Arts and Design
AS

Information Technology
AS

Massage Therapy
AS

Medical Administrative Billing and Coding
AS

Medical Assisting
AS

Nursing
AS

Radiologic Technology
AS

Sports Medicine and Fitness Technology
BA

Accounting
BA

Business Administration
(Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business,
Management, Marketing, or Transportation and Logistics
(Entrepreneurship, and Equine Studies concentrations at FS campus only)

BA Criminal Justice
BA Health Services Administration
BA Homeland Security
BA Legal Studies
BA Legal Studies (Law Office Management Concentration)
BA Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)

BS Biomedical Sciences (Concentration in Equine Studies at FS campus only)
BS Dietetics and Nutrition
BS Exercise Science
BS Forensic Investigations (Concentration in Investigations)
BS Forensic Investigations (Concentration in Science)

BS Health Science
BS Information Technology Management (Track 1)
BS Integrated Marketing Communications
BS Interdisciplinary Studies
BS Management Information Systems
BS Network Systems and Data Communications
BS Software Engineering
BS Sport Management
BS Sports Medicine and Fitness Technology

BSN Nursing (Traditional)
BSN Nursing (Accelerated)
BSN Nursing (RN to BSN)
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Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BS Cyber Forensics/Information Security
BS Health Science
BS Information Technology Management (Track 1)
BS Interdisciplinary Studies
BS Interdisciplinary Studies (Spanish) (Licenciatura Bachillerato en Estudios Interdisciplinarias)
BS Management Information Systems
BS Software Engineering

Sarasota AA Accounting
AA Criminal Justice
AA General Studies
AA Health Services Administration
AA Homeland Security
AA Paralegal Studies
AS Baking and Pastry Arts
AS Culinary Arts
AS Fire Science
AS Information Technology
AS Medical Assisting
AS Nursing
AS Physical Therapist Assistant
AS Radiologic Technology
BA Accounting
BA Business Administration (Concentrations in Management, Hospitality Management, Human Resource Management, Finance, International Business, Management, Marketing, or Transportation and Logistics (Entrepreneurship, and Equine Studies concentrations at FS

136
BA Criminal Justice
BA Criminal Justice (Concentration in Forensics)
BA Health Services Administration
BA Homeland Security
BA Legal Studies
BA Legal Studies (Law Office Management Concentration)
BA Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BS Computer Information Systems
BS Cyber Forensics/Information Security
BS Health Science
BS Information Technology Management (Track 1)
BS Interdisciplinary Studies
BS Interdisciplinary Studies, Pre-DPT Bridge
BS Law Enforcement Operations (Concentrations in Law Enforcement, Forensic Investigation, and Courts and Correction)
BSN Nursing (Traditional)
BSN Nursing (Accelerated)
BSN Nursing (RN to BSN)
BSN Nursing (FastTrack)

Shanghai, China BA Business Administration (Mandarin) (Concentration in Management)
BA Business Analytics (Mandarin)

Tallahassee AA Accounting
AA Criminal Justice
AA General Studies
AA Health Services Administration
AA  Homeland Security
AA  Hospitality
AA  Paralegal Studies
AS  Baking and Pastry Arts
AS  Culinary Arts
AS  Information Technology
AS  Medical Assisting
AS  Nursing
AS  Occupational Therapy Assistant
AS  Radiologic Technology
AS  Sports Medicine and Fitness Technology
BA  Accounting
BA  Business Administration
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BA  Criminal Justice
BA  Health Services Administration
BA  Homeland Security
BA  Legal Studies
BA  Legal Studies (Law Office Management Concentration)
BA  Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BS  Health Science
BS  Information Technology Management (Track 1)
BS  Interdisciplinary Studies
BS  Sports Medicine and Fitness Technology
BSN  Nursing (RN to BSN)
Tampa

AA  Accounting
AA  Criminal Justice
AA  General Studies
AA  Health Services Administration
AA  Homeland Security
AA  Paralegal Studies
AS  Crime Scene Technology
AS  Information Technology
AS  Medical Administrative Billing and Coding
AS  Medical Assisting
AS  Nursing
AS  Occupational Therapy Assistant
AS  Radiologic Technology
AS  Sports Medicine and Fitness Technology
AS  Surgical Technology
BA  Accounting
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BA  Criminal Justice
BA  Health Services Administration
BA  Homeland Security
BA  Legal Studies
BA  Legal Studies (Law Office Management Concentration)
BA  Psychology (Concentrations in Human Services, Developmental Psychology, Health Care and Fitness, and Business)
BA  Public Administration
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</tr>
<tr>
<td>BSN</td>
<td>Nursing (RN to BSN)</td>
</tr>
<tr>
<td>BSN</td>
<td>Nursing (FastTrack)</td>
</tr>
</tbody>
</table>
PROGRAM DESCRIPTIONS

BACHELOR OF ARTS DEGREES

Accounting

Bachelor of Arts Degree (ACBSP Separate Accounting Accredited)

Spanish Bachelor of Arts degree in Accounting
For program information in Spanish, please refer to the Spanish edition of this catalog.

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

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

Program Description
Keiser University’s Bachelor of Arts degree in Accounting focuses on accounting, general decision-making, ethics, analytical, and communication skills needed in today’s professional environment. The program provides the unique skills needed in various areas of accounting such as: taxation, auditing, managerial/cost, financial, governmental/not-for-profit and accounting-related data analytics as well as general organizational concepts. The Bachelor of Arts degree in Accounting also uses various office application 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 professional decision-making environment in accounting situations
- Obtain proficiency in the use of office applications and accounting/tax software applications
- Enhance research and communication skills using professional publications
- Relate ethical, regulatory, and professional standards to accounting situations
Prerequisites for Upper Division Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023*</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013*</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023*</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Technology Requirements
Due to the use of software in this program students must have, access to a PC with a windows based operating system, Internet connection and disk drive to load in software and data files.

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

Program Outline
To receive a Bachelor of Arts degree in Accounting, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Accounting Major Courses (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG1001*</td>
<td>Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG2011*</td>
<td>Accounting Principles II</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG2062*</td>
<td>Accounting Information for Business Decisions</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG2091*</td>
<td>Integrated Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL1240</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN2001</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR1011</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>TAX2004*</td>
<td>Principles of Taxation</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Economics (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023*</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013*</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>
**English** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101*</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102*</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105*</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106*</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107*</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023*</td>
<td>Statistics (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG4101*</td>
<td>Intermediate Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4111*</td>
<td>Intermediate Accounting II</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4201*</td>
<td>Advanced Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG 4253*</td>
<td>International Financial Reporting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4342*</td>
<td>Advanced Managerial/Cost Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4501*</td>
<td>Governmental and Institutional Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4651*</td>
<td>Auditing I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4671*</td>
<td>Auditing II</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG4842*</td>
<td>Data Analysis for Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL3130</td>
<td>Legal and Ethical Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO4223</td>
<td>Money and Banking</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3400</td>
<td>Principles of Managerial Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3025</td>
<td>Introduction to Management and Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN 4602</td>
<td>International Business</td>
<td>3.0</td>
</tr>
<tr>
<td>TAX4001*</td>
<td>Income Tax Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>TAX4011</td>
<td>Corporate, Business, and Trust Tax</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

**Upper Division General Education Courses** (9.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC4313</td>
<td>Research Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Business Administration

Bachelor of Arts Degree (ACBSP Accredited)

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

Shanghai Bachelor of Arts Degree in Business Administration
All courses at this location are taught in Chinese Mandarin. Following are course substitutions applicable to the management concentration offered at this site:

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

Program Description
Keiser University’s Bachelor of Arts degree in Business Administration focuses on a more in-depth study of the functional areas of business, communication skills, ethical business practices and technology skills needed in today’s global business environment. The program offers various concentrations that allow students to specialize in a specific business discipline to enhance their career opportunities within that field, such as: Management, Hospitality Management, Human Resource Management, International Business, Marketing, Finance, or Transportation and Logistics. Concentrations in Entrepreneurship and Equine Studies are offered at the Flagship campus only. 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 complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

**Lower Division Business Administration Major Courses (24.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG1001</td>
<td>Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG2011</td>
<td>Accounting Principles II</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL1240</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN2001</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>GEB1112</td>
<td>Entrepreneurship</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN1021</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN2300</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR1011</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Economics (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Mathematics (6.0 credit hours)
MAC2105 College Algebra 3.0 credit hours
MGF2106 College Mathematics 3.0 credit hours
MGF2107 Applications of 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

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
FIN3400 Principles of Managerial Finance 3.0 credit hours
ISM3116 Business Intelligence 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
CGS3300 Management Information Systems 3.0 credit hours

Upper Division Business Administration Major Courses
Management Concentration (18.0 credit hours)
MAN3504 Operations Management 3.0 credit hours
COM3110 Business and Professional Communication 3.0 credit hours
GEB4358 Negotiations and Transactions 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
Hospitality Management Concentration (18.0 credit hours)
MAR4403 Sales and Sales Management 3.0 credit hours
HFT4295 Hospitality Leadership & Strategic Management 3.0 credit hours
MNA4306 Training and Development 3.0 credit hours
HFT4413 Hospitality Analytics and Revenue Management 3.0 credit hours
HFT4944 Externship I 3.0 credit hours
HFT4930 Selected Topics/Seminars 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** 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

#### 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

#### Transportation and Logistics Concentration (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

#### Entrepreneurship Concentration (18.0 credit hours)
- **GEB2154** Entrepreneurial Marketing Management, Distribution Channels and Social Media Marketing: 3.0 credit hours
- **ENT2112** Business Plan and Business Model Development: 3.0 credit hours
- **GEB3155** Social Entrepreneurship: 3.0 credit hours
- **GEB4114** New Venture Finance, Risk Analysis, and Strategic Management: 3.0 credit hours
- **GEB4364** International Entrepreneurship: 3.0 credit hours
- **GEB4157** Early Stage Venture Experiential Capstone, or Entrepreneurship Internship: 3.0 credit hours

#### Equine Studies Concentration (18.0 credit hours)
- **PEM3600** Introduction to Horsemanship: 3.0 credit hours
AEB3137    Equine Facility Design & Operations    3.0 credit hours
ANS3217    Equine Health & Disease Monitoring    3.0 credit hours
PEM3650    Advanced Equine Training    3.0 credit hours
ANS4950    Equine Internship/Practicum I    3.0 credit hours
ANS4951    Equine Internship/Practicum II    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
ENC4313    Research Writing    3.0 credit hours
STA3163    Intermediate Statistics    3.0 credit hours

Business Administration, Auto Dealership Management

Bachelor of Arts Degree

Program Description
Keiser University's Bachelor of Arts in Business Administration: Automotive Dealership Management program prepares students with the skills needed to become future industry leaders. The curriculum examines various environmental factors influencing the automotive industry such as technological progress, consumer expectations, government regulation, and personal mobility. Students will be exposed to the unique challenges facing today's automotive and vehicle retail distribution systems and graduates will be equipped with the knowledge, skills, and techniques to thrive in this new environment.

Program Mission
The Mission of the Automotive Dealership Management Program is to provide a quality overall education experience, which provides students with the skills necessary for success in employment, management, or ownership of today's complex and changing automotive and vehicle retail distribution systems.

Program Objectives
The overall objective of the program is to provide the student with the highest level of educational value in order to provide the tools necessary for success in today's automotive dealership and vehicle retailing environment. Upon completion of this program students are able to:

- Comprehend and apply current concepts of automotive dealership and vehicle retail management organizations.
- Comprehend, discuss, and apply regulatory and ethical practices.
- Enhance research, communication and presentation skills using professional literature.
- Demonstrate the integration of knowledge and professional skills.

Prerequisites for Major Courses
None

Program Outline
To receive a Bachelor of Arts degree in Business Administration: Automotive Dealership Management, students must complete 124 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Automotive Major Requirements (7.0 credit hours)
GEB1011 Automotive Retail Overview 3.0 credit hours
GEB2301 Customer and Employee Retention Strategies 3.0 credit hours
GEB2941 Practicum I 1.0 credit hours

**Lower Division Business Core 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

**General Education Courses** (45.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

**Behavioral/Social Science** (9.0 credit hours)

- AMH1020 American History since 1876 3.0 credit hours
- POS1012 Political Science 3.0 credit hours
- PSY1012 Introduction to Psychology (*) 3.0 credit hours
- SYG1000 Sociology (*) 3.0 credit hours
- IDS3355 Critical Thinking 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** (9.0 credit hours)

- MAC2105 College Algebra 3.0 credit hours
- STA2023 Statistics 3.0 credit hours
- STA3163 Intermediate Statistics 3.0 credit hours

**Natural Science** (6.0 credit hours)

- BSC1010 General Biology 3.0 credit hours
- BSC1030 Environmental Science 3.0 credit hours

(*) Must be completed with a grade of “C” or higher for Gordon Rule Credit

**NOTE:** All lower division major and general education courses should be successfully completed before upper division courses are undertaken.
### Upper Division Automotive Major Requirements (21.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB3641</td>
<td>Sales Functions of Automotive Retail Distribution Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>GEB3642</td>
<td>Service &amp; Parts Functions of Automotive Retail Distribution Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>GEB3651</td>
<td>Automotive Dealership Sales Strategies &amp; Tactics</td>
<td>3.0</td>
</tr>
<tr>
<td>GEB3073</td>
<td>Automotive Retail Distribution Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>GEB4452</td>
<td>Legal &amp; Regulatory Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>GEB4402</td>
<td>Automotive Financial Analysis &amp; Business Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>GEB4935</td>
<td>Capstone Course: Exercising Leadership in Automotive Retail Distribution</td>
<td>3.0</td>
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</table>

### Upper Division Business Core Courses (15.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN3025</td>
<td>Introduction to Management &amp; Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM3116</td>
<td>Introduction to Business Intelligence</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3504</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
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</table>

### Upper Division Elective Courses (12.0 credit hours)

**Track A**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 Elective Courses in General Education or Business</td>
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</tr>
<tr>
<td>GEB3940</td>
<td>Practicum II</td>
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</table>

**Track B**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB4940</td>
<td>Internship</td>
<td>12.0</td>
</tr>
</tbody>
</table>

### 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 degree in Business Analytics, students must complete 130 credit hours as described below. The length of this program is approximately 42 months (this will vary if a student transfers in credits).

**Lower Division Business Analytics Major Courses** (27 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG1001</td>
<td>Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG2011</td>
<td>Accounting Principles II</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN2001</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN1021</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR1011</td>
<td>Introduction to Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1305C</td>
<td>Essentials of Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>COP2843C</td>
<td>Web Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CGS2531</td>
<td>Problem Solving Using Computer Software</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN2999</td>
<td>Integrated Studies Capstone Course</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012*</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000*</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communication** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1017</td>
<td>Speech Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>Subject</td>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Computers (3.0 credit hours)</td>
<td>CGS 1000</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>Economics (6.0 credit hours)</td>
<td>ECO1023</td>
<td>Microeconomics</td>
</tr>
<tr>
<td></td>
<td>ECO2013</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>English (6.0 credit hours)</td>
<td>ENC1101*</td>
<td>English Composition I</td>
</tr>
<tr>
<td></td>
<td>ENC2013*</td>
<td>English Composition II</td>
</tr>
<tr>
<td>Humanities/Fine Arts (3 credit hours)</td>
<td>AML1000*</td>
<td>American Literature</td>
</tr>
<tr>
<td></td>
<td>ENL1000*</td>
<td>English Literature</td>
</tr>
<tr>
<td>Mathematics (10 credit hours)</td>
<td>STA2023</td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td>MAD2104</td>
<td>Discrete Mathematics and Probability</td>
</tr>
<tr>
<td></td>
<td>MAC2233</td>
<td>Survey of Calculus</td>
</tr>
<tr>
<td>Natural Science (6 credit hours)</td>
<td>BSC2010</td>
<td>General Biology</td>
</tr>
<tr>
<td></td>
<td>BSC1006</td>
<td>Advanced Biology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>BSC2011</td>
<td>Advanced Biology</td>
</tr>
<tr>
<td></td>
<td>CHM2045</td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>CHM2046</td>
<td>Advanced Chemistry</td>
</tr>
<tr>
<td></td>
<td>PHY2053</td>
<td>Physics I</td>
</tr>
<tr>
<td></td>
<td>PHY2054</td>
<td>Physics II</td>
</tr>
<tr>
<td></td>
<td>PHY2001</td>
<td>Physics I</td>
</tr>
<tr>
<td></td>
<td>PHY2002</td>
<td>Physics II</td>
</tr>
<tr>
<td></td>
<td>BSC1050</td>
<td>Environmental Biology</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Upper Division Major Courses (54 credit hours)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACG3073</td>
<td>Managerial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>BUL3130</td>
<td>Legal/Ethical Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>FIN3400</td>
<td>Principles of Managerial Finance</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>MAN3025</td>
<td>Introduction to Management and Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>MAR4804</td>
<td>Marketing Strategy</td>
<td>3.0</td>
</tr>
</tbody>
</table>
CINEMATIC ARTS

BACHELOR OF ARTS DEGREE

PROGRAM DESCRIPTION
Keiser University’s Bachelor of Arts degree in Cinematic Arts provides students with a solid foundation in cinematography, storytelling, and film production; incorporating business principles, as well as more advanced coursework and a strong general education program. An interdisciplinary approach enables students to demonstrate their artistic expertise and application of business knowledge to enhance their career opportunities.

PROGRAM OBJECTIVES
To develop students’ abilities to:

- Recognize, appreciate and apply cinematic arts skills and concepts as a distinctive field of academic study
- Effectively communicate information using appropriate technologies via oral, written, and/or virtual technologies
- Understand fundamentals of screenwriting, storytelling, structure, tension and suspense
- Understand film history, cinematography, editing and the business of film

PREREQUISITES FOR MAJOR COURSES
None

PROGRAM OUTLINE
To receive a Bachelor of Arts degree in Cinematic Arts, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

GENERAL EDUCATION COURSES (48.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

**Behavioral/Social Science** (6.0 credit hours: one History/Political Science course; one Behavioral Science course)

*Select one course:*

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
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</table>

*Select one course:*

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C*</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Economics** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
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</table>

**Humanities/Fine Arts** (9.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
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</tr>
<tr>
<td>CWL1000</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>FIL1006</td>
<td>Film Appreciation (required)</td>
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</table>

**Mathematics** (6.0 credit hours)

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<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra or</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics (required)</td>
<td>3.0</td>
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</table>

**Natural Science** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
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</table>

**Other Courses** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>General Education Elective</td>
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</tbody>
</table>

**Cinematic Arts Major Courses** (33.0 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL1007</td>
<td>Foundations of Story</td>
<td>3.0</td>
</tr>
<tr>
<td>FIL1008</td>
<td>Film Production I*</td>
<td>3.0</td>
</tr>
<tr>
<td>FIL2030</td>
<td>Film History I</td>
<td>3.0</td>
</tr>
<tr>
<td>FIL2107</td>
<td>Script Analysis I</td>
<td>3.0</td>
</tr>
<tr>
<td>FIL2310</td>
<td>Documentary History</td>
<td>3.0</td>
</tr>
</tbody>
</table>
FIL2461 Cinematography I 3.0 credit hours
FIL2480 Directing I 3.0 credit hours
FIL2552 Editing I 3.0 credit hours
FIL3103 Literary Adaptation 3.0 credit hours
FIL3647 Business of Film I 3.0 credit hours
FIL4647 Business of Film II 3.0 credit hours

Upper Division Tracks (6.0 credit hours)
Production Track
FIL4472C Cinematography II 3.0 credit hours
FIL4661 Film Production II 3.0 credit hours

Post Production Track
FIL4566C Editing II 3.0 credit hours
FIL4661 Film Production II 3.0 credit hours

Writing Track
FIL4163C Feature/TV Writing 3.0 credit hours
FIL3363 Documentary Production 3.0 credit hours

Cinematic Arts Electives (21.0 credit hours)
FIL2305 Animation I 3.0 credit hours
FIL4472 Cinematography II 3.0 credit hours
FIL4486 Directing II 3.0 credit hours
FIL4566 Editing II 3.0 credit hours
FIL4661 Film Production II 3.0 credit hours
FIL2537 Introduction to Sound 3.0 credit hours
FIL2538 Advanced Sound for Film 3.0 credit hours
FIL3380 World Cinema 3.0 credit hours
FIL3826 American Cinema 3.0 credit hours
FIL4305 Animation II 3.0 credit hours

General Electives (3.0 credit hours)
Elective 3.0 credit hours

Capstone Courses (9.0 credit hours)
FIL4800 Internship/Field Placement 6.0 credit hours
FIL4900 Senior Group Thesis Project 3.0 credit hours

Criminal Justice
Bachelor of Arts Degree

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

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

- To understand the history of the criminal justice system, to include: its evolution and its impact on society.
- To develop students’ ability to understand the tools and procedures used by criminal justice professionals.
- To develop students’ ability to think critically and communicate effectively, both verbally and in writing
- To facilitate the development of students’ proficiency in researching, collecting and organizing complex data, solving problems and working collaboratively.
- To prepare students for employment and advancement in criminal justice related fields.

**Prerequisites for Major Courses**
Successful completion of ENC 4313 prior to student entering CJE 4710 Integrated Criminal Justice Capstone Project

**Program Outline**
To receive a Bachelor of Arts degree in Criminal Justice, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

**Lower Division Criminal Justice Major Courses (24.0 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ1010</td>
<td>Criminology</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ1020</td>
<td>Introduction to Criminal Justice</td>
<td>3.0</td>
</tr>
<tr>
<td>CJC2000</td>
<td>Introduction to Corrections</td>
<td>3.0</td>
</tr>
<tr>
<td>CJE1000</td>
<td>Introduction to Law Enforcement</td>
<td>3.0</td>
</tr>
<tr>
<td>CJE1130</td>
<td>Communications and Writing for CJ Professionals</td>
<td>3.0</td>
</tr>
<tr>
<td>CJE2600</td>
<td>Criminal Investigations</td>
<td>3.0</td>
</tr>
<tr>
<td>CJJ2001</td>
<td>Introduction to Juvenile Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>CJL2100</td>
<td>Criminal Law</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
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<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
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**Communications (3.0 credit hours)**
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<td>ECO2013</td>
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<tr>
<td>ENC1101</td>
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</tr>
<tr>
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<td>CWL1000</td>
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<td>English Literature</td>
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</tr>
<tr>
<td>MAC2105</td>
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<td>MGF2107</td>
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<td>STA2023</td>
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</tr>
<tr>
<td>BSC1005</td>
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<td>Ethics in Criminal Justice</td>
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<tr>
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<td>Constitutional Criminal Procedures</td>
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<td>CJL4133</td>
<td>Criminal Evidence and Procedures</td>
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</tr>
<tr>
<td>CJE4710* **</td>
<td>Integrated Criminal Justice Capstone Project</td>
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</tr>
<tr>
<td>CCJ3601</td>
<td>Deviant Behavior</td>
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<td>CCJ3666</td>
<td>Victimology</td>
<td>3.0</td>
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<tr>
<td>CCJ 4032</td>
<td>Crime and the Media</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ4641</td>
<td>Organized Crime</td>
<td>3.0</td>
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<tr>
<td>CCJ4644</td>
<td>White-Collar and Economic Crime</td>
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NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.

<table>
<thead>
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<th>Course Code</th>
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<th>Credit Hours</th>
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<tr>
<td>CCJ4489</td>
<td>Ethics in Criminal Justice</td>
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<tr>
<td>CJL3231</td>
<td>Constitutional Criminal Procedures</td>
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<td>Criminal Evidence and Procedures</td>
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<tr>
<td>CJE4710* **</td>
<td>Integrated Criminal Justice Capstone Project</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ3601</td>
<td>Deviant Behavior</td>
<td>3.0</td>
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<tr>
<td>CCJ3666</td>
<td>Victimology</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ 4032</td>
<td>Crime and the Media</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ4641</td>
<td>Organized Crime</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ4644</td>
<td>White-Collar and Economic Crime</td>
<td>3.0</td>
</tr>
</tbody>
</table>
CCJ4651 Drug Control 3.0 credit hours
CCJ4661 Terrorism 3.0 credit hours
CCI4693 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
CCJ4990 Criminal Justice Internship I 3.0 credit hours
CCJ4991 Criminal Justice Internship II 3.0 credit hours

*must be taken in the student’s last semester
** Successful completion of ENC 4313 Research Writing before a student can be enrolled.

Upper Division General Education Courses (9.0 credit hours)
ENC 4313 Research Writing 3.0 credit hours
COM 3131 Interpersonal Communication 3.0 credit hours
SYD4410 Sociology of the Urban Community 3.0 credit hours

Upper Division Electives Courses (15.0 credit hours)

Criminal Justice (Forensics Concentration)
Bachelor of Arts Degree
This program is offered at the Flagship campus only.

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. Students may elect a Forensics concentration which provides additional coursework in forensic science applications and investigations, as well as crime scene procedures.

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

- Understand the history of the criminal justice system, to include its evolution and impact on society.
- Develop students’ ability to understand the tools and procedures used by criminal justice professionals.
- Develop students’ ability to think critically and communicate effectively, both verbally and in writing
- Facilitate the development of students’ proficiency in researching, collecting and organizing complex data, solving problems and working collaboratively.
- Prepare students for employment and advancement in criminal justice related fields

Prerequisites for Major Courses
Successful completion of ENC 4313 prior to student entering CJE 4710 Integrated Criminal Justice Capstone Project
Program Outline
To receive a Bachelor of Arts degree in Criminal Justice, students must complete 120 credit hours, or 121 credit hours if taking the Forensics concentration, as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Criminal Justice Major Courses (21.0 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
- CJE1130 Communications and Writing for CJ Professionals 3.0 credit hours
- CJE2600 Criminal Investigations 3.0 credit hours
- CJI2001 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)
Any Behavioral/Social Science courses offered by KU

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)
Any Humanities/Fine Arts course offered by KU

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)
Any Natural Science courses offered by KU

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 (54.0 credit hours)
Forensics Concentration Courses (19.0 credit hours)

- CJE2672C Crime Scene Procedures 4.0 credit hours
- CJT2142 Introduction to Forensic Science 3.0 credit hours
- CJT2242 Fingerprint Evidence 3.0 credit hours
- CJE3672 Forensic Investigations 3.0 credit hours
- CJF3142 Forensic Science Applications I 3.0 credit hours
- CJF3143 Forensic Science Applications II 3.0 credit hours

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

Program Outline
To receive a Bachelor of Arts degree in Financial Crime Investigation, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Financial Crime Investigations 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
- CET1171C Service/Support PC Systems I 3.0 credit hours
- CET1172C Service/Support PC Systems II 3.0 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
<table>
<thead>
<tr>
<th>Course Area</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td><strong>Communications</strong> (3.0 credit hours)</td>
<td>SPC1017</td>
<td>Speech</td>
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<td><strong>Computers</strong> (3.0 credit hours)</td>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
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<tr>
<td><strong>Economics</strong> (6 credit hours)</td>
<td>ECO1023</td>
<td>Microeconomics</td>
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<td>ECO2013</td>
<td>Macroeconomics</td>
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<td><strong>English</strong> (6 credit hours)</td>
<td>ENC1101*</td>
<td>English Composition I</td>
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<td>ENCC2102*</td>
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<td>Applications of Mathematics</td>
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**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)

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<tr>
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<td>ACG4342</td>
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<td>ACG4651</td>
<td>Auditing I</td>
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<td>ACG4671</td>
<td>Auditing II</td>
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<td>ACG4682</td>
<td>Fraud Examination</td>
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<tr>
<td>BUL3130</td>
<td>Legal and Ethical Environments of Business</td>
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<td>CFI4475</td>
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<td>CFI4477</td>
<td>Computer System Forensic Analysis</td>
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<td>CJL4133</td>
<td>Cyber Crimes</td>
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<tr>
<td>ISM4212</td>
<td>Database Management</td>
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</table>
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  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 complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).
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
- HSA2250  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
- MGF2107  Applications of 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
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)

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<td>FIN3373</td>
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<td>HSC3010</td>
<td>Healthcare to Settings Analysis</td>
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</tr>
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<td>HSA3150</td>
<td>Public Policy in Healthcare</td>
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<td>HSA3551</td>
<td>Ethics in Healthcare</td>
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<td>HSA4011</td>
<td>Public Health Management</td>
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<tr>
<td>HSA4185</td>
<td>Leadership in Health Organizations</td>
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<tr>
<td>HSC3057</td>
<td>Research Methods in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA4222</td>
<td>Long-Term Managed Care Systems</td>
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<tr>
<td>HSA4502</td>
<td>Risk Management in Healthcare</td>
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<tr>
<td>HSA4938</td>
<td>Health Service Administration</td>
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<td>Capstone Project</td>
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<tr>
<td>HSC3661</td>
<td>Issues in Healthcare Communication</td>
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<tr>
<td>MAN3025</td>
<td>Introduction to Management and Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR3712</td>
<td>Healthcare Marketing</td>
<td>3.0</td>
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<tr>
<td>MNA4404</td>
<td>Management Law and Employee Relations</td>
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<td>MNA4405</td>
<td>Labor Relations</td>
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<tr>
<td>PLA3523</td>
<td>Health Law and Ethics</td>
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Upper Division General Education Courses (12.0 credit hours)

<table>
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<tbody>
<tr>
<td>COM3131</td>
<td>Interpersonal Communication</td>
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<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC4313</td>
<td>Research Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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 complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Homeland Security Major Courses (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ1020</td>
<td>Introduction to Criminal Justice</td>
<td>3.0</td>
</tr>
<tr>
<td>CJT2180</td>
<td>Constitutional Law for the H.S. Professional</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1006</td>
<td>Introduction to Homeland Security</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1011</td>
<td>Domestic and International Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1570</td>
<td>Introduction to Cyber-Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC2033</td>
<td>Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC2036</td>
<td>Organizing the War on Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC2210</td>
<td>Emergency Planning and Security Measures I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012*</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000*</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Economics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

English (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101*</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102*</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
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</table>

Humanities/Fine Arts (3.0 credit hours)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000*</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000*</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000*</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Must be completed with a grade of “C” or higher for Gordon Rule credit

**Upper Division Homeland Security Major Courses (42.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ4450</td>
<td>Criminal Justice Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ4661</td>
<td>Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC3034</td>
<td>Preparation and Response for Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC3037</td>
<td>Recognition and Investigation of Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC3056</td>
<td>Issues in Disaster Response</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC3211</td>
<td>Emergency Planning and Security</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC3751</td>
<td>Homeland Security Policy and Law</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC4031</td>
<td>Tactical Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC4214</td>
<td>Catastrophic Event Response Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC4554</td>
<td>Critical Infrastructure Protection</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC4564</td>
<td>Homeland Security Threat Strategy</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC4930</td>
<td>Current Topics in Public Safety/Capstone</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3025</td>
<td>Introduction to Management and Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3611</td>
<td>Cross-Cultural Management</td>
<td>3.0</td>
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</table>

**Upper Division General Education Courses (18 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>INP3004</td>
<td>Industrial Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>INP3224</td>
<td>Workforce Diversity</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>SYD4410</td>
<td>Sociology of the Urban Community</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Legal Studies

Bachelor of Arts Degree
Optional Law Office Management Concentration

Program Description
Students enrolled in the Bachelor of Arts degree in Legal Studies can opt between the traditional Bachelor of Arts degree program and the Bachelor of Arts degree program with a Law Office Management Concentration.

Keiser University’s traditional 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. The program permits students to take up to six elective courses, three of which must come from the Legal Studies curriculum, and may also provide students with the opportunity for an internship.

Keiser University’s Bachelor of Arts degree in Legal Studies with a Law Office Management concentration trains students for both traditional paralegal positions and law office manager positions. As law office managers, graduates will help oversee the day-to-day operations and management of a law firm. Students will take the majority of their courses from the Legal Studies curriculum and five courses from the Business and Accounting departments, covering topics such as accounting principles and employee relations.

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 complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Legal Studies Major Courses (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA1103</td>
<td>Legal Research and Writing I</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA1304</td>
<td>Criminal Law</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA1423</td>
<td>Contracts</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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.

Courses marked with an “E” are electives.

*Must be completed with a grade of “C” or higher for Gordon Rule credit
Upper Division Legal Studies Major Courses (48.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA3107</td>
<td>Legal Research and Writing II</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3155</td>
<td>Legal Drafting (E)</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3308</td>
<td>Criminal Procedure</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3433</td>
<td>Business Organizations</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3663</td>
<td>Income Tax* (E)</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3700</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3705</td>
<td>Worker’s Compensation (E)</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4084</td>
<td>Legal Interviewing and Investigation</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4240</td>
<td>Alternative Dispute Resolution (E)</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4263</td>
<td>Evidence*</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4307</td>
<td>Advanced Civil Litigation*</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4703</td>
<td>Advanced Torts*</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4733</td>
<td>Law Office Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4844</td>
<td>Immigration Law (E)</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4880</td>
<td>Constitutional Law (E)</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4950</td>
<td>Legal Studies Capstone Project</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4940</td>
<td>Legal Studies Internship I (E)</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA4941</td>
<td>Legal Studies Internship II (E)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Internship electives are available only at participating ground campuses

*Students enrolled in the Law Office Management Concentration will take the following five (5) courses in lieu of PLA3705, PLA3663, PLA4263, PLA4307 and PLA4703:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG3024</td>
<td>Accounting for Non-Financial Majors</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3025</td>
<td>Introduction to Management and Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4164</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MNA3324</td>
<td>Recruitment, Selection and Staffing</td>
<td>3.0</td>
</tr>
<tr>
<td>MNA4404</td>
<td>Management Law and Employee Relations</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Upper Division General Education Courses (12.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>INP3224</td>
<td>Workforce Diversity</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
<tr>
<td>CPO2002</td>
<td>Introduction to Comparative Government and Politics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td>INR2001</td>
<td>International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra or</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics or</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>POT1003</td>
<td>Intro to Political Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Program Outline
To receive a Bachelor of Arts degree in Political Science, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>CPO2002</td>
<td>Introduction to Comparative Government and Politics</td>
<td>3.0</td>
</tr>
<tr>
<td>INR2001</td>
<td>International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POT1003</td>
<td>Intro to Political Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA1304</td>
<td>Criminal Law</td>
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</tr>
<tr>
<td>CPO2030</td>
<td>Politics of the Developing World</td>
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</tr>
<tr>
<td>INR2109</td>
<td>US Latin American Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1011</td>
<td>Domestic and International Terrorism</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876 (required)</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876 (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1010</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Economics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO2013</td>
<td>Macroeconomics (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

English (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Mathematics (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Math</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

Political Science (International Relations Concentration)

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. The concentration in International Affairs is offered at the Flagship Campus only and is suited for students who wish to pursue more focused studies in foreign policy, international organizations, war and diplomacy. Students will examine how governments interact with one another on the world stage, including how nations interact and cooperate in times of peace and times of war, how leaders and countries strategize and make decisions, and how economics interact with politics in order to shape policy outcomes. This program is designed for students with an interest in public policy, international organizations, and foreign affairs, as well as those seeking an academic foundation for work in political campaigns, think tanks, or the legal profession.

Program Objectives

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

- Explain the functions of government in American society and the global community
• Explain the differences between various government and economic systems.
• 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.
• Analyze the ways in which countries interact in times of war and times of peace.
• Understand the stressors that population, natural resources, and environmental issues have on political frameworks.
• 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.
• Analyze how politics and economics interact in order to shape policy outcomes.
• 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.

**Program Outline**
To receive a Bachelor of Arts degree in Political Science with a Concentration in International Relations, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

**NOTE:** All lower division major and general education courses must be successfully completed before upper division courses are undertaken. POS2001 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS2001</td>
<td>Introduction to American Government, Comparative Politics &amp; International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>CPO2002</td>
<td>Introduction to Comparative Government and Politics</td>
<td>3.0</td>
</tr>
<tr>
<td>INR2001</td>
<td>International Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>POT1003</td>
<td>Intro to Political Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>CPO2030</td>
<td>Politics of the Developing World</td>
<td>3.0</td>
</tr>
<tr>
<td>INR2109</td>
<td>US Latin American Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1011</td>
<td>Domestic and International Terrorism</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre-1876 (required)</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876 (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1010</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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
MGF2107  Applications of 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
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 (36.0 credit hours)
INR 3105  American Foreign Policy  3.0 credit hours
INR 4079  Terrorism and Public Safety  3.0 credit hours
INR 4085  Women, Gender and I.R.  3.0 credit hours
INR X502  International Organizations  3.0 credit hours
CPO X092  Seminar in Political Culture  3.0 credit hours
INR X911  Undergraduate Research in International Relations  3.0 credit hours
INR3274  Middle East Foreign Policy  3.0 credit hours
ECO4701  The World Economy  3.0 credit hours
PUP4052  Issues in International Policy  3.0 credit hours
PLA4880  American Constitutional Law  3.0 credit hours
POS4035  Environmental Politics  3.0 credit hours
PLA4844  Immigration Law  3.0 credit hours

Upper Division Major Electives Courses (choose 15.0 credit hours)
PAD3034  Intro to Public Policy  3.0 credit hours
POS3024  Politics of U.S. Immigration  3.0 credit hours
POS3235  Mass Media and Politics  3.0 credit hours
POS3413  The American Presidency  3.0 credit hours
POS3205  Voting Behavior & Public Opinion  3.0 credit hours
POS3274  The Campaign Process  3.0 credit hours
POT 3632  Religion and Politics  3.0 credit hours
POS3063  Intergovernmental Relations  3.0 credit hours
Upper-division electives can also be selected from other courses in Business, Political Science, Psychology, Sociology, Communications, or other disciplines upon approval of the Program Director and Academic Advisor.

**Upper Division General Education Courses** (9.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>COM3465</td>
<td>Conflict Resolution</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS 3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics (pre-req STA 2023)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

PUBLIC ADMINISTRATION

Bachelor of Arts Degree

Program Description
The Bachelor of Arts degree in Public Administration explores government structures, administrative management, fiscal budgeting, community dynamics, politics and public policy for facilitating change through government systems. 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 public administration and is suited for students with an interest in public policy, politics, issues in immigration and the environment as well as those seeking an academic foundation for work in public service. Students select a specialization in Politics, Communication Studies, or Emergency Management.

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

- Demonstrate basic understanding of theories, concepts and practices relevant to public administration and its sub-fields
- Analyze contemporary social problems in America through the application of public administration concepts and theories
- Explain the differences between various government and economic systems
- Demonstrate the appropriate skills to be able to administer public programs in their chosen subfield of public administration in particular public management, healthcare administration, nonprofit management, and environmental administration
- The ability to understand that public policies shape, and are shaped by, the institutional, legal, political and economic contexts in which they occur.
- Demonstrate proficiency in clear oral and written communication by presenting succinct, well-organized materials and analysis tailored to the needs of their audience

Prerequisites for Major Courses

- POS1041 Political Science

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):

- 6.0 credit hours from any lower division Natural Science courses
- 6.0 credit hours from any lower division Mathematics courses above Intermediate Algebra

ECO2013 Macroeconomics or
Program Outline
The curriculum for the Bachelor of Arts degree in Public Administration requires 36 credits in lower division general education courses, 30 credits in open electives, 9 credits in upper division general education courses, 30 upper division major credits, and 15 credits in a specialization. One specialization must be chosen. A total of 120.0 semester credit hours are required for the degree.

NOTE: POS1041 is a prerequisite for ALL courses in the major, both lower division and upper division.

Recommended Open Electives (30.0 credit hours)
Student may substitute others with Dean's approval.

AMH1010 American History pre 1876 3.0 credit hours
AMH1020 American History post 1876 3.0 credit hours
COM2460 Intercultural Communication 3.0 credit hours
PLA1304 Criminal Law 3.0 credit hours
PLA1423 Contracts 3.0 credit hours
DSC1006 Intro to Homeland Security 3.0 credit hours
GBE1112 Entrepreneurship 3.0 credit hours
MAN1021 Principles of Management 3.0 credit hours
SYG1000 Sociology 3.0 credit hours
PSY2206 Social Psychology 3.0 credit hours
IDS1107 Strategies for Success 3.0 credit hours
MAN4164 Leadership 3.0 credit hours
PLA 4880 Constitutional Law 3.0 credit hours
PLA 4844 Immigration law 3.0 credit hours
PSY3336 Organizational Psychology 3.0 credit hours
SYD 4410 Sociology of the Social Urban Community 3.0 credit hours
IDS 3335 Critical Thinking 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)
6.0 credit hours from any lower division Behavioral/Social Science courses and

OR

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
SYG1000 Sociology 3.0 credit hours

Communications (3.0 credit hours)

SPC1010 Speech 3.0 credit hours
**Computers (3.0 credit hours)**
- CGS1000C  Introduction to Computers  3.0 credit hours

**Economics (3.0 credit hours)**
- ECO1023  Microeconomics  3.0 credit hours
- ECO2013  Macroeconomics  3.0 credit hours

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

**Humanities/Fine Arts (3.0 credit hours)**
- AML1000  American Literature  3.0 credit hours
- ENL1000  English Literature  3.0 credit hours
- CWL1000  Contemporary World Literature  3.0 credit hours
- HUM1020  General Humanities  3.0 credit hours
- PHI 1010  Intro to Philosophy  3.0 credit hours

**Mathematics (6.0 credit hours)**
- MAC2105  College Algebra  3.0 credit hours
- MGF2106  College Math  3.0 credit hours
- MGF2107  Applications of 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
- OCB1010  General Marine Biology  3.0 credit hours

**Upper Division Public Administration Major Courses (30.0 credit hours)**
- PAD3034  Intro to Public Policy  3.0 credit hours
- POS3063  Intergovernmental Relations  3.0 credit hours
- POS4035  Environmental Politics  3.0 credit hours
- PAD3712  Info Resources Mangt in the Public Sector  3.0 credit hours
- PAD3820  Foundations of Public Safety Admin  3.0 credit hours
- PAD4603  Administrative Law  3.0 credit hours
- PUP4052  Issues in International Policy  3.0 credit hours
- POS4142  Urban Government Social Policy  3.0 credit hours
- PAD4204  Public Finance  3.0 credit hours
- PAD4426  Public Sector Labor Relations  3.0 credit hours

**Specializations (15 credit hours)**

**Politics**
- POS3413  The American Presidency  3.0 credit hours
- POS3274  The Campaign Process  3.0 credit hours
- COM3465  Conflict Resolution  3.0 credit hours
**Psychology**

**Bachelor of Arts Degree**

**Program Description**

The Bachelor of Arts degree in Psychology offers a diverse curriculum that provides a broad-based education in many facets of behavior, mental processes, communication, research, and writing. Courses include forensics, sports and positive psychology, as well as the traditional courses needed to prepare students for graduate studies. Students may select from five tracks/concentrations within the major (Human Services, Developmental Psychology, Health Care/Fitness, Business and General Psychology). Student learning objectives include the application of scientific method and the ethical treatment of human and animal research subjects.
Program Objectives

Upon completion of this program, students are able to:

- Apply the scientific method to psychological research
- Identify what constitutes ethical treatment of human and animal subjects in research
- Develop an understanding of APA format and writing in the field of psychology
- Develop an understanding of how statistical tests are commonly used in psychological research.
- Analyze human behavior and mental processes
- Explain theories of development throughout the lifespan
- Evaluate theories of personality
- Understand applied psychological approaches for health, marriage and family, sports, and industrial psychology.
- Explain basic concepts of clinical and counseling psychology
- Explain processes of cognition

Prerequisites for Major Courses

PSY1012 Introduction to Psychology
STA2023 Statistics

Program Outline

To receive a Bachelor of Arts degree in Psychology, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Psychology Courses (18.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP1030</td>
<td>Introduction to Cognitive Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1082</td>
<td>Introduction to Experimental Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY2023</td>
<td>Careers and Writing in Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY2206</td>
<td>Social Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY2214</td>
<td>Abnormal Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY2314</td>
<td>Psychology of Personality</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Economics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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
MGF2107  Applications of 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 (12.0 credit hours)
CLP3300  Concepts of Clinical and Counseling Psychology  3.0 credit hours
PSY3213  Research Methods  3.0 credit hours
DEP3103  Child Psychology  3.0 credit hours
CLP3314  Health Psychology  3.0 credit hours

21 CREDITS ARE REQUIRED FROM THE FOLLOWING COURSES. STUDENTS MAY CHOOSE 21 HOURS WITHIN A SINGLE CONCENTRATION OR SELECT COURSES FROM VARIOUS CONCENTRATIONS BELOW.

Human Services (21 credits)
CLP3005  Marriage and Family  3.0 credit hours
CLP4390  Forensic Psychology  3.0 credit hours
PSY4302  Theory, Application and Evaluation of Tests  3.0 credit hours
PSY2450  Constructs of Interpersonal Conflict  3.0 credit hours
DEP4481  Death and Dying  3.0 credit hours
PSY4942  Psychology Internship I  3.0 credit hours
PSY4943  Psychology Internship II  3.0 credit hours

Developmental Psychology (21 credits)
DEP2280  Human Exceptionality  3.0 credit hours
DEP4305  Adolescent Psychology  3.0 credit hours
DEP4404  Psychology of Adult Development and Aging  3.0 credit hours
EXP3404  Principles of Learning  3.0 credit hours
PSY4830  Sport Psychology  3.0 credit hours
PSY4850  Positive Psychology  3.0 credit hours
PSY4999  Psychological Studies Capstone Course  3.0 credit hours

Health Care and Fitness (21 credits)
CLP4182  Addictive Behaviors  3.0 credit hours
PSY3309  Behavioral Neuroscience  3.0 credit hours
PSY4830  Sport Psychology  3.0 credit hours
PSY4836  Coaching and Team Building  3.0 credit hours
PSY4850  Positive Psychology  3.0 credit hours
PSY4942  Psychology Internship I  3.0 credit hours
PSY4943  Psychology Internship II  3.0 credit hours

Business (21 credits)
PSY2450  Constructs of Interpersonal Conflict  3.0 credit hours
MAN4164  Leadership  3.0 credit hours
INP4203  Performance Management  3.0 credit hours
PSY3336  Industrial/Organizational Psychology  3.0 credit hours
PSY4850  Positive Psychology  3.0 credit hours
SYD4410  Sociology of the Urban Community  3.0 credit hours
PSY4999  Psychological Studies Capstone Course  3.0 credit hours

General Psychology (21 credits)
Recommended courses—student may substitute others with Dean's approval.
CLP3005  Marriage and Family  3.0 credit hours
CLP4182  Addictive Behaviors  3.0 credit hours
DEP4481  Death and Dying  3.0 credit hours
PSY2450  Constructs of Interpersonal conflict  3.0 credit hours
PSY4830  Sport Psychology  3.0 credit hours
PSY4850  Positive Psychology  3.0 credit hours
PSY4999  Psychological Studies Capstone Course  3.0 credit hours

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
Elective Courses (21 credits)
SEVEN COURSES TO BE SELECTED BY THE ADVISOR/DEPARTMENT CHAIR

BACHELOR OF SCIENCE DEGREES

Animation and Game Design

Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science degree in Animation and Game Design prepares students for successful careers in interactive digital media related fields such as video game design and production as well as 3D modeling and animation. Students will acquire the necessary knowledge and practical application of interactive media theory and processes to grow professionally and academically throughout their careers. Concepts explored are character development, 3D modeling and animation, level design, programming languages and interactive storytelling among others.

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

- Comprehend various programming languages through quizzes, exams and applied interactive projects.
• Display the necessary skills to design, model, texture, rig and animate a character to exist within an interactive space through the use of 2D and 3D software and game engines.

• Demonstrate how to organize and execute a multi-phase production through research, implementing time management plans and producing a functioning multi-level video game.

• Generate applied art as well as digital media components to include paintings, sculptures, storyboards, audio and illustrations through the use of design software.

Prerequisites for Upper Division Courses
DIG1373    3D Texturing            3.0 credit hours
DIG2323    3D Modeling Techniques 3.0 credit hours
DIG2354    3D Animation Techniques 3.0 credit hours
DIG2793    Level Design           3.0 credit hours

Program Outline
To receive a Bachelor of Science degree in Animation and Game Design, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Animation and Game Design Major Courses (30.0 credit hours)
DIG1306    3D Animation            3.0 credit hours
DIG1321    3D Modeling             3.0 credit hours
DIG1373    3D Texturing            3.0 credit hours
DIG1717    Game Development       3.0 credit hours
DIG2323    3D Modeling Techniques  3.0 credit hours
DIG2354    3D Animation Techniques 3.0 credit hours
DIG2547    Game Prototyping       3.0 credit hours
DIG2637    Programming Fundamentals 3.0 credit hours
DIG2793    Level Design           3.0 credit hours
GRA2150C   Digital Image Editing  3.0 credit hours

Lower Division General Education Courses (39.0 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC2102*</td>
<td>English Composition II</td>
<td>3.0</td>
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<tr>
<td>AMI1000*</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000*</td>
<td>English Literature Contemporary</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000</td>
<td>World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Mathematics (6.0 credit hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
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<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
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<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Natural Sciences (6.0 credit hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSC1010</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1011</td>
<td>Advanced Biology</td>
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<td>BSC1050</td>
<td>Environmental Science</td>
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</tr>
<tr>
<td>PHY2001</td>
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</tr>
<tr>
<td>PHY2002</td>
<td>General Physics II</td>
<td>3.0</td>
</tr>
<tr>
<td>*Courses must be completed with a grade of “C” or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOTE:</strong> All lower division major and general education courses should be successfully completed before upper division courses are undertaken.</td>
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</tr>
<tr>
<td><strong>Upper Division Animation and Game Design Major Courses (30.0 credit hours)</strong></td>
<td></td>
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</tr>
<tr>
<td>DIG3362</td>
<td>Character Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG3371</td>
<td>Character Rigging</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG3372</td>
<td>Character Modeling</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG3790</td>
<td>Character Texturing</td>
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<tr>
<td>DIG3798</td>
<td>Environmental Modeling</td>
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<tr>
<td>DIG4952</td>
<td>Pre-Production Team</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG4953</td>
<td>Production Team</td>
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</tr>
<tr>
<td>DIG4970</td>
<td>Digital Media Building</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG4971</td>
<td>Digital Media Assembly</td>
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</tr>
<tr>
<td>DIG4973</td>
<td>Digital Media Execution</td>
<td>3.0</td>
</tr>
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<td><strong>Upper Division Elective Courses (15.0 credit hours)</strong></td>
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<tr>
<td>CEN3064</td>
<td>Software Design</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN4086</td>
<td>Cloud &amp; Internet Computing</td>
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</tr>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4352</td>
<td>Ethical Hacking</td>
<td>3.0</td>
</tr>
<tr>
<td>COP3610</td>
<td>Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>COP3650</td>
<td>Mobile Application Development</td>
<td>3.0</td>
</tr>
<tr>
<td>COT3205</td>
<td>Theory of Computation</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS4934</td>
<td>Interdisciplinary Capstone Experience</td>
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</tr>
<tr>
<td>ISM4212</td>
<td>Data Management Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR4503</td>
<td>Consumer Behavior</td>
<td>3.0</td>
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<tr>
<td>MAR4721</td>
<td>E-Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT3990</td>
<td>Internship</td>
<td>3.0</td>
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<tr>
<td><strong>Upper Division General Education Courses (6.0 credit hours)</strong></td>
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<td></td>
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<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
</tbody>
</table>
**Applied Engineering**

**Bachelor of Science Degree**

**Program Description**
Keiser University’s Bachelor of Science degree in Applied Engineering prepares students for entering the work force as skilled and highly trained technicians and problem solvers with an understanding of advanced engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying and maintaining electrical, mechanical, aerospace, agricultural, transportation, and biomedical systems. This includes instruction in Field Programmable Gate Arrays (FPGA); computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.

**Program Goals**
The Applied Engineering program prepares students to be successful professionals recognized for their:
- Critical thinking and problem solving skills based on a fundamental knowledge of humanities, social sciences, mathematics, physics, chemistry, engineering science and a broad range of applied engineering technical areas;
- Knowledge of global and societal concerns, ethics, and sustainability when making engineering decisions;
- Leadership and effective communication;
- Civic engagement and contributions to society; and
- Lifelong learning and professional development.

**Program Educational Objectives**
The educational objectives of the Bachelor of Science in Applied Engineering program are to produce engineering graduates whom:
- Diagnose failures at the device, component, assembly, sub-system and system levels in hardware and software.
- Repair failures including documentation of completed analysis.
- Demonstrate skills using industry-level tools and equipment used for test, measurement, diagnostics, and repair.
- Dissect how systems work based on how said systems fail.
- Diagnose complex systems and how the hardware and software are integrated.
- Apply empirical analyses in verifying theoretical results of systems failures.
- Research current tools and techniques in the field.

**Student Learning Outcomes**
Graduates of the Bachelor of Science in Applied Engineering program will be able to:
- Setup, calibrate, operate, and interpret results from industry-level tools and equipment.
- Apply knowledge of math, physics, chemistry, and engineering to diagnosing and repairing systems.
- Collect, organize, analyze, and interpret data to produce meaningful conclusions and recommendations.
• Present test results and “repair” recommendations while demonstrating leadership with confidence as part of multidisciplinary teams.
• Build in multi-level solution contingencies considering time, cost, safety, reliability, compatibility, and quality.
• Behave professionally and ethically with colleagues, customers, and the public.
• Expand their knowledge and understanding of failures at device, component, assembly, sub-system, and system levels.
• Extend learned skills to project and program management and bottom-line improvements.
• Pursue advanced degree in engineering, business, or related field.

Prerequisites for Major Courses
• Completion of all general education coursework with a minimum cumulative grade average of 2.0 (exceptions only by approval of Program Director)

Program Outline
To receive a Bachelor of Science degree in Applied Engineering, students must complete 122 credit hours as described below. The length of this program is approximately 35 months (this will vary if a student transfers in credits).

Applied Engineering Major Courses (27.0 credit hours)
- EGN1001 Introduction to Engineering 3.0 credit hours
- EET1082C Introduction to Electronics 4.0 credit hours
- ETI1185C Reliability and Failure Analysis 4.0 credit hours
- ETM1010C Mech Measurements & Instrumentation 4.0 credit hours
- ETI1420C Engineering Materials and Processes 4.0 credit hours
- ETS1700C Hydraulics and Pneumatics 4.0 credit hours
- EML2017C Mechanical Systems 4.0 credit hours

Note: All major courses must be completed with a grade of “C” or higher to advance to the next course.

General Education Courses (35.0 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

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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>PHI1010</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2114</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
<tr>
<td>PHY2001C</td>
<td>General Physics I/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY2002C</td>
<td>General Physics II/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CHM2045</td>
<td>General Chemistry</td>
<td>3.0</td>
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</table>

**Mathematics (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2114</td>
<td>Trigonometry</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (11.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PHY2001C</td>
<td>General Physics I/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>PHY2002C</td>
<td>General Physics II/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CHM2045</td>
<td>General Chemistry</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

**Upper Division Applied Engineering Major Courses (39.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGN3000C</td>
<td>Foundations of Engineering</td>
<td>4.0</td>
</tr>
<tr>
<td>EML3018C</td>
<td>Advanced Electrical/Mechanical Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>EEL3111C</td>
<td>Circuits</td>
<td>4.0</td>
</tr>
<tr>
<td>EGN3420C</td>
<td>Manufacturing Processes</td>
<td>4.0</td>
</tr>
<tr>
<td>EEL3552C</td>
<td>Signal Analysis and Communications</td>
<td>4.0</td>
</tr>
<tr>
<td>EGN3373C</td>
<td>Electrical Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>EGN3610</td>
<td>Engineering Economic Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>EML4312C</td>
<td>Design &amp; Analysis of Control Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>ETI4843C</td>
<td>Motors &amp; Controls</td>
<td>4.0</td>
</tr>
<tr>
<td>EGN4417C</td>
<td>Senior Design Project</td>
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**Computer Courses (9.0 credit hours)**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP1270</td>
<td>Programming in C for Engineers</td>
<td>3.0</td>
</tr>
<tr>
<td>COP3301</td>
<td>Modeling and Simulation</td>
<td>3.0</td>
</tr>
<tr>
<td>CDA3317</td>
<td>Rapid Prototyping with FPGA</td>
<td>3.0</td>
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</table>

**General Education Courses (9.0 credit hours)**

**Mathematics (9.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2140</td>
<td>Pre-Calculus</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2311</td>
<td>Calculus I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Elective Course (3.0 credit hours)**

Select from any course offered at Keiser University
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, physician 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.

A Bachelor of Science degree in Biomedical Sciences with an Equine Studies concentration is also available for students with an equine passion and desire to pursue a career in this field. This concentration prepares students for admission to graduate programs in Veterinarian Medicine and offers graduates a well-rounded educational opportunity necessary to be successful in the equine industry. Along with the necessary pre-vet curriculum, the concentration offers students the opportunity to develop hands-on experience in handling horses, understanding their genetic composition, equine nutrition, health and disease monitoring, and a plethora of management and training opportunities. Students selecting the Equine Studies concentration will apply their education in shadowing equine professionals such as veterinarians, farriers, and trainers during their internship courses. Equine Studies concentration courses will vary from those of the general program (see Program Outline with Equine Studies concentration below).

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.

Prerequisites for Upper Division Science Courses
• Minimum grade of “C” for general education courses
• Successful completion of all lower division math and science requirements

Program Outline
To receive a Bachelor of Science degree in Biomedical Sciences, students must complete 120 credit hours as described below. The length of this program is approximately 35 months (this will vary if a student transfers in credits).

Lower Division Sciences Courses (32.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CHM2045*</td>
<td>General Chemistry</td>
<td>3.0</td>
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<tr>
<td>CHM2045L*</td>
<td>General Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2046*</td>
<td>Advanced Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2046L*</td>
<td>Advanced Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2210*</td>
<td>Organic Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2210L*</td>
<td>Organic Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2211*</td>
<td>Organic Chemistry II</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2211L*</td>
<td>Organic Chemistry II Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PHY2053*</td>
<td>Physics I</td>
<td>3.0</td>
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<tr>
<td>PHY2053L*</td>
<td>Physics I Laboratory</td>
<td>1.0</td>
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<tr>
<td>PHY2054*</td>
<td>Physics II</td>
<td>3.0</td>
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<tr>
<td>PHY2054L*</td>
<td>Physics II Laboratory</td>
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<tr>
<td>BSC 2085C*</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>BSC 2086C*</td>
<td>Anatomy and Physiology II</td>
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Lower Division General Education Courses (42.0 credit hours)

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

Behavioral/Social Science (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PSY1012*</td>
<td>Introduction to Psychology (required)</td>
<td>3.0</td>
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<tr>
<td>DEP2004*</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
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Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
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Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

English (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
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</table>

Humanities/History (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000*</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000*</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------</td>
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<tr>
<td>CWL1000*</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
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<tr>
<td>PHI1010</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1010</td>
<td>American History Pre 1877</td>
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<tr>
<td>AMH1020</td>
<td>American History Post 1877</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Mathematics (7.0 credit hours)</strong></td>
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<tr>
<td>STA2023**</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2311*</td>
<td>Calculus</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Economics (3.0 credit hours)</strong></td>
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<td></td>
</tr>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
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<tr>
<td><strong>Natural Sciences (8 credit hours)</strong></td>
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<tr>
<td>BSC 2010*</td>
<td>Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC 2010L*</td>
<td>Biology I Laboratory</td>
<td>1.0</td>
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<tr>
<td>BSC 2011*</td>
<td>Biology II</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC 2011L*</td>
<td>Biology II Laboratory</td>
<td>1.0</td>
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<tr>
<td><strong>Upper Division Courses For Students Pursuing Degree Without Equine Studies</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Concentration:</strong></td>
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<tr>
<td><strong>Upper Division Sciences Courses (31.0 credit hours)</strong></td>
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<tr>
<td>BCH4053*</td>
<td>Biochemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>BCH4054*</td>
<td>Biochemistry II</td>
<td>3.0</td>
</tr>
<tr>
<td>MCB3020*</td>
<td>Microbiology</td>
<td>3.0</td>
</tr>
<tr>
<td>MCB3020L*</td>
<td>Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3063*</td>
<td>Genetics</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3063L*</td>
<td>Genetics Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3522*</td>
<td>Molecular Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3522L*</td>
<td>Molecular Cell Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB4524*</td>
<td>Molecular Biology II</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB4524L*</td>
<td>Molecular Biology II Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3233*</td>
<td>Immunology</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC4553*</td>
<td>Fundamentals of Pathology</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3234*</td>
<td>Biology of Cancer</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Upper Division Restricted Elective Courses (6.0 credit hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENC4313*</td>
<td>Research Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3523*</td>
<td>Health Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3241*</td>
<td>Writing for the Technical Professional</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355*</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM3210*</td>
<td>General Humanities</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC4458*</td>
<td>Bioinformatics</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Free Elective Courses (9.0 credit hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free elective may be chosen from either upper or lower division courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Upper Division Courses For Students Pursuing Degree With Equine Studies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Concentration:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Upper Division Sciences Courses (22.0 credit hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCH4053*</td>
<td>Biochemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>BCH4054*</td>
<td>Biochemistry II</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MCB3020*</td>
<td>Microbiology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MCB3020L*</td>
<td>Microbiology Laboratory</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>ANS4383*</td>
<td>Equine Genetics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ANS4383L*</td>
<td>Equine Genetics Laboratory</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>PCB3522*</td>
<td>Molecular Biology I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PCB3522L*</td>
<td>Molecular Cell Biology Laboratory</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>PCB4524*</td>
<td>Molecular Biology II</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PCB4524L*</td>
<td>Molecular Biology II Laboratory</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>PCB3233*</td>
<td>Immunology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HSC4553*</td>
<td>Fundamentals of Pathology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PCB3234*</td>
<td>Biology of Cancer</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

**Upper Division Restricted Elective Courses (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC4313*</td>
<td>Research Writing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PLA3523*</td>
<td>Health Law and Ethics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENC3241*</td>
<td>Writing for the Technical Professional</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IDS3355*</td>
<td>Critical Thinking</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HUM3210*</td>
<td>General Humanities</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BSC4458*</td>
<td>Bioinformatics</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

**Free Elective Courses (3.0 credit hours)**

Free elective may be chosen from either upper or lower division courses.

**Equine Studies Concentration (18.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM3600</td>
<td>Introduction to Horsemanship</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ANS3403</td>
<td>Equine Nutrition</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ANS3217</td>
<td>Equine Health and Disease Monitoring</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ANS4217</td>
<td>Equine Management and Training</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ANS4950</td>
<td>Equine Internship/Practicum I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PEM3650</td>
<td>Advanced Equine Training</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ANS4951</td>
<td>Equine Internship/Practicum II</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

**Biomedical Sciences (Pre-Physician Assistant Concentration)**

**Bachelor of Science Degree**

**Program Description**

A Bachelor of Science degree in Biomedical Sciences with a Pre-Physician Assistant concentration is available for students pursuing acceptance into Physician Assistant graduate level programs. This concentration prepares students for admission to Physician Assistant graduate programs by providing graduates with the fundamentals required for transitioning into advanced degrees. In addition, all students will receive guidance from advisors on graduate program clinical requirements, simulated interviews, personal statement and resume reviews. The Pre-Physician Assistant program provides students with the skills necessary to succeed in many biology based careers and graduate programs.

**Program Objectives**

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

- To prepare students for successful entry into Physician Assistant and/or related
graduate programs.

- To create a strong foundation of critical enquiry, scientific analysis and biological knowledge required for success in graduate programs.
- To cultivate student’s laboratory techniques routinely applied in medical science.
- 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.

**Prerequisites for Upper Division Science Courses**

- Minimum grade of “C” for lower level math and science courses
- Successful completion of all lower division math and science requirements

**Program Outline**

To receive a Bachelor of Science degree in Biomedical Sciences with a Pre-Physician Assistant Concentration, students must earn 120 credit hours as described below. The length of this program is approximately 35 months (this will vary if a student transfers in credits).

**Lower Division Sciences Courses (31.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM2045*</td>
<td>General Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2045L*</td>
<td>General Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2046*</td>
<td>Advanced Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2046L*</td>
<td>Advanced Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2210*</td>
<td>Organic Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2210L*</td>
<td>Organic Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>CHM2211*</td>
<td>Organic Chemistry II</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2211L*</td>
<td>Organic Chemistry II Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PHY2053*</td>
<td>Physics I</td>
<td>3.0</td>
</tr>
<tr>
<td>PHY2053L*</td>
<td>Physics I Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>HSC1531*</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC 2085C*</td>
<td>Anatomy and Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BSC 2086C*</td>
<td>Anatomy and Physiology II</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Lower Division General Education Courses (41.0 credit hours)**

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

**Behavioral/Social Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012*</td>
<td>Introduction to Psychology (required)</td>
<td>3.0</td>
</tr>
<tr>
<td>DEP2004*</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>
### English (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Humanities/History (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000*</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000*</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000*</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>PHI1010</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1010</td>
<td>American History Pre 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Post 1877</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Mathematics (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA2023**</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Economics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Natural Sciences (8.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2010*</td>
<td>Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC 2010L*</td>
<td>Biology I Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC 2011*</td>
<td>Biology II</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC 2011L*</td>
<td>Biology II Laboratory</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Upper Division Sciences Courses (36.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCH4053*</td>
<td>Biochemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>BCH4054*</td>
<td>Biochemistry II</td>
<td>3.0</td>
</tr>
<tr>
<td>MCB3020*</td>
<td>Microbiology</td>
<td>3.0</td>
</tr>
<tr>
<td>MCB3020L*</td>
<td>Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3063*</td>
<td>Genetics</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3063L*</td>
<td>Genetics Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3522*</td>
<td>Molecular Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3522L*</td>
<td>Molecular Cell Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3233*</td>
<td>Immunology</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC3500*</td>
<td>Epidemiology</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC4553*</td>
<td>Fundamentals of Pathology</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163*</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>CLP3300*</td>
<td>Concepts of Clinical Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY3309*</td>
<td>Behavioral Neuroscience</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Upper Division General Education Courses (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC4458*</td>
<td>Bioinformatics</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3523*</td>
<td>Health Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3241*</td>
<td>Writing for the Technical Professional</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Free Elective Courses (6.0 credit hours)*

Free elective may be chosen from either upper or lower division courses.
*Courses must be completed with a grade of C or higher

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 degree in Biotechnology, students must complete 122 credit hours as described below. The length of this program is approximately 35 months (this will vary if a student transfers in credits).

Lower Division Biotechnology Science Major Courses (24.0 credit hours)
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
- MAC2311 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

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**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 receive a Bachelor of Science degree in Computer Information Systems, students must complete 120 credit hours as described below. The length of this program is approximately 38 months (this will vary if a student transfers in credits).

Lower Division Computer Information Systems Major Courses (42.0 credit hours)
- CTS1156C Supporting Client Operating Systems 3.0 credit hours
- CTS1305C Essentials of Networking 3.0 credit hours
- CTS1328C Managing/Maintaining Server OS 3.0 credit hours
- CTS2106C Multi-User Operating Systems (Linux) 3.0 credit hours
- CIS2350C Principles of Information Security 3.0 credit hours
- CEN2010 Software Engineering 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
CTS3817C Web Server Administration 3.0 credit hours
CTS4321C Advanced Linux Administration 3.0 credit hours
CTS4652C Advanced Routing Technology 3.0 credit hours
CIS4352C 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 degree completion program for graduates of associate of science programs in technology-related fields. It provides students with the technical expertise and investigative skills required in the area of data encryption, stopping hackers, and other aspects of keeping sensitive information out of the wrong hands. Students will also be able to assess system weaknesses and to detect and prevent
cybercrimes.

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

- To provide students with the knowledge, critical thinking skills and communication skills needed in the field of Cyber Forensics/Information Security.
- To assist students in becoming proficient in the use of information technology security tools and basic forensic techniques for the collection, preservation, analysis, and reporting of digital network evidence.
- To enhance students’ ability to plan for, detect, respond to, and recover from incidences that require network forensic activity.
- To equip students with the skills needed to analyze the legal considerations for investigating and prosecuting computer crimes to develop a forensic process that is defensible in court.
- NOTE: This is a degree completion program.
- Applicants must complete prerequisites and have evidence of graduation from an accredited associate of science program in a technology-related field.

Prerequisites for Major Courses
Graduation from an accredited associate degree program in a technology-related field.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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
This is a degree completion program for graduates of associate degree programs in a technology related field from an accredited institution. To receive a Bachelor of Science degree in Cyber Forensics/Information Security, students must complete an additional 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits). A combined total of 120 credit hours is required for the degree.

Upper Division Cyberforensics /Information Security Major Courses (48.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG3024</td>
<td>Accounting for Non-Financial Majors</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL3130</td>
<td>Legal and Ethical Environments of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4253</td>
<td>Ethics in Information Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4365</td>
<td>Security Policies and Disaster Preparedness</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM3112</td>
<td>System Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>CJL4133</td>
<td>Criminal Evidence and Procedures</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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.

The Keiser University Dietetics and Nutrition Coordinated Program offers a concentration in Medical Nutrition Therapy at the Lakeland, Pembroke Pines and Port St. Lucie Campuses. The program concentration in Health Promotion Disease Prevention is offered at the Melbourne Campus.

**Please note:** Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR will continue to require that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In most states, graduates also must obtain licensure or certification to practice. Graduates who successfully complete the ACEND-accredited coordinated Bachelor of Science in Dietetics and Nutrition program at Keiser University are eligible to take the
credentialing exam for RDNs upon completion of the program. If the program is not completed before Jan 1 2024, however, graduates will also be required to earn a graduate degree to be eligible to take the credentialing exam to become an RDN. The graduate degree can be earned prior to enrolling in the BSDN program or after completing the BSDN program at Keiser University. A graduate degree includes a master’s degree, practice doctorate, doctoral degree (e.g., Ph.D., Ed.Dor, D.Sc.). The graduate degree may also be in any area, provided it is granted by a U.S regionally accredited college/university, or foreign equivalent. All other entry-level dietitian registration eligibility requirements remain the same. Provided registration eligibility is established prior to January 1, 2024 a graduate degree will not be required.

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 professionalism, leadership, and a commitment to service community needs.

Program Goals
1. Prepare a diverse population of graduates for successful careers as Registered Dietitians/Registered Dietitian Nutritionists in a variety of settings.
2. Graduates will be committed to professionalism, leadership, and service to the community while working as Registered Dietitians/ Registered Dietitian Nutritionists.

Program Objectives

Program Objectives for Goal 1:
- At least 80% percent of the program students complete program/degree requirements within 3 years (150% of program length).
- The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Of graduates who seek employment, 80% are employed in nutrition and dietetics or a related field within 12 months of graduation.
- 80% of employers will report on the work environment setting of graduates.
- Over a 3-year period, 80% of employers reporting via the employer survey will indicate graduate first year performance rate “average (3) to excellent (5)”.

Program Objectives for Goal 2:
- 20% of graduates who respond to an alumni survey will report involvement in leadership and/or community activities.

Alternate Pathways (available only at Lakeland, Pembroke Pines, and Port St. Lucie campuses. The Alternative Pathway is not available at the Melbourne campus.)

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 four courses to establish residency (HUN 4445 Nutrition and Disease 1, HUN 4446C Nutrition and Disease 2, 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, MCB2000C, STA2023, MAC2015, SPC1017*, CGS1000C*, ENC1101*, ENC1102*, CHM2045, CHM 2045L, CHM2046, CHM2046L, HUN2201, BCH1020C, PSY1012* or SYG1000* and AML1000* or ENL1000* or CWL1000* and ECO2013* or ECO1023* are prerequisites for the major.
- 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 complete 137 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

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

Humanities (6.0 credits)
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 credits)
MAC2105    College Algebra 3.0 credit hours
STA2023    Statistics 3.0 credit hours

Natural Science (24.0 credits)
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
DIE3213   Medical Nutrition Therapy 1 3.0 credit hours
DIE3246C  Medical Nutrition Therapy 2 4.0 credit hours
DIE3317   Dietetics in Community Health 3.0 credit hours
DIE4365   Dietetics Management of Nutrition Programs 3.0 credit hours
DIE4436C  Nutrition Counseling and Communication 4.0 credit hours
DIE4506   Seminar in Dietetics and Nutrition 3.0 credit hours
DIE4536   Enrichment Practicum in Dietetics A & B 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 A & B 7.0 credit hours
FOS3021C  Fundamentals of Food 4.0 credit hours
FOS4041C  Food Science 4.0 credit hours
FSS3233   Institution Food Service Production 3.0 credit hours
HUN4303   Lifecycle Nutrition 3.0 credit hours
HUN4241   Advanced Nutrition 3.0 credit hours
HUN4445   Clinical Nutrition 1 3.0 credit hours
HUN4446C  Clinical Nutrition 2 4.0 credit hours
Exercise Science
Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science degree in Exercise Science combines both didactic instruction integrated with supervised practice and externships necessary to provide the student with the necessary tools to be successful in this field. The focus of this program is to prepare the student to take four nationally recognized and accredited field certifications. In addition, the coursework focuses on preparing the student with a strong foundation in science-based General Educations and a balanced offering of Core classes. Following graduation from the Exercise Science program, students will have the necessary requirements to pursue a degree in a variety of medical fields including physical therapy.

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

- Develop a student’s ability to apply health and fitness assessments in the development, monitoring and motivation of individuals with exercise prescriptions.
- Effectively prepare students to properly conduct and monitor exercise sessions in both healthy and special populations.
- Apply learned principles to properly conduct assessments and measurements in sports performance assessments in both healthy and special populations and interpret the results.
- Analyze and apply principles related to the human movement system as well as using corrective exercise strategies to correct dysfunctional movement patterns.
- Prepare graduates for careers in Exercise Science and/or further education.

Prerequisites for Major Courses
At a minimum, students must successfully complete (with a minimum of a 2.0 or “C” grade in each of these courses) the following two general education requirements before beginning any core coursework. The 2.0 or “C” grade in BSC2085C is the minimum grade a student can earn before a student entering BSC2086C.
Program Outline
To receive a Bachelor of Science degree in Exercise Science, students must complete 120 credit hours as described below. The length of this program is approximately 33 months (this will vary if a student transfers in credits).

Lower Division Exercise Science Major Courses (16.0 credit hours)
- PET1084C Health-Fitness Appraisal & Wellness 4.0 credit hours
- APK2004C Introduction to Kinesiology 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 this class with a minimum of a 2.0, or “C”.

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 (6.0 credit hours)
- PSY1012 Introduction to Psychology 3.0 credit hours
- DEP2004 Lifespan Development 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

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

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

Physics (8.0 credit hours)
- PHY2053 Physics I 3.0 credit hours
- PHY2053L Physics I Laboratory 1.0 credit hours
- PHY2054 Physics II 3.0 credit hours
- PHY2054L Physics II Laboratory 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 should be successfully completed before upper division courses are undertaken.

Upper Division Exercise Science Major Courses (43.0 credit hours)
- PET3056C  Motor Development and Learning  4.0 credit hours
- APK3114C  Strength Training and Conditioning  4.0 credit hours
- APK4050C  Research Methods in Health & Human Performance  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
- PET4353C  Physiology of Fitness & Exercise  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

-or-
- PET4944 Exercise Science Externship III (subject to approval in place of capstone)  4.0 credit hours
- PET4941  Externship I  3.5 credit hours
- PET4942  Externship II  3.5 credit hours

Upper Division Elective Courses (9.0 credits)
Include the following or any qualified upper division course in Psychology, Business, Dietetics and Nutrition, or General Education
- HSC3172C  Stress Management  4.0 credit hours
- PET4517C  Sports Business Management  3.0 credit hours
- SPM4157C  Exercise Leadership II  4.0 credit hours
- PET4214  Sport and Exercise Psychology  3.0 credit hours

Forensic Investigations (Investigations Concentration)

Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science degree in Forensic Investigations (Investigations Concentration) 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.

Prerequisite for entering the program
Entering students must achieve a Wonderlic Score (or comparable) of 18 or above for entrance into the program.

- Entering students must achieve a Wonderlic score (or comparable) of 18 or above for entrance to the program;
- Undergo level 2 criminal background check; and
- Personal interview with campus BS-FI Program Director.

Prerequisite for Entering Lower Division Major Courses
- Successful completion of all lower division General Education courses with a grade of “C” or better.

Prerequisites for entering Upper Division Major Courses
All Lower Division courses must be completed with a grade of “C” or better.

Graduation Requirements (in addition to Degree Requirements section of the catalog)
A grade point average (GPA) of 2.5 or better on a 4.0 system is required.

Program Outline
To receive a Bachelor of Science degree in Forensic Investigations (Investigations Concentration), students must complete 126 credit hours as described below. The length of this program is approximately 36 months (this will vary if a student transfers in credits).

Lower Division Forensic Investigations (Investigations Concentration) Major Courses (31 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJB1712C</td>
<td>Forensic Photography</td>
<td>4.0</td>
</tr>
<tr>
<td>CJB1714C</td>
<td>Forensic Imaging and Processing</td>
<td>4.0</td>
</tr>
<tr>
<td>CJE1650C</td>
<td>Introduction to Forensic Science Technology</td>
<td>4.0</td>
</tr>
<tr>
<td>CJE2670C</td>
<td>Field Investigative Procedures and</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>Presentation of Evidence</td>
<td></td>
</tr>
<tr>
<td>CJT1351C</td>
<td>Forensic Communication</td>
<td>4.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>CJT2113</td>
<td>Forensic Legal Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>CJT2240C</td>
<td>Fingerprint Identification and Development</td>
<td>4.0</td>
</tr>
<tr>
<td>CJT2260C</td>
<td>Introduction to Biological Evidence</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Lower Division General Education Courses (47 credit hours)**

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

### Behavioral/Social Science (6 credit hours)

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

### Communications (3 credit hours)

- SPC1017  Speech Communications  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 (20 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
- BSC2011L  Biology II Laboratory  1.0 credit hour
- CHM2045  General Chemistry  3.0 credit hours
- CHM2045L  General Chemistry Laboratory  1.0 credit hour
- CHM21046  Advanced Chemistry  3.0 credit hours
- CHM2046L  Advanced Chemistry Laboratory  1.0 credit hour
- PHY2001  General Physics  3.0 credit hours
- PHY2001L  General Physics Laboratory  1.0 credit hour

### Upper Division Forensic Investigation (Investigations Concentration) Major Courses (38 credit hours)

- ANT3524C  Fundamentals of Forensic Anthropology  4.0 credit hours
- BSC3401C  Forensic Biology  4.0 credit hours
- CJF3480C  Forensic Chemistry  4.0 credit hours
- CHS4544C  Advanced Topics in Forensic Science  4.0 credit hours
- CJF3680C  Medico-Legal Death Investigation  4.0 credit hours
- CJF4351C  Advanced Evidence Documentation  4.0 credit hours
CJF3140C Criminalistics I 4.0 credit hours
CJF3141C Criminalistics II 4.0 credit hours
CJL4620 Advanced Legal Procedures and Evidence 3.0 credit hours
CJL4621 Advanced Evidence Presentation 3.0 credit hours

**Upper Division Optional Courses (6 credit hours)**
CCJ3601 Deviant Behavior 3.0 credit hours
CCJ4693 Human Exploitation 3.0 credit hours
COM3465 Conflict Resolution 3.0 credit hours
CJE4688 Cyber Crimes 3.0 credit hours
CFI4477 Computer Systems Forensic Analysis 3.0 credit hours
CLP4390 Forensic Psychology 3.0 credit hours

**Forensic Investigations Externships or Optional Courses (4 Credit hours)**
CJE4940 Forensic Investigations Externship I 2.0 credit hours
CJE4941 Forensic Investigations Externship II 2.0 credit hours
CJE4950 Forensic Investigations Capstone Course I** 2.0 credit hours
CJE4951 Forensic Investigations Capstone Course II** 2.0 credit hours

**Forensic Investigations Capstone option is available on approval and recommendation of the campus Forensic Investigations Program Director. To obtain 4 credits hours, a student may take CJE4940 and CJE4951 or CJE4950 & CJE4951 or any combination thereof.**

**Forensic Investigations (Science Concentration)**

**Bachelor of Science Degree**

**Program Description**
Keiser University’s Bachelor of Science degree in Forensic Investigations (Science Concentration) prepares students for entry level positions with forensic science analytical laboratories and for further scientific training/education. The program provides students with fundamental knowledge with respect to scientific analysis of physical material. Graduates of the program will have completed the prerequisites necessary to be successful in graduate programs in the forensic sciences.

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

- To develop critical thinkers who are capable of being strong performers in the forensic 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 the application of the forensic sciences.
- To develop students written and verbal competencies, enabling them to formulate concise and accurate reports of the results of scientific analysis.
- To develop forensic science professionals who practice within legal and ethical frameworks.

**Prerequisites for entering the program**
• Entering students must achieve a Wonderlic Score (or comparable) of 21 or above for entrance into the BS Forensic Investigations (Science Concentration) program
• Undergo level 2 criminal background check; and
• Personal interview with campus BS-Fi Program Director.

Prerequisite for Continuing in the Program
All Upper and Lower Division courses must be completed with a grade of “C” better.

Graduation Requirements (in addition to Degree Requirements section of the catalog)
A grade point average of 2.5 or better on a 4.0 system is required to graduate.

Program Outline
To receive a Bachelor of Science degree in Forensic Investigations (Science Concentration), students must complete 120 credit hours as described below. The length of this program is approximately 34 months (this will vary if a student transfers in credits).

Lower Division Forensic Investigation (Science Concentration) Major Courses (39.0 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
CHM2210 Organic Chemistry I 3.0 credit hours
CHM2210L Organic Chemistry I Laboratory 1.0 credit hour
CHM2211 Organic Chemistry II 3.0 credit hours
CHM2211L Organic Chemistry II Laboratory 1.0 credit hour
PHY2053 General Physics I 3.0 credit hours
PHY2053L General Physics I Laboratory 1.0 credit hours
PHY2054 General Physics II 3.0 credit hours
PHY2054L General Physics II Laboratory 1.0 credit hours
CJB1712C Forensic Photography 4.0 credit hours
CJE1650C Introduction to Forensic Science Technology 4.0 credit hours
CJE2670C Field Investigative Procedures and Presentation of Evidence 4.0 credit hours
CJT2113 Forensic Legal Concepts 3.0 credit hours

Lower Division Forensic Investigation (Science Conc.) General Education Courses (35 credit hours)
Credit hours in parentheses include the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 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
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
MAC2311  Calculus*  3.0 credit hours

* MAC2147 Pre-Calculus and Trigonometry is a prerequisite to MAC2311 Calculus

**Natural Science** (8 credit hours)
BSC2010  General Biology  3.0 credit hours
BSC2010L  General Biology Laboratory  1.0 credit hours
BSC2011  Advanced Biology  3.0 credit hours
BSC2011L  Advanced Biology Laboratory  1.0 credit hours

**Upper Division Forensic Investigation (Science Concentration) Major Courses** (42 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT3524C</td>
<td>Fundamentals of Forensic Anthropology</td>
<td>4.0</td>
</tr>
<tr>
<td>BCH4053</td>
<td>Biochemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>BCH4054</td>
<td>Biochemistry II</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC3401C</td>
<td>Forensic Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>CJF3480C</td>
<td>Forensic Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>CJE3680C</td>
<td>Medico-Legal Death Investigations</td>
<td>4.0</td>
</tr>
<tr>
<td>CJF4351C</td>
<td>Advanced Evidence Documentation</td>
<td>4.0</td>
</tr>
<tr>
<td>CHS4544C</td>
<td>Advanced Topics in Forensic Science</td>
<td>4.0</td>
</tr>
<tr>
<td>MCB3020</td>
<td>Microbiology</td>
<td>3.0</td>
</tr>
<tr>
<td>MCB3020L</td>
<td>Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3063</td>
<td>Genetics</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3063L</td>
<td>Genetics Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>PCB3522</td>
<td>Molecular Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>PCB3522L</td>
<td>Molecular Biology I Laboratory</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Forensic Investigations Externships or Optional Courses** (4 Credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE4940</td>
<td>Forensic Investigations Externship I</td>
<td>2.0</td>
</tr>
<tr>
<td>CJE4941</td>
<td>Forensic Investigations Externship II</td>
<td>2.0</td>
</tr>
<tr>
<td>CJE4950</td>
<td>Forensic investigations Capstone Course I**</td>
<td>2.0</td>
</tr>
<tr>
<td>CJE4951</td>
<td>Forensic Investigations Capstone Course II**</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Forensic Investigations Capstone option is available on approval and recommendation of the campus Forensic Investigations Program Director. To obtain 4 credits hours, a student may take CJE4940 and CJE4951 or CJE4950 & CJE4951 or any combination thereof.**
Golf Management
Bachelor of Science Degree

Program Description
The Bachelor of Science degree in Golf Management program prepares students for careers in the golf industry. Coursework is designed to assist students in gaining the specialized knowledge required for a successful career in the golf industry. Students receive a blend of classroom instruction and hands-on experiential learning.

Program Objectives
The following objectives are designed to meet Keiser University’s mission and its 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.

Program Outline
To receive a Bachelor of Science degree in Golf Management, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Major Courses (36 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPM1050</td>
<td>Traditions of Golf: History &amp; Culture</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1051</td>
<td>Golf Swing Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1052</td>
<td>Short Game Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1053</td>
<td>The Mental Approach to Golf</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1054</td>
<td>Fundamentals of Golf Instruction</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1056</td>
<td>Golf Club Fitting and Repair</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1057</td>
<td>Rules of Golf</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2440</td>
<td>Tournament Management</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2642</td>
<td>Golf Course Design &amp; Maintenance</td>
<td>3.0</td>
</tr>
</tbody>
</table>
SPM2612 Club Management 3.0 credit hours
SPM2058 Advanced Golf Instruction 3.0 credit hours
SPM2810 The Business of Golf 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 credits)
- PSY1012 Introduction to Psychology* 3.0 credit hours
- SYG1000 Sociology* 3.0 credit hours
- IDS1107 Strategies for Success 3.0 credit hours
- POS1041 Political Science 3.0 credit hours

**Communications** (3 credits)
- SPC1017 Speech Communication 3.0 credit hours

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

**English** (6 credits)
- ENC1101 English Composition I* 3.0 credit hours
- ENC2102 English Composition II* 3.0 credit hours

**Humanities/Fine Arts** (6 credits)
- AML1000 American Literature 3.0 credit hours
- ENL1000 English Literature 3.0 credit hours
- FIL2031 History of Film 3.0 credit hours
- FIL1000 Film Appreciation 3.0 credit hours

**Mathematics** (6 credits)
- 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)
- BSC1010 General Biology 3.0 credit hours
- BSC1011 Advanced Biology 3.0 credit hours
- BSC1030 Environmental Science 3.0 credit hours
- CHM2045 General Chemistry 3.0 credit hours
- CHM2046 Advanced Chemistry 3.0 credit hours
- OCB1010 General Marine Biology 3.0 credit hours

*Must be completed with a grade of “C” or higher for Gordon Rule credit

**NOTE:** All lower division courses should be successfully completed before upper division courses are undertaken.

**Upper Division Major Courses** (30 credit hours)
- SPM3110 Golfer Development Programs 3.0 credit hours
- SPM3115 Principles and Science of Coaching 3.0 credit hours
- SPM3310 Golf Marketing 3.0 credit hours
- SPM4104 Venue and Event Management 3.0 credit hours
- SPM4128 HR Management for the Golf Profession 3.0 credit hours
SPM4150  Sport Administration and the Law          3.0 credit hours
PET3104  Golf Facility Operations                3.0 credit hours
PEL4122  Golf Performance Development            3.0 credit hours
PEL4031  Advanced Rules of Golf                  3.0 credit hours
PSY4830  Sport Psychology                        3.0 credit hours

Upper Division Elective Courses (12 credit hours)
Students may choose any qualified upper division courses in Exercise Science, Sports Medicine, or Business. The program director or academic dean may approve other courses for substitution.

Upper Division General Education Courses (6 credit hours)
IDS3355  Critical Thinking                       3.0 credit hours
COM3465  Conflict Resolution                     3.0 credit hours
MAN4113  Managing Diversity                      3.0 credit hours
PSY4830  Sport Psychology                         3.0 credit hours

Health Information Management
Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science degree in Health Information Management (HIM) prepares students to interact with all levels of an organization – clinical, financial, administrative, and information systems – that employ patient data in decision-making and everyday operations. HIM professionals work with information technology, systems and databases to manage and secure large amounts of complex data clinicians and healthcare organizations depend on to deliver and finance quality patient care.

The program provides students with knowledge of medical, administrative, legal and ethical requirements and standards related to healthcare delivery and privacy of protected patient information. Students are trained to position themselves as the critical link between care providers, payers, and patients by possessing critical-thinking and problem-solving abilities as well as communication and interpersonal skills. The program also instills a commitment to life-long learning and important ethical values. The program fosters the acquisition of leadership abilities and systems-thinking necessary for adapting careers within a changing healthcare environment.

The Bachelor of Science Degree in Health Information Management program at Keiser University, Fort Lauderdale, is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21st floor, Chicago, IL
Certifications
Graduates of Keiser University’s Bachelor of Science in Health Information Management program are eligible to sit for the Registered Health Information Administrator (RHIA) exam offered by the American Health Information Management Association (AHIMA).

Wage and Career Outlook
The U.S. Bureau of Labor Statistics employment projections for Health Information Management careers indicate a 17% job growth from 2014 to 2024, much faster than the average for all occupations.

Registered Health Information Administrator can look forward to many expanding career opportunities due to increasing demand for medical services due to aging baby-boomers, patient privacy/data security legislation and computerization of health information.

Health Information professionals work in a multitude of settings throughout the healthcare industry including hospitals, group medical practices, nursing homes, clinics, insurance companies, government agencies and home care providers.

Program Mission Statement
The mission of the Bachelor of Science Degree in Health Information Management (HIM) program at Keiser University is to provide didactic and professional practice instruction that will allow students to perform as competent Health Information Managers; and to fill the needs of HIM in local and regional communities.

Program Goals
- The program’s mission is further defined in the following goals:
- Bachelor of Science in Health Information Management students will demonstrate professional written and verbal communication skills.
- Bachelor of Science in Health Information Management students will demonstrate ethical, professional and legal standards of conduct appropriate for HIM profession.
- Graduates are competent to fill entry-level HIM positions.
- Graduates will pass the RHIA exam.

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.

**Program Outcomes**
Click here to view the Health Information Management Program Outcomes.

**Prerequisites for the HIM Externship Course**
- A background check and drug screening may be required by the externship site.
- Minimum grade of “C” for all general education and major core courses is required.

**Program Outline**
To receive a Bachelor of Science degree in Health Information Management, students must complete 120 credit hours as described below. The length of this program is approximately 39 months (this will vary if a student transfers in credits).

**Lower Division Health Information Management Major Courses** (40.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM1000C</td>
<td>Introduction to Health Information Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1110C</td>
<td>Health Data Concepts and Standards Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1012C</td>
<td>Legal Aspects of Health Information Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC1531</td>
<td>Medical Terminology Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1433</td>
<td>Pathophysiology for Health Information Management</td>
<td>4.0</td>
</tr>
<tr>
<td>HIM1141C</td>
<td>Pharmacology for Health Information Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2410C</td>
<td>ICD-10-CM/PCS Coding I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2412C</td>
<td>ICD-10-CM/PCS Coding II</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2728C</td>
<td>ICD-10-CM/PCS Coding III</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2080C</td>
<td>CPT/HCPCS Coding</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2275C</td>
<td>Health Insurance and Reimbursement</td>
<td>3.0</td>
</tr>
<tr>
<td>XXXX</td>
<td>Open Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>XXXX</td>
<td>Open Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers** (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English** (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts** (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature or</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL 1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics** (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra or</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Natural Science (8 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC2085C</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BSC2086C</td>
<td>Human Anatomy/Physiology II</td>
<td>4.0</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM3407C</td>
<td>Alternative Health Record Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM3112</td>
<td>Systems Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4113</td>
<td>Systems Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4212</td>
<td>Database Management Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM3106C</td>
<td>Healthcare Informatics I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM3107C</td>
<td>Healthcare Informatics II</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3373</td>
<td>Healthcare Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM4308C</td>
<td>Revenue Management and Compliance</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM4306C</td>
<td>Organizational Management &amp; Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM4504C</td>
<td>Data Analytics and Research Methods</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM4508C</td>
<td>Quality Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ACG3024</td>
<td>Accounting for Non-Financial Managers</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM3806C</td>
<td>Professional Practice Experience &amp; Review</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM4942</td>
<td>Health Information Management Externship</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Upper Division General Education Courses (12.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Health Science

Bachelor of Science Degree

Program Description

The Bachelor of Science in Health Science is a degree completion program for graduates of associate of science programs in allied health fields. The program supports expansion of the professional role with a focus on interdisciplinary collaboration, problem-solving and leadership capabilities for meeting the ever-changing needs of today’s dynamic healthcare system.

Program Objectives

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

- Enhance students’ leadership abilities within the healthcare profession
- Explore the political, legal and ethical issues that impact on the practice of healthcare
- Foster interdisciplinary collaboration within a healthcare setting
• Develop a healthcare provider’s ability to educate clients, colleagues and the general public

Program Mission:
The Bachelor of Science in Health Science is a degree completion program for graduates of associate science programs in allied health fields. The program supports expansion of the professional role with a focus on interdisciplinary collaboration, problem-solving and leadership capabilities for meeting the ever-changing needs of today’s dynamic healthcare system.

Program Goals:
• Enhance students’ leadership abilities within the healthcare profession
• Explore the political, legal and ethical issues that impact on the practice of healthcare
• Foster interdisciplinary collaboration within a healthcare setting
• Develop a healthcare provider’s ability to educate clients, colleagues and the general public

Prerequisites for Major Courses
Graduation from an accredited associate degree program in an allied health field

The following lower division courses must be successfully completed before beginning upper division major courses (Course equivalency is established by the Dean of Academic Affairs from official transcripts received from regionally accredited institutions.):

- DEP2004 Life Span Development
- ECO2013 Macroeconomics
- ENC2102 English Composition II
- MAC2105 College Algebra
  OR
- MGF2106 College Mathematics
  OR
- MGF2107 Applications of 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
This is a degree completion program for graduates of associate degree programs in an allied health field. To receive a Bachelor of Science degree in Health Science, students must complete an additional 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits). A combined total of 120 credit hours is required for the degree.

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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN3373</td>
<td>Healthcare Financing</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC3010</td>
<td>Healthcare Settings Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA3341</td>
<td>Conflict Management in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA3150</td>
<td>Public Policy in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA3412</td>
<td>Cultural Competency in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA4140</td>
<td>Program Planning and Evaluation</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA4185</td>
<td>Leadership in Healthcare Organizations</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA4222</td>
<td>Long-Term Managed Care Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA4502</td>
<td>Risk Management in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC3231</td>
<td>Client Education in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC3057</td>
<td>Research Methods in Health Care</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC3500</td>
<td>Epidemiology</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC4250</td>
<td>Task Analysis and Curriculum Development in the Health Professions</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3025</td>
<td>Introduction to Management/Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR3712</td>
<td>Healthcare Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3523</td>
<td>Health Law and Ethics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Upper Division General Education Courses (12.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>COM3131</td>
<td>Interpersonal Communication for Professionals</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Imaging Sciences**

**Bachelor of Science Degree**

**Program Description**
Keiser University’s Bachelor of Science in Imaging Sciences degree program develops the administrative and/or clinical knowledge of technologists, providing the educational foundation for advanced certifications and career growth. Students may choose from concentrations in imaging administration or clinical imaging depending upon the student’s area of interest and career pathway. The program offers technologists advanced course work toward a bachelor’s degree completion and at least partial fulfillment of post-primary certification eligibility requirements. The program curriculum provides foundational courses in current interdisciplinary and administrative aspects of an imaging department. Additionally, the program allows for a more focused study of leadership and of advanced technological or clinical aspects of the imaging sciences through a specific concentration choice.
Program Mission
The mission of the Keiser University Bachelor of Science in Imaging Sciences program is to meet the changing needs of the healthcare community by offering career advancement opportunities to Radiography, Magnetic Resonance Imaging, Nuclear Medicine Technology, Diagnostic Medical Sonography, or Radiation Therapy technologists. The Imaging Sciences program utilizes a multidisciplinary approach to prepare students for upward career mobility in imaging management and/or imaging technology.

Program Goal
Apply advanced knowledge, innovative technologies, and management skills essential to the medical imaging and therapeutic professions.

Program Objectives
The program’s mission and goals are further defined in the following program objectives:
- Apply analytical and managerial skills for diverse healthcare settings
- Communicate with internal and external healthcare stakeholders
- Investigate advanced, current, and emerging diagnostic imaging technologies
- Demonstrate effective leadership skills

Prerequisites for Major Courses
Pre-Licensure Requirements**
- Completion of KU Nuclear Medicine Technology, Radiation Therapy, Radiologic Technology or Diagnostic Medical Sonography curriculum.
- All applicants must satisfy general education requirements with a grade of “C” or above.

Post-Licensure Requirements
- Graduation from either an associate’s degree program or a diploma/certificate program.
- Diploma/Certificate/International graduates and applicants who attended a non-accredited academic institution must satisfy all general education requirements before beginning upper division major courses.
- Credentialing in one of the following: Radiology Technology, Magnetic Resonance Imaging, Nuclear Medicine Technology, Diagnostic Medical Sonography, or Radiation Therapy is required for admission.
- Proof of current, active, and non-restricted professional licensure in the state of Florida is required for the Clinical Imaging Concentration.**
- All applicants must satisfy general education requirements with a grade of “C” or above.

Program Outline
This is a degree completion program for graduates of associate degree or diploma/certificate programs in specific disciplines. To receive a Bachelor of Science degree in Imaging Sciences, students must complete an additional 24 credit hours and meet other requirements as described above. The length of this program is approximately eight months, which will vary based on student transfer credits. A combined total of 122-128 credit hours is required for the degree.

Program requirements are as follows:
NOTE: All lower division major and general education courses must be successfully completed before upper division courses are undertaken.
General Education Requirements (36 - 38 credit hours)

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

Communications (3 credit hours)
SPC1017 Speech Communication 3.0 credit hours

Computers (3 credit hours)
CGS1000 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 (8 credit hours)
BSC2085C Human Anatomy/Physiology I 4.0 credit hours
BSC2086C Human Anatomy/Physiology II 4.0 credit hours

General Education Electives (3-6 credits)
CHM2045 General Chemistry 3.0 credit hours
CHM2045L General Chemistry Lab 1.0 credit hour
PHY2101 General Physics 3.0 credit hours
COM3131 Interpersonal Communication 3.0 credit hours
ENC3213 Professional Writing 3.0 credit hours
IDS3355 Critical Thinking 3.0 credit hours
STA3163 Research Methods 3.0 credit hours

Lower Division Major (55-68 Credits)
Graduation from either an associate’s degree program or a diploma/certificate program in Radiology Technology, Magnetic Resonance Imaging, Nuclear Medicine Technology, Diagnostic Medical Sonography, or Radiation Therapy.

Upper Division Major Courses (24 credit hours)

Imaging Administration Concentration (24 credit hours from the following)
HSA3150 Public Policy in Healthcare 3.0 credit hours
HSA4502 Risk Management in Healthcare 3.0 credit hours
MAN3025 Introduction to Management/Org Behavior 3.0 credit hours
MAN4113 Managing Diversity 3.0 credit hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN4164</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4337</td>
<td>Performance Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAR3712</td>
<td>Healthcare Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA3523</td>
<td>Health Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE4205</td>
<td>Radiology Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE4208</td>
<td>Economics in Medical Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE4930</td>
<td>Accreditation &amp; Regulation in Imaging Sciences</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Electives – 3 credits**

**Clinical Imaging Concentration** (24 credit hours from the following)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE3474</td>
<td>Quality Management</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE3561</td>
<td>Special Radiographic Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE3588</td>
<td>Mammography</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE3590</td>
<td>CT <em>(required)</em></td>
<td>3.0</td>
</tr>
<tr>
<td>RTE3591</td>
<td>MRI I</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE3765</td>
<td>Cross Sectional Anatomy <em>(required)</em></td>
<td>3.0</td>
</tr>
<tr>
<td>RTE3940</td>
<td>Internships/Practicums/Clinical Practice <em>(required)</em></td>
<td>3.0</td>
</tr>
<tr>
<td>RTE3941</td>
<td>Internships/Practicums/Clinical Practice <em>(required)</em></td>
<td>3.0</td>
</tr>
<tr>
<td>RTE4205</td>
<td>Radiology Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE4592</td>
<td>MRI II</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE4940</td>
<td>Internships/Practicums/Clinical Practice</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Electives - 3 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

*Available at Miami Campus only*

**Imaging Science Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA3341</td>
<td>Conflict Management in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA3412</td>
<td>Cultural Competency in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA4185</td>
<td>Leadership in Healthcare Organizations</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA4502</td>
<td>Risk Management in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3611</td>
<td>Cross-Cultural Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4164</td>
<td>Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>MNA3324</td>
<td>Recruitment, Selection and Staffing</td>
<td>3.0</td>
</tr>
<tr>
<td>MNA4404</td>
<td>Management Law and Employee Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>RTE4941</td>
<td>Internships/Practicums/Clinical Practice</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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
  OR
- MGF2106 College Mathematics
  OR
- MGF2107 Applications of Mathematics
- PSY1012 Psychology
- STA2023 Statistics

Program Outline
This is a degree completion program for graduates of associate degree programs in a computer related field. To receive a Bachelor of Science degree in Information Technology Management, students must complete an additional 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits). A combined total of 120 credit hours is required for the degree.

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG3024</td>
<td>Accounting for Non-Financial Majors</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL3130</td>
<td>Legal and Ethical Environments of</td>
<td></td>
</tr>
</tbody>
</table>
Information Technology Management (Track 2)
Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science degree in Information Technology Management prepares students with the knowledge and practical skills to function in the information technology and related industries. The program seeks to provide the theoretical fundamentals of information technology coupled with an appreciation and understanding of practical aspects and competencies required by the industry. This program is designed to foster innovation by emphasizing flexibility in the discipline of information technology management as a business problem-solving discipline. Students may select a concentration in (i) Software Engineering, (ii) Web and Mobile Development, (iii) Network Security, (iv) Multimedia Technology, or (v) General.

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

- To provide students with a comprehensive background in information technology.
- To instruct students in requirements gathering, knowledge elicitation, the validation and verification of software artifacts, and other aspects of the development life cycle.
- To provide the theoretical foundations of: (i) software and mobile applications development and deployment, (ii) networking security, (iii) multimedia technology.
- To instruct students in security governance and to help students effectively manage enterprise computing assets.
- To provide students with practical experience of new and innovative technologies that will enhance the theoretical foundations covered in class.
Program Outline
To receive a Bachelor of Science degree in Information Technology Management, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfer in credits).

**Lower Division Information Technology Management Major Courses (18.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COT1405</td>
<td>Introduction to Algorithms/Java</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN2010</td>
<td>Software Engineering I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS2350C</td>
<td>Principles of Information Security</td>
<td>3.0</td>
</tr>
<tr>
<td>COP2104</td>
<td>Discrete Mathematics and Probability</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2304C</td>
<td>Internetworking Technologies</td>
<td>3.0</td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Lower Division Information Technology Management Electives (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP1810C</td>
<td>Internet/Web-Based Program I (HTML 5, CSS)</td>
<td>3.0</td>
</tr>
<tr>
<td>COP1811C</td>
<td>Internet/Web-Based Program II (PHP, JavaScript)</td>
<td>3.0</td>
</tr>
<tr>
<td>COP1805C</td>
<td>Java Programming II</td>
<td>3.0</td>
</tr>
<tr>
<td>COP2891</td>
<td>Python Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>GRA1100C</td>
<td>Graphic Design Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>COP2224C</td>
<td>C++ Programming II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Lower Division General Education Requirements (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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
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</tbody>
</table>

**Communication (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
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</tbody>
</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
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</table>

**Economics (6 credit hours)**

<table>
<thead>
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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2103</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS3319</td>
<td>History of Civil Rights and Civil Liberties</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2140</td>
<td>Pre-calculus</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM1045</td>
<td>General Chemistry</td>
<td>3.0</td>
</tr>
</tbody>
</table>
CHM1046  Advanced Chemistry  3.0 credit hours  
PHY2001  General Physics I  3.0 credit hours  
PHY20002 General Physics II  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 Information Technology Management Major Courses (39.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM3116</td>
<td>Introduction to Business Intelligence</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4403</td>
<td>Advanced Business Intelligence</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM3112</td>
<td>System Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM3483</td>
<td>E-Business Infrastructure Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CGS3269</td>
<td>Computer Architecture Concepts OR</td>
<td></td>
</tr>
<tr>
<td>DIG3110</td>
<td>Fundamentals of Multimedia</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4130</td>
<td>Information Systems Implementation OR</td>
<td></td>
</tr>
<tr>
<td>MAR4721</td>
<td>E-Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN4086</td>
<td>Cloud Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4212</td>
<td>Database Management Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS3050</td>
<td>Security Architecture and Controls OR</td>
<td></td>
</tr>
<tr>
<td>RTV3260</td>
<td>Video Production</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN3025</td>
<td>Intro to Management and Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4253</td>
<td>Ethics in Information Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4891</td>
<td>Information Technology Capstone</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Upper Division Concentration Courses (18.0 credit hours)**

**Software Engineering**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN3011</td>
<td>Software Engineering II</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4352C</td>
<td>Ethical Hacking</td>
<td>3.0</td>
</tr>
<tr>
<td>COP3650</td>
<td>Mobile Application Development</td>
<td>3.0</td>
</tr>
<tr>
<td>COT3205</td>
<td>Theory of Computation</td>
<td>3.0</td>
</tr>
<tr>
<td>CDA4125</td>
<td>Concepts of Parallel &amp; Distributed Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN3410</td>
<td>Software Testing (Quality Assurance)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Web and Mobile Development**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP3650</td>
<td>Mobile Application Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN4721</td>
<td>Visual Frameworks</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN3725</td>
<td>Visual Interface Design</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN3410</td>
<td>Software Testing (Quality Assurance)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4667</td>
<td>Android Mobile Development</td>
<td>3.0</td>
</tr>
<tr>
<td>COP4664</td>
<td>iOS Mobile Development (Apple Swift)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Network Security**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS3000</td>
<td>Cybersecurity in Business and Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS3010</td>
<td>Cybersecurity Processes and Technologies</td>
<td>3.0</td>
</tr>
<tr>
<td>CFI4477</td>
<td>Computer System Forensic Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS3040</td>
<td>Business Continuity &amp; Operations Security</td>
<td>3.0</td>
</tr>
<tr>
<td>CFI4479</td>
<td>Network Defense and Countermeasures</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS3020</td>
<td>Advanced Network Security</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Integrated Marketing Communications

Bachelor of Science Degree

Program Description
The Keiser University Bachelor of Science in Integrated Marketing Communications prepares students for careers in the fields of marketing, advertising, public relations, communications, social media technology and its applications, and management. Students are offered courses in management, marketing, public relations, social media technology/applications, and communications in order to learn key concepts for ethical decision making and other marketing/communication elements. Students will also learn to apply marketing and communication theories and practices in the workplace, both locally and globally.

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

- Apply key concepts of communication theory and practice in the workplace
- Understand communication and marketing concepts and how to apply these concepts within the workplace
- Understand and apply management and marketing skills in connection with the evolving landscape of marketing and communications
- Utilize technology required within the framework of communications and marketing to optimize potential in the workplace

Prerequisites for Major Courses
Program Outline
To receive a Bachelor of Science degree in Integrated Marketing Communications, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Integrated Marketing Communications Major Courses (18.0 credit hours)

- GRA1044C  Introduction to Mktg/Self Promotion  3.0 credit hours
- COM1221  Introduction to Social Media Platforms  3.0 credit hours
- GEB1112  Entrepreneurship  3.0 credit hours
- MAN1021  Principles of Management  3.0 credit hours
- MAR1011  Introduction to Marketing  3.0 credit hours
- MAN2300  Human Resource Management  3.0 credit hours

Lower Division General Education Courses (33.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (6.0 credit hours)

- POS1041  Political Science (required)  3.0 credit hours
- PSY1012  Introduction to Psychology  3.0 credit hours
- SYG1000  Sociology  3.0 credit hours

Communications (3.0 credit hours)

- SPC1017  Speech Communication  3.0 credit hours

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
- MGF2106  College Mathematics  3.0 credit hours
- MGF2107  Applications of 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
- OCB1010  Marine Biology  3.0 credit hours

NOTE: All lower division major and general education courses should be successfully completed before upper division courses are undertaken.
Upper Division Social Media Communications Major Courses (60.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM3033</td>
<td>Persuasion</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM3110</td>
<td>Business and Professional Communication</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM3106</td>
<td>Cross-Cultural Communication</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM3332</td>
<td>Communication, Technology, and Change</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM3500</td>
<td>Political Communication</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM3905</td>
<td>History and Philosophy of American Media</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM4302</td>
<td>Introduction to Communication Research</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM4053</td>
<td>Public Relations Campaigns</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM4500</td>
<td>Communication Law and Ethics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM4603</td>
<td>Social Media and Society</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COM4950/4958</td>
<td>Internship OR Capstone</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAR4403</td>
<td>Sales and Sales Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAR4503</td>
<td>Consumer Behavior</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAR4334</td>
<td>Advertising/Promotional Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAR4804</td>
<td>Marketing Strategy</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAR4841</td>
<td>Service Marketing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAR4721</td>
<td>E-Marketing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAN3326</td>
<td>Industrial/Organizational Psychology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAN4602</td>
<td>International Business</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

Upper Division General Education Courses (9.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

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 campus 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 or more programs or 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
To receive a Bachelor of Science degree in Interdisciplinary Studies, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

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       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
MGF2107       Applications of 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 or more programs or disciplines from the following Eligible Disciplines list is required (other programmatic or disciplinary combinations may be used with the approval of Office of the Vice Chancellor of Academic Affairs). 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.


*General Studies Courses:
CLP3314 Health Psychology 3.0 credit hours
ENC3213 Professional Writing 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
STA3163 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)
A minimum of 27 semester credit hours of the program must be taken at the upper division level. A portion of these 51 elective hours also may be utilized to expand the 15 semester hour concentrations or add additional concentrations, if desired.

Capstone Course (3.0 semester credit hours)
IDS4934 Interdisciplinary Capstone Experience 3.0 credit hours

Interdisciplinary Studies (Music Concentration)
Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science degree in Interdisciplinary Studies, Music Concentration provides students with a foundation in music performance, music history, and music theory. Students should select a primary instrument in one of the following categories; percussion, woodwinds, or brass. Coursework prepares students for further study in either music education or music performance.

Program Objectives
• Present students with a fundamental background in music history, theory, and performance.
• Expose students to a variety of musical genres and styles
• Develop students’ abilities in analyzing music based on common music theory and music history practices.
• Apply the knowledge of music history and music theory to enhance a musical performance.
• Provide students the opportunity to perform live music.

Prerequisites for Major Courses:
None

Program Outline
To receive a Bachelor of Science degree in Interdisciplinary Studies with a concentration in Music, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Open Electives (24.0 credit hours)

Lower Division Music Courses (15.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1101</td>
<td>Music Assembly</td>
<td>1.0</td>
</tr>
<tr>
<td>MUT 1111</td>
<td>Music Theory 1</td>
<td>2.0</td>
</tr>
<tr>
<td>MUT 1112</td>
<td>Music Theory 2</td>
<td>2.0</td>
</tr>
<tr>
<td>MUT 1241</td>
<td>Aural Theory 1</td>
<td>2.0</td>
</tr>
<tr>
<td>MV_ 141_</td>
<td>Applied Major Music 1</td>
<td>2.0</td>
</tr>
<tr>
<td>MV_ 142_</td>
<td>Applied Major Music 2</td>
<td>2.0</td>
</tr>
<tr>
<td>MUN 1110</td>
<td>Marching Band</td>
<td>1.0</td>
</tr>
<tr>
<td>MUN 1120</td>
<td>Concert Band</td>
<td>1.0</td>
</tr>
<tr>
<td>MUN 1310</td>
<td>Concert Choir</td>
<td>1.0</td>
</tr>
</tbody>
</table>

*MVB for Brass (1411 Trumpet; 1412 French Horn; 1413 Trombone; 1414 Euphonium; 1415 Tuba)
MVW for Woodwinds (1411 Flute; 1412 Oboe; 1413 Clarinet; 1414 Bassoon; 1415 Saxophone)
MVP1411 for Percussion

**MVB for Brass (1421 Trumpet; 1422 French Horn; 1423 Trombone; 1424 Euphonium; 1425 Tuba)
MVW for Woodwinds (1421 Flute; 1422 Oboe; 1423 Clarinet; 1424 Bassoon; 1425 Saxophone)
MVP1421 for Percussion

9.0 remaining credit hours from any lower division courses offered at the university, which may include secondary applied lessons.

Recommended Secondary Applied Lessons (4.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVK 1211</td>
<td>Secondary Applied Piano 1</td>
<td>1.0</td>
</tr>
<tr>
<td>MVK 1221</td>
<td>Secondary Applied Piano 2</td>
<td>1.0</td>
</tr>
<tr>
<td>MVV 1211</td>
<td>Secondary Applied Voice 1</td>
<td>1.0</td>
</tr>
<tr>
<td>MVV 1221</td>
<td>Secondary Applied Voice 2</td>
<td>1.0</td>
</tr>
</tbody>
</table>

General Education Requirements (36.0 credit hours)

Behavioral/Social Science (3.0 credit hours)
3.0 credit hours from any Behavioral/Social Science courses offered at the university.

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1017</td>
<td>Speech Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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 I 3.0 credit hours

Humanities/Fine Arts (3.0 credit hours)
3.0 credit hours from any Humanities/Fine Arts courses offered at the university.

Mathematics (6.0 credit hours)
6.0 credit hours from any Mathematics courses offered at the university above Intermediate Algebra

Natural Science (6.0 credit hours)
6.0 credit hours from any Natural Science courses offered at the university.

Upper Division Requirements
Open Electives from eligible disciplines (27.0 credit hours)

Interdisciplinary Concentration (30.0 credit hours)
(15 credits in each of 2 eligible upper division disciplines)

Discipline #1 Music (15 credit hours)
MUH 2110 Introduction to Music History and Literature 3 credit hours
MUH 3211 Music History and Literature 1 3 credit hours
MUH 3212 Music History and Literature 2 3 credit hours
MUG 3104 Introduction to Conducting 2 credit hours
MUG 3301 Instrumental Conducting 2 credit hours
MUE 3691 Introduction to Technology for Music Educators 2 credit hours

Discipline #2 (15 credit hours)
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

Capstone Course (3.0 credit hours)
IDS 4934 Interdisciplinary Capstone Experience 3 credit hours

Interdisciplinary Studies, Pre-DPT Bridge
Bachelor of Science Degree
Program Description
Keiser University’s Bachelor of Science degree in Interdisciplinary Studies, Pre-DPT Bridge provides a pathway toward earning a Doctorate of Physical Therapy (DPT) by offering flexibility in course work to address specific needs of the Pre-DPT student. The degree’s general education courses, interdisciplinary concentrations, electives and capstone course focus on pre-requisites often required for entering a DPT program. With prerequisites in place, graduates of the BSIS Pre-DPT Bridge may apply to a DPT program, although the university makes no guarantee of acceptance in or admission to a DPT program. The proposed coursework is subject to approval by the campus 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 or more programs or 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
To receive a Bachelor of Science degree in Interdisciplinary Studies, Pre-DPT Bridge, students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Curriculum Requirement Semester Credit Hours
General Education Courses 38.0 (Lower Division courses)
  31.0 (15.0 Pre-DPT and 16.0 Natural Sciences)
Open Electives 48.0 (including recommended electives)
Capstone Course 3.0
Total: 120.0 Semester Credit Hours

Lower Division General Education Courses (38.0 semester credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline

Behavioral/Social Science (3.0 credit hours)
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 (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)
Any Humanities/Fine Arts course offered at the university

Mathematics (6.0 credit hours)
Any Mathematics courses above Intermediate Algebra offered at the university including STA2023 Statistics 3.0 credit hours

Natural Science (8.0 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

Interdisciplinary Concentration (31.0 semester credit hours)
A selection of 15.0 credit hours in the Pre-DPT Interdisciplinary Concentration and 16.0 credit hours in the Interdisciplinary Concentration of Natural Sciences. The selection of courses is subject to approval by the dean of academic affairs.

Open Electives (48.0 semester credit hours)
A minimum of 25.0 semester credit hours of the program must be taken at the upper division level. A portion of these 48.0 elective hours also may be utilized to expand the upper division interdisciplinary concentrations or add additional concentrations, if desired.

Capstone Course (3.0 semester credit hours)
IDS4934 Interdisciplinary Capstone Experience 3.0 credit hours

Law Enforcement Operations
Bachelor of Science Degree

Program Description
Keiser University’s Bachelors of Science degree in Law Enforcement Operations program prepares students for career positions in various areas within the field of law enforcement. It provides students with in depth exposure into the criminal justice system and the forensic investigations field. The BSLEO is delivered through a unique hybrid format to maximize student learning and promote career development in a flexible scheduled format while also maximizing efficiency in resources. Fundamental areas critical to both public and private sector entry-level positions are included in the program such as crime scene investigation, fingerprinting, introduction to law enforcement, criminal investigation, forensic photography and police communications report writing. In addition, the program prepares students with competencies in real-world applications that emphasize identifying, locating, documenting, collecting and preserving evidence within legal frameworks. Students may select from concentrations in Law Enforcement, Forensic Investigation, or Courts and Corrections.
Program Goals
The degree will provide students with a set of core courses and experiences to familiarize them to the wide-ranging criminal justice system including law enforcement, forensics, and corrections. The program is set up to provide students the ability to have a range of practical, sociological and forensics information. The degree will also prepare students who choose the forensics track not only to work as a crime scene technician but to also build a career in a crime laboratory or medical examiner’s office, and provides an excellent basis for further studies in the forensic sciences at the graduate level.

Program Objectives
- To develop students’ ability to understand the tools and procedures used by various law enforcement and forensic agencies.
- To develop students’ ability to think critically and communicate effectively, both verbally and in writing in diverse criminal justice settings.
- To assist students in becoming more proficient in researching, collecting and organizing complex data, solving problems and working collaboratively.
- To provide the student with basic knowledge concerning the operational, legal and ethical context in which law enforcement operations are conducted.
- To provide students with a comprehensive background in forensic investigative procedures and techniques.
- To instruct students as to contemporary issues facing law enforcement to include an overview of law enforcement responses to terrorism, cybercrimes and technological countermeasures.
- To provide students with a comprehensive background in the legal aspect of law enforcement and forensics, including laws, statutes and procedures.
- To assist graduates in obtaining multi-faceted entry level positions with various law enforcement and forensic agencies.

Prerequisites for Major Courses
There are no program specific pre-requisites.

Program Outline
The curriculum for the Bachelor of Science in Law Enforcement Operations consists of 120.0 semester credit hours as described below. The length of this program is approximately 38 months if selecting the Law Enforcement or Courts and Corrections concentration. The program length is approximately 37 months if selecting the Courts and Corrections concentration (this will vary if a student transfers in credits).

Lower Division General Education Courses (34.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline

Behavioral/Social Science (9.0 credit hours)
SYG1000 Sociology 3.0 credit hours
PSY1012 Introduction to Psychology (required) 3.0 credit hours
POS1041 Political Science 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

MGF2106  
College Mathematics  
3.0 credit hours

MGF2107  
Applications of Mathematics  
3.0 credit hours

STA2023  
Statistics (Required)  
3.0 credit hours

**Natural Science (7.0 credit hours)**

BSC1005  
General Biology  
3.0 credit hours

BSC2085  
Human Anatomy and Physiology I  
4.0 credit hours

**Lower Division Core Courses (25.0 credit hours)**

CJB1712C  
Forensic Photography  
4.0 credit hours

CJE2670C  
Field Inv. Procedures and Evidence Presentation  
4.0 credit hours

CJT1351C  
Forensic Communications  
3.0 credit hours

CJT2240C  
Fingerprint ID and Development  
4.0 credit hours

CJB1714C  
Crime Scene Digital Image Processing  
4.0 credit hours

Add for Law Enforcement or Forensic Investigation Concentration:

CJE1000  
Introduction to Law Enforcement  
3.0 credit hours

CJE2600  
Criminal Investigations  
3.0 credit hours

Add for Courts and Corrections Concentration:

CJC2000  
Introduction to Corrections  
3.0 credit hours

CJJ2001  
Introduction to Juvenile Procedures  
3.0 credit hours

**Upper Division Core (22.0 credit hours)**

CJE4688  
Cyber Crimes  
3.0 credit hours

MAN4164  
Leadership  
3.0 credit hours

CJL4621  
Advanced Evidence Presentation  
3.0 credit hours

CJL3231  
Constitutional Criminal Procedures  
3.0 credit hours

CJF3140C  
Criminalistics I  
4.0 credit hours

CJE3666  
Victimology  
3.0 credit hours

CCJ4661  
Terrorism  
3.0 credit hours

**Select one concentrations from below:**

**Law Enforcement Concentration (16.0 credit hours)**

CCJ4644  
White Collar and Economic Crime  
3.0 credit hours

CCJ4641  
Organized Crime  
3.0 credit hours

CCJ3601  
Deviant Behavior  
3.0 credit hours

CJF3141C  
Criminalistics II  
4.0 credit hours

CCJ4693  
Human Exploitation  
3.0 credit hours

**Forensic Investigation Concentration (16.0 credit hours)**

CJB4712C  
Digital Image Capture and Processing  
4.0 credit hours

BSC3401C  
Forensic Biology  
4.0 credit hours
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

Management Information Systems

Bachelor of Science Degree

**Management Information Systems Bachelor of Science Degree**
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 complete 123 credit hours as described below. The length of this program is approximately 41 months (this will vary if a student transfers in credits).

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
- MGF2107 Applications of Mathematics 3.0 credit hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA2023</td>
<td>Statistics (required)</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

**Natural Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BSC1006L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL3130</td>
<td>Legal and Ethical Environment of Business</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CTS3107C</td>
<td>Computer Operating Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CTS3135C</td>
<td>Computer Hardware Architecture Concepts</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM3112</td>
<td>Systems Analysis</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM3221</td>
<td>Data Communications and Networking</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM3230</td>
<td>Introduction to Business Programming</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM3232</td>
<td>Advanced Business Application Development</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM4113</td>
<td>Systems Design</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM4130</td>
<td>Information Systems Implementation</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM4212</td>
<td>Database Management Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM4220</td>
<td>Distributed Information Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ISM4300</td>
<td>Information Technology Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAN3025</td>
<td>Introduction to Management and Organizational Behavior</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAN3504</td>
<td>Operations Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MAN4602</td>
<td>International Business</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

**Upper Division General Education Courses (15.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CGS3362</td>
<td>Organization and Technology of Information Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>
Medical Laboratory Science

Bachelor of Science Degree

Please note: A Bachelor of Science degree is considered a terminal degree for the Medical Laboratory Scientist. The decision on course transferability rests with the receiving institution.

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, mycology/parasitology, immunohematology, molecular diagnostics, and serology/immunology.

Graduates will be eligible to sit for national certification exams at the Medical Laboratory Science/Medical Technologist levels.

Program Mission Statement
The mission of Keiser University’s Bachelor of Science degree program in Medical Laboratory Science is to aid the medical laboratory professions enhance its workforce by preparing competent graduates for entry-level positions as medical laboratory scientists.

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

- To develop the student’s ability to perform laboratory tests of all complexity levels
- To develop the student’s ability to think critically and communicate effectively with members of the healthcare team and the public
- To prepare students for employment as Medical Laboratory Scientists in a variety of settings

Prerequisites for Upper Division Courses
- Background check and drug screen prior to Practicum courses
- Graduation from a NAACLS accredited Associate of Science in Medical Laboratory
Technician program

- Interview with the Medical Laboratory Science program
- Minimum programmatic GPA of 2.75 in the Medical Laboratory Technician associate degree program
- Students must satisfy the following prerequisites (or equivalent with a “C” or higher) before beginning upper division major courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2045</td>
<td>General Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2046</td>
<td>Advanced Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2046L</td>
<td>Advanced Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2210</td>
<td>Organic Chemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2210</td>
<td>Organic Chemistry I Laboratory</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Program Outline

This is a degree completion program for graduates of MLT associate degree programs accredited by NAACLS. To receive a Bachelor of Science degree in Medical Laboratory Science, students must complete an additional 60 upper division credit hours. The length of this program is approximately 20 months (this will vary if a student transfers in credits). A combined total of 120 credit hours is required for the degree. 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 (43 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS3100</td>
<td>Clinical Biochemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS3191</td>
<td>Molecular Diagnostics</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4630</td>
<td>Advanced Clinical Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4460</td>
<td>Advanced Microbiology</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS3440</td>
<td>Parasitology/Mycology</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS3505</td>
<td>Clinical Immunology</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4552</td>
<td>Advanced Immunohematology</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4320</td>
<td>Hematology/Hemostasis</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA3551</td>
<td>Ethics in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC3057</td>
<td>Research Methods in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4830</td>
<td>Advanced Practicum Technique I and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4831</td>
<td>Advanced Practicum Technique II and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4832</td>
<td>Advanced Practicum Technique III and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>MLS4905</td>
<td>Contemporary Topics in Laboratory Medicine</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Criteria for Graduation of MLS Students

The Medical Laboratory Science student who completes Keiser University’s Medical Laboratory Science program must also meet the current criteria and regulations for licensure by the state of Florida to obtain gainful employment as a medical laboratory scientists/medical technologist. However, students are not required to sit for the certification examination or obtain a professional license as a condition of graduation from Keiser University.
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 complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Network Systems and Data Communications Major Courses (36.0 credit hours)

CET1171C  Service/Support PC Systems I  3.0 credit hours
CET1172C  Service/Support PC Systems II  3.0 credit hours
CTS1156C  Supporting Client Operating Systems  3.0 credit hours
CTS1305C  Essentials of Networking  3.0 credit hours
CTS1328C  Managing/Maintaining Server Op Sys  3.0 credit hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS2350C</td>
<td>Principles of Information Security</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CTS2106C</td>
<td>Multi-User Operating Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CTS2153C</td>
<td>Application Support</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CTS2302C</td>
<td>Implementing Directory Services</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CTS2304C</td>
<td>Internetworking Technologies</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CTS2306C</td>
<td>Implementing a Network Infrastructure</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>COP2843C</td>
<td>Web Systems</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

**Lower Division General Education Requirements** (36 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

<table>
<thead>
<tr>
<th>Behavioral/Social Science (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012 Introduction to Psychology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>POS1041 Political Science</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>SYG1000 Sociology</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017 Speech</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computers (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C Introduction to Computers</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English (6.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101 English Composition I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENC2102 English Composition II</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economics (6.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023 Microeconomics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ECO2013 Macroeconomics</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities/Fine Arts (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000 American Literature</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENL1000 English Literature</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (6.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105 College Algebra</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>STA2023 Statistics</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economics (6.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023 Microeconomics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ECO2013 Macroeconomics</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Science (6.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005 General Biology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BSC1006 Advanced Biology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CHM1045 General Chemistry</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CHM1046 Advanced Chemistry</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PHY2001 General Physics I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PHY2002 General Physics II</td>
<td>3.0 credit hours</td>
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</tbody>
</table>

246
Upper Division Network Systems and Data Communications Major Courses (39.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS3370C</td>
<td>Designing a Virtual Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS3817C</td>
<td>Web Server Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS4323C</td>
<td>Enterprise Planning &amp; Optimization</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS4321C</td>
<td>Advanced Linux Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM3112</td>
<td>Systems Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS4113C</td>
<td>Wireless Networks and Mobile Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4212</td>
<td>Database Management Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS4352C</td>
<td>Ethical Hacking</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS4652C</td>
<td>Advanced Routing Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4300</td>
<td>Information Technology Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS3330C</td>
<td>Implementing a Messaging Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>CET3482C</td>
<td>IP Telephony</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Upper Division General Education Courses (9.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Nursing

Bachelor of Science in Nursing Degree

Program Description

Keiser University offers Bachelor of Science in Nursing degrees for both pre-licensure students completing their first program of study in professional nursing, and licensed registered nurses with a previous associate’s degree in nursing (ASN or ADN), diploma degree, and international students. Applicants should discuss which BSN program is best suited for them with a nursing admissions counselor.

- **Traditional BSN:**
  - students beginning first program of study
  - eight 16 week semesters
  - Fall/Spring only schedule or year round schedule depending on campus
- **FastTrack BSN:**
  - students must have 60 college credits
  - four 16 week semesters for nursing core after prerequisites, year round schedule
- **Accelerated BSN:**
  - students with a previous bachelor’s or graduate degree
  - four 16 week semesters for nursing core after prerequisites, year round schedule
- **RN to BSN:**
o licensed RNs
o fully online or hybrid (depending on campus)
  o three 16 week semesters, 12 months

Graduates of these BSN programs will be prepared to provide compassionate, patient-centered, culturally competent nursing care to individuals, families, groups, communities, and populations in a variety of settings, using evidence-based knowledge and skills related to wellness, health promotion, illness, disease management, and end-of-life care to improve healthcare outcomes. They will practice in partnership with patients as members and leaders of interprofessional healthcare teams, utilizing the most current healthcare technologies.

The baccalaureate degree in nursing at Keiser University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791, www.aacn.nche.edu/ccne-accreditation.

**Program Goals:**
Keiser University’s Bachelor of Science in Nursing program enables students to provide evidence-based collaborative care to diverse patient populations in varied settings. At the conclusion of the program, BSN graduates will be able to:

1. Enact leadership, clinical-decision-making, and effective communications skills to provide and evaluate safe high quality nursing services.
2. Creatively engage in rational inquiry utilizing evidence-based nursing knowledge in both well defined, relatively common clinical situations, and in complex clinical situations.
3. Employ information management and patient care technology knowledge and skills to enhance the delivery of quality patient care.
4. Maintain an understanding of system and organizational level policy in order to provide appropriate direct and indirect nursing care for ethnically, culturally, and/or spiritually diverse patients and their families within varied healthcare systems and settings.
5. Participate in and lead interprofessional healthcare efforts to design and manage the care of individuals and their families.
6. Practice nursing within ethical, legal, and humanistic frameworks, promoting nursing’s values of altruism, autonomy, human dignity, integrity, and social justice to provide quality, cost-effective care founded on health promotion and disease prevention principles to individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.

**Program Outcomes:**
Keiser University’s Bachelor of Science in Nursing program enables students to provide evidence-based collaborative care to diverse patient populations in varied settings. The Programmatic Student Learning Outcomes are a culmination of measurable competencies, consistent with the American Association of Colleges of Nursing (2008) Essentials of Baccalaureate Education for Professional Nursing Practice (2008), which enable graduates to practice within a complex healthcare system.

The Programmatic Student Learning Outcomes are:

1. **CARE COORDINATION:** Utilizes effective leadership, communication and collaboration for shared decision making with the patient and multidisciplinary healthcare providers in the deliberate organization, design and management of safe, high quality and high value care for culturally and spiritually diverse patients across the continuum of healthcare environments.

2. **RESEARCH AND TRANSLATION:** Engages in scientific inquiry with a spirit of creativity,
utilizes evidence-based nursing knowledge, and translates data and information into nursing practice to address common clinical scenarios.

3. **INFORMATION MANAGEMENT:** Utilizes patient care technology and information systems to communicate, collaborate and support clinical decision-making in the delivery of quality patient care in a variety of healthcare settings.

4. **ADVOCACY AND POLICY:** Integrates professional nursing values, ethical, legal, and theoretical practice frameworks fundamental to the discipline of nursing to influence health promotion, disease prevention, healthcare policy, and regulation across the lifespan and practice environments

**Prerequisites for Major Courses**

**All Pre-licensure BSN programs**
- Required health and immunizations screening
- Personal interview with the nursing program
- 3.0 average GPA for general education/prerequisite courses with a minimum grade of “C”
- “B” grade or better in the following prerequisite courses:
  - BSC2085C Human Anatomy & Physiology I
  - BSC2086C Human Anatomy & Physiology II
  - CHM2045 General Chemistry I
  - CHM2045L General Chemistry Lab
  - MCB2000C Microbiology I

**Traditional BSN :**
- High school GPA of 3.2 or higher OR
- Either SAT 1150 (taken 5/2016 and later) or 1590 (taken earlier than 5/2016), ACT 23, or Wonderlic 25
- Acceptable background check and drug screening

**FastTrack BSN:**
- Earned 60 or more credits from one or more accredited colleges or universities, GPA of 3.0 or better A
- Score for SAT 1150 (taken 5/2016 and later) or 1590 (taken earlier than 5/2016), or ACT 23, or Wonderlic of 25.
- Additional general education classes and prerequisites per audit sheet
- Acceptable background check and drug screening

**Accelerated BSN**
- Bachelor’s or graduate degree in a non-nursing discipline with a cumulative GPA of 3.0 on a 4.0 scale, or the 3.0 GPA in the last 60 credits of the degree
- Additional general education classes and prerequisites per audit sheet
- Acceptable background check and drug screening

**RN to BSN**
- Graduation from either an associate degree nursing program, a diploma nursing Program, or an awarded registered nursing license in the state of residence.
- Proof of current, active, and non-restricted professional licensure as a registered nurse in the United States. Students in an RN to BSN on campus hybrid program must hold a Florida RN license.

**Program Outlines**

**Traditional BSN (120.0 credit hours)**
To receive a Bachelor of Science degree in Nursing, students must complete 120 credit hours as
described below. The schedule for this beginning program of professional nursing study may vary by
campus and be offered either during the Fall/Spring semesters only, or year round. The length of this
program is approximately 32 months (this will vary if a student transfers in credits). Students must
maintain a cumulative GPA of 3.0 or higher, and Nursing Core courses must be completed with a grade
of “B’ or higher to proceed successfully through the program.

**General Education Requirements** (40.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM2045</td>
<td>General Chemistry I</td>
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<td>Introduction to Psychology</td>
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<td>English Composition II</td>
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</tr>
<tr>
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**Nursing Major Requirements** (80.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
</tr>
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</tr>
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<td>Professional Nursing II</td>
<td>1.0</td>
</tr>
<tr>
<td>NUR3129</td>
<td>Pathophysiology for BSN</td>
<td>4.0</td>
</tr>
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<td>NUR2065C</td>
<td>Physical Assessment in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>NUR2243</td>
<td>Clinical Decision Making in Evidence Based Practice</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR2032C</td>
<td>Care Management I</td>
<td>8.0</td>
</tr>
<tr>
<td>NUR2140C</td>
<td>Nursing Pharmacotherapeutics</td>
<td>4.0</td>
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<tr>
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<td>Nursing Quality and Safety in Healthcare</td>
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<td>NUR3219C</td>
<td>Care Management II</td>
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</tr>
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<td>NUR3047C</td>
<td>Health Promotion, Disease Prevention: A Community Perspective</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR3829</td>
<td>Ethical and Legal Issues in Healthcare</td>
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<td>Care Management III</td>
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<td>Nursing Research for Evidence-Based Practice</td>
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<td>Information Technology for Nursing</td>
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<td>NUR3767C</td>
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<td>Care Management V</td>
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<td>NUR4828</td>
<td>Professional Nursing III</td>
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<tr>
<td>NUR4888</td>
<td>Nursing Leadership in Systems of Healthcare</td>
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</tr>
</tbody>
</table>

**FastTrack BSN (120.0 credit hours)**

This beginning program of professional nursing study is designed for individuals with prior college
credits that may already have met the general education requirements of the program. To receive a
Bachelor of Science degree in Nursing, students must complete an additional 76 credit hours of nursing
coursework as described below. The length of this program is approximately 16 months (this will vary
based on the amount of general education transfer credits awarded). A combined total of 120 credit hours is required for the degree. Students must maintain a cumulative GPA of 3.0 or higher, and Nursing Core courses must be completed with a grade of “B’ or higher to proceed successfully through the program.

**General Education Requirements (44.0 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
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<td>Elective</td>
<td>Humanities Elective</td>
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<tr>
<td>BSC2085C</td>
<td>Human Anatomy &amp; Physiology I</td>
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</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
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<tr>
<td>Elective</td>
<td>General Lower Level Elective</td>
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<td>Microbiology I</td>
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<tr>
<td>BSC2086C</td>
<td>Human Anatomy &amp; Physiology II</td>
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<td>DEP2004</td>
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</tr>
<tr>
<td>Electives</td>
<td>General Electives</td>
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</tr>
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</table>

**Nursing Major Requirements (76.0 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>NUR1010</td>
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<td>NUR1011</td>
<td>Professional Nursing II</td>
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</tr>
<tr>
<td>NUR3129</td>
<td>Pathophysiology for BSN</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR2065C</td>
<td>Physical Assessment in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>NUR2243</td>
<td>Clinical Decision Making in Evidence Based Practice</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR2032C</td>
<td>Care Management I</td>
<td>8.0</td>
</tr>
<tr>
<td>NUR2833C</td>
<td>Nursing Quality and Safety in Healthcare</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR3219C</td>
<td>Care Management II</td>
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</tr>
<tr>
<td>NUR2140C</td>
<td>Nursing Pharmacotherapeutics</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR3829</td>
<td>Ethical and Legal Issues in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>NUR3870</td>
<td>Information Technology for Nursing</td>
<td>3.0</td>
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<td>Care Management III</td>
<td>8.0</td>
</tr>
<tr>
<td>NUR3047C</td>
<td>Health Promotion, Disease Prevention: A Community Perspective</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR3165</td>
<td>Nursing Research for Evidence-Based Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>NUR3525</td>
<td>Mental Health Concepts in Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR4108</td>
<td>Public Policy and Risk Management in Nursing</td>
<td>3.0</td>
</tr>
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<td>NUR4717C</td>
<td>Advanced Care Management</td>
<td>11.0</td>
</tr>
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<td>NUR4828</td>
<td>Professional Nursing III</td>
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</tr>
<tr>
<td>NUR4888</td>
<td>Nursing Leadership in Systems of Healthcare</td>
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</tbody>
</table>

**Accelerated BSN (76.0 credit hours)**

This beginning program of professional nursing study is designed for graduates of bachelor’s or graduate degree programs. To receive a Bachelor of Science degree in Nursing, students must complete an additional 76 credit hours of nursing coursework as described below. The length of this program is approximately 16 months (this will vary based on the amount of general education transfer credits awarded). A combined total of 120 credit hours is required for the degree. Students must
maintain a cumulative GPA of 3.0 or higher, and Nursing Core courses must be completed with a grade of “B” or higher to proceed successfully through the program.

**General Education Requirements (22.0 credit hours prerequisites and 22.0 block credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>Human Anatomy &amp; Physiology I</td>
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<td>BSC2086C</td>
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<td>DEP2004</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
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**Nursing Major Requirements (76.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
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<td>Professional Nursing I &amp; II for ABSN</td>
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<td>NUR3129</td>
<td>Pathophysiology for BSN</td>
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<td>NUR2065C</td>
<td>Physical Assessment in Healthcare</td>
<td>3.0</td>
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<td>NUR2243</td>
<td>Clinical Decision Making in Evidence Based Practice</td>
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<td>Care Management I</td>
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<td>NUR3219C</td>
<td>Care Management II</td>
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<td>NUR3829</td>
<td>Ethical and Legal Issues in Healthcare</td>
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<td>NUR3870</td>
<td>Information Technology for Nursing</td>
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<td>Health Promotion, Disease Prevention: A Community Perspective</td>
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<td>Mental Health Concepts in Nursing</td>
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<td>Public Policy and Risk Management in Nursing</td>
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<tr>
<td>NUR4717C</td>
<td>Advanced Care Management</td>
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<tr>
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</tr>
<tr>
<td>NUR4828</td>
<td>Professional Nursing III</td>
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**RN to BSN (120.0 credit hours)**

This degree completion program for registered nurses emphasizes critical thinking, leadership, management, research, physical assessment, and health prevention and promotion across a variety of healthcare settings. The curriculum accentuates cultural, political, economic, and social issues that affect patients and influence healthcare delivery through online and/or face-to-face classroom (depending on campus) and clinical components. Students must complete all courses with a grade of “C" or higher to proceed successfully through the program.

This program is designed for graduates of associate degree programs in nursing, nursing diploma programs, international, or associate degrees in applied science in nursing, who have also satisfied the above prerequisites for major courses. The length of this program is approximately 12 months (this will vary if a student transfers in credits). A combined total of 120 credit hours is required for the degree. Students applying to the MSN program should take NUR510 Health Promotion and Disease Prevention as an elective course in their last term of the RN to BSN Program. This will result in a total of 123 credit hours earned for the degree.
Previous General Education Courses (33.0 credit hours)

Advanced Placement Credit for RN Licensure (42.0 credit courses)

Elective General Education Courses (9.0 credit hours)
- STA2023  Statistics  3.0 credit hours
- ENC 3213  Professional Writing  3.0 credit hours
- General Education Elective  3.0 credit hours

Upper Division Nursing Major Courses (36.0 credit hours)
- NUR3068  Health Assessment, Promotion and Prevention  3.0 credit hours
- NUR3129  Pathophysiology for BSN  4.0 credit hours
- NUR3805  Nursing Role and Scope  3.0 credit hours
- NUR 4107  Global Trends in Nursing Practice  4.0 credit hours
- NUR 4108  Public Policy and Risk Management  3.0 credit hours
- NUR4166  Nursing Research  3.0 credit hours
- NUR4636  Community Nursing  4.0 credit hours
- NUR4870  Nursing Informatics  3.0 credit hours
- NUR4888  Nursing Leadership in Systems of Healthcare  3.0 credit hours
- NUR4930  Special Topics in Professional Nursing Practice I  3.0 credit hours
- NUR4935  Special Topics in Professional Nursing Practice II  3.0 credit hours

Elective Course for Students Applying to the MSN Program (3.0 credit hours)
- NUR510  Health Promotion and Disease Prevention  3.0 credit hours

Information about clinical course: NUR 4636 requires 45 clinical hours. Students are responsible for securing the appropriate preceptors for this clinical courses. Additional information regarding the clinical course requirements can be found in the RN to BSN Clinical Course Manual.

Public Safety Administration

Bachelor of Science Degree

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

Program Objectives
- The following objectives are designed to meet Keiser University’s mission and its goals:
- Develop an understanding of public administration management within the context of public safety departments.
- Acquire skills in personnel management, grant writing, administrative law, property management and public relations in order to effectively supervise departments and
work with the community. Develop an understanding of intergovernmental relations, how government at all levels–local, state, and national–must work together to provide public safety and social services effectively.

- Develop emergency plans for catastrophic events to ensure public safety and the effective operation of their departments.

**Prerequisites for Major Courses**
Graduation from an accredited associate degree program in an approved field:

- Fire Science
- Paramedical Science
- Crime Scene Technology
- Criminal Justice
- Homeland Security
- Paralegal Studies

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

- ENC2102 English Composition II 3.0 credit hours
- MAC2105 College Algebra or 3.0 credit hours
- MGF2106 College Mathematics or 3.0 credit hours
- MGF2107 Applications of 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**
This is a degree completion program for graduates of associate degree programs in approved related fields. To receive a Bachelor of Science degree in Public Safety Administration, students must complete an additional 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits). A combined total of 120 credit hours is 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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PAD3034</td>
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<td>PAD3712</td>
<td>Information Resources Management in the Public Sector</td>
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</tr>
<tr>
<td>PAD3820</td>
<td>Foundations of Public Safety Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>PAD4204</td>
<td>Public Finance</td>
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<tr>
<td>PAD4232</td>
<td>Grant and Contract Management</td>
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<td>PAD4390</td>
<td>Hazard Mitigation</td>
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<tr>
<td>PAD4426</td>
<td>Public Sector Labor Relations</td>
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<tr>
<td>PAD4442</td>
<td>Public Relations</td>
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<tr>
<td>PAD4603</td>
<td>Administrative Law</td>
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COM3465 Conflict Resolution 3.0 credit hours
DSC3056 Issues in Disaster Response 3.0 credit hours
DSC4214 Catastrophic Event Response Planning 3.0 credit hours
DSC4554 Critical Infrastructure Protection 3.0 credit hours
MAN3240 Concepts and Techniques in Organizational Behavior 3.0 credit hours
MAN4065 Business Ethics 3.0 credit hours
MAN4863 Facilities and Property Management 3.0 credit hours

Upper Division General Education Courses (12.0 credit hours)

ENC3213 Professional Writing 3.0 credit hours
INP3224 Workforce Diversity 3.0 credit hours
POS3063 Intergovernmental Relations 3.0 credit hours
POS4142 Urban Government Social Policy 3.0 credit hours

Software Engineering
Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science in Software Engineering prepares students with the knowledge and practical skills to function in entry-level positions within the profession. Software engineering relates to the conceptualization, design, implementation, deployment and maintenance of software solutions (software development life cycle). At its core, the program seeks to provide the theoretical fundamentals of software development coupled with an appreciation and understanding of practical aspects and competencies required by the industry. This program is designed to foster innovation through flexibility of software engineering as a business problem-solving discipline.

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

- To provide students with a comprehensive background in software engineering procedures and techniques
- To provide the theoretical foundations to ensure precision within the software
lifecycle  To instruct students in the validation and verification of software artifacts
•  To develop, within students, an appreciation for the importance of excellent business acumen and communication skills

Prerequisites for Major Courses
None

Program Outline
To receive a Bachelor of Science degree in Software Engineering, students must complete 123 credit hours as described below. The length of this program is approximately 38 months (this will vary if a student transfers in credits).

Lower Division Software Engineering Major Courses (45.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>COP1800C</td>
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<tr>
<td>COP1805C</td>
<td>Java Programming II</td>
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<tr>
<td>COP2360C</td>
<td>C# (Sharp) Programming I</td>
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</tr>
<tr>
<td>CTS1305C</td>
<td>Essentials of Networking</td>
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<tr>
<td>COT1405C</td>
<td>Introduction to Algorithms</td>
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<td>CEN2010C</td>
<td>Software Engineering I - Introduction to Software Engineering Principles</td>
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<tr>
<td>CTS2106C</td>
<td>Multi-User Operating Systems</td>
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<tr>
<td>CDA2100C</td>
<td>Computer Architecture</td>
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<tr>
<td>CEN2721C</td>
<td>Human Computer Interface Design</td>
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<tr>
<td>CEN2027C</td>
<td>Software Maintenance and Evolution</td>
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<tr>
<td>COT 2104C</td>
<td>Discrete Mathematics and Probability</td>
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<tr>
<td>COP2843C</td>
<td>Web Systems</td>
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</table>

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)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
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</table>

Communication (3.0 credit hours)

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<td>Speech</td>
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</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
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</table>

English (6.0 credit hours)

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Mathematics (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM1045</td>
<td>General Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>CHM1046</td>
<td>Advanced Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>PHY2001</td>
<td>General Physics I</td>
<td>3.0</td>
</tr>
<tr>
<td>PHY20002</td>
<td>General Physics II</td>
<td>3.0</td>
</tr>
<tr>
<td>COP3610</td>
<td>Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN4230</td>
<td>Domain Specific Languages</td>
<td>3.0</td>
</tr>
<tr>
<td>COT3205</td>
<td>Theory of Computation</td>
<td>3.0</td>
</tr>
<tr>
<td>COP3650</td>
<td>Mobile Application Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN3011</td>
<td>Software Engineering II - Advanced Software Engineering</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN3064</td>
<td>Software Design</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN3410</td>
<td>Software Testing</td>
<td>3.0</td>
</tr>
<tr>
<td>ISM4212</td>
<td>Database Management Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>COP4620</td>
<td>Compiler Construction</td>
<td>3.0</td>
</tr>
<tr>
<td>CDA4125</td>
<td>Concepts of Parallel and Distributed Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN4583</td>
<td>Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN4086</td>
<td>Cloud and Internet Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN3016</td>
<td>Specification of Software Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>STA3163</td>
<td>Intermediate Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>ID3355</td>
<td>Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>CGS3300</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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, sales, economics, and finance. The program is offered as a 120-credit program and a 60-credit degree completion program. 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
- Design, implement, and manage sport events
- Identify and utilize trends in sport consumption to manage market strategies for the improved consumption of a sport product or service
- Apply best practices in sales to improve sales performance in a sport organization
- Apply ethical principles in the management of sport organizations
- Assess current issues in sport management and their likely impact on varying sport organizations
- Discuss how the economics of sport influence the business decisions of sport organizations
- Manage the day-to-day business aspects of a sport organization toward the fulfillment of that organization’s mission and objectives

**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 complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

**Lower Division Sport Management Courses** (21.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG1001</td>
<td>Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL1240</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1000</td>
<td>Introduction to Sport Management</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2001</td>
<td>Introduction to Sport Marketing and Sales Management</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2022</td>
<td>Current Issues in Sport Management</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1940</td>
<td>Sport Management Internship I</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2940</td>
<td>Sport Management Internship II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Lower Division Elective Courses** (6.0 credit hours)

Students may choose 6.0 lower division credit hours in any field(s) to complete this requirement.

**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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Area</td>
<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>Communications</strong> (3.0 credit hours)</td>
<td>SPC1017</td>
<td>Speech Communication</td>
</tr>
<tr>
<td><strong>Computers</strong> (3.0 credit hours)</td>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td><strong>Economics</strong> (3.0 credit hours)</td>
<td>ECO1023</td>
<td>Microeconomics</td>
</tr>
<tr>
<td><strong>English</strong> (6.0 credit hours)</td>
<td>ENC1101</td>
<td>English Composition I</td>
</tr>
<tr>
<td></td>
<td>ENC2102</td>
<td>English Composition II</td>
</tr>
<tr>
<td><strong>Humanities/Fine Arts</strong> (3.0 credit hours)</td>
<td>AML1000</td>
<td>American Literature</td>
</tr>
<tr>
<td></td>
<td>ENL1000</td>
<td>English Literature</td>
</tr>
<tr>
<td><strong>Mathematics</strong> (6.0 credit hours)</td>
<td>MAC2105</td>
<td>College Algebra</td>
</tr>
<tr>
<td></td>
<td>MGF2106</td>
<td>College Mathematics</td>
</tr>
<tr>
<td></td>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
</tr>
<tr>
<td></td>
<td>STA2023</td>
<td>Statistics</td>
</tr>
<tr>
<td><strong>Natural Science</strong> (6.0 credit hours)</td>
<td>BSC1005</td>
<td>General Biology</td>
</tr>
<tr>
<td></td>
<td>BSC1006</td>
<td>Advanced Biology</td>
</tr>
<tr>
<td></td>
<td>BSC1050</td>
<td>Environmental Science</td>
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<tr>
<td></td>
<td>BSC2085C</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td></td>
<td>BSC2086C</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
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<td>CHM2045</td>
<td>General Chemistry</td>
</tr>
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<td></td>
<td>CHM2046</td>
<td>Advanced Chemistry</td>
</tr>
<tr>
<td></td>
<td>OCB1010</td>
<td>General Marine Biology</td>
</tr>
<tr>
<td><strong>NOTE:</strong> All lower division major and general education courses should be successfully completed before upper division courses are undertaken.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Upper Division Sport Management Courses</strong> (33.0 credit hours)</td>
<td>SPM3010</td>
<td>Sport in American Life</td>
</tr>
<tr>
<td></td>
<td>SPM3320</td>
<td>Sport Consumer Behavior</td>
</tr>
<tr>
<td></td>
<td>SPM3321</td>
<td>Selling in Sport Management</td>
</tr>
<tr>
<td></td>
<td>SPM3721</td>
<td>Risk Management</td>
</tr>
<tr>
<td></td>
<td>SPM4104</td>
<td>Venue and Event Management</td>
</tr>
<tr>
<td></td>
<td>SPM4300</td>
<td>Strategic Sport Marketing and Sponsorship</td>
</tr>
<tr>
<td></td>
<td>SPM4402</td>
<td>Managing Social Media in Sport Business</td>
</tr>
<tr>
<td></td>
<td>SPM4501</td>
<td>Sport Economics</td>
</tr>
<tr>
<td></td>
<td>SPM4505</td>
<td>Sport Finance</td>
</tr>
<tr>
<td></td>
<td>SPM3940</td>
<td>Sport Management Internship III</td>
</tr>
<tr>
<td></td>
<td>SPM4940</td>
<td>Sport Management Internship IV</td>
</tr>
<tr>
<td><strong>Upper Division Elective Courses</strong> (18.0 credit hours)</td>
<td>Students may choose 18.0 upper division credit hours in any field(s) to complete this requirement.</td>
<td></td>
</tr>
<tr>
<td><strong>Upper Division General Education Courses</strong> (9.0 credit hours)</td>
<td>ENC3213</td>
<td>Professional Writing</td>
</tr>
</tbody>
</table>
IDS3355  Critical Thinking  3.0 credit hours
STA3163  Intermediate Statistics  3.0 credit hours

Degree Completion - This program is designed for graduates of associate degree programs from accredited institutions. To receive a Bachelor of Science degree in Sport Management, students must complete an additional 60 upper division credit hours as described above. The length of this program is approximately 20 months (this will vary if a student transfers in credits). A combined total of 120 credit hours is required for the degree.

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

Sport Management (Leadership Track)
Bachelor of Science Degree

Program Description
Keiser University’s Bachelor of Science in Sport Management (Leadership Track) is designed to provide students with the knowledge and skills required for leadership positions 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 developing leadership skills applicable to the sport industry, and offers flexibility in selecting courses in such areas as coaching, marketing, management, law, psychology, economics, and finance.

Program Objectives
Upon completion of this program, students are able to:
- Apply leadership principles to the sport industry
- Describe effective coaching interventions to enhance athlete motivation and performance
- 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
- Design, implement, and manage sport events
- Identify and utilize trends in sport consumption to manage market strategies for the improved consumption of a sport product or service
- Apply best practices in sales to improve sales performance in a sport organization
- Apply ethical principles in the management of sport organizations
- Analyze human behavior, mental processes and theories associated with group communication, team building, interpersonal conflict, and persuasion
- Assess current issues in sport management and their likely impact on varying sport organizations
- Discuss how the economics of sport influence the business decisions of sport organizations
- Manage the day-to-day business aspects of a sport organization toward the fulfillment of that organization’s mission and objectives
Prerequisites for Major Courses
Successful completion of lower division SPM courses

Program Outline
To receive a Bachelor of Science degree in Sport Management (Leadership Track), students must complete 120 credit hours as described below. The length of this program is approximately 40 months (this will vary if a student transfers in credits).

Lower Division Sport Management Courses (21.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPM1000</td>
<td>Introduction to Sport Management</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2001</td>
<td>Introduction to Sport Marketing and Sales</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2022</td>
<td>Current Issues in Sport Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Select four courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG1001</td>
<td>Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUL1240</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY2206</td>
<td>Social Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2150</td>
<td>Sports Administration and Law</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM1940</td>
<td>Sport Management Internship I</td>
<td>3.0</td>
</tr>
<tr>
<td>SPM2940</td>
<td>Sport Management Internship II</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY2450</td>
<td>Constructs of Interpersonal Conflict</td>
<td>3.0</td>
</tr>
<tr>
<td>DEP2004</td>
<td>Lifespan Development</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Lower Division Elective Courses (6.0 credit hours)
Students may choose 6.0 lower division credit hours in any field(s) to complete this requirement.

Lower Division General Education Courses (48.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (9.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology (required)</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS3355</td>
<td>Critical Thinking (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Any Behavioral/Social Science course offered by KU 3.0 credit hours

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communication</td>
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</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
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</table>

Economics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
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</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
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</table>

English (9.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC3213</td>
<td>Professional Writing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts (6.0 credit hours)

Any Humanities/Fine Arts course offered by KU 3.0 credit hours
Any Humanities/Fine Arts course offered by KU 3.0 credit hours
Mathematics (9.0 credit hours)
MAC2105 College Algebra 3.0 credit hours
MGF2106 College Mathematics 3.0 credit hours
MGF2107 Applications of Mathematics 3.0 credit hours
STA2023 Statistics (required) 3.0 credit hours

Natural Science (6.0 credit hours)
Any Natural Science course offered by KU 3.0 credit hours
Any Natural Science course offered by KU 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 (30.0 credit hours)
SPM3010 Sport in American Life 3.0 credit hours
SPM3721 Risk Management 3.0 credit hours
SPM4104 Venue and Event Management 3.0 credit hours
SPM4300 Strategic Sport Marketing and Sponsorship 3.0 credit hours
SPM4402 Managing Social Media in Sport Business 3.0 credit hours

Select five courses from the following:
SPM3115 Principles and Science of Coaching 3.0 credit hours
COM3033 Persuasion 3.0 credit hours
SPM4830 Sport Psychology 3.0 credit hours
SPM3040 Governance and Policy in Sport Organizations 3.0 credit hours
SPM3320 Sport Consumer Behavior 3.0 credit hours
SPM3321 Selling in Sport Management 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
SPM4836 Psychology of Coaching and Team Building 3.0 credit hours
COM3441 Group Communication and Team Interaction 3.0 credit hours
COM3465 Conflict Resolution 3.0 credit hours

Upper Division Elective Courses (15.0 credit hours)
Students may choose 15.0 upper division credit hours in any field(s) to complete this requirement.

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

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

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

Prerequisites for Major Courses
At a minimum, students must successfully complete (with a minimum grade of 2.0 or “C”) the following two general education requirements before beginning major coursework:

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

For course PET3056C, the following prerequisites must be completed before the course can be scheduled:

APK2004C Introduction to Kinesiology
PET2353C Exercise Physiology

Program Outline
To receive a Bachelor of Science degree in Sports Medicine and Fitness Technology, students must complete 120 credit hours as described below. The length of this program is approximately 34 months (this will vary if a student transfers in credits).

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

PET1084C Health 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
APK2004C Introduction to Kinesiology* 4.0 credit hours
PET2353C Exercise Physiology 4.0 credit hours
PET2941 Externship I 3.0 credit hours
PET2942 Externship II 3.0 credit hours

Lower Division Electives Courses (6.0 credit hours)
Include the following or any qualified lower division course in Psychology, Business, Dietetics and Nutrition, or General Education:

PET2082C Exercise Leadership I 4.0 credit hours
PET2214 Sports Psychology 3.0 credit hours
**SPM2150**  
Sports Administration  
3.0 credit hours

*Must be passed with a “C” or better*

**Lower Division General Education Courses** (32.0 credit hours)  
Credit hours in parentheses indicate the required number of credit hours in each discipline.

<table>
<thead>
<tr>
<th><strong>Behavioral/Social Science</strong> (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Communications</strong> (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Computers</strong> (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>English</strong> (6.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Humanities/Fine Arts</strong> (3.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
</tr>
<tr>
<td>CRW1000</td>
<td>Creative Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mathematics</strong> (6.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics (required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Natural Science</strong> (8.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC2085C</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BSC2086C</td>
<td>Human Anatomy and Physiology II</td>
</tr>
</tbody>
</table>

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

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

| **APK3114C** | Strength Training and Conditioning | 4.0 credit hours |
| **APK4050C** | Research Methods in Health and Human Performance | 4.0 credit hours |
| **PET3056C** | Motor Development and Skill Learning | 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 |
ASSOCIATE OF ARTS DEGREES

Accounting

Associate of Arts Degree

Program Mission
The mission of the Keiser University Associates of Arts in Accounting degree program is to prepare students for entry-level careers as accounting assistants and bookkeepers.

Program Goal
The goal of the Keiser University Associates of Arts in Accounting degree program is to introduce accounting concepts and skills needed for entry-level accounting positions.

Program Description
Keiser University’s Associate of Arts degree in Accounting focuses on entry-level accounting skills including communication and ethics needed in today’s professional environment. The program provides a fundamental understanding of not only essential practitioner skills but also addresses the unique skills needed by an entry-level accountant. Accounting topics include: financial accounting, federal taxation, and the use of office applications and accounting software.

Program Objectives
The following objectives are designed to meet Keiser University’s mission and its goals:
• Identify fundamental accounting/tax concepts and standards
• Prepare fundamental financial statements/tax documents
• Use common office and accounting software applications at an introductory level
• Use professional communication skills in the preparation of documents and presentations
• Identify components of regulatory and ethical practices

Prerequisites for Major Courses
None

Technology Requirements
Due to the use of software in this program students must have, access to a PC with a windows based operating system, Internet connection and disk drive to load in software and data files.

Program Outline
To receive an Associate of Arts degree in Accounting, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

**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
MGF2107* Applications of Mathematics 3.0 credit hours
STA2023* Statistics (required) 3.0 credit hours

Natural Science (6.0 credit hours)
BSC1005 General Biology 3.0 credit hours
BSC1005L General Biology Laboratory 1.0 credit hour
BSC1006 Advanced Biology 3.0 credit hours
BSC1006L Advanced Biology Laboratory 1.0 credit hour
BSC1050 Environmental Science 3.0 credit hours

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

Business Administration

Associate of Arts Degree (ACBSP Accredited)

Program Description
Keiser University’s Associate of Arts degree in Business Administration focuses on a basic understanding of business skills needed for entry-level business professionals. The program introduces students to the functional areas of business, including ethical business practices, technology, and communication skills needed in today’s business environment.

Mission
Keiser University’s Associate of Arts degree in Business Administration is intended to provide career-focused students the ability to gain the fundamental, communication, administration, and career advancement skills necessary to prosper in a diverse local and global business environment.

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

- Describe basic concepts of the functional areas related to local and global business
• Define regulatory and ethical business practices
• Use basic information systems and quantitative techniques
• Develop professional communication, documentation, and presentations through basic research techniques.

Prerequisites for Major Courses
None

Program Outline
To receive an Associate of Arts degree in Business Administration, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

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
MGF2107 Applications of 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

Cinematic Arts
Associate of Arts Degree

Program Description
The Keiser University Associate of Arts in Cinematic Arts program introduces students to cinematic principles and techniques of filmmaking and video production. The curriculum provides students with an understanding of the film and video history and production, including foundations of story, script analysis, editing, directing and cinematography. Students will be prepared to enter the industry and advance their education in the baccalaureate degree program.

Program Objectives
To develop students’ abilities to:
- Analyze the manner that filmmakers tell stories on screen
- Explain the structure and organization of the media and entertainment industries, as well as the roles and responsibilities of key departments and personnel
- Trace the evolution of motion pictures, including early developments in cinema to the present time
- Understand and be able to analyze how filmmakers adapt a script to film or video
- Demonstrate the techniques and methodologies associated with video and film camera work and lighting, including field and studio applications at an introductory level
- Evaluate the work of famous directors in order to identify patterns used in film development
- Demonstrate knowledge of various platforms and techniques for video and film post-production editing
Prerequisites for Major Courses
None

Program Outline
To receive an Associate of Arts degree in Cinematic Arts, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

General Education Courses (39.0 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
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)
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 (6.0 credit hours)
AML1000 American Literature 3.0 credit hours
FIL1006 Film Appreciation (required) 3.0 credit hours

Mathematics (6.0 credit hours)
MAC2105 College 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
BSC1050 Environmental Science 3.0 credit hours

Cinematic Arts Major Courses (21.0 credit hours)
FIL1007 Foundations of Story 3.0 credit hours
FIL1008 Film Production I 3.0 credit hours
FIL2030 Film History I 3.0 credit hours
FIL2107 Script Analysis I 3.0 credit hours
FIL2461 Cinematography I 3.0 credit hours
FIL2480 Directing I 3.0 credit hours
FIL2552 Editing I 3.0 credit hours
Criminal Justice

Bachelor of Science Degree
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 complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Criminal Justice Major Courses (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ1010</td>
<td>Criminology</td>
<td>3.0</td>
</tr>
<tr>
<td>CCJ1020</td>
<td>Introduction to Criminal Justice</td>
<td>3.0</td>
</tr>
<tr>
<td>CJC2000</td>
<td>Introduction to Corrections</td>
<td>3.0</td>
</tr>
<tr>
<td>CJE1000</td>
<td>Introduction to Law Enforcement</td>
<td>3.0</td>
</tr>
<tr>
<td>CJE1130</td>
<td>Communications and Writing for CJ</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Professionals</td>
<td></td>
</tr>
<tr>
<td>CJE 2600</td>
<td>Criminal Investigations</td>
<td>3.0</td>
</tr>
<tr>
<td>CJJ 2001</td>
<td>Introduction to Juvenile Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>CJL2100</td>
<td>Criminal Law</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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
- MGF2107 Applications of 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 complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

General Studies Major Courses (24.0 credit hours)
A minimum total of 24 semester credit hours may be selected from (a) General Education courses not used to satisfy the 36 semester credit-hour program General Education requirement for the degree; (b) lower division courses (100-200 course numbers) contained in any of the following suggested disciplinary program; or (c) selected courses from other university programs utilized to construct a focused general studies degree program (AAGS). Focused degree programs will contain a minimum of 15 semester credit hours of the 24 hours available in a specific discipline or from a particular program of study. The remainder of the courses may be electives selected to satisfy the program goals of the student. The selection of courses is subject to the approval by the Campus Dean of Academic Affairs.
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 degree in Health Services Administration, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Health Services Administration Major Courses (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA2265</td>
<td>Accounting for Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA1117</td>
<td>Principles of Health Service Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA1192C</td>
<td>Healthcare Computer Applications</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA1253</td>
<td>Medical Office Administration and Billing</td>
<td>3.0</td>
</tr>
<tr>
<td>HSA2250</td>
<td>CPT Coding for Health Service Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>HSC1531</td>
<td>Healthcare Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN1021</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MAN2300</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Economics (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>
### 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
- MGF2107 Applications of 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

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### Homeland Security

#### Associate of Arts Degree

#### Program Description
Keiser University’s Associate of Arts degree in Homeland Security provides a comprehensive review of the major components of the Department of Homeland Security, the agencies that comprise the Department and the laws, authorities and actions of the Department. Hazardous materials identification and handling, acts of terrorism and the response and recovery actions of Homeland Security agencies are detailed, including laws and legislative actions that give authority to the multiple agencies involved.

#### Program Objectives
The following objectives are designed to meet Keiser University’s mission and its goals:
- To provide students with a comprehensive review of the major components of the Department of Homeland Security
- To develop students’ abilities to effectively communicate in verbal and written formats
- To provide students with an understanding of domestic and international terrorism, including the agencies, responses and actions used to deal with it
- To assist graduates in obtaining entry-level employment in Homeland Security areas
**Prerequisites for Major Courses**
None

**Program Outline**
To receive an Associate of Arts degree in Homeland Security, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

**Homeland Security Major Courses** (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ1020</td>
<td>Introduction to Criminal Justice</td>
<td>3.0</td>
</tr>
<tr>
<td>CJL2180</td>
<td>Constitutional Law for the Homeland Security</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1006</td>
<td>Introduction to Homeland Security</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1011</td>
<td>Domestic and International Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC1570</td>
<td>Introduction to Cyber-Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC2033</td>
<td>Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC2036</td>
<td>Organizing the War on Terrorism</td>
<td>3.0</td>
</tr>
<tr>
<td>DSC2210</td>
<td>Emergency Planning and Security Measures I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
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<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Economics** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts** (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics** (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
</tbody>
</table>
## 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

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Natural Science (6.0 credit hours)
Program Outline
To receive an Associate of Arts degree in Hospitality, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Hospitality Major Courses (24 credit hours required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT1000</td>
<td>Introduction to Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT1265</td>
<td>Food and Beverage Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT2930</td>
<td>Selected Topics in Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT2500</td>
<td>Hospitality Marketing, Sales &amp; Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT1210</td>
<td>Supervision in Hospitality Industry</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT2430</td>
<td>Hotel Financial Accounting- Night Auditing</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT2945</td>
<td>Hospitality Externship I</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT2946</td>
<td>Hospitality Externship II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

General Education Courses (36 credit hours required)

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

Behavioral/Social Science (3 credits required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1877</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Post 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3 credits required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3 credits required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Economics (6 credits required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ECO1023</td>
<td>Microeconomics</td>
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English (6 credits required)

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<tbody>
<tr>
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<td>English Composition I</td>
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Humanities/Fine Arts (3 credits required)

<table>
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<th>Course</th>
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</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
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Mathematics (6 credits required)

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics (required)</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Natural Science (6 credits required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
</tbody>
</table>
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, casemanagement, 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 complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Paralegal Studies Major Courses (24.0 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA1103</td>
<td>Legal Research and Writing I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PLA1304</td>
<td>Criminal Law</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PLA1423</td>
<td>Contracts</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PLA1600</td>
<td>Wills, Trusts and Estates</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PLA2203</td>
<td>Civil Litigation</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA2272</td>
<td>Torts</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA2610</td>
<td>Real Property</td>
<td>3.0</td>
</tr>
<tr>
<td>PLA2800</td>
<td>Family Law</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS1041</td>
<td>Political Science (required)</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications (3.0 credit hours)**

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<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0</td>
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**Computers (3.0 credit hours)**

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<thead>
<tr>
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<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
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**Economics (3.0 credit hours)**

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</table>

**English (6.0 credit hours)**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
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<tr>
<td>ENC2102</td>
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</tr>
</tbody>
</table>

**Humanities/Fine Arts (3.0 credit hours)**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (6.0 credit hours)**

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<tr>
<th>Course Code</th>
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<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
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**Natural Science (6.0 credit hours)**

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<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE DEGREES

Applied 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 Applied Engineering prepares students for entering the work force as entry level technicians and problem solvers with an understanding of basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying and maintaining electrical, mechanical, aerospace, agricultural, transportation, and biomedical systems. This includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.

Program Goals
The Applied Engineering program prepares students to be successful professionals recognized for their:

- Critical thinking and problem solving skills based on a fundamental knowledge of humanities, social sciences, mathematics, physics, chemistry, engineering science and a broad range of applied engineering technical areas;
- Knowledge of global and societal concerns, ethics, and sustainability when making engineering decisions;
- Leadership and effective communication;
- Civic engagement and contributions to society; and
- Lifelong learning and professional development.

Program Educational Objectives
The educational objectives of the Associate of Science in Applied Engineering program are to produce engineering graduates whom:

- Diagnose failures at the device, component, assembly, sub-system and system levels in hardware and software.
- Repair failures including documentation of completed analysis.
- Demonstrate skills using industry-level tools and equipment used for test, measurement, diagnostics, and repair.
- Dissect how systems work based on how said systems fail.

Student Learning Outcomes
Graduates of the Associate of Science in Applied Engineering program will be able to:

- Setup, calibrate, operate, and interpret results from industry-level tools and equipment.
- Apply knowledge of math, physics, chemistry, and engineering to diagnosing and repairing systems.
- Collect, organize, analyze, and interpret data to produce meaningful conclusions and recommendations.
• Present test results and repair recommendations while demonstrating leadership with confidence as part of multidisciplinary teams.
• Build in multi-level solution contingencies considering time, cost, safety, reliability, compatibility, and quality.
• Behave professionally and ethically with colleagues, the customer, and the public.
• Reference technology magazines, periodicals, news articles, patents, and publications to stay current with contemporary and future technologies and issues.

Prerequisites for Major Courses
• Completion of all general education coursework with a minimum cumulative grade average of 2.0 (exceptions only by approval of Program Director)

Program Outline
To receive an Associate of Science degree in Applied Engineering, students must complete 62 credit hours as described below. The length of this program is approximately 18 months (this will vary if a student transfers in credits).

Applied Engineering Major Courses (27.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGN1001</td>
<td>Introduction to Engineering</td>
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</tr>
<tr>
<td>EET1082C</td>
<td>Introduction to Electronics</td>
<td>4.0</td>
</tr>
<tr>
<td>ETI1185C</td>
<td>Reliability and Failure Analysis</td>
<td>4.0</td>
</tr>
<tr>
<td>ETM1010C</td>
<td>Mech Measurements &amp; Instrumentation</td>
<td>4.0</td>
</tr>
<tr>
<td>ETI1420C</td>
<td>Engineering Materials and Processes</td>
<td>4.0</td>
</tr>
<tr>
<td>ETS1700C</td>
<td>Hydraulics and Pneumatics</td>
<td>4.0</td>
</tr>
<tr>
<td>EML2017C</td>
<td>Mechanical Systems</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Note: All major courses must be completed with a grade of “C” or higher to advance to the next course.

General Education Courses (35.0 credit hours)

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

Behavioral/Social Science (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
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Communications (3.0 credit hours)

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</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
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Computers (3.0 credit hours)

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English (6.0 credit hours)

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<tr>
<td>ENC1101</td>
<td>English Composition I</td>
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</tbody>
</table>
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
PHI1010  Introduction to Philosophy  3.0 credit hours

**Mathematics (6.0 credit hours)**
MAC2105  College Algebra  3.0 credit hours
MAC2114  Trigonometry  3.0 credit hours

**Natural Science (11.0 credit hours)**
PHY2001C  General Physics I/Lab  4.0 credit hours
PHY2002C  General Physics II/Lab  4.0 credit hours
CHM2045  General Chemistry  3.0 credit hours

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**Baking and Pastry Arts**

**Associate of Science Degree**

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

**Program Description**
Keiser University’s Associate of Science degree in Baking and Pastry Arts provides instruction in the art and science of baking and pastry preparation. Students use a variety of tools and equipment to produce items such as quick breads, yeast breads, cakes, frozen desserts, centerpieces, candies, cookies and various pastries. Students also study proper foodservice sanitation, supervisory procedures and nutrition.

**Program Goals**
The following goals are designed to meet Keiser University’s mission:

- To prepare students for positions as entry-level bakers and pastry cooks
- To create an environment that nurtures the ability to become successful in the food service industry
- To provide students with the knowledge to produce various breads, desserts and pastries as prepared by bakers and pastry chefs in the foodservice industry.

**Program Objectives**
The student will be able to:

- Follow a daily production schedule, identify purchasing specification and follow a baking
formula to obtain consistent results in quality and quantity.

- Receive, store and issue food in a cost effective manner as to reduce waste and minimize contamination.
- Demonstrate critical thinking skills and fine motor skills to prepare hot and cold foods in conjunction with bakery products for presentation.
- Provide guest satisfaction that strives to meet and exceed instructor and guest expectations.
- Work in a safe and sanitary manner in accordance with the Florida Food Code.
- Create a professional atmosphere that is in harmony with the ACF’s Culinarians’ Code.

Prerequisites for Major Courses
None

Program Outline
To receive an Associate of Science degree in Baking and Pastry Arts, students must complete 72 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits).

Baking and Pastry Arts Major Courses (48.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS1228C</td>
<td>Mis En Place</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS1013C</td>
<td>Farm to Fork</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS1246C</td>
<td>Baking</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS2383C</td>
<td>Supervision and Cost Controls</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA1146C</td>
<td>Pastry Basics</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA1943C</td>
<td>Yeast Breads &amp; Laminated Dough</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA2121C</td>
<td>Advanced Pastry Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA2234C</td>
<td>Specialty Yeast Breads</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA2241C</td>
<td>Chocolates, Confections &amp; Centerpieces</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA2262C</td>
<td>European Tortes &amp; Contemporary Plated Desserts</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA2271C</td>
<td>Cake Baking Design &amp; Decoration</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA2292C</td>
<td>Wedding Cakes, Amenities and Showpieces</td>
<td>3.0</td>
</tr>
<tr>
<td>BPA2299</td>
<td>Baking and Pastry Arts Externship</td>
<td>12.0</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>
**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

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**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 receive an Associate of Science degree in Biotechnology, students must complete 62.5 credit hours as described below. The length of this program is approximately 26 months (this will vary if a student transfers in credits).

Biotechnology Major Courses (38.5 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCH1020C</td>
<td>Fundamentals of Biochemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>BCH1417C</td>
<td>Molecular and Cell Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BSC1421C</td>
<td>Introduction to Biotechnology</td>
<td>4.0</td>
</tr>
<tr>
<td>MCB1930C</td>
<td>Cell Culturing</td>
<td>4.0</td>
</tr>
<tr>
<td>PCB1258C</td>
<td>Diagnostic Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>PCB1239C</td>
<td>Clinical Immunology</td>
<td>4.0</td>
</tr>
<tr>
<td>PCB2061C</td>
<td>Genetics</td>
<td>4.0</td>
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<tr>
<td>PCB2940</td>
<td>Biotechnology Externship I</td>
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<td>PCB2941</td>
<td>Biotechnology Externship II</td>
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</tr>
<tr>
<td>PCB2942</td>
<td>Biotechnology Externship III</td>
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</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
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</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

English (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
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</table>

Humanities/Fine Arts (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Mathematics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Natural Science (6.0 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 fundamental competencies in the areas of recognizing, documenting, collecting, preserving and presenting physical material for use as evidence in legal proceedings.

Program Objectives
- To provide students with comprehensive background knowledge of the American judicial system, its Constitutional foundation, key components and participants.
- To instruct students in the skills associated with basic field investigative procedures with primary emphasis on principles, concepts, and fundamental techniques utilized in forensic field (crime scene) investigations.
- To instruct students in the specialized procedures used to effectively and safely process and document the results of forensic field investigations.
- To introduce students to basic procedures, witness demeanor, and protocols associated with providing evidence in legal proceedings.
- To assist graduates in obtaining entry-level positions as crime scene investigators or forensic identification specialists.

Prerequisite for entering the program
- Entering students must achieve a Wonderlic score (or comparable) of 18 or above for entrance to the program;
- Undergo level 2 criminal background check; and
- Personal interview with campus AS-CST Program Director.

Prerequisites for Entering Major Courses
- A Successful completion of all lower division General Education courses with a grade of “C” or better.

Prerequisites for Continuing in the Program
All Upper and Lower Division courses must be completed with a grade of “C” better.

Graduation Requirements (In addition to Degree Requirements section of the catalog.)
- A minimum grade point average of 2.5 on a 4.0 system.
Program Outline
To receive an Associate of Science degree in Crime Scene Technology, students must complete 60 credit hours as described below. The length of this program is approximately 17 months (this will vary if a student transfers in credits).

Crime Scene Technology Major Courses (31.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJB1712C</td>
<td>Forensic Photography</td>
<td>4.0</td>
</tr>
<tr>
<td>CJB1714C</td>
<td>Forensic Imaging and Processing</td>
<td>4.0</td>
</tr>
<tr>
<td>CJE1650C</td>
<td>Introduction to Forensic Science Technology</td>
<td>4.0</td>
</tr>
<tr>
<td>CJE2670C</td>
<td>Field Investigative Procedures and Presentation of Evidence</td>
<td>4.0</td>
</tr>
<tr>
<td>CJT1351C</td>
<td>Forensic Communications</td>
<td>4.0</td>
</tr>
<tr>
<td>CJT2113</td>
<td>Forensic Legal Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>CJT2240C</td>
<td>Fingerprint Identification and Development</td>
<td>4.0</td>
</tr>
<tr>
<td>CJT2260C</td>
<td>Introduction to Biological Evidence</td>
<td>4.0</td>
</tr>
</tbody>
</table>

General Education Courses (29.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

English (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Mathematics (6.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Natural Science (8.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC2010</td>
<td>Biology I</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC2010L</td>
<td>Biology I Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC2011</td>
<td>Biology II</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC2011L</td>
<td>Biology II Laboratory</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Culinary Arts

Associate of Science Degree

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

Program Description
The Associate of Science degree in Culinary Arts presents a comprehensive curriculum that includes laboratory sessions, academic preparation and hands-on experience. Students acquire professional knowledge of food, its preparation and handling and cooking from basic to advanced. The curriculum includes an externship to prepare students for entry-level positions in the foodservice industry.

Program Goals
The following goals are designed to meet Keiser University’s mission:

- To provide students with skills needed for cooking wholesome, attractive, food preparations
- To create an environment that nurtures the ability to become successful in the food service industry
- To prepare students for entry-level employment in the food service industry

Program Objectives
The student will be able to:

- Follow a daily production schedule, identify purchasing specification and follow a baking formula to obtain consistent results in quality and quantity.
- Receive, store, and issue food in a cost effective manner as to reduce waste and minimize contamination.
- Demonstrate critical thinking skills and fine motor skills to prepare hot and cold foods in conjunction with bakery products for presentation.
- Provide guest satisfaction that strives to meet and exceed instructor and guest expectations.
- Work in a safe and sanitary manner in accordance with the Florida Food Code.
- Create a professional atmosphere that is in harmony with the ACF’s Culinarians’ Code.

Prerequisites for Major Courses
None

Program Outline
To receive an Associate of Science degree in Culinary Arts, students must complete 72 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits).

Culinary Arts Major Courses (48.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS1013C</td>
<td>Farm to Fork</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS1246C</td>
<td>Baking</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS 1228C</td>
<td>Mis En Place</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>FSS1203C</td>
<td>Principles of Food</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS1743C</td>
<td>The Craft</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS1240C</td>
<td>American Regional Cuisine</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS1244C</td>
<td>Classical French Cuisine</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS2242C</td>
<td>International Cuisine</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS2247C</td>
<td>Pastries and Desserts</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS2248C</td>
<td>Garde Manger</td>
<td>3.0</td>
</tr>
<tr>
<td>FSS2383C</td>
<td>Supervision and Cost Controls</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT1841C</td>
<td>Dining Room Service</td>
<td>3.0</td>
</tr>
<tr>
<td>HFT2941</td>
<td>Culinary Arts Externship</td>
<td>12.0</td>
</tr>
</tbody>
</table>

**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.

The program’s mission and goal is further defined in the following program objectives:
1. Demonstrate knowledge, skills and attitudes reflective of an entry level sonographer.
2. Perform routine sonographic exams while providing quality patient care as an entry level sonographer.
3. Exhibit professional and ethical behaviors consistent within the scope of practice of an entry level sonographer.

Track 2 – General and Vascular Concentrations (offered at Ft. Lauderdale & Ft. Myers locations only)
To prepare competent entry-level general sonographers and vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The program’s mission and goal is further defined in the following program objectives:
1. Demonstrate knowledge, skills, and attitudes reflective of an entry level general
sonographer and vascular technologist.

2. Display professional and ethical behaviors when communicating in the healthcare setting.

3. Demonstrate clinical competency by performing appropriate physiologic, two-dimensional, Doppler and other sonographic and noninvasive procedures.

4. Demonstrate the necessary knowledge in general sonography/vascular technology.

Prerequisites for Major Courses

- Background check and drug screening
- Completion of lower division general education courses with a minimum grade of “C” in each course. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, PHY2001, ENC1101 and MAT1033
- Cumulative grade average of 3.0 on a 4.0 scale for general education courses

Program Outline

To receive an Associate of Science degree in Diagnostic Medical Sonography (Track 1 - General Sonography concentration), students must complete 81 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits).

To receive an Associate of Science degree in Diagnostic Medical Sonography (Track 2 - General and Vascular Sonography concentration), students must complete 91 credit hours as described below. The length of this program is approximately 28 months (this will vary if a student transfers in credits).

Courses must be completed with a grade of “C” or higher to progress to the next course in the program.

Diagnostic Medical Sonography Major Courses  Track 1 - General Concentration (55.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SON1000C</td>
<td>Introduction to Diagnostic Medical Sonography</td>
<td>3.0</td>
</tr>
<tr>
<td>SON1100C</td>
<td>Practical Aspects of Sonography</td>
<td>3.0</td>
</tr>
<tr>
<td>SON1113C</td>
<td>Cross-Sectional Anatomy</td>
<td>4.0</td>
</tr>
<tr>
<td>SON1614C</td>
<td>Acoustic Physics and Instrumentation</td>
<td>4.0</td>
</tr>
<tr>
<td>SON1804</td>
<td>Clinical Rotation I</td>
<td>3.0</td>
</tr>
<tr>
<td>SON1814</td>
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</tr>
<tr>
<td>SON1824</td>
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<tr>
<td>SON2120C</td>
<td>OB/GYN Sonography I</td>
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</tr>
<tr>
<td>SON2122C</td>
<td>OB/GYN Sonography II</td>
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<tr>
<td>SON2150C</td>
<td>Abdominal Sonography II</td>
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</tr>
<tr>
<td>SON2171C</td>
<td>Introduction to Vascular Sonography</td>
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</tr>
<tr>
<td>SON2834</td>
<td>Clinical Rotation IV</td>
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<tr>
<td>SON2844</td>
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<tr>
<td>SON2854</td>
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Track 2 - General and Vascular Concentrations (64.5 credit hours) (offered at Ft. Lauderdale & Ft. Myers locations only)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SON1000C</td>
<td>Introduction to Diagnostic Medical Sonography</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>SON1100C</td>
<td>Practical Aspects of Sonography</td>
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<tr>
<td>SON1113C</td>
<td>Cross-Sectional Anatomy</td>
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</tr>
<tr>
<td>SON1614C</td>
<td>Acoustic Physics and Instrumentation</td>
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</tr>
<tr>
<td>SON1804</td>
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<td>3.0</td>
</tr>
<tr>
<td>SON1814</td>
<td>Clinical Rotation II</td>
<td>3.0</td>
</tr>
<tr>
<td>SON1824</td>
<td>Clinical Rotation III</td>
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<td>SON2111C</td>
<td>Abdominal Sonography I</td>
<td>4.0</td>
</tr>
<tr>
<td>SON2120C</td>
<td>OB/GYN Sonography I</td>
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</tr>
<tr>
<td>SON2122C</td>
<td>OB/GYN Sonography II</td>
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<tr>
<td>SON2170C</td>
<td>Hemodynamics and Cerebrovascular Sonography</td>
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<td>SON2177C</td>
<td>Peripheral and Abdominal Venous Sonography</td>
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<td>SON2178C</td>
<td>Peripheral and Abdominal Arterial Sonography</td>
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<td>SON2834</td>
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<td>SON2865</td>
<td>Clinical Rotation VII</td>
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<td>SON2875</td>
<td>Clinical Rotation VIII</td>
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<td>SON2932</td>
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<td><strong>General Education Courses (26.0 credit hours)</strong></td>
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<tr>
<td></td>
<td>Credit hours in parentheses indicate the required number of credit hours in each discipline.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Behavioral/Social Science (3.0 credit hours)</strong></td>
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</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
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<tr>
<td></td>
<td><strong>Computers (3.0 credit hours)</strong></td>
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<tr>
<td>CGS1000C</td>
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</tr>
<tr>
<td></td>
<td><strong>English (3.0 credit hours)</strong></td>
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<td>ENC1101</td>
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<td>ENC2102</td>
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<td><strong>Humanities/Fine Arts (3.0 credit hours)</strong></td>
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<tr>
<td>AML1000</td>
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<tr>
<td>ENL1000</td>
<td>English Literature</td>
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<tr>
<td></td>
<td><strong>Mathematics (3.0 credit hours)</strong></td>
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<tr>
<td>MAT1033</td>
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<tr>
<td></td>
<td><strong>Natural Science (11.0 credit hours)</strong></td>
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<td>BSC2085C</td>
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<td>BSC2086C</td>
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<tr>
<td>PHY2001</td>
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</table>
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, fire codes, fire investigation, tactics and strategy, fire office, fire instructor, fire behavior, plans reading and extinguishment. This program enhances a firefighters probabilities for promotion and employment.

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
None

Program Outline
To receive an Associate of Science degree in Fire Science, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Fire Science Major Courses (36.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FFP1505</td>
<td>Fire Prevention Practices</td>
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</tr>
<tr>
<td>FFP1510</td>
<td>Codes and Standards</td>
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</tr>
<tr>
<td>FFP1540</td>
<td>Private Fire Protection Systems I</td>
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<tr>
<td>FFP1740</td>
<td>Fire Service: Course Delivery</td>
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<tr>
<td>FFP1810</td>
<td>Firefighting Tactics and Strategy I</td>
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<tr>
<td>FFP2120</td>
<td>Building Construction for the Fire Service</td>
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<tr>
<td>FFP2521</td>
<td>Blueprint Reading and Plans Review</td>
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<tr>
<td>FFP2610</td>
<td>Fire Investigation: Cause and Origin</td>
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<tr>
<td>FFP2720</td>
<td>Company Officer</td>
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<td>FFP2741</td>
<td>Fire Service Course Design</td>
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<tr>
<td>FFP1702</td>
<td>Principles of Emergency Services</td>
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</tbody>
</table>
**General Education Courses (24.0 credit hours)**

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Behavioral/Social Science (3.0 credit hours)</td>
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</tr>
<tr>
<td>AMH1010  American History Pre 1876</td>
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<tr>
<td>AMH1020  American History Since 1876</td>
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</tr>
<tr>
<td>IDS1107  Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041  Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012  Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000  Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>Communications (3.0 credit hours)</td>
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<tr>
<td>SPC1017  Speech</td>
<td>3.0</td>
</tr>
<tr>
<td>Computers (3.0 credit hours)</td>
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</tr>
<tr>
<td>CGS1000C  Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>English (3.0 credit hours)</td>
<td></td>
</tr>
<tr>
<td>ENC1101  English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>Humanities/Fine Arts (3.0 credit hours)</td>
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</tr>
<tr>
<td>AM 1000  American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000  English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics (3.0 credit hours)</td>
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</tr>
<tr>
<td>MAT1033  Intermediate Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>Natural Science (6.0 credit hours)</td>
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</tr>
<tr>
<td>BSC1005  General Biology</td>
<td>3.0</td>
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<tr>
<td>BSC1006  Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1050  Environmental Science</td>
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</tr>
</tbody>
</table>

*Golf Management*

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

Program Description
Keiser University’s Associate of Science degree in Golf Management prepares students for a variety of positions in the golf industry. In this program, students are prepared to provide golf instruction, manage golf course operations, ensure appropriate maintenance of golf facilities and equipment, as well as integrate the play of golf into the broader hospitality and recreation domain. Through a competency-based education format and state-of-the-art golf training equipment, students are given opportunities for success in their academic, professional, and personal lives.

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

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

- Present students with a comprehensive background in the history, rules, and traditions of golf.
- Expose students to the proper physical and mental competencies required of golf professionals.
- Develop students’ abilities in analyzing, making decisions regarding, and managing golf facilities and equipment, course operations, as well as staff.
- Provide students the opportunity to demonstrate effective teaching techniques in playing golf.
- Examine and synthesize golf management in relation to the hospitality industry.

Prerequisites for Major Courses
None

Program Outline
To receive an Associate of Science degree in Golf Management, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Golf Management Major Courses (36.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPM1050</td>
<td>Traditions of Golf: History and Culture</td>
<td>3.0 credit</td>
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<tr>
<td>SPM1051</td>
<td>Golf Swing Fundamentals</td>
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</tr>
<tr>
<td>SPM1052</td>
<td>Short Game Fundamentals</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>SPM1053</td>
<td>The Mental Approach to Golf</td>
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</tr>
<tr>
<td>SPM1054</td>
<td>Fundamentals of Golf Instruction</td>
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</tr>
<tr>
<td>SPM1056</td>
<td>Golf Club Fitting and Repair</td>
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</tr>
<tr>
<td>SPM1057</td>
<td>Rules of Golf</td>
<td>3.0 credit</td>
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<tr>
<td>SPM2440</td>
<td>Tournament Management</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>SPM2642</td>
<td>Golf Course Design &amp; Maintenance</td>
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</tr>
<tr>
<td>SPM2612</td>
<td>Club Management</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>SPM2058</td>
<td>Advanced Golf Instruction</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>SPM2810</td>
<td>The Business of Golf</td>
<td>3.0 credit</td>
</tr>
</tbody>
</table>

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 use 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, graphic design and web design companies, 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, printers, and more.

**Program Mission**
It is the mission of the Graphics Arts and Design Program at Keiser University to prepare students for successful careers in Graphic Arts, Graphic Design, and related fields, to help students acquire the necessary knowledge and practical application of design theory and processes to grow professionally and academically throughout their careers, and to become lifetime learners of their craft and contributing members of the design community.

**Program Goals**
- To prepare the student to enter the workforce prepared to perform the various roles called upon in the fields of graphic design, graphic arts, and related fields including page layout, advertising, video editing, web design, illustration, image editing, and other visual communication technologies.
- To teach the student to develop, coordinate, and execute successful design strategies through the use of best practices, applied theory, real world projects, and critique.
- To instruct and prepare the student to use a variety of software and hardware tools to create meaningful and marketable design solutions, to expand his or her creative vision, and to find a balance between individual expression and building a career.
- To provide the foundations in design theory and application that will allow the student to continually build upon his or her skill set and knowledge throughout his or her career.

**Program Objectives**
Upon completion of the AS in Graphic Arts and Design, students will be able to:
- Demonstrate knowledge of the processes needed for the development, coordination, and execution of design strategies
- Apply a knowledge of history, theory, and criticism to create audience-based, print and digital communications
- Produce design solutions in a variety of state of the industry mediums: print, online, and video
- Critique the work of others in terms of technical, social, and historical value
- Use typography as both a design element and a communication tool
- Apply an understanding of the importance of self-promotion in the development of his or her own career.
- Communicate visually, orally, and in writing at a professional level.

**Prerequisites for Major Courses**
None
Graduation Requirements
To graduate with an Associate of Science degree in Graphic Arts and Design, a student must compile and present a comprehensive print and electronic portfolio of designs representative of all major courses in the program and further, must maintain a professional blog with weekly posts.

Program Outline
To receive an Associate of Science degree in Graphic Arts and Design, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Graphic Arts and Design Major Courses (36 credit hours)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>GRA1100C</td>
<td>Graphic Design Theory</td>
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<tr>
<td>GRA1044C</td>
<td>Intro to Marketing and Self-Promotion</td>
<td>3.0</td>
</tr>
<tr>
<td>GRA2151C</td>
<td>Digital Illustration</td>
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<tr>
<td>GRA2150C</td>
<td>Digital Image Editing</td>
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<tr>
<td>DIG2109C</td>
<td>Digital Publishing</td>
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<tr>
<td>DIG2321C</td>
<td>3D Modeling and Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2280C</td>
<td>Digital Video and Audio Editing</td>
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<tr>
<td>DIG2292C</td>
<td>Post Production</td>
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<tr>
<td>GRA2142C</td>
<td>Web Programming</td>
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<tr>
<td>GRA2867C</td>
<td>Digital Photography</td>
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<tr>
<td>GRA2144C</td>
<td>Web Design and Development</td>
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<tr>
<td>GRA2590C</td>
<td>Graphic Design Portfolio</td>
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</table>

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)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1877</td>
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</tr>
<tr>
<td>AMH1020</td>
<td>American History Post 1876</td>
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</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
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<td>SYG1000</td>
<td>Sociology</td>
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Communications (3 credit hours)
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Computers (3 credit hours)
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<th>Credit Hours</th>
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<td>CGS1003C</td>
<td>Introduction to Computer Information Systems</td>
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English (3 credit hours)
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<td>ENC1101</td>
<td>English Composition</td>
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</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts (3 credit hours)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ENL1000 English Literature 3.0 credit hours
CWL1000 Contemporary World Literature 3.0 credit hours

Mathematics (3 credit hours)
MAT1033 Intermediate Algebra 3.0 credit hours

Natural Science (6 credit hours)
BSC1005 General Biology 3.0 credit hours
BSC1005L General Biology Laboratory 3.0 credit hours
BSC1006 Advanced Biology 3.0 credit hours
BSC1006L Advanced Biology Laboratory 3.0 credit hours
BSC1050 Environmental Science 3.0 credit hours
CHM1045 General Chemistry 3.0 credit hours
CHM1045L General Chemistry Lab 3.0 credit hours
CHM1046 Advanced Chemistry 3.0 credit hours
CHM1046L Advanced Chemistry Lab 3.0 credit hours

Health Information Management

Associate of Science Degree

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

Program Description
Keiser University’s Associate of Science degree in Health Information Management trains students to function as entry-level Health Information Technicians (HIT).

The HIT professional is a vital member of the healthcare team specializing in electronic health records and software programs; medical coding and billing; and safeguarding patient confidentiality. Clinicians and healthcare organizations depend on medical information to deliver quality patient care, improve healthcare outcomes, medical research and to comply with state and federal laws.

The program provides students with the knowledge and technology skills necessary to become self-directed learners who possess critical-thinking, problem-solving, 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 expanding career opportunities due to increasing patient privacy/data security legislation and computerization of health information.

The Associate of Science Degree in 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 Mission Statement
The mission of the Associate of Science Degree in Health Information Management (HIM) program at Keiser University is to provide didactic and professional practice instruction that will allow students to perform as competent, entry-level Health Information Technicians; and to fill the needs of HIM in local and regional communities.

Program Goals
The program’s mission is further defined in the following goals:
1. Students will demonstrate competency in the use of health information-related technologies.
2. Students will accurately select and sequence diagnostic and procedural medical codes from routine in-patient and outpatient records.
3. Students will demonstrate the use of critical thinking skills to identify and solve problems in discipline-specific situations.
4. Students will exhibit professional and ethical behaviors consistent with the scope of practice of a Health Information Technician.
5. Graduates will obtaining entry-level employment in the Health Information Management profession.

Student learning outcomes associated with these goals are an important and integral part of the program. The specific learning outcomes can be found on the university’s web site https://www.keiseruniversity.edu/health-information-management-as/

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 STA2023 are prerequisites for all major courses.
- Completion of prerequisite courses with cumulative grade point average of 3.0 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 complete 72 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits). 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 and healthcare industry, 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 (46.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM1000C</td>
<td>Introduction to Health Information Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1105C</td>
<td>Health Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1110C</td>
<td>Health Data Concepts and Standards</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1012C</td>
<td>Legal Aspects of Health Information Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2472C</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1433C</td>
<td>Pathophysiology for Health Information Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM1141C</td>
<td>Pharmacology for Health Information Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2410C</td>
<td>ICD-10-CM/PCS Coding I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2412C</td>
<td>ICD-10-CM/PCS Coding II</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2728C</td>
<td>ICD-10-CM/PCS Coding III</td>
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<tr>
<td>HIM2080C</td>
<td>CPT/HCPSC Coding</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2275C</td>
<td>Health Insurance &amp; Reimbursement</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2214C</td>
<td>Data Quality, Analytics &amp; Research</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2512</td>
<td>Principles of Management &amp; Leadership</td>
<td>3.0</td>
</tr>
<tr>
<td>HIM2800</td>
<td>Professional Practice Experience</td>
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</tr>
<tr>
<td>HIM2930</td>
<td>RHIT Exam Preparation</td>
<td>1.0</td>
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</tbody>
</table>

### 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, STA2023 and ENC1001 prior to entering the program core component.

### Behavioral/Social Science (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Computers (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
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</tbody>
</table>

### English (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Humanities/Fine Arts (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Mathematics (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Natural Science (8 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC2085C</td>
<td>Human Anatomy/Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BSC2086C</td>
<td>Human Anatomy/Physiology II</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Histotechnology

Associate of Science Degree

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

Program Description
Keiser University’s Associate of Science degree in Histotechnology prepares students to work as Histotechnicians in a variety of anatomic pathology laboratory settings. The Histotechnology program is designed to develop technical and intellectual skills as well as developing individuals with a commitment to quality patient care, a passion for the profession, and continued growth within the field. Students learn the core requirements of histotechnology including processing and embedding of surgically removed anatomic specimens and microtomy. Students will master routine and special staining techniques that make it possible to distinguish tissue components through microscopic examination.

Program Mission Statement
The Histotechnology Program offers an Associate of Science Degree designed to facilitate the development of ethical, competent entry-level Histotechnicians. The Program emphasizes general histology disciplines, professional behaviors, technical skills training and life-long learning. Graduates are prepared to sit for the national certification examination administered by the American Society for Clinical Pathology and are eligible to be licensed by the State of Florida to practice Histology.

Program Goals
The program’s mission is further defined in the following goals:

- Students will acquire the knowledge and skills required of entry level histotechnicians.
- Students will develop effective verbal and written communication skills.
- Students will gain problem solving skills through the application of critical thinking.
- Students will demonstrate an understanding of the importance of ongoing professional development.

Prerequisites for Major Courses

- Background check and drug screening (where applicable)
- Completion of all general education coursework with a minimum cumulative grade average of 2.5 (exceptions only by approval of Program Director)
Program Outline
To receive an Associate of Science degree in Histotechnology, students must complete 67 credit hours as described below. The length of this program is approximately 19 months (this will vary if a student transfers in credits).

Histotechnology Major Courses (38.0 credit hours)
MLT1190C Introduction to Histology 4.0 credit hours
MLT2195C Tissue Identification 4.0 credit hours
MLT1191C Principles of Fixation 4.0 credit hours
MLT2199C Microtomy 4.0 credit hours
MLT1192C Cellular Biological Staining 4.0 credit hours
MLT1250C Diagnostic Histology I 4.0 credit hours
MLT2198C Diagnostic Histology II 4.0 credit hours
MLT2194C Immunohistochemistry Staining 4.0 credit hours
MLT2801 Histology Externship I 3.0 credit hours
MLT2802 Histology Externship II 3.0 credit hours

Note: All major courses are sequential and must be completed with a grade of “C” or higher to advance to the next course.

General Education Courses (29.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (3.0 credit hours)
PSY1012 Introduction to Psychology 3.0 credit hours
SYG1000 Sociology 3.0 credit hours

Communications (3.0 credit hours)
SPC1017 Speech 3.0 credit hours

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

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

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

Mathematics (3.0 credit hours)
MAT1033 Intermediate Algebra 3.0 credit hours

Natural Science (11.0 credit hours)
BSC2085C Human Anatomy and Physiology I 4.0 credit hours
BSC2086C Human Anatomy and Physiology II 4.0 credit hours
CHM2045 General Chemistry I 3.0 credit hours
Information Technology

Associate of Science Degree

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

Program Description
Keiser University’s Associate of Science degree in Information Technology prepares students for an entry-level position in the field of network administration with an emphasis on security support. Courses prepare students to sit for industry-accepted competency examinations.

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

- To develop students’ abilities to administer, manage and troubleshoot hardware, software and services for single, mixed and multi-user environments
- To develop students’ skills in inspection of security measures to protect data and the conduct of personnel in relation to protection of data
- To assist students in becoming more adept in knowledge, theory and practice of network management
- To prepare students for positions as technical support specialists, help-desk technicians, systems administrators or computer security professionals
- To develop students’ abilities to think critically and communicate effectively

Prerequisites for Major Courses
None

Program Outline
To receive an Associate of Science degree in Information Technology, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Information Technology Major Courses (36.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET1171C</td>
<td>Computer Service and Support PC Systems I</td>
<td>3.0</td>
</tr>
<tr>
<td>CET1172C</td>
<td>Computer Service and Support PC Systems II</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS2350C</td>
<td>Principles of Information Security</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1156C</td>
<td>Supporting Client Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>CTS1305C</td>
<td>Essentials of Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1328C</td>
<td>Managing and Maintaining Server Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2106C</td>
<td>Multi-User Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2153C</td>
<td>Application Support</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2302C</td>
<td>Implementing Directory Services</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2304C</td>
<td>Internetworking Technologies</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2306C</td>
<td>Implementing a Network Infrastructure</td>
<td>3.0</td>
</tr>
<tr>
<td>COP2843C</td>
<td>Web Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
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</table>

**Mathematics (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Information Technology and Programming
Associate of Science Degree

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

Program Description
The Information Technology and Programming (ITP) Program is a cross between Information Technology (IT) and Programming. The program will focus on multiple computer-based systems and programming languages. The program will also introduce students to cloud technology, mobile technology integration, programming, computer hacking concepts, and datacenter level operating systems. Courses prepare students to sit for industry-accepted competency examinations.

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

- Develop the skills necessary to connect key concepts and secure the use of software, hardware, and system integration.
- Develop technically proficient students to provide appropriate computing solutions as well as exhibit a strong foundation in the area of computer systems.
- Expose students to a variety of essential skills needed in an entry-level computer networking or programming environment.
- Provide students with the most current networking practices, computer policies and resources that are critical to real-world applications.
- Develop and apply technical knowledge and skills to implement computer solutions that accomplish goals important to the industry, government and explore integration of new emerging technologies.
- Expose students to key ethical concepts and issues affecting computer science and their responsibilities as computer industry professionals.
- Expose students to the basic steps and processes of object-oriented programming (OOP).

Prerequisites for Major Courses
None
Program Outline
To receive an Associate of Science degree in Information Technology and Programming, students must complete 72 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits).

**Information Technology and Programming Major Courses (48.0 credits required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET1171C</td>
<td>Service/Support PC Systems I</td>
<td>3.0</td>
</tr>
<tr>
<td>CET1172CS</td>
<td>Service/Support PC Systems II</td>
<td>3.0</td>
</tr>
<tr>
<td>CEN2086</td>
<td>Essentials of Cloud Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1156C</td>
<td>Supporting Client Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1305C</td>
<td>Essentials of Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1328C</td>
<td>Managing/Maintaining Server Op/Sys</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2106C</td>
<td>Multi-User Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS2650</td>
<td>Mobile Technology Integration</td>
<td>3.0</td>
</tr>
<tr>
<td>CTS1156C</td>
<td>Supporting Client Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS1352</td>
<td>Ethical Hacking</td>
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<td>Internetworking Technologies</td>
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<td>COP2222C</td>
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<td>Java Programming I</td>
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</tr>
<tr>
<td>COP1805C</td>
<td>Java Programming II</td>
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</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
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</tbody>
</table>

**Communications (3.0 credit hours)**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communication</td>
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**English (6.0 credit hours)**

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (6.0 credit hours)**
Massage Therapy

Associate of Science Degree

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

Program Description
Keiser University’s Associate of Science degree in Massage Therapy prepares students to become licensed massage therapists in Florida and perform therapeutic massage in a wide range of professional settings (including medical offices, hospice, rehabilitative facilities, and spas), as well as establish and run a successful private therapeutic massage practice. The program focuses on the following areas of study: anatomy & physiology, kinesiology, pathology, and applied therapeutic massage techniques. In addition, students learn Eastern bodywork and Western massage modalities, sports massage, hydrotherapy, and Florida Law pertaining to massage.

Program Mission Statement
The mission of Keiser University’s Associate of Science degree program in Massage Therapy is to prepare competent graduates for entry-level positions in the field of Massage Therapy.

Program Goals
The program’s mission is further defined in the following goals:

- Provide students with a robust academic curriculum relating to the human body’s structure and biomechanical principles
- Provide students with extensive hands-on experience in a clinical setting through working on peers and the public.
- Instruct students in the dynamics of designing an effective massage session including assessment and treatment plans
- Provide students with information about the professional nature of massage, including state licensing and code of ethics
- Introduce students to various Eastern and Western modalities (types of massage)
- Assist graduates in obtaining employment as licensed massage therapists

Prerequisites for Major Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1010</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1010L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1011</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1011L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1030</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Program Outline
To receive an Associate of Science degree in Massage Therapy, students must complete 72 credit hours as described below. The length of this program is approximately 18 months (this will vary if a student transfers in credits).

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 (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)
- 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
Medical Administrative Billing and Coding

Associate of Science Degree

Spanish Associate of Science in Medical Administrative Billing and Coding
For program information in Spanish, please refer to the Spanish edition of this catalog.

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

Program Description
Keiser University’s Associate of Science degree in Medical Administrative Billing & Coding prepares students to assign accurate medical codes for diagnostic procedures and other services offered by healthcare practitioners. Students will learn various clerical and administrative functions that relate to insurance claims, compliance, & reimbursement.

Program Objectives
The following objectives are designed to meet Keiser University’s mission and its goals:
- Develop a student’s ability to use medical language and classification systems to code procedures and diagnoses
- Develop a student’s ability to perform various clerical & administrative duties
- Prepare students for entry-level employment in billing & coding
- Prepare students to take the American Academy of Professional Coders (AAPC) credentialing examination as an apprentice

Program Outline
To receive an Associate of Science degree in Medical Administrative Billing and Coding, students must complete 60 credit hours as described below. The length of this program is approximately 18 months (this will vary if a student transfers in credits).

Medical Administrative Billing & Coding Common Core Courses (20 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA1102</td>
<td>Introduction to Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA2235</td>
<td>Anatomy &amp; Physiology with Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>&amp; Disease Process*</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA2244</td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA1382</td>
<td>Medical Law &amp; Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA1270</td>
<td>Medical Office Procedures with Insurance</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA2346C</td>
<td>Computerized Medical Office Management</td>
<td>4.0</td>
</tr>
</tbody>
</table>
**Medical Administrative Billing & Coding Courses (16 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM1433</td>
<td>Pathophysiology*</td>
<td>4.0</td>
</tr>
<tr>
<td>HIM2250C</td>
<td>CPT-4/HCPCS Coding*</td>
<td>4.0</td>
</tr>
<tr>
<td>HIM2724C</td>
<td>Basic ICD-10 Coding*</td>
<td>4.0</td>
</tr>
<tr>
<td>MEA2347C</td>
<td>Coding Cases Practice Experience</td>
<td>4.0</td>
</tr>
</tbody>
</table>

*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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
<tr>
<td>COM2460</td>
<td>Intercultural Communication</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>CGS10003</td>
<td>Fundamentals of Computer Applications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>CWL1000</td>
<td>Contemporary World Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>PHI1010</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2107</td>
<td>Applications of Mathematics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC2085C</td>
<td>Anatomy &amp; Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BSC2086C</td>
<td>Anatomy &amp; Physiology II</td>
<td>4.0</td>
</tr>
</tbody>
</table>
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
- To prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain

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 complete 60.5 credit hours as described below. The length of this program is approximately 16 months (this will vary if a student transfers in credits).
**Medical Assisting Major Courses** (36.5 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA1206C*</td>
<td>Clinical Procedures</td>
<td>3.5</td>
</tr>
<tr>
<td>MEA1238</td>
<td>Medical Terminology</td>
<td>1.5</td>
</tr>
<tr>
<td>MEA1236</td>
<td>Anatomy and Physiology</td>
<td>6.0</td>
</tr>
<tr>
<td>MEA1290</td>
<td>Radiography</td>
<td>6.0</td>
</tr>
<tr>
<td>MEA1267C*</td>
<td>Laboratory Procedures I</td>
<td>4.0</td>
</tr>
<tr>
<td>MEA1303C</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MEA2268C*</td>
<td>Laboratory Procedures II</td>
<td>4.0</td>
</tr>
<tr>
<td>MEA2806</td>
<td>Externship I</td>
<td>3.5</td>
</tr>
<tr>
<td>MEA2807</td>
<td>Externship II</td>
<td>3.5</td>
</tr>
</tbody>
</table>

*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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1005L</td>
<td>General Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1006</td>
<td>Advanced Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSC1006L</td>
<td>Advanced Biology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>BSC1050</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Medical Assisting Science

Associate of Science Degree

Spanish Associate of Science in Medical Assisting Science
For program information in Spanish, please refer to the Spanish edition of this catalog.

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

Program Description
Keiser University’s Associate of Science degree in Medical Assisting Science prepares students to perform various clinical duties including taking patient histories, measuring vital signs, assisting physicians with examinations, giving injections as directed by the physician, venipuncture, performing CLIA waived laboratory tests, and performing electrocardiograms (ECG). In addition, students will learn clerical and administrative tasks such as scheduling appointments, maintaining patient records, and preparing insurance claims.

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

- Develop a student’s ability to perform various clinical, clerical, & administrative duties
- Prepare students with the professional skills needed for employment in Medical Assisting
- Prepare students to take the Registered Medical Assistant (RMA) credentialing examination given by American Medical Technologists (AMT).

Program Outline
To receive an Associate of Science degree in Medical Assisting Science, students must complete 60 credit hours as described below. The length of this program is approximately 17 months (this will vary if a student transfers in credits).

Medical Assisting Common Core Courses (20 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA1102</td>
<td>Introduction to Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA2235</td>
<td>Anatomy &amp; Physiology with Terminology &amp; Disease Process*</td>
<td>4.0</td>
</tr>
<tr>
<td>MEA2244</td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA1382</td>
<td>Medical Law &amp; Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA1270</td>
<td>Medical Office Procedures with Insurance</td>
<td>3.0</td>
</tr>
<tr>
<td>MEA2346C</td>
<td>Computerized Medical Office Management</td>
<td>4.0</td>
</tr>
</tbody>
</table>

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
MGF2107  Applications of 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

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

Program Mission
Keiser University’s Associate of Science degree in Medical Laboratory Technician educates and prepares students to function effectively and collaboratively as a member of a medical laboratory team. The program provides exposure to various laboratory tests in accordance with nationally standardized laboratory practices as defined within the scope of the profession.

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 program’s mission is further defined in the following goals:

- Students will acquire the knowledge and skill development to competently perform standardized laboratory test procedures.
- Students will acquire critical thinking and problem-solving skills to effectively practice in the profession.
- 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 medical laboratory technician.

Program Student Learning Outcomes:

- The student will demonstrate professionalism required for an entry-level position as a medical laboratory technician.
- The student will demonstrate the ability to perform laboratory tests according to standardized laboratory practices and procedures.
• The student will be able to identify appropriate specimens for testing and determine if results are appropriate for the patient.
• The student will be able to demonstrate proficiency in the laboratory setting as a medical laboratory technician.

Prerequisites for Major Courses
MLT Program adheres to the policies as defined in the Specific Standard for Allied Health Programs section of the current KU Catalog
Background checks and drug screens will be required prior to externship
General education courses must be completed with a grade average of 3.0 on a scale of 4.0

Program Outline
To receive an Associate of Science degree in Medical Laboratory Technician, students must complete 63 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

Medical Laboratory Technician Major Courses (37 credit hours)

- MLT1610C* Clinical Chemistry I 3.0 credit hours
- MLT1620C Clinical Chemistry II 3.0 credit hours
- MLT1802* Clinical Practicum Part I 3.5 credit hours
- MLT1804 Clinical Practicum Part II 3.5 credit hours
- MLT2210C Urinalysis 3.0 credit hours
- MLT2300C* Hematology I 3.0 credit hours
- MLT2365C Hematology II 3.0 credit hours
- MLT2402C* Microbiology I 3.0 credit hours
- MLT2403C Microbiology II 3.0 credit hours
- MLT2500C Serology/Immunology 3.0 credit hours
- MLT2525C* Immunohematology I 3.0 credit hours
- MLT2528C Immunohematology II 3.0 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 graduates who wish to seek certification other than the American Society of Clinical Pathology Board of Certification MLT level may need to complete additional courses.

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
- MGF2107 Applications of 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

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**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 complete 93 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits). 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.

**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 2723C Nuclear Medicine Methodology II 5.0 credit hours
- NMT 2710 PET/CT Procedures & Radiopharmacy 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.

Program Requirements

- A score of 20 or higher on the University Wonderlic SLE entrance exam (students must take the SLE not the SLE-Q)
  - Students holding a baccalaureate or higher degree are exempt from taking the Wonderlic SLE entrance exam
- Receive a satisfactory background check (upon enrollment and again prior to the start of nursing major)
- Interview with the nursing program director or designee

Advancement to the nursing major of the ASN program is contingent the following:

- A composite score of 60 or higher on (current version) the Test of Essential Academic Skills (TEAS) nursing entrance examination
  - Students holding a baccalaureate degree (with a 3.0 cumulative GPA or higher) or hold a higher degree are exempt from taking the TEAS exam
- Minimum grade of “B” for pre-requisite courses: Human Anatomy/ Physiology I and II (BSC2085C and BSC2086C)
- Minimum grade of “C” for pre-requisite courses: Microbiology (MCB2000C), Intermediate Algebra (MAT1033), Life Span Development (DEP2004), and general education courses
- Minimum cumulative 3.0 GPA (based on completion of pre-requisite courses, English Composition I (ENC1101) and one additional general education course)
- Good academic and non-academic standing
- Satisfactory drug screening and completion of ALL required health screening (immunizations)

Program Outline
To receive an Associate of Science degree in Nursing, students must complete 72 credit hours as described below. The length of this program is approximately 25 months (this will vary if a student transfers in credits). 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.

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 with the exception of the Associate of Science in Occupational Therapy Assistant, which serves as the foundation for the Master of Science in Occupational Therapy Bridge Program. The decision on course transferability rests with the receiving institution.

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

Program Mission Statement
The mission of the occupational therapy assistant program is to prepare the occupational therapy assistant student for an ever-changing healthcare environment by emphasizing the acquisition of a foundational knowledge base in occupational therapy, building skills in clinical reasoning, professionalism, and competencies for specific clinical applications.

Program Goals
The program’s mission is further defined in the following goals:

- Students will demonstrate critical thinking, communication skills, and a commitment to lifelong learning.
- Students will possess employable entry-level skills required for the profession.
- Students will demonstrate ethical behavior that promotes client participation within a social/cultural context.

Prerequisites for Major Courses

- Background check
- Completion of all general education coursework with a minimum grade of “C” for each course. Successful completion of the following prerequisite courses: BSC2085C, BSC2086C, MAT1033 and PSY1012.
- Cumulative grade average of 3.0 on a scale of 4.0

Program Outline
To receive an Associate of Science degree in Occupational Therapy Assistant, students must complete 83 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits). Each course in the Occupational Therapy Assistant major is a prerequisite for the subsequent course and therefore must be passed with a minimum "C" grade in order to proceed successfully through the program.

### Occupational Therapy Assistant Major Courses (57.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTH 1007</td>
<td>Introduction to Occupational Therapy</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 1203</td>
<td>Human Occupation and Development Across the Lifespan</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 1014C</td>
<td>Kinesiology for Occupational Therapy Assistants</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 1433C</td>
<td>Musculoskeletal Disorders/Assessment and Intervention Strategies</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 1432C</td>
<td>Neurological Disorders/Assessment and Intervention Strategies</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 2300C</td>
<td>Psychiatric Disorders/Assessment and Intervention Strategies</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 2022C</td>
<td>Group Dynamics</td>
<td>2.0</td>
</tr>
<tr>
<td>OTH 2121C</td>
<td>Therapeutic Media</td>
<td>2.0</td>
</tr>
<tr>
<td>OTH 2800</td>
<td>Fieldwork I</td>
<td>2.0</td>
</tr>
<tr>
<td>OTH 2420C</td>
<td>Occupational Therapy for Physically Disabled</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 2520C</td>
<td>Pediatric Occupational Therapy</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 2602C</td>
<td>Aging and Performance Skills</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 2013C</td>
<td>OT Pre-clinical Practicum</td>
<td>3.0</td>
</tr>
<tr>
<td>OTH 2840</td>
<td>Fieldwork II</td>
<td>12.0</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### English (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC 2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Humanities/Fine Arts (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL 1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
</tbody>
</table>
CWL 1000  Contemporary World Literature       3.0 credit hours

Mathematics (3.0 credit hours)
MAC 2105  College Algebra         3.0 credit hours
MAT 1033  Intermediate Algebra    3.0 credit hours

Natural Science (8.0 credit hours)
BSC 2085C  Human Anatomy and Physiology I  4.0 credit hours
BSC 2086C  Human Anatomy and Physiology II  4.0 credit hours

Physical Therapist Assistant
Associate of Science Degree

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

Program Description
Keiser University’s Associate of Science degree in Physical Therapist Assistant prepares students for employment as a skilled licensed health care worker under the supervision of a licensed Physical Therapist. A Physical Therapist Assistant assists in the management of conditions such as arthritis, amputation, fractures, cerebrovascular accident (stroke), spinal cord injuries, traumatic brain injuries, wounds, developmental delays, cerebral palsy, cardiac and pulmonary pathology, sport injuries, work injuries and other types of injuries and/or pathologies.

Program Mission Statement
The Physical Therapist Assistant Program at Keiser University offers an Associate of Science Degree that is designed to prepare students to become effective, knowledgeable, safe and competent entry-level Physical Therapist Assistants who will practice under the supervision and direction of a Physical Therapist.

Program Goals
The program’s mission is further defined in the following goals:

- Communicate and collaborate within the healthcare environment and with members of the community.
- Demonstrate knowledge, skills and attitudes reflective of an entry level Physical Therapist Assistant.
- Exhibit professional and ethical behaviors consistent with the scope of practice of a PTA.
- Explore contemporary practice to develop commitment to lifelong learning.

Prerequisites for Major Courses
- Background check and drug screening when applicable
- Completion of prerequisites BSC2085C and BSC2086C, Human Anatomy and Physiology I and II with a minimum of a "B" in each course.
- Completion of general education coursework with a minimum grade of “C” for each course and cumulative grade average of 3.0 on a 4.0 scale
- Complete a minimum of 10 hours of physical therapy observation or work experience during the last 12 months before entering core. The 10 hours observation must consist of 5 hours in a Physical Therapy Inpatient Facility (Skilled Nursing Facility, Acute Care Hospital, Long-Term Acute Care Facility, or Inpatient Rehabilitation Hospital) and 5 hours in a Physical Therapy Outpatient Clinic within 1 year of beginning the PTA core.

Program Outline
To receive an Associate of Science degree in Physical Therapist Assistant, students must complete 74 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits). Each course in the Physical Therapist Assistant major is a prerequisite for the subsequent course and therefore must be completed with a grade of “C” or higher in order to proceed successfully through the program.

Physical Therapist Assistant Major Courses (48.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT1000C</td>
<td>Introduction to Physical Therapist Assistant</td>
<td>5.0</td>
</tr>
<tr>
<td>PHT1121C</td>
<td>Kinesiology</td>
<td>4.0</td>
</tr>
<tr>
<td>PHT1216C</td>
<td>Functional Modalities</td>
<td>4.0</td>
</tr>
<tr>
<td>PHT1227C</td>
<td>Therapeutic Exercise I</td>
<td>4.0</td>
</tr>
<tr>
<td>PHT1228C</td>
<td>Therapeutic Exercise II</td>
<td>2.0</td>
</tr>
<tr>
<td>PHT1251C</td>
<td>Patient Care Procedures</td>
<td>4.0</td>
</tr>
<tr>
<td>PHT1261C</td>
<td>Tests and Measurements</td>
<td>4.0</td>
</tr>
<tr>
<td>PHT1300C</td>
<td>Medical Diseases</td>
<td>5.0</td>
</tr>
<tr>
<td>PHT2143C</td>
<td>Rehabilitation</td>
<td>4.0</td>
</tr>
<tr>
<td>PHT2810</td>
<td>Clinical Experience I</td>
<td>5.0</td>
</tr>
<tr>
<td>PHT2820</td>
<td>Clinical Experience II</td>
<td>7.0</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
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</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
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</tbody>
</table>

English (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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 complete 93 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits). 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 successfully through the program.

Radiation Therapy Major Courses (67.0 credit hours)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT1001</td>
<td>Introduction to Radiation Therapy</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT1123</td>
<td>Patient Care in Radiation Therapist</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT2021</td>
<td>Principles and Practice of Radiation Therapy I</td>
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</tr>
<tr>
<td>RAT2617</td>
<td>Radiation Therapy Physics I</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT2652</td>
<td>Treatment Planning and Dosimetry</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT1804</td>
<td>Radiation Therapy Clinical Education I</td>
<td>3.0</td>
</tr>
<tr>
<td>RAT1814</td>
<td>Radiation Therapy Clinical Education II</td>
<td>3.0</td>
</tr>
<tr>
<td>RAT2241</td>
<td>Radiobiology and Pathology</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT2022</td>
<td>Principles and Practice of Radiation Therapy II</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT2805</td>
<td>Radiation Therapy Clinical Education III</td>
<td>3.0</td>
</tr>
<tr>
<td>RAT2814</td>
<td>Radiation Therapy Clinical Education IV</td>
<td>3.0</td>
</tr>
<tr>
<td>RAT2618</td>
<td>Radiation Therapy Physics II</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT2657</td>
<td>Quality Management</td>
<td>5.0</td>
</tr>
<tr>
<td>RAT2824</td>
<td>Radiation Therapy Clinical Education V</td>
<td>3.0</td>
</tr>
<tr>
<td>RAT2834</td>
<td>Radiation Therapy Clinical Education VI</td>
<td>3.0</td>
</tr>
<tr>
<td>RAT2061</td>
<td>Radiation Therapy Seminar</td>
<td>4.0</td>
</tr>
</tbody>
</table>

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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

English (3.0 credit hours)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ENC2102  English Composition II  3.0 credit hours

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

**Mathematics (6.0 credit hours)**
MAT1033  Intermediate Algebra  3.0 credit hours
PHY2001  General Physics  3.0 credit hours

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

---

**Radiologic Technology**

**Associate of Science Degree**

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

**Program Description**
Keiser University’s Associate of Science degree in Radiologic Technology prepares students for entry-level positions in the profession, producing radiographic images in accordance with standardized practices and procedures. The program provides radiologic information including medical terminology, patient care, radiographic procedures, radiation protection, equipment operations and image production and evaluation. The program’s graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists and are eligible to be licensed by the State of Florida to practice Radiologic Technology.

**Program Mission Statement**
Keiser University’s Associate of Science degree program in Radiologic Technology provides both an educational and clinical foundation to produce competent graduates for entry-level positions in radiologic technology and instill the values and concepts of life-long learning in its graduates. Through community clinical partnerships, graduates integrate clinical competence, radiation safety, professional and ethical behavior and communication skills in keeping with the radiologic technologist’s scope of practice.

**Program Goals**
The program’s mission is further defined in the following goals:
- Students will communicate within a healthcare setting;
- Students will apply critical thinking skills;
- Students will demonstrate professional and ethical behavior;
- Students will demonstrate clinical competency.

*Student learning outcomes associated with these goals are an important and integral part of the program. The specific learning outcomes for each goal can be found on the university’s web site [http://www.keiseruniversity.edu/radiologic-technology-as/](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 complete 94 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits). 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.

**Radiologic Technology Major Courses (68.0 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1000</td>
<td>Intro to Radiologic Technology</td>
<td>5.5</td>
</tr>
<tr>
<td>RTE 1401</td>
<td>Radiologic Imaging</td>
<td>5.5</td>
</tr>
<tr>
<td>RTE 1418C</td>
<td>Radiologic Science I</td>
<td>5.5</td>
</tr>
<tr>
<td>RTE 1458C</td>
<td>Radiologic Science II</td>
<td>5.5</td>
</tr>
<tr>
<td>RTE 1503C</td>
<td>Radiologic Procedures I</td>
<td>4.25</td>
</tr>
<tr>
<td>RTE 1513C</td>
<td>Radiologic Procedures II</td>
<td>4.25</td>
</tr>
<tr>
<td>RTE 1523C</td>
<td>Radiologic Procedures III</td>
<td>4.25</td>
</tr>
<tr>
<td>RTE 1533C</td>
<td>Radiologic Procedures IV</td>
<td>4.25</td>
</tr>
<tr>
<td>RTE 1804</td>
<td>Clinical Rotation I</td>
<td>6.0</td>
</tr>
<tr>
<td>RTE 1814</td>
<td>Clinical Rotation II</td>
<td>6.0</td>
</tr>
<tr>
<td>RTE 2563</td>
<td>Advanced Radiologic Imaging</td>
<td>5.5</td>
</tr>
<tr>
<td>RTE 2785</td>
<td>Advanced Pathophysiologic Imaging</td>
<td>5.5 credit hours</td>
</tr>
<tr>
<td>RTE 2824</td>
<td>Clinical Rotation III</td>
<td>6.0</td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Communications (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Computers (3.0 credit hours)
CGS1000C Introduction to Computers 3.0 credit hours

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

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

Mathematics (3.0 credit hours)
MAT1033 Intermediate Algebra 3.0 credit hours

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

Respiratory Therapy
Associate of Science Degree

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

Program Description
Keiser University’s Associate of Science degree in Respiratory Therapy prepares students for employment as respiratory therapists under the supervision of licensed physicians. Therapist provides education, diagnostic testing and respiratory therapy in the management of conditions such as chronic obstructive pulmonary disease, acute cardio-respiratory failure, asthma, and other pulmonary pathologies. Successful completion of the program qualifies graduates to receive an Associate of Science degree, and become eligible to sit for the national accreditation exams for the designation of the Registered Respiratory Therapist (RRT) and apply for state license as a respiratory therapist. The national examinations consist of the Therapist Multiple-Choice Examination (TCM) and the Clinical Simulation Examination (CSE) offered by the National Board of Respiratory Care.
(NBRC). Information on the exam process is available through the NBRC at [www.nbrc.org](http://www.nbrc.org).

Responsibilities of a respiratory therapist include:

- Identifying lung and breathing disorders and recommending treatment methods
- Interviewing patients and doing chest physical exams to determine what kind of therapy is best for their condition
- Consulting with physicians to recommend a change in therapy, based on patient evaluation
- Analyzing breath, tissue, and blood specimens to determine levels of oxygen and other gases
- Managing ventilators and artificial airway devices for patients who can’t breathe normally on their own
- Responding to Code Blue or other urgent calls for care
- Educating patients and families about lung disease so they can maximize their recovery

**Program Mission Statement**

Keiser University's Associate of Science degree program in Respiratory Therapy prepares students to become effective, knowledgeable, safe and competent respiratory therapy practitioners who will practice under the supervision and direction of a licensed physician.

**Program Goal**

- To prepare graduates with demonstrated competence in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT’s).

**Program Objectives**

- The program’s mission and goal is further defined in the following program objectives:
- To provide an environment in which students demonstrate ethical behaviors, critical thinking skills and a commitment to lifelong learning
- Development of clinical skills, treatment techniques, understanding of methodology, and rationale for implementation and interpretation of diagnostics and cardio-respiratory care
- To provide the students with an academic foundation to adequately fulfill the role of a respiratory care practitioner in a clinical setting

**Prerequisites for Major Courses**

- Background check and drug screening
- Completion of prerequisites BSC2085C and BSC2086C, Human Anatomy and Physiology I and II with a minimum of a "B" in each course.
- Completion of the following prerequisite courses: MCB2000C and CHEM2045/L and all general education coursework with a minimum grade of “C” for each course.
- Cumulative grade average of 3.0 on a scale of 4.0

**Program Outline**

To receive an Associate of Science degree in Respiratory Therapy, students must complete 76 credit hours as described below. The length of this program is approximately 24 months (this will vary if a student transfers in credits). 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 successfully through the program. Students must complete all courses in the program core.
### Respiratory Therapy Major Courses (42.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET1024C</td>
<td>Respiratory Therapy Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>RET1485C</td>
<td>Respiratory Therapy Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>RET1291C</td>
<td>Clinical Respiratory Medicine</td>
<td>3.0</td>
</tr>
<tr>
<td>RET1007C</td>
<td>Pharmacology for Respiratory Care</td>
<td>3.0</td>
</tr>
<tr>
<td>RET1940</td>
<td>Clinical Practicum I</td>
<td>3.0</td>
</tr>
<tr>
<td>RET1405C</td>
<td>Diagnostic Procedures in Respiratory Care</td>
<td>3.0</td>
</tr>
<tr>
<td>RET2283C</td>
<td>Intensive Respiratory Care</td>
<td>3.0</td>
</tr>
<tr>
<td>RET2941</td>
<td>Clinical Practicum II</td>
<td>3.0</td>
</tr>
<tr>
<td>RET2710C</td>
<td>Pediatric and Neonatal Respiratory Therapy</td>
<td>3.0</td>
</tr>
<tr>
<td>RET2944</td>
<td>Clinical Practicum III</td>
<td>3.0</td>
</tr>
<tr>
<td>RET2934C</td>
<td>Special Topics in Respiratory Therapy</td>
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</tr>
<tr>
<td>RET2946</td>
<td>Clinical Practicum IV</td>
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</tr>
<tr>
<td>RET2948</td>
<td>Clinical Practicum V</td>
<td>3.0</td>
</tr>
<tr>
<td>RET2935C</td>
<td>Respiratory Therapy Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### General Education Courses (34.0 credit hours)

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

#### Behavioral/Social Science (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### English (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Humanities/Fine Arts (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0</td>
</tr>
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</table>

#### Mathematics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
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</tr>
</tbody>
</table>

#### Natural Science (16.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC2085C</td>
<td>Human Anatomy and Physiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BSC2086C</td>
<td>Human Anatomy and Physiology II</td>
<td>4.0</td>
</tr>
<tr>
<td>MCB2000C</td>
<td>Microbiology I</td>
<td>4.0</td>
</tr>
<tr>
<td>CHM2045</td>
<td>General Chemistry</td>
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</tr>
<tr>
<td>CHM2045L</td>
<td>General Chemistry Laboratory</td>
<td>1.0</td>
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</tbody>
</table>
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
The Sports Medicine and Fitness Technology Program offers an Associate of Science degree designed to facilitate the development of each student into an ethical, competent, entry-level Fitness Practitioner or Exercise Specialist. The program emphasizes a general health, fitness, and nutrition knowledge base, in conjunction with professional behaviors and technical skills required for this career path.

Program Objectives
The following objectives are designed to meet Keiser University’s mission and its objectives. Upon completion of the program, students will be able to:

- Construct health- and fitness-related assessments and decipher those results to develop appropriate exercise prescription for all ability levels.
- Investigate health and fitness components to indoctrinate individuals regarding exercise sessions.
- Correlate between exerciser physiological adaptations and psychological factors of fitness and exercise programs.
- Interpret biomechanical principles and their relationship to optimal movement for sport and exercise.
- Analyze and evaluate real-world experiences through the appropriate legal, professional, and ethical means of care to patients, clients, and athletes.
- Identify and execute specific safety protocols to use in diverse situations.
- Develop communication strategies and styles that are appropriate for different facilities and subjects.

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 degree in Sports Medicine and Fitness Technology, students must complete 61 credit hours as described below. The length of this program is approximately 18 months (this will vary if a student transfers in credits).

Sports Medicine and Fitness Technology Major Courses (26.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET1084C</td>
<td>Health Fitness Appraisal and Wellness</td>
<td>4.0 credit hours*</td>
</tr>
<tr>
<td>PET1352C</td>
<td>Nutrition and Weight Management</td>
<td>4.0 credit hours</td>
</tr>
<tr>
<td>PET1384C</td>
<td>Principles of Health and Fitness</td>
<td>4.0 credit hours*</td>
</tr>
<tr>
<td>APK2004C</td>
<td>Introduction to Kinesiology</td>
<td>4.0 credit hours*</td>
</tr>
<tr>
<td>PET2353C</td>
<td>Exercise Physiology</td>
<td>4.0 credit hours</td>
</tr>
<tr>
<td>PET2941</td>
<td>Externship I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PET2942</td>
<td>Externship II</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

Sports Medicine and Fitness Technology Elective Courses (9.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET2082C</td>
<td>Exercise Leadership I</td>
<td>4.0 credit hours</td>
</tr>
<tr>
<td>PET2214</td>
<td>Sports Psychology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>SPM2150</td>
<td>Sports Administration</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
<td>3.0 credit hours**</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0 credit hours</td>
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</table>

Communications (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech Communications</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

Computers (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

English (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

Humanities/Fine Arts (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CRW1000</td>
<td>Creative Writing</td>
<td>3.0 credit hours</td>
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</table>

Mathematics (3.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0 credit hours</td>
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</tbody>
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Natural Science (8.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC2085C</td>
<td>Human Anatomy and Physiology I</td>
<td>4.0 credit hours</td>
</tr>
<tr>
<td>BSC2086C</td>
<td>Human Anatomy and Physiology II</td>
<td>4.0 credit hours</td>
</tr>
</tbody>
</table>
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 surgery centers. Students receive instruction in essentials of healthcare, aseptic technique with infection control, surgical instrumentation, anatomy, physiology, medical terminology, microbiology, and pharmacology applied to specific surgical cases to prepare them to assist surgeons in operating room environments.

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 degree in Surgical Technology, students must complete 74 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits). Each major course is a prerequisite for the subsequent course and therefore must be completed successfully to move forward in the program.

**Surgical Technology Major Courses (48.0 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
STS2943 Surgical Technology Externship IV 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 produce assets and levels for games. Students are immersed in creative and conceptual areas such as character development, 3D modeling and animation, game theory, interactive storytelling and game space construction.

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 3D modeling, animation theory and techniques, level design and architecture, texturing and lighting
- To prepare graduates for jobs as entry-level game modelers, animators, level designers, texture mappers and story developers
- To assist students with mastering industry-standard software and game engines
- To develop a student’s ability to think critically and communicate effectively

Prerequites for Major Courses
None

Program Outline
To receive an Associate of Science degree in Video Game Design, students must complete 60 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

**Video Game Design Major Courses (36.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG1306</td>
<td>3D Animation</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG1321</td>
<td>3D Modeling</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG1373</td>
<td>3D Texturing</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG1717</td>
<td>Game Development</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2323</td>
<td>3D Modeling Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2354</td>
<td>3D Animation Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2793</td>
<td>Level Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2547</td>
<td>Game Prototyping</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2952</td>
<td>Game Assembly</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2953</td>
<td>Game Execution</td>
<td>3.0</td>
</tr>
<tr>
<td>GRA2150C</td>
<td>Digital Image Editing</td>
<td>3.0</td>
</tr>
<tr>
<td>DIG2637</td>
<td>Programming Fundamentals</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AMH1010</td>
<td>American History Pre 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>AMH1020</td>
<td>American History Since 1876</td>
<td>3.0</td>
</tr>
<tr>
<td>IDS1107</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>POS1041</td>
<td>Political Science</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY1012</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Sociology</td>
<td>3.0</td>
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</tbody>
</table>

**Communications (3.0 credit hours)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Speech</td>
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</tbody>
</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CGS1000C</td>
<td>Introduction to Computers</td>
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</table>

**English (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENC2102</td>
<td>English Composition II</td>
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</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AML1000</td>
<td>American Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>ENL1000</td>
<td>English Literature</td>
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</table>

**Mathematics (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC2105</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT1033</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MGF2106</td>
<td>College Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>STA2023</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1005</td>
<td>General Biology</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ACG1001 (3.0 credit hours)
**Accounting Principles I**
Defines the objectives of accounting and their relationship to organizations through fundamental concepts and principles. Topics include ethical conduct, use of debits and credits, classification of accounts, journalizing, preparation of financial statements and use of a trial balance. Accrual method accounting procedures are discussed with end-of-year procedures and financial statements.

ACG2011 (3.0 credit hours)
**Accounting Principles II**
Expands on accounting concepts, techniques, standards, and principles. Topics include an expansion of ethical behavior, account classifications, measuring and journalizing transactions and events, and the preparation of financial statements including the statement of cash flows. Financial statement ratio analysis is introduced. Prerequisite: ACG1001

ACG2062 (3.0 credit hours)
**Accounting Information for Business Decisions**
Identifies how accounting information is used in making organizational decisions. Students enhance their ethical knowledge and also their computer skills using spreadsheet software to solve accounting problems. Prerequisite: ACG2011 and CGS1000C

ACG2091 (3.0 credit hours)
**Integrated Accounting**
Integrates traditional accounting concepts and ethics with computerized accounting procedures. Software will be used to enter transactions and events to complete an accounting cycle for an organization. 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**
Presents financial reporting concepts, standards, calculations and disclosures with an emphasis on measurement, valuation and presentation of typical asset-related transactions. Related ethical conduct is also discussed. Prerequisite: ACG 2091

ACG4111 (3.0 credit hours)
**Intermediate Accounting II**
Presents financial reporting concepts, standards, calculations and disclosures with an emphasis on measurement, valuation and presentation of typical liability and equity-related transactions. Related ethical conduct is also discussed. Prerequisite: ACG4101

ACG4201 (3.0 credit hours)
**Advanced Accounting**
Presents financial reporting concepts, standards, calculations and disclosures with an emphasis on measurement, valuation and presentation related to business combinations and consolidations, intercompany transactions, foreign currency and partnerships. Ethical standards are also discussed. Prerequisite: ACG4111

ACG4253 (3.0 credit hours)
**International Financial Reporting**
Presents financial reporting concepts, standards, calculations and disclosures with an emphasis on measurement, valuation and presentation related to international accounting standards. Ethical conduct as it relates to international accounting concepts is also covered. Prerequisite: ACG4201

ACG4342 (3.0 credit hours)
**Advanced Managerial/Cost Accounting**
Explores critical managerial accounting skills such as analysis, cost management, and performance measures used to support decision making. Discuss ethical professional practices as it relates to internal users. Prerequisite: ACG4111

ACG4842 (3.0 credit hours)
**Data Analysis for Accounting**
Presents concepts and terminology related to data analysis techniques used in accounting. This course will also discuss the risks and controls associated with critical organizational information and provide an opportunity to enhance analytical skills using software. Prerequisite: ACG4671

ACG4501 (3.0 credit hours)
**Governmental and Institutional Accounting**
Presents concepts, transactions, and reporting standards and practices for government and other not-for-profit entities. Ethical considerations related to governmental and not-for-profit organizations are also discussed. Prerequisite: ACG 4111

ACG4651 (3.0 credit hours)
**Auditing I**
Demonstrates knowledge of standards and procedures used in auditing financial information. Discuss ethical behavior and responsibilities of auditors. Prerequisite: ACG4111
ACG4671 (3.0 credit hours)
**Auditing II**
Demonstrates knowledge of standards and procedures used in auditing various business processes, audit reporting, and other services. Discuss ethical behavior and professional responsibilities of auditors. 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

AEB3137 (3.0)
**Equine Facility Design & Operations**
Examines the components necessary to design, operate, and manage an equestrian facility. Topics include researching local equestrian facilities to examine and research for equestrian safety as well as managerial techniques that are utilized and developing plans for an equestrian facility that include horse shows, boarding, and equine training. Writing a business plan and a demographic analyses will be experienced as well as participating in event management activities.

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.)

ANS3217 (3.0 hours)
**Equine Health & Disease Monitoring**
Expands and provide practical guidance on special problems frequently seen in equine practice. Focuses on the variety of equine health and disease issues stemming from problems associated and helped through nutrition, common diseases, poisonous plant and mycotoxins, respiratory deficiencies, neurologic, endocrine, musculoskeletal, and gastrointestinal problems.

ANS3403 (3.0 hours)
**Equine Nutrition**
Analyze the basic foundations of equine nutrition (digestive and metabolic physiology, nutrient functions and requirements), nutritional management by life stage or function, feeding programs, and
clinical nutrition. Research the different feed companies and the quality and safety of their products and develop a proper equestrian feed program based on sound evidence and nutritional scientific principles appropriate for day to day operations.

ANS4383 (3.0 hours)
**Equine Genetics**
Examine and accurately assess complex genetic disease, physiological variation, and genetic diversity in equine populations. Demonstrate the knowledge that is necessary to improve the equine health and understand how to better predict, assess potential genetic deviations, and treat horses.

ANS4383L (1.0 hours)
**Equine Genetics Lab**
This course is designed to be taken in conjunction with ANS4383, Equine Genetics. Students will apply their knowledge of equine genetics into field research on variations within different genetic breeds, gender, and dispositions of horses.

ANS4950 (3.0 hours)
**Equine Internship/Practicum I**
Expand and apply the knowledge and necessary skill sets required in equine careers and fields. Opportunity to shadow veterinarians, show managers/judges, farriers, equine dentists, and other equine professionals. Course will expose the equestrian to the plethora of options and careers available to them including day to day operations, equine health management and nutrition, training opportunities, exposure to and horse show management.

ANS4951 (3.0 hours)
**Equine Internship/Practicum II**
Expand and apply the knowledge and necessary skill sets required in equine careers and fields. Opportunity to shadow veterinarians, show managers/judges, farriers, equine dentists, and other equine professionals. Course will expose the equestrian to the plethora of options and careers available to them including day to day operations, equine health management and nutrition, training opportunities, exposure to and horse show management.

ANT3524C (4.0 credit hours)
**Fundamentals of 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: BSC2010 and BSC2010L, BSC2011 and BSC 2011L.

APA2265 (3.0 credit hours)
**Accounting for Healthcare**
This course presents an overview of accounting and financial activities relevant to a healthcare facility. Topics include an introduction to healthcare accounting, basic financial statement preparation and analysis including budgets, and recording transactions in a healthcare environment.
APK2004C (4.0 credits)  
**Introduction to Kinesiology**  
This course will focus on the science of human movement through covering the foundations of kinesiology, the fundamental of the neuromuscular system, and basic concepts of biomechanics. Following the completion of this course, students will be familiar with the bones, connective tissue, and muscles that make up the human movement system, as well as their role in common movements used in exercise and sports.

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.

BCH1020C (4.0 credit hours)  
**Fundamentals of Biochemistry**  
Provides basic knowledge of structural organic molecules, acid-base chemistry, reaction mechanisms and chemical thermodynamics. Topics include the roles of essential biological molecules, focusing on protein chemistry, lipids, carbohydrates, nucleic acids and enzymes. Prerequisites: BSC1005, CHM1045

BCH1417C (4.0 credit hours)  
**Molecular Biology**  
Presents a comprehensive overview of concepts in the field of molecular biology. Topics include an introduction to theory and laboratory techniques in molecular biology with an emphasis on DNA replication, transcription, translation, chromosome structure, gene expression and regulation, recombinant DNA and RNA techniques such as transformation, Northern Blots and DNA bioinformatics tools. Prerequisites: BSC1005, CHM1045

BCH3205 (3.0 credit hours)  
**Fundamentals of Biochemistry**  
Provides basic knowledge of structural organic molecules, acid-base chemistry, reaction mechanisms and chemical thermodynamics. Topics include the roles of essential biological molecules, focusing on protein chemistry, lipids, carbohydrates, nucleic acids and enzymes. Prerequisite: CHM3206

BCH4053 (3.0 credit hours)  
**Biochemistry I**  
Presents a comprehensive overview of concepts in the field of biochemistry. Aspects of cell organization, biochemical reactions, structures, purification and characterization of proteins, enzymes, lipids, and nucleic acids will be explored. Prerequisite: CHM2211, CHM2211L

BCH4054 (3.0 credit hours)  
**Biochemistry II**  
Presents a comprehensive overview of concepts in the field of biochemistry. Aspects of metabolism, carbohydrates, energy storage, citric acid cycle, oxidative phosphorylation, lipid metabolism, photosynthesis, metabolisms of nitrogen and cellular signaling will be explored. Prerequisites: BCH4053, CHM2211, CHM2211L
BPA1146C (3.0 Credits)
**Pastry Basics**
This course focuses on protein coagulation and egg thickened liquids, chemical leavened baked goods as well as use and identification of bakery ingredients including sugars, flours, starch thickeners and gelatin. Students will learn to make a variety of petit four sec cookies, bars, icebox, etc. Production includes numerous soufflés, custards, mousses, sauces and frozen desserts.

BPA1943C (3.0 Credits)
**Yeast Breads and Laminated Doughs**
Explores the science of leavening as it is related to yeast fermentation, production of breads, rolls and laminated dough, including white pan breads, sandwich rolls, dinner rolls, Danish, croissants and puff pastry. This includes hands-on production, as well as discussion of the steps in bread making to produce high quality products, in addition to bread faults and the causes. The importance of formulas, baker’s percentage, scaling and measurements is applied.

BPA2121C (3.0 Credits)
**Advanced Pastry Techniques**
Focus is placed on the study of petit four glace, macaroons, pate a choux and puff pastry products. Various crust styles are evaluated and used to produce quiches and tarts. Students will also learn about pastry as it pertains to breakfast cookery, including topics such as breakfast egg cookery and savory baked goods, pancakes, waffles and crepes, along with their appropriate accompaniments. Students will be introduced to the position of pastry chef within the kitchen brigade. Students will also explore menu and recipe design, purchasing and costing, plated dessert service, brunch and tea preparation and buffet design.

BPA2234C (3.0 Credits)
**Specialty Yeast Breads**
Presents the science of yeast fermentation as it relates to pre-ferments, including levain, poolish, biga, and sourdough and their use in the production of rustic breads and hearth-baked products. Production methods are examined with the emphasis on artisan-quality breads. Enriched bread variations are explored, along with cultural specialties including pretzels, naan and flatbreads.

BPA2241C (3.0 Credits)
**Chocolates, Confections, and Centerpieces**
Students will be introduced to the skills and techniques required to successfully work with chocolate. They will be taught the basic techniques to form simple centerpieces, molded and rolled truffles and chocolate candy, butter and cream ganache aerated confections, as well as crystalline and non-crystalline confections. Emphasis is placed on production and the rules that apply when tempering chocolate.

BPA2262C (3.0 Credits)
**European Tortes & Contemporary Plated Desserts**
A classic in-depth study of the European tortes and dessert cakes from Austria, France, Italy and others with a focus on the genoise sponge as the primary objective of this course. Along with the cakes are decorating techniques, garnishes and presentation methods that will be practiced. Topics include all varieties of tortes and icings including ganache, mousses, meringues as well as European style decorations, storage and handling, and portion size. Discussion and demonstration of
contemporary plating techniques will be done with emphasis on design, garnish and deconstruction.

**BPA2271C (3.0 Credits)**  
**Cake Baking Design and Decorating**  
Discusses the various production methods of cakes such as sponge, butter and high ratio style white, chocolate and yellow cakes, and cupcakes. Topics include types of buttercream icings and decorating styles, as well as classic American cake decoration for special occasion and birthday cakes. Cost analysis is discussed. Importance is placed on proper assembly of a cake, with a major focus on piping techniques. Techniques for stacking cakes and modeling with various mediums will also be presented.

**BPA2292C (3.0 Credits)**  
**Wedding Cakes Amenities and Showpieces**  
Topics of the class will include wedding cakes, gingerbread and showpiece construction and various display forms, as well as the use of these products as elements for use in hotels and restaurants. Sugar as an art form is explored through pastillage showpieces and gumpaste floral techniques. Piping skills are refined through royal icing string work, with emphasis placed on fondant covered, tiered wedding cakes.

**BSC1005 (3.0 credit hours)**  
**General Biology**  
Introduces elementary cell structure, metabolism, and reproduction. Topics include aspects of general and biological chemistry, cell cycles, DNA structure and replication, protein synthesis, nature of heredity and the genetic basis of speciation.

**BSC1005L (1.0 credit hour)**  
**General Biology Laboratory**  
Consists of practical applications of theories and concepts presented in BSC1005 (General Biology).

**BSC1006 (3.0 credit hours)**  
**Advanced Biology**  
Extends theories and concepts presented in BSC1005 (General Biology). Topics include biological classification, nutrient procurement and processing, reproduction and development, environmental responses, interactions of organisms with one another and with their environment. Prerequisite: BSC1005

**BSC1006L (1.0 credit hour)**  
**Advanced Biology Laboratory**  
Consists of practical applications corresponding to the theories and concepts presented in BSC1006 (Advanced Biology).

**BSC1050 (3.0 credit hours)**  
**Environmental Science**  
Studies the structure and function of ecosystems. Topics include biological and non-biological components, resource availability and preservation and interplay between human populations and the ecosystems of which they are a part. The course stresses understanding of environmental issues and human influences and realistically evaluates current options leading to environmental stability.
on local, regional and global scales.

BSC1421C (4.0 credit hours)
**Introduction to Biotechnology**

Presents a historical review of developments leading to biotechnology. Topics include gene expression, recombinant DNA technology and research and development of the application of biotechnology. Additional topics focus on microorganisms, plants, animals, marine organisms, new areas of genomics, proteomics and bioinformatics, as well as developments in medical biotechnology, forensic science and regulation issues of biotechnology. Prerequisites: BSC1005, CHM1045

BSC2010 (3.0 credit hours)
**Biology I**

This course is designed for science majors. Introductory topics include the organization of the living world, the requirements of life, the scientific method, and aspects of general and biological chemistry. Aspects of cells include their structure and function, energy acquisition and utilization, the cell cycle, mitosis, meiosis, Mendelian genetics, genetic defects, chromosomes, DNA structure, replication, protein synthesis, the genetic code, and mechanisms of gene control. Current molecular biology and technologies are introduced.

BSC2010L (1.0 credit hour)
**Biology I Laboratory**

This course is to be taken in conjunction with BSC2010. This course is designed to explore the organization of the living world through inquiry-based laboratory scenarios. Students will build upon concepts discussed in the corresponding lecture. Corequisite: BSC2010

BSC2011 (3.0 credit hours)
**Biology II**

This is an introductory / survey course that extends the curriculum of General Biology for majors (BSC-2010). Aspects of the theory and dynamics of evolution and the origin and evolution of life are followed by a survey of the diversity of life. The structure and function of plants and animals are compared. Patterns of interaction of organisms with each other and their environment are explored together with the human impact on biodiversity.

Prerequisite: BSC2010

BSC2011L (1.0 credit hour)
**Biology II Laboratory**

This is an introductory biological laboratory course designed for science majors that extends the concepts and theories of BSC2010 (General Biology), and consists of practical applications corresponding to theories and concepts presented in BSC2011 (Advanced Biology for science majors).

BSC2085C (4.0 credit hours)
**Human Anatomy and Physiology I**

Provides basic structure, function and chemistry of the human body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular,
respiratory, reproductive and integumentary systems. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection.

**BSC2086C (4.0 credit hours)**

**Human Anatomy and Physiology II**
Continues BSC 2085 (Human Anatomy and Physiology I), with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. Prerequisite: BSC2085C

**BSC3401C (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: BSC2010 and BSC2010L, BSC2011 and BSC 2011L.

**BSC3403C (4.0 credit hours)**

**Quantitative Biological Methods**
This is a foundation course in statistical methodology. Introductory topics include: systematic sampling, the scientific method and design of experiments, descriptive statistics, basic probability concepts, probability distributions, estimation, hypothesis testing, analysis of variance, simple linear regression and correlation, multiple regression, regression analysis, and chi-square distribution and analysis of frequencies. Prerequisites: BSC2010, BSC2010L, MCB3020, MCB3020L, CHM2046, CHM2046L

**BSC3833 (3.0 credit hours)**

**Radiation Biology**
This course covers the effectors of ionizing radiation on biological systems at the cellular, molecular, organ, organism, and environmental levels.

**BSC4458 (3.0 credit hours)**

**Bioinformatics**
Presents a comprehensive overview of concepts in the field of bioinformatics. Aspects of genetic diseases, gene alignments, protein alignments, sequence assembly, gene prediction, RNA and protein structure, molecular phylogenetics, gene expression and Perl will be explored. Prerequisites: PCB3522

**BSC4905 Undergraduate Research I**
The intention of this course is for the student to utilize the knowledge and skills he or she has acquired during their studies though the creation of a research project. The goal is for students to synthesize, integrate, and apply the skills that they have acquired during their academic studies. The topic of the project should reflect the student’s overall academic interests. Moreover, the project will be representational of the in one of the fields in Biomedical Sciences. This is a restricted course and must be approved by student’s academic advisor.
BSC4906 Undergraduate Research II
The intention of this course is for the student to utilize the knowledge and skills he or she has acquired during their studies through the creation of a research project. The goal is for students to synthesize, integrate, and apply the skills that they have acquired during their academic studies. The topic of the project should reflect the student’s overall academic interests. Moreover, the project will be representational of the in one of the fields in Biomedical Sciences. Pre-requisite is BSC4905 and must be approved by student’s academic advisor.

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

CAP4028 (3.0 credit hours)

**Introduction to Game Programming**
Game development is a high valued discipline that evolves continuously. This course introduces students to concepts and practical applications in game programming. Students will be pitching game ideas, writing design documents, and use programming languages such as Python and JavaScript to produce playable interactive computer games.

Pre-requisites: GRA 1100C and COP3891

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.

CCJ4990 (3.0 credit hours)
Criminal Justice Internship I
The internship provides an opportunity for students to obtain experience in a criminal justice environment and interact with practitioners associated with such practice. Students will gain practical experience with substantive and procedural criminal justice issues, and will also obtain direct exposure to the criminal justice system. This course is only available at participating ground campuses.

CCJ4991 (3.0 credit hours)
Criminal Justice Internship II
The internship builds on CCJ4990 by providing students an additional opportunity to obtain experience in a criminal justice environment and interact with practitioners associated with such practice. Students will gain practical experience with substantive and procedural criminal justice issues, and will also obtain direct exposure to the criminal justice system. This course is only available at participating ground campuses.

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

CDA3317 (3.0 credit hours)
Rapid Prototyping with FPGA
This course provides a unified approach to designing, developing, and rapid-prototyping system level designs on an FPGA evaluation (eval) platform using schematic capture and hardware description language (HDL), such as Verilog or VHDL. The FPGA will be compared with Harvard and von Neumann microprocessor and microcontroller architectures and students will learn how, when, where, and why FPGAs are used, how to interface to them, the constraints, operational environments (e.g. radiation environments), advantages, and disadvantages. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

CDA4125 (3.0 credit hours)

**Concepts of Parallel and Distributed Processing**
This course introduces various systems aspects of parallel and distributed computing. Topics include parallel computer architectures, interconnects, parallel programming paradigms, compilation techniques, runtime libraries, performance evaluation, performance monitoring and tuning, parallel and distributed paradigms and tools for parallel and distributed computing. Prerequisite: COP3610C

CEN2010C (3.0 credit hours)

**Software Engineering I - Introduction to Software Engineering Principles**
Explores the fundamental concepts and techniques of applying engineering principles to the creation, and maintenance of software. This course introduces the software engineering components of planning, specifications, design, coding, testing and maintenance. Topics include dealing with change management, requirements elicitation, analysis and design. The course emphasizes the team approach to large software system development with an emphasis on the early part of the software lifecycle. Prerequisite: COP1800C

CEN2027 (3.0 credit hours)

**Software Maintenance and Evolution**
This course explores legacy systems as they represent significant assets containing valuable components that can be reused as the system evolves over time to meet changing requirements and new business challenges. Topics include fundamental aspects of software maintenance and evolution, process models for system evolution and software maintenance case studies. Prerequisite: CEN2010

CEN2086 (3.0 credit hours)

**Essentials of Cloud Technology**
Students will be introduced to various approaches in building, connecting and supporting large scale enterprise systems to be deployed across the cloud and Internet (grid programming, cloud computing, and smart client and web services) Prerequisite: None

CEN2721 (3.0 credit hours)

**Human Computer Interface Design**
Explores the considerations of designing the users interface for effectiveness of software with respect to user needs and activities. Psychological principles underlying the users experience is examined. Topics include usability engineering, voice and natural language interface, methods of analysis, user anxiety and convenience, response time and feedback, and color consideration. Prerequisite: COP2360

CEN3011 (3.0 credit hours)
Software Engineering II - Advanced Software Engineering
Presents an in-depth look into the software design process. Includes analysis, design and evaluation of larger software systems with significant complexity and depth. Designs using commercial off-the-shelf (COTS) products are also explored. Topics include Unified Modeling Language (UML), Model Driven Software Development, API’s and frameworks, verification and validation. Emphasis is placed on the later part of the software lifecycle. Prerequisite: CEN2010C

CEN3016 (3.0 credit hours)
Specifications of Software Systems
Looks at specifications that have well defined semantics. Covers classes of specification models, including algebraic, petri-nets and model-theoretic approaches. Prerequisite: CEN3011C

CEN3064 (3.0 credit hours)
Software Design
This course looks at software design principles through the techniques and patterns used to implement components within a system architecture. Addresses the design of software for qualities of security, reliability, reusability, performance etc. Prerequisite: CEN3011C

CEN3410 (3.0 credit hours)
Software Testing
Explores the concepts of validation, and verification, utilizing dynamic and static techniques to ensure that software satisfies its specification in terms of functional and nonfunctional requirements. Topics include test plans, testing principles and strategies, and managing the testing process. Prerequisite: CEN3011C

CEN4086 (3.0 credit hours)
Cloud and Internet Computing
This course presents various approaches to building large enterprise systems to be deployed on the Internet and cloud. Topics include service-oriented programming, grid computing, cloud computing, software as a service, smart clients, and web services. Prerequisite: COP2843

CEN4230 (3.0 credit hours)
Domain Specific Languages
Presents languages which are dedicated to a specific problem domain as opposed to general purpose languages. Domain-specific language will be presented as visual diagramming languages, such as those created by the Generic Eclipse Modeling System, programmatic abstractions, such as in the Eclipse Modeling Framework, or as textual languages. Prerequisite: COP3011C

CET1040C (4.0 credit hours)
Introduction to Home Technology Integration
Presents the concepts of digital home technology integration through the installation, integration and troubleshooting of home technology systems. Topics include telephony, home control management, cable/satellite, broadband, telecommunications, security/surveillance systems and audio/video fundamentals.

CET1101C (4.0 credit hours)
Low Voltage Systems
Introduces the concepts of low voltage wiring, National Electrical Safety Code, low voltage systems and components, basic networking and power supplies. Topics include the characteristics and limitations of structured wiring cabling types, resistance, capacitance, induction, transformers and power. Prerequisite: CET1040C

CET1171C (3.0 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 (3.0 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

CET3842C (3.0 credits 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.

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**
This course allows students to develop problem-solving solutions for organizations using Microsoft Excel and Microsoft Access. Students will be designing and developing relational databases in MS Access, building decision support systems in MS Excel, and performing data analysis and research using MS Excel and MS Access. Prerequisite: CGS1000C

CGS2580C (4.0 credit hours)

**Layout and Composition**
Introduces layout principles and concepts. Topics include page layout instructions, single- and multipage layout, advanced typography and integrating graphics with text. Commercial printing and prepress 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. Prerequisite CGS1000C.

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, CHM2010L

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

CHS4544C (4.0 credit hours)
**Advanced Topics in Forensic Science**
This course builds upon the basic concepts learned in prior science courses, integrating scientific research in specific topics associated with current forensic science issues. Recent developments involving ethics within the forensic science community are emphasized. Prerequisites: BSC2010 and BSC2010L, BSC2011 and BSC2011L, CHM2045, CHM2045L; CHM2046, CHM2046L, BSC3401C, CJF3480C CJF3140C, CJF3141C

CIS1352 (3.0 credit hours)
**Ethical Hacking**
The emphasis on this hands-on course is designed to explore the role of legal ethical hacking, computing exploitation techniques and their detection and countermeasures where applicable. Prerequisite: CTS1305C

CIS2350C (3.0 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

CIS3000 (3.0 credit hours)
Cybersecurity in Business and Industry
A study of the application and integration of cybersecurity principles, frameworks, standards, and best practices to the management, governance, and policy development processes for businesses. Discussion covers the organization, management, and governance of cybersecurity for enterprise IT in business settings; risk and risk management practices; and development and implementation of industry-wide cybersecurity initiatives and programs.

CIS3010 (3.0 credit hours)
Cybersecurity Processes and Technologies
A study of the processes and technologies used to implement and manage enterprise IT security operations. The goal is to apply and integrate cybersecurity concepts and best practices with the principles of IT operations and management.

CIS3020 (3.0 credit hours)
Advanced Network Security
This course provides students with in-depth study and practice of advanced concepts in applied systems and networking security, including security policies, access controls, IP security, authentication mechanisms, intrusion detection, and emergent network security technologies and protection.

CIS3040 (3.0 credit hours)
Business Continuity & Operations Security
This course discusses both business continuity and disaster recovery planning. Business continuity investigates Risk Assessment & Management, Business Impact Analysis, and Continuity Strategy Development. The strategy component focuses on incorporating preventive measures, sustaining critical functions, planning for emergency response operations, and implementing recovery plans. The course provides an overview of information security operations, access control, risk management, systems and application life cycle management, physical security, telecommunications security, software piracy, investigations and ethics.

CIS3050 (3.0 credit hours)
Security Architecture and Controls
This course provides a comprehensive understanding of how data travels across the Internet and through your network. The path packets take is analyzed along with devices that can be used to minimize risk and provide a defense-in-depth posture. This course's primary objective is to provide an understanding of architecture design and security controls that can be applied to reduce risk to enterprise environments.

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.

CIS4352C (3.0 credit hours)
**Ethical Hacking**
This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. This course provides a structured knowledge base for preparing security professionals to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers.

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)
**Forensic Photography**
This course presents fundamental photographic documentation methods. Topics include digital SLR camera operation, depth of field (DOF) control, exposure control, flash control, specialty light sources, filters, and use of other equipment associated with capturing digital images. Basic scene sketching techniques are introduced and practiced. Legal and evidentiary aspects are introduced. Prerequisite: CJT1351C Forensic Communications.

CJB1714C (4.0 credit hours)
**Forensic Imaging and Processing**
This course presents basic digital image processing skills. Topics include digital camera operation in RAW file format. Develop proficiencies in image processing utilizing accepted image enhancement techniques. Prerequisite: CJB1712C Forensic Photography

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.

CJE1650C (4.0 credit hours)
**Introduction to Forensic Science Technology**
This course introduces the field of Forensic Science including its field investigative, scientific and legal components. Fundamental skill-sets required in forensic field investigative work are emphasized. Fundamental personal safety considerations are presented. Course includes a survey of typical employment criteria and performance standards applicable to the field. Representative employment criteria, applications, pre-employment testing, background investigations, physical ability and aptitude testing are discussed. Prerequisite: Completion of all General Education Division courses with a grade of “C” or better.

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.

CJE2670C (4.0 credit hours)
**Field Investigative Procedures and Presentation of Evidence**
This course provides a foundation regarding the techniques and procedures associated with the identification, documentation, collection and preservation of physical material found at crime or mass casualty scenes. Topics include selection and utilization of proper safety and investigative equipment used when processing a scene. Prerequisite: CJT2260C Introduction to Biological Evidence.

CJE2672C (4.0 credit hours)
**Crime Scene Procedures**
Provides a foundation in fundamental crime scene and mass casualty investigative procedures.
Topics include selection and utilization of proper safety and investigative equipment and tools for tasks likely necessary when processing a crime scene. Search methods and basic procedures associated with the identification, documentation and collection of physical material. Prerequisite: CJT2242 Fingerprint Evidence.

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.

CJE3672 (3.0 credit hours)
**Forensic Investigations**
A further examination of forensic investigative techniques and procedures. Topics include specialized techniques for collecting, transporting, storing, and preserving certain types of physical material found at crime scenes and scenes of mass destruction. Includes the organization, functions and services of a forensic science analytical laboratory and typical requirements for submission to a forensic laboratory. Presentation of physical material as evidence in legal proceedings is further emphasized. Prerequisites: CJE1672C Crime Scene Procedures; CJT2141 Introduction to Forensic Science; CJT2242 Fingerprint Evidence.

CJE3680C (4.0 credit hours)
**Medico-Legal Death Investigations**
This course explores the legal and professional application of the forensic sciences in death investigations within the criminal justice system. The duties, techniques and responsibilities of the medical examiner are emphasized. The course examines the typical processes used for determining the cause, mechanism and manner of human deaths. Relevant elements of forensic pathology, toxicology, serology, decedent identification, forensic anthropology, forensic entomology, forensic odontology, firearm and trace evidence analysis, fire debris analysis are addressed. Participants will enhance their existing skills by conducting an investigation of a complex mock death scene. Prerequisites: BSC2010 and BSC2010L, BSC2011 and BSC 2011L and CHM2045, CHM2045L; CHM2046, CHM2046L.

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.

CJE 4940 (2.5 credit hours)

**Integrated Law Enforcement Capstone Project I**
Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues by drafting a research paper. This capstone project gives students an opportunity to demonstrate their ability to apply what has been learned in the law enforcement field. 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.

CJE 4941 (2.5 credit hours)

**Integrated Law Enforcement Capstone Project II**
Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues by presenting their topic from their research paper turned in in CJE 4940. This capstone project gives students an opportunity to present their ability to what has been learned in the law enforcement field. Students will also be responsible for preparing documents such as resumes for job opportunities in their area of concentration. Requirement: Must be taken during the last semester.

CJE4950 (2.0 credit hours)

**Forensic Investigation 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. Prerequisite: On recommendation of campus Academic Dean or Program Director.

CJE4951 (2.0 credit hours)
Forensic Investigation Capstone Project II
Requires students to demonstrate knowledge learned throughout that part of the Forensic Investigations program that relates to either the scientific analysis, legal aspects, or forensic field investigative work through one or more assigned projects. Prerequisite: On recommendation of campus Academic Dean or Program Director.

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: CJF3140C.

CJF3142 (3.0 credit hours)
Forensic Science Applications I
This course teaches the 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: CJE3672 Forensic Investigations

CJF3143 (3.0 credit hours)
Forensic Science Applications II
A study of the results that can be obtained from the scientific analysis of organic and inorganic material in the form of blood, Deoxyribonucleic Acid (DNA), chemicals and metals. Prerequisites: CJF3142 Forensic Science Applications II

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.

CJF4351C (4.0 credit hours) Advanced Evidence Documentation

Advanced Evidence Documentation
This course introduces fundamental concepts of crime scene reconstruction, emphasizing the scientific methodology of crime scene analysis and the advanced procedures used in documenting physical evidence for the purposes of events analysis. Students develop techniques and explore the reconstruction process by demonstrating proper crime scene protocols, gaining practical experience at mock scene analysis and documentation, writing reports and participating in mock courtroom presentations. Topics shall include; bloodstain pattern analysis, death scene analysis, as well as firearms, ballistics and shooting scene reconstruction. Prerequisite: CJE1670C, ANT3524C and CJE3680C.

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.

CJL4620 (3.0 credit hours)
**Advanced Legal Procedures and Rules of Evidence**
This course addresses standard legal procedure in the United States with concentration on the law of evidence in legal proceedings, especially the rules of evidence that involve the introduction of physical and 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. Prerequisite: CJT2113

CJL4621 (3.0 credit hours)
**Advanced Evidence Presentation**
This course presents technical information on presenting ordinary and expert witness testimony under the Federal Rules of Evidence and the rules of evidence for the State of Florida in pre-trial and trial legal proceedings. Included is preparing for the presentation of physical and demonstrative evidence. Topics include study of selected opinions from federal and state appellate courts relating to the qualification and admission of testimony from ordinary and expert witnesses. Prerequisite: CJL4620.

CJT1351C (4.0 credit hours)
**Forensic Communications**
This course provides a foundation regarding the importance of effective oral and written communications in the forensic investigative field. Topics include the content of field investigative reports and the use of such reports. Students practice writing field notes and narrative style reports regarding the processing of mock crime scenes and giving testimony in mock legal proceedings. Prerequisite: CJT2113 Forensic Legal Concepts.

CJT2113 (3.0 credit hours)
**Forensic Legal Concepts**
This course provides a review of constitutional and legal aspects related to crime scene investigations. Topics include federal and state rules of evidence, selected criminal statutes, search and seizure rules, warrant requirements, review of trial procedures and the role of a field investigator appearing as a witness in legal proceedings. Prerequisite: CJE1650C Introduction to
Forensic Science Technology.

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.

CJT2142 (3.0 credit hours)
**Introduction to Forensic Science**
Introduces the major components that constitute the forensics concept; the organization, functions and services of a crime laboratory. Topics emphasize field and laboratory safety procedures; describing, measuring and weighing of evidence; handling methods; standards and legal requirements for submission to a crime laboratory. Common procedures involved with organic and inorganic analysis are discussed as well as the equipment characteristically used for such purposes. Forensic databases are introduced. Common analytical procedures with various types of evidence are discussed.

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.

CJT2242 (3.0 credit hours)
**Fingerprint Evidence**
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, developing and preserving latent fingerprints from a wide variety of surfaces. Prerequisite: CJT2142 Introduction to Forensic Science.

CJT2260C (4.0 credit hours)
**Introduction to Biological Evidence**
This course presents anatomical and physiological terminology as to the integument, skeletal, muscular, and respiratory systems of the human body. It addresses the forensic value of handling, preserving, testing and documenting biological evidence. Topics include methods of identification used for semen, saliva, urine, feces, vomit and vaginal secretions. The course also addresses safety issues involved in handling biological evidence. Prerequisite: CJT2240C Fingerprint Identification and Development.

CLP3005 (3.0 credit hours)
**Marriage and Family**
Focuses on marriage and family dynamics in contemporary society. Explores issues related to parenting, divorce and gender roles. Emphasizes models of communication and conflict resolution.

CLP3300 (3.0 credit hours)
Concepts of Counseling and Clinical Psychology
Introduces the basic concepts and historical perspectives of counseling and clinical psychology. Emphasizes self-analysis regarding the profession of counseling and personal motives for choosing the profession. Topics include the realities, implications, ethical and legal issues and the formation of an integrated approach to counseling.

CLP3314 (3.0 credit hours)
Health Psychology
Presents a survey of health psychology. Topics include behaviors and lifestyles affecting individual health, health enhancement, disease prevention, safety and rehabilitation.

CLP4182 (3.0 credit hours)
Addictive Behaviors
Presents models of understanding addictions and introduces various treatment approaches for addictions. Focuses on the impact of addictions on families and prevention programs.

CLP4390 (3.0 credit hours)
Forensic Psychology
Examines the use of psychology in law enforcement. Studies the roles and responsibilities of forensic psychologists in both violent and non-violent crimes and the court system.

CNL1000 (3.0 credit hours)
Chinese Literature
Explores select Chinese literary texts. Topics include historical background, social forces, literary genres and elements. Old Chinese grammar, punctuation, and reading comprehension.

COM1221 (3.0 credit hours)
Introduction to Social Media Platforms
Examines the origins of digital communication and the characteristics of the major social media platforms used throughout the world. Explores the techniques used by businesses to market products and services in a digital age.

COM2460 (3.0 credit hours)
Intercultural Communication
Introduces concepts and theories of intercultural communications. Students examine their own assumptions and learn the subtle and profound ways culture affects communication. Emphasis is placed on improving communication with people from other cultures.

COM3033 (3.0 credit hours)
Persuasion
Theories and methods of communication designed to influence human decision-making. Examines characteristics of persuasive messages in groups, organizations, and institutions.

COM3110 (3.0 credit hours)
Business and Professional Communication
Study of communication in a business setting. Topics include presentation skills, working in groups, leadership, conducting meetings, conflict management, and the flow of communication in
organizations.

**COM3131 (3.0 credit hours)**

**Interpersonal Communication for Professionals**

Presents an overview of intrapersonal and interpersonal communication issues in a professional setting and explores complex communication patterns between internal and external professional relationships. Topics focus on intrapersonal and interpersonal effectiveness, values and ethics, diversity, team and work group communication, conflict management, leadership, and networking.

**COM3203 (3.0 credit hours)**

**Cross-Cultural Communication**

Analyzes the theories of cross-cultural communications. Explores communication barriers that result from cultural differences and misunderstandings. Examines the effects of new media technologies on globalization and world events.

**COM3332 (3.0 credit hours)**

**Communication, Technology, and Change**

Study and exploration of the relationship between media and culture. Includes discussion of media as related to identity, community, arts, business, politics, cognition and global issues.

**COM3441 (3.0 credit hours)**

**Group Communications and Team Interaction**

This course explores communication within groups and teams for use in academic, professional, and social situations. Topics include verbal and non-verbal communication within groups, the structure and environments of groups, roles, leadership, conflict management and decision making in groups and teams. A major requirement is a formal group presentation and written analysis of the group processes and experiences.

**COM3465 (3.0 credit hours)**

**Conflict Resolution**

A theoretical and practical approach to the roles and uses of communication in negotiation and conflict resolution. Emphasis is placed on the communication processes involved in negotiation and conflict resolution.

**COM3500 (3.0 credit hours)**

**Political Communication**

Theory, methods and ethics of political communication and messages designed to inform and influence internal and external publics.

**COM3563 (3.0 credit hours)**

**Introduction to Communication Research**

Study of the basics of communication research, methods, and ethics. Students will apply themselves in a directed completion of a research project.
COM3905 (3.0 credit hours)
**History and Philosophy of American Media**
A comprehensive overview of the history of American mass communications from colonial days to the present. Includes print, newspaper, radio, television, video, recording, and computer-based media. Examines the philosophical underpinnings of the nation’s media development.

COM4053 (3.0 credit hours)
**Public Relations Campaigns**
Analyzes and applies the fundamentals of campaign development and implementation. Use of real-life cases, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual or mock client.

COM4500 (3.0 credit hours)
**Communication Law and Ethics**
Examines major legal issues facing participants in the mass media, including First Amendment rights, libel and defamation, privacy and open access to government information. In addition, the course will explore ethical principles as they relate to media ethics.

COM4603 (3.0 credit hours)
**Social Media and Society**
Examines the development of social media technologies as well as their impact on economics, politics, communication and community.

COM4940 (3.0 credit hours)
**Communication Internship**
Offers project-based work experience in a field related to communication capacity to investigate career possibilities.

COM4958 (3.0 credit hours)
**Communication Capstone**
This capstone course features projects linking theory to practice, real-world communication situations and critical analysis of audiences and issues.

COP1005 (3.0 credit hours)
**Introduction to Programming**
Provides an objective assessment of skills and certification of students’ networking accomplishments. The course introduces underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and protocols that operate at various model layers.
Prerequisite: None

COP1270 (3.0 credit hours)
**Programming in C for Engineers**
This class introduces students to the C programming language and the Matlab environment to develop programming solutions to small scale scientific and engineering problems. Students will learn how to develop effective C code for embedded systems and rapid prototyping solutions. This course will
COP1800C (4.0 credit hours)

Java Programming I
Explains creation of standalone applications and interactive Java applets by using Sun Microsystems. Topics include object-oriented techniques, swing components, built-in methods, classes and graphics implementations. Individuals learn by uploading interactive Java applets to the Web. Prerequisite: None

COP1805C (4.0 credit hours)

Java Programming II
Continues COP1800C (Java Programming I). Continuation topics include swing implementations, animation and multithreading. ASCP. Prerequisite: COP1800C

COP1810C (4.0 credit hours)

Internet Programming I
Introduces ASP.NET which changes how Web applications are developed. Topics include /NET framework, server controls and configuration of applications. Prerequisite: CGS1000C

COP1811C (4.0 credit hours)

Internet Programming II
Continues COP 1810C (Internet Programming I). Topics include ASP.NET web applications, XML web services, deployment, web form server controls and XML web services. Prerequisite: COP1810C

COP2005 (3.0 credit hours)

IT Scripting
Students will use a programming paradigm based on formal logic, learning to write in a set of sentences in logical form expressing facts and rules. Major logic programming language families include Prolog, Active Server Page (ASP). Prerequisite: COP1005

COP2170C (4.0 credit hours)

Visual Basic I
Presents Graphical User Interface applications in an object-oriented environment by using the .NET studio. Topics include .NET framework, selection structures, procedures, Input/Output access files, strings and arrays to design highly sophisticated user interface programs. Prerequisite: CGS1003C

COP2171C (4.0 credit hours)

Visual Basic II
Continues COP 2170C (Visual Basic I). Topics include advanced topics in Visual Basic and .NET Studio. Prerequisite: COP2170C

COP2222C (4.0 credit hours)

C++ Programming I
Focuses on creating a fully functional application in C++ using the .NET platform. Topics include control structures, classes and other logical programming theories. Prerequisite: CGS1000C

COP2224C (4.0 credit hours)
C++ Programming II
Continues COP 2222C (C/C++ Programming I). Continuation topics include arrays, functions, database access and built-in math methods. Prerequisite: COP2222C

COP2360C (4.0 credit hours)
C# (Sharp) Programming I
Presents the principles of designing object-oriented applications. implementing graphical user interface programs, structured programming, function callings and parameter passing. Prerequisite: COP1800C

COP2362C (4.0 credit hours)
C# (Sharp) Programming II
Continues COP 2250C (C# (Sharp) .NET I). Continuation topics include GUI objects, controls and events. Prerequisite COP2360C

COP2843C (3.0 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

COP 2891 (3 credits)
Python Programming
This course presents students with the tools and techniques to identify, characterize, define and solve real world problems in Python. Students will be provided with strategies to design, write, and debug programs using the Python programming language. Prerequisite: COT1405

COP3301 (3.0 credit hours)
Modeling and Simulation
This course introduces students to structured simulation and modeling using industry level CAD/CAE tools. This includes tools for simulating and modeling electrical, electronic, mechanical, hydraulic, pneumatic, and biomedical systems, subsystems, assemblies, PCB, components, and devices. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

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

CPO 3092 (3.0 credit hours)

**Seminar in Political Culture**
This course will examine cultural theories in comparative politics, including postmodernism, social capital and civic culture. It will also explore the effects of economics on culture and vice-versa. Students will create and test their own hypotheses using survey data from prominent cross-national datasets.

CRW1000 (3.0 credit hours)

**Creative Writing**
Develops writing and critical analysis skills to both produce and better understand literary texts. Topics include using principles of prewriting, drafting, revising, and editing to create literary works, including fiction, nonfiction, poetry, and drama. In addition, students will be exposed to a broad
range of canonized and contemporary literary voices, and they will learn how to thoroughly analyze both prose and poetry. (Gordon Rule course requiring a grade of “C” or higher. Keiser University requires a minimum of 4,000 written words.)

CTS1156C (3.0 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

CTS1305C (3.0 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

CTS1328C (3.0 credit hours)
Managing and Maintaining Server Operating Systems
Introduces systems administration and configuration for Microsoft networks. Upon completion of this course, students will have knowledge and skill in the installation, file and storage services, and virtualization in a Microsoft Windows server environment.

CTS2106C (3.0 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 (3.0 credit hours)
Application Support
This course provides students with the knowledge and skills to install configure and maintain an operating system and desktop apps, implement network connectivity, remote access, data storage and security, configure the Windows store and Cloud apps, manage mobile devices, authentication and authorization plus Windows Intune. Prerequisite: CTS1305C

CTS2302C (3.0 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 (3.0 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 (3.0 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

CTS3370C (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

CTS3817C (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

CTS4321C (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: CTS2106C

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.
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 3233.

DIE3213 (3.0 credit hours)
**Medical Nutrition Therapy 1**
Medical Nutrition Therapy 1 involves the application of the nutrition care planning process. Practice Medical Nutrition Therapy with populations that have common disease states or conditions impacted by diet. Prepare and present case study reports while developing the beneficial skills needed in investigating and discussing disease states and conditions in a professional setting. Prerequisites: HUN 3403.

DIE3246C 4.0 credit hours)
**Medical Nutrition Therapy 2**
Medical Nutrition Therapy 2 involves the application of the nutrition care planning process. Medical Nutrition Therapy 2 continues with populations that have common disease states or conditions impacted by diet. Prepare and present case study reports while developing the beneficial skills needed in investigating and discussing disease states and conditions in a professional setting. Prerequisites: DIE3213.

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.

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.

DIE4436C (4.0 credit hours)
**Nutrition Counseling and Communication**
Nutrition counseling and communication methods and skill development for dietetic and nutrition professionals. Includes the study of behavior/cognitive change and learning theories, strategies, and methods associated with nutrition counseling for individuals and groups. This course will provide hands-on experience in counseling and oral and written communication.
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.

DIE4538 (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.

DIE4940 (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.

DIG1306 (3.0 credit hours)  
**3D Animation**  
This course introduces the student to the industry-standard 3D tools used to bring movement to their models. Areas of emphasis include keyframing, motion paths, function curves, animated modifiers and animated hierarchies. Traditional animation staples such as squash and stretch,
secondary action, arcs and appeal are explored as well.

**DIG1321 (3.0 credit hours)**

**3D Modeling**
This course introduces the student to current technology with emphasis on creating imagery within a three-dimensional software package. Concepts such as polygonal modeling, texturing, mapping, animation, lighting and rendering are introduced as well as production workflow.

**DIG1373 (3.0 credit hours)**

**3D Texturing**
This course introduces the art of texture mapping creation. Students will explore different types of textures, how they are created, texture set up, proper texture application to 3D models and map file management.

**DIG1717 (3.0 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.

**DIG2109C (3.0 credit hours)**

**Digital Publishing**
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 using traditional layout software to create publications for web and hand-held applications.

It is recommended that students take GRA1044C and/or GRA1100C prior to taking this course.

**DIG2280C (3.0 credit hours)**

**Digital Video and Audio Editing**
Addresses timeline-based video and graphics applications. Topics include pre-production scripting and planning, using a digital video camera, direction and production, emphasizing digital video editing and sound editing.

**DIG2292C (3.0 credit hours)**

**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.

It is recommended that students take DIG2280C prior to taking this course.

**DIG2321C (3.0 credit hours)**

**Principles of 3D Modeling and Animation**
Introduces three-dimensional computer graphics as a method for creating imagery with realistic
depth and volume for print and electronic publications. Topics include custom 3-D template sketches, additive modeling using 3-D primitives and constructive modeling using transformed 2-D shapes, Boolean modeling, and NURBS. Basic 3-D scene creation, texture mapping, camera positioning and scene lighting and basic animation are introduced.

DIG2321C (3 credits)

**3D Modeling and Animation**

In this course, students will develop an understanding of the concepts, theories, and practical applications relating to three-dimensional (3D) modeling and animation. Topics covered include pose-based animation, non-linear animation, paint-based animation, texturing, mapping, animation, lighting and rendering.

Pre-requisites: GRA 1100C and COP2222C

DIG2323 (3.0 credit hours)

**3D Modeling Techniques**

This course offers students more sophisticated tool sets, concepts and techniques in addition to those learned in previous courses. Primary focus is on organic, 3D character modeling.

DIG2354 (3.0 credit hours)

**3D Animation Techniques**

This course continues instruction of industry-standard 3D animation tools used to bring characters to life. Techniques for creating walks, runs and jumps are explored as well as other animation staples such as weight, balance, arcs and appeal.

DIG2547 (3.0 credit hours)

**Game Prototyping**

This course explores the theory and practice of designing both practical and digital games by modeling small prototypes in a short amount of time. Students in this course will produce and playtest games that both succeed and fail, learning how to use those experiences to create a better interactive product.

DIG2637 (3.0 credit hours)

**Programming Fundamentals**

This course uses a .NET studio platform to design object-oriented applications as they are related to video games. Implementation of Graphical User Interface programs as well as introductory C++ and C# structures are explored.

DIG2793 (3.0 credit hours)

**Level Design**

Level Design introduces students to the tools used in the creation of interactive game spaces. This course also incorporates level design and architecture theory, modeling for 3D engines, and texturing methods such as photo manipulation and digital painting.

DIG2951 (3.0 credit hours)

**Game Building**

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. Topics
include modular modeling, rigging, periodic animation, hierarchies and motion data.

DIG2952 (3.0 credit hours)

**Game Assembly**
This course examines the necessary tasks to plan and organize levels within a video game. Building off of a collection of game ideas, individual students will concentrate on the production of game assets and level design to be incorporated in a multi-level game.

DIG2953 (3.0 credit hours)

**Game Execution**
This course examines the necessary tasks to produce a finished video game level. Working from the conception stage to the completed project, individual student’s areas of focus for the game will be defined and project management will be emphasized.

DIG3105 (3.0 credit hours)

**Social Media and Social Computing**
Companies have recognized the potentials and capabilities of processing user-generated-content (UGC) from social media networks. In this course, students are introduced to tools and techniques (e.g., social network graph, search techniques, knowledge extraction) for understanding, processing and mining UGC, and creating new business models from UGC.
Pre-requisites: GRA 1100C and COP2222C

DIG3305C (3.0 credit hours)

**Computer Animation**
This course introduces students to the tools, techniques and algorithms for designing and implementing computer animation and simulation applications. Topics covered include designing characters for 2D and 3D animations, motion capture, path-planning, modeling and animating human figures, facial and behavior-based animation. Pre-requisites: GRA 1100C and COP2222C

DIG3362 (3.0 credit hours)

**Character Animation**
Focuses on creating animation performances with character and feeling in a staged setting. The intricacies of acting are explored through thoughts, emotion and dialogue, applying the basic principles of animation to the character scene. Prerequisite: DIG2354

DIG3371 (3.0 credit hours)

**Character Rigging**
Focuses on the rigging of digital characters for animation. Students learn the technical skills needed to model, set up a skeletal system and test a rig effectively for industry-standard game character animation. Prerequisite: DIG2323

DIG3372 (3.0 credit hours)

**Character Modeling**
Introduces the art of digital sculpting on polygonal surfaces. Students create highly-detailed
characters through modeling form, shaping features and applying texture. Retopology and normal mapping procedures are also explored. Prerequisite: DIG2323

DIG3772 (3.0 credit hours)  
**Visualization, Virtual and Augmented Reality**  
This course covers the architecture and design of current generation systems for creating virtual and augmented reality. Students will explore and utilize virtual reality technologies and next generation algorithms to implement applications in areas such as business, gaming, marketing, education, health and automotive.  
Pre-requisites: GRA 1100C and COP2222C

DIG3790 (3.0 credit hours)  
**Character Texturing**  
Introduces the art of advanced digital painting and texture application applied to polygonal surfaces. Students create depth and detail on 3D characters using color, shine, bumpiness, reflection and transparency. Advanced UV unwrapping techniques and normal mapping are also explored. Prerequisite: DIG1373

DIG3798 (3.0 credit hours)  
**Environmental Modeling**  
This course further explores organic 3D modeling concepts and techniques as it relates to virtual interactive spaces. Students will produce modular sets and objects that will add a natural aesthetic to interior and exterior environments. Prerequisite: DIG2323

DIG4952 (3.0 credit hours)  
**Pre-Production Team**  
This course examines the necessary tasks to plan and organize a video game production in its early stages. Building off of a set game idea, students will work as a team to design and create game assets, interactive virtual spaces and preliminary code needed for an interactive experience. Individual jobs will also be designated and project management will be emphasized. Prerequisite:

DIG4953 (3.0 credit hours)  
**Production Team**  
This course examines the experience associated with the continued production of a video game in its later stages. Utilizing existing assets developed in pre-production, students will work as a team to complete a dynamic, interactive product. Individual jobs will be designated and project management will be emphasized. Prerequisite: DIG2793

DIG4970 (3.0 credit hours)  
**Digital Media Building**  
This capstone course examines the necessary tasks to produce a marketable interactive demo. Working closely with the instructor, the student’s areas of focus will be defined, areas of improvement will be targeted and project management will be emphasized.
DIG4971 (3.0 credit hours)  
**Digital Media Assembly**  
This capstone course continues the refinement of the student’s interactive demo. Focus is on meeting project requirements and showcasing their individual strengths and areas of specialization.

DIG4973 (3.0 credit hours)  
**Digital Media Execution**  
This capstone course further continues the refinement of the student’s interactive demo. Project focus is on completing an executable interactive experience to be used as a catalyst for employment.

DSC1006 (3.0 credit hours)  
**Introduction to Homeland Security**  
Presents and examines the philosophical, political and religious roots of terrorist activities. Topics include national, regional and global effects of historic and recent terrorist acts, responses to terrorism and defenses against it.

DSC1011 (3.0 credit hours)  
**Domestic and International Terrorism**  
Explores terrorist activities in the United States and around the world, such as the 9/11 attack, aviation security practices, homeland security and the ongoing war on terrorism. The course discusses theories of expert analysts while focusing on the domestic and international threat of terrorism and the basic security issues surrounding terrorism.

DSC1570 (3.0 credit hours)  
**Introduction to Cyber-Terrorism**  
Examines and discusses the basics of cyber security. Topics include desktop computer security, organizational security, communication security and network security. The course examines real-world scenarios and ties these scenarios to real-life applications.

DSC2033 (3.0 credit hours)  
**Bio-Terrorism: Hazardous Materials and Weapons of Mass Destruction**  
Discusses chemical/biological/nuclear agents used by terrorists. Special attention is given to explosives, bombs, and the effects of these explosives on building structures. Students are introduced to survival concepts in the event of a bombing and building collapse, as well as to disaster planning and risk assessment.

DSC2036 (3.0 credit hours)  
**Organizing the War on Terrorism**  
Examines and presents the reorganization of domestic agencies by the United States government necessary to increase domestic security. Topics include issues that directly impact law enforcement and intelligence communities, civil liberties, and theories of war and police work, introduction to violent international terrorism and an overview of domestic terrorist problems facing law enforcement.
DSC2210 (3.0 credit hours)
**Emergency Planning and Security Measures**
Explains various emergency plans necessary to address multiple types of terrorist activities, as well as the setting of security measures for responders to follow when responding to an event. Topics include the Incident Command System (ICS) for local, state and federal response teams, communications system and center protection actions involved with ICS, event planning and operations involved with the Joint Information Center (JIC).

DSC3034 (3.0 credit hours)
**Preparation and Response for Terrorism**
Focuses on increased awareness of terrorism and the innovative responses initiated against terrorism. Topics include instituting meaningful preventive measures, increasing preparedness levels, response techniques and recovery plans.

DSC3037 (3.0 credit hours)
**Recognition and Investigation of Terrorism**
Examines the identification of terrorist groups and discusses the impact they have globally. Topics include intelligence gathering, analysis of material and unique aspects of terrorism investigations versus traditional investigations.

DSC3056 (3.0 credit hours)
**Issues in Disaster Response**
Introduces and examines disaster response techniques and mitigation for the first responder. Topics include recent legislation that impacts disaster and incident response, the response of local, tribal, state and federal government to incident and disaster declarations and a brief introduction to the national incident management system, national response plan and incident management system.

DSC3056 (3.0 credit hours)
**Issues in Disaster Response**
This course introduces and provides an overview of contingency operations and its components as well as a through treatment of the administration of the planning process for incident response, disaster recovery, and business continuity as it pertains to the cyber world and is aimed at homeland security, business, the technical management student or emergency manager candidates.

DSC3211HSA (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**
This course examines response protocol, logistics, responsibilities, interagency support and concepts of front-end planning involved in preparation for a catastrophic event. Topics include development of an emergency response plan that includes concepts such as lookout, awareness, communications, escape, safety (laces), training and various agency relationships.

DSC4554 (3.0 credit hours)
**Critical Infrastructure Protection**
Focuses and discusses the critical infrastructure protection (CIP) process to secure effective protection of people, physical entities and cyber systems. The course guides leaders in the systematic protection of critical infrastructures. Topics include decision sequences, time-efficient and resource-restrained practices that ensure protection continuity of operations and mission success.

DSC4564 (3.0 credit hours)
**Homeland Security Threat Strategy**
Presents and investigates terrorism from a criminal justice perspective. The course focuses on the threat of terrorism to the United States. Topics include specific strategies used to deter terrorist threats to the United States and assessment of the relative effectiveness of anti-terrorist activities.

DSC4930 (3.0 credit hours)
**Current Topics in Public Safety/Capstone**
Introduces and researches emerging and relevant topics in public safety. Topics include disaster response, incident command, public safety and security, terrorism, weapons of mass destruction, hazardous materials, emergency operations and security of public and private property.
EAP0108 (0 credit hours)
**English for Speakers of Other Languages 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 will include listening, speaking, reading, writing, grammar, and vocabulary at the English beginner level. Pre-requisite: Placement test. (Not transferrable and does not constitute credit toward meeting graduation requirements.)

EAP0208 (0 credit hours)
**English for Speakers of Other Languages 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 lower intermediate English skills level. Students engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered will include listening, speaking, reading, writing, grammar, and vocabulary at the English lower intermediate level. Pre-requisite: Successful completion of level 1 or placement test score. (Not transferrable and does not constitute credit toward meeting graduation requirements.)

EAP0308 (0 credit hours)
**English for Speakers of Other Languages Level 3**
This course is for Intermediate English Level 3 students starting with intermediate 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 will include listening, speaking, reading, writing, grammar, and vocabulary at the English intermediate level. Pre-requisite: Successful completion of level 2 or placement test score. (Not transferrable and does not constitute credit toward meeting graduation requirements.)

EAP0408 (0 credit hours)
**English for Speakers of Other Languages Level 4**
This course is for advanced English Level 4 students starting with upper intermediate English skills and is presented in a blended learning format. Students will develop grammar, listening, reading and writing, and comprehension skills at an expanded advanced English skills level. Students engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered will include listening, speaking, reading, writing, grammar, and vocabulary at the English upper-intermediate level. Pre-requisite: Successful completion of level 3 or placement test score. (Not transferrable and does not constitute credit toward meeting graduation requirements.)

EAP0508 (3 credit hours)
**English for Speakers of Other Languages Level 5**
This course is for advanced ESOL students who have completed levels 1-4 of ESOL. Students will continue to develop grammar, listening, reading, writing, and comprehension skills with a strong focus on academic English. Students engage in classroom activities with peers and the teacher, in technology-enhanced learning, and in simulations. The topics covered will include listening, speaking,
reading, writing, grammar, and vocabulary at the English advanced level. Pre-requisite: Successful completion of level 4. (Not transferrable and does not constitute credit toward meeting graduation requirements.)

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.

EEL3111C (4.0 credit hours)
**Circuits**
Students will learn about alternating current (AC) and direct current (DC) circuits operating from milliwatt to megawatt regimes. They will learn how AC/DC voltages and currents behave, are measured, controlled, and used in systems from DC to rf. This includes digital waveforms and polyphase AC at the system, subsystem, assembly, PCB, component, and device levels. Students will be introduced to a broad range of active and passive (non)semiconductor components including sensors and transducers and learn how to diagnose and repair complex systems, subsystems, assemblies, PCB, component, and devices. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

EEL3552C (4.0 credit hours)
**Signal Analysis and Communications**
This course introduces students to the electrical communication of signals and information between endpoint systems. Analog and digital modulation formats are covered including AM, FM, PM, and QAM, to name a few. Star, mesh, and hybrid topologies are introduced along with common communication standards such as RS232, RS422, RS485, 802.11, 802.15, and Profinet. Wired and wireless communication protocols are introduced and students learn how to diagnose and repair common failures using standard test and measurement tools and equipment. The material is delivered through lectures and discussions using real-world case studies, videos, tours, demonstrations, and a lab. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

EET1082C (4.0 credit hours)
**Introduction to Electronics**
Students will learn the fundamentals of electronics including logic design, Boolean algebra, binary math, signal flow, impedance, waveforms, timing diagrams, schematics, user manuals, product brochures, tools, equipment, and calculating devices. They will learn about interfacing to, and controlling, sensors and transducers from small scale integration (SSI) to very large scale integration (VLSI) analog, digital, and mixed signal circuits. They will be introduced to electronic systems, subsystems, assemblies, PCB, components, and devices. Pre-requisites: MAC2105, MAC2114, PHY2001C, PHY2002C, & CHM2045

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
EGN1001C (3.0 credit hours)

**Introduction to Engineering**

Students will be introduced to the broad field of engineering covering multiple engineering disciplines including the process of invention to the societal impact of the profession. Practical laboratory exercises and design activities will prepare students for upper division coursework. Students will also explore the role of the modern engineer in the context of current topics such as sustainability, design safety, and energy management through practical examples and hands-on activities. Pre-requisites: MAC2105, MAC2114, PHY2001C, PHY2002C, & CHM2045

EGN3000C (4.0 credit hours)

**Foundations of Engineering**

This course delves deeper into engineering than EGN1001 “Introduction to Engineering”. Students are introduced to the tools, symbols, language, equipment, design, and functionality of complex systems, subsystems, assemblies, components, and devices and how they interact and are interconnected. Emphasis is placed on how these complex systems fail and the diagnostics and repair methods, techniques, and processes used to keep them up and running. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

EGN3373C (4.0 credit hours)

**Electrical Systems**

This course builds upon previous courses in electronics and mechanics with emphasis on power generation, distribution, and consumption of AC/DC systems, subsystems, assemblies, PCB, components, and passive/active devices. Students learn about failure modes and failure mechanisms using transient and steady-state analyses of complex electrical and mechanical systems. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

EGN3420C (4.0 credit hours)

**Manufacturing Processes**

This course examines the effect that new technology, engineering, and business strategies have on engineering and technology in industry. Emphasis is placed on state-of-the-art factory automation and computer-integrated manufacturing. Topics include advanced manufacturing processes, rapid prototyping, intelligent manufacturing controls, and cyber-physical system security in manufacturing. Case studies of failure modes and failure mechanisms of actual production systems are used to illustrate how industry is adopting rapid changes in technology to meet customer requirements for quality, low cost, and flexibility. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

EGN3610 (3.0 credit hours)

**Engineering Economic Analysis**

Students will learn the systematic value of the costs and benefits associated with failure modes and failure mechanisms of complex systems, subsystems, assemblies, PCB, components, and devices. They will learn to make decisions regarding money as capital within a technological or engineering environment based on failure and operational system functionality. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045
EGN4417C (4.0 credit hours)

Senior Design Project
This course focuses on identifying and solving a business problem. Students will design individual projects with realistic constraints. The projects will be focused on providing experience in the practice and process of engineering diagnostics and repair of complex systems, subsystems, assemblies, PCB, components, and devices and will require proficiency in all previous courses. Students will develop a solution to an open-ended engineering problem which will be demonstrated at the end of the course. A project proposal and verbal and written technical and managerial reports are also required. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

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.

EML2017C (4.0 credit hours)

Mechanical Systems
Students are introduced to translational and rotational static and dynamic mechanical systems. They will learn terms, symbols, systems, drawings, and interfaces of a broad range of mechanical systems and interconnected engineering systems. Students will learn failure modes and failure mechanisms associated with mechanical systems including trouble shooting, diagnostics, and repair methods and techniques. Pre-requisites: MAC2105, MAC2114, PHY2001C, PHY2002C, & CHM2045

EML3018C (4.0 credit hours)
Advanced Electro/Mechanical Systems
This course delves deeper into EML2018, “Mechanical Systems”, and includes the use of, and interface with, electro/mechanical systems. It provides essential tools for the diagnosis and repair of complex electro/mechanical systems with emphasis on time- and frequency-domain analysis of failure modes and failure mechanisms. Electro/mechanical interface, analog/digital control, sensing, stability, reliability, and (preventive) maintenance will be introduced. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

EML4312C (4.0 credit hours)
Design and Analysis of Control Systems
Students will be introduced to complex analog and digital feedback control systems, subsystems, assemblies, PCB, components, and devices. This includes traditional models of sensors/transducers, processing element(s), and algorithms across multiple engineering disciplines. Students will learn how to identify failure modes and failure mechanisms of complex systems using sound diagnostics and repair processes. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

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.)

ENT2112 (3.0 credit hours)

**Business Plan and Business Model Development**
This course introduces the development of successful lean entrepreneurial business models and business plans. The student will develop both during the course as they explore how to use business models to identify resource requirements, explain revenue
streams, and determine the value proposition. The student will then elaborate upon the business model by creating a business plan that explains the component parts of a venture or project in detail blending with financial forecasts.

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 system 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.

ETI1185C (4.0 credit hours)
**Reliability and Failure Analysis**
Students will learn the fundamentals of Root Cause Failure Analyses as well as how things work by learning and understanding how things break applying engineering terminology, symbols, tools, and equipment in a diagnostics and repair approach. The course includes common related failure modes and mechanisms of complex systems across multiple engineering disciplines. Pre-requisites: MAC2105, MAC2114, PHY2001C, PHY2002C, & CHM2045

ETI1420C (4.0 credit hours)
**Engineering Materials and Processes**
Students learn about the many materials that are used in the manufacturing of a broad range of complex engineering systems, sub-systems, assemblies, components, and devices. This includes ferrous and non-ferrous metals, ceramics, plastics, crystals, semiconductors, and synthetic composites. They will also learn about processes used to manufacture a variety of products using additive and subtractive manufacturing techniques. Pre-requisites: MAC2105, MAC2114, PHY2001C, PHY2002C, & CHM2045
ETI4843C (4.0 credit hours)

**Motors and Controls**
Students will learn about operational failure modes and failure mechanisms of AC/DC motors, controls, generators, and transformers used in the industrial trades. This includes operation, maintenance, installation, wiring and wiring diagrams of single- and polyphase end-units, control systems and protocols, PLCs, systems and 3-phase transformers and ac motors, generation of dc and ac, and dc motors. Pre-requisites: MAC2105, MAC2114, STA2023, MAC2140, MAC2311, PHY2001C, PHY2002C, & CHM2045

ETM1010C (4.0 credit hours)

**Mechanical Measurements and Instrumentation**
This course provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gauges, and other types of test and measurement equipment. The course will also introduce students to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators, oscilloscopes, and power supplies. Pre-requisites: MAC2105, MAC2114, PHY2001C, PHY2002C, & CHM2045

ETS1700C (4.0 credit hours)

**Hydraulics and Pneumatics**
Students are introduced to hydraulics (working fluids) and pneumatics (working gases) as demonstrated across multiple engineering disciplines. They will learn the language, symbols, effects, and how to control, measure, and integrate systems, sub-systems, and components with related electrical and mechanical systems and sub-systems. They will be introduced to failure modes, failure mechanisms, diagnostics, and repair methods and techniques associated with hydraulic and pneumatic systems. Pre-requisites: MAC2105, MAC2114, PHY2001C, PHY2002C, & CHM2045

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.

FFP1702 (3.0 credit hours)
**Principles of Emergency Services**
This course provides an overview of fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics.

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.

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

FIL1007 (3.0 credit hours)
**Foundations of Story**
This course provides opportunities for analysis of how film makers tell stories on screen. Screening of selected films will be used to develop analytic skills.

FIL1008 (3.0 credit hours)
**Film Production I**
The structure and organization of the media and entertainment industries including the major movie studios, mini-majors, independents, producing and marketing motion pictures, TV shows and video. Techniques in office management, personnel management, and paperwork management will be covered. An emphasis will be placed on the roles and responsibilities of the producer, unit production manager, and first assistant director, as well as their departments. Techniques in managing a budget and schedule through the use of computer software applications will also be covered. Students will complete assignments in conjunction with students in other concurrent program courses.

FIL2030 (3.0 credit hours)
**Film History I**
This course introduces the student to the evolution of the motion picture through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during the early period of the history of film.
FIL2107 (3.0 credit hours)

Script Analysis I
This course is a critical analysis of how filmmakers adapt a script to film or video. Original student work will be included.

FIL2305 (3.0 credit hours)

Animation I
This course introduces the student to the evolution of motion picture animation. The focus is on the development of motion picture animation, both technically and artistically.

FIL2310 (3.0 credit hours)

Documentary History
The history of research and writing of documentary, technical and education scripts, and their impact on the film industry.

FIL2461 (3.0 credit hours)

Cinematography I
This course provides the techniques and methodologies associated with video and film camera work and lighting. Single and multi-camera approaches, as well as field and studio applications will be studied.

FIL2480 (3.0 credit hours)

Directing I
Lecture and films will be used to evaluate the work of several famous directors in order to identify patterns used in film development.

FIL3103 (3.0 credit hours)

Literary Adaptation
This is a writing and oral workshop covering script writing as adapted to film, television, and video production. The course provides an opportunity for students to study work of professional screenwriters, as well as prepare their own original work for review by others.

IL2552 (3.0 credit hours)

Editing I
This course introduces students to the techniques of video and film post-production editing. Students become familiar with various platforms.

FIL3647 (3.0 credit hours)

Business of Film I
This course will provide an introduction to the business and legal aspects of the motion picture and entertainment industry. The course will include the history of the American film industry from its beginning in 1890 to present day genres. It will also include an overview of some of the legal aspects that members of the entertainment industry must have at least a basic understanding. This includes, as indicated above, a basic understanding of the law of "contracts" and "corporations" in addition to the laws of "copyright" and "trademarks".

FIL4647 (3.0 credit hours)

Business of Film II
This course will provide an outline of elements that should be included in literary and screenplay agreements, producers, artist and directors employment agreements and motion picture financing, production and distribution agreements. Specific contracts for well-known films will be discussed and analyzed.

FIL3363 (3.0 credit hours)
**Documentary Production**
This course analyzes content, script, and presentation of relevant topics in producing documentary projects.

FIL4163C (3.0 credit hours)
**Feature/TV Writing**
This course draws heavily on historical examples of expressive strategies and styles in composition, editing, narratives, discourse and performance.

FIL4472C (3.0 credit hours)
**Cinematography II**
A study of the use of exposure, lighting, film selection, cameras and lenses will be emphasized using lecture and screenings.

FIL4486 (3.0 credit hours)
**Directing II**
This course provides opportunities for students to observe directors and identify the techniques used in the observation to great directors.

FIL4566C (3.0 credit hours)
**Editing II**
This course will examine techniques of linear and non-linear formats in post-production editing.

FIL4661 (3.0 credit hours)
**Film Production II**
Students work with classmates to write, shoot, and edit original films. By the end of the term, students must have prepared a minimum one-minute film.

FIL2537 (3.0 credit hours)
**Introduction to Sound**
This course identifies and defines the principles of sound as it applies to film production and identifies the conceptual elements of film sound design. Students will be able to demonstrate sufficient technical skill in microphone selection, set up and operation, demonstrate sufficient technical skill in audio mixer set up and operation, demonstrate sufficient technical skill in recording device set up and operation, execute the duties of location sound production crew, perform aesthetic evaluation of sound recording and identify post-production sound requirements.

FIL2538 (3.0 credit hours)
**Advanced Sound for Film**
This course provides the theory and practice of production and post-production. Film sound prepares students for operational aptitude with special emphasis on techniques of achieving quality
sound for every application.

FIL4566 (3.0 credit hours)
**Editing II**
This course will add advanced film editing technology including sound mixing, color gradation and final preparation for distribution. Students become proficient in Adobe Premiere Pro CC platform and are introduced to special effects technology.

FIL4472 (3.0 credit hours)
**Cinematography II**
This course allows extensive interaction between script and visual storytelling. Students will become proficient in all aspects of studio and location lighting, camera lenses and camera technology.

FIL4305 (3.0 credit hours)
**Animation II**
This course will allow the students to practice the frame by frame implementation of motion graphics. Students will build 3D models, Lighting & Rendering using animation and delve into dynamics such as shatter effects, fire simulations and smoke effects.

FIL4661 (3.0 credit hours)
**Film Production II**
This course provides students with opportunities to develop skills related to film study, analysis, as well as hands on practice in all phases of production and postproduction editing. Film II is also an introduction into seminal film movements, genre studies and film theories.

FIL3380 (3.0 credit hours)
**World Cinema**
This course will examine and analyze cinema ranging from German Expressionism, Bollywood, and Japanese Cinema. Students will examine the effects on world cinema markets.

FIL3826 (3.0 credit hours)
**American Cinema**
This course will analyze the influence from Edison to modern special effects and the masters of cinema from D.W. Griffith to Wells to Scorsese. Genres will include comedy, drama, and documentaries. All topics will be discussed on a decade by decade basis.

FIL4800 (6.0 credit hours)
**Internship/Field Placement**
To be arranged at a studio or involvement in a professional project. Students will meet with a supervisory faculty member.

FIL4900 (3.0 credit hours)
**Senior Group Thesis Project**
Students work as a team to produce a film/TV project. Students may select the role they play and work under the supervision of the teaching faculty.

FIN 3373 (3.0 credit hours)
**Healthcare Finance**

FIN2001 (3.0 credit hours)

**Financial Management**
Exames 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**
Exames 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**

FIN3400 (3.0 credit hours)

**Principles of Managerial Finance**
Presents an introductory overview of the world of corporate financial management with emphasis on the time value of money and the requisite net present value adjustment for the cost of capital and/or judging future returns on investment. This perspective then leads to risk analysis, capital budgeting, cost of capital and financial management. Prerequisite: FIN2001/FIN4126 (3.0 credit hours)

**Financial Decision-Making and Planning**
Focuses on individual financial planning based on learning objectives specified by the CFP Board of Standards with emphasis on the process of financial planning. Prerequisite: FIN3400

FIN4324 (3.0 credit hours)

**Commercial Bank Management**
Focuses on administrative areas of a commercial bank. Topics include operations, management of bank assets and liabilities, lending policies, trust and fiduciary activities, international and regulatory aspects of commercial banks. Prerequisite: FIN3400

FIN4424 (3.0 credit hours)

**Case Studies in Finance**
Focuses on case analysis of finance problems in business. Topics include cash flow projections, budgeting, financial resources, capital structure, mergers, consolidations, liquidations and risk analysis. Prerequisite: FIN4501

FIN4443 (3.0 credit hours)
Financial Policy and Strategy
Capstone course for finance majors focusing on seminars in areas of quantitative and qualitative analysis of financial policies based on independent readings and empirical research. Prerequisite: Completion of most courses in the FIN concentration.

FIN4501 (3.0 credit hours)
**Investment**
Focuses on securities and securities markets. Topics include analysis of various categories of corporate securities, public securities, other investments, types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: FIN3400

FIN4602 (3.0 credit hours)
**International Finance**
Discusses how multinational corporations make financial decisions. Topics include international cash management, hedging cash flows, international capital budgeting and international financing. Prerequisite: FIN 3400

FOS3021C (4 credit hours)
**Fundamentals of Food**
The selection, composition, preparation, and storage of foods to maintain nutrients and food quality.

FOS4041C (4.0 credit hours)
**Food Science**
Physical and chemical changes in food resulting from the various methods of processing, preparation, and storage. Experiments in the physical and chemical characteristics of food. Prerequisite: FOS 3021C. FSS1011C (3.0 credit hours)

**Nutrition and Sensory Evaluation**
This class explores the use of basic senses of sight, touch, smell, hearing and taste to produce food of maximum appeal and nutritive value. Topics include nutritional and healthy cooking, baking, sensory evaluation, comparison cooking methods and menu writing. Other topics discussed are the use of alternative fats, sweeteners and salt. Methods of increasing flavor with citrus, spices, flavorings and liquors will be practiced in the lab portion of the class. Common dietary restrictions are studied and the labs highlight menus designed to apply common substitutions.

FSS1063C (3.0 credit hours)
**Introduction to Baking and Pastry**
This introduction to baking includes basic chemical and physical principles of baking. Topics covered are baking formulas, basic math, measurements, scaling, tools and equipment. Bakery goods to be produced include basic dough and batters that can be used to bake a variety of the following. Hard and soft breads and rolls, a variety of pies, choux paste items, doughnuts, and roll in dough are an example of some of the items that are made.

FSS1200C (3.0 credit hours)
**Sanitation and Fundamentals**
Introduces food service sanitation principles including microorganisms, HACCP programs, proper
food receiving, and storage and preparation techniques. Topics include proper ware washing, operation of cleaning equipment, use of sanitizing chemicals and pest control. The identification and operation of food service light and heavy equipment will be taught and monitored for basic competency in accordance with ACF guidelines. Students will participate in the National Restaurant Association’s ServSafe certification exam at the conclusion of this course. Basic egg cookery and common breakfast items are emphasized in the lab. Students will also learn basic cooking methods and knife cuts, as well as dairy and herb identification.

**FSS1203C (3.0 credit hours)**

**Principles of Food**

This is a basic course that examines a variety of foods and preparation skills. Equipment identification, food processing, and cooking methods are discussed and practiced at length. Foods that are handled include vegetables, fruits, and farinaceous products. Spice identification and use is highlighted. Topics include basic knife skills and equipment usage, mise en place, quality control, food science and work ethics and efficiency.

**FSS1240C (3.0 credit hours)**

**American Regional Cuisine**

This class emphasizes the production of regional American recipes. Foods and recipes produced will highlight both imported and indigenous foods. Topics include menu planning, purchasing specifications, soups and sauces, basic knife skills, mise en place and service techniques. The student will prepare a variety of foods from the main geographic areas of the United States and examine the similarities and differences between the areas in their journey of understanding the national cuisine.

**FSS1244C (3.0 credit hours)**

**Classical French Cuisine**

Presents classical French haute cuisine as one of the standards to which all of the great cuisines are measured. Topics include sauces, garnishes, hors d’oeuvres, eggs, seafood, 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. Topics include kitchen equipment, small wares identification and knife skills. This class focuses on the discussion, production and evaluation of white and brown sauces, emulsions, liaisons, seafood sauces, purees and specialty sauces, in addition to production techniques of various soups. Poultry fabrication and cookery is demonstrated, and the creation of pan sauces is emphasized.

**FSS2242C (3.0 credit hours)**

**International Cuisine**

International Cuisine focuses on theoretical and practical aspects of the world’s cuisines. Topics include history of culinary arts, indigenous ingredients, cooking methods and terminology. Specific regions that may be covered in the course include: Asia, Europe, the Mediterranean, Italy, Spain,
the Middle East, India and Latin America. Emphasis is on distinctive techniques and dishes that exemplify the cuisine of each region.

FSS2247C (3.0 credit hours)
**Pastries and Desserts**
Topics include the following: creams, sauces, cakes, icings, petit fours (sec and glace), frozen desserts, plate presentations, chocolate and other specialty items. Numerous baked and stirred custards are produced, along with mousses and aerated products. Students are required to produce a final plated dessert display demonstrating their attained skills in the class. Additional topics include convenience products, baker’s math and the principles of design.

FSS2248C (3.0 credit hours)
**Garde Manger I**
The cold food kitchen introduces the student to modern and classical garde manger food preparation. Students will learn about the cooking and presentation of meats, vegetables, hors d'oeuvres, and specialty items with a strong focus on artistic finesse and presentation. Topics consist of charcuterie and forcemeats including pate en croute, terrines, galantines, sausages, smoked and cured meats and fish. Additional topics covered are salads, sandwiches, cheeses, aspic, chaud-froid, centerpieces and platter presentations. Each student will produce a completed cold food platter for their final project.

FSS2383C (3.0 credit hours)
**Supervision and Cost Controls**
The main focuses of this course are the areas of food specifications and evaluation of quality and quantity in food purchasing. Topics include purchasing, identification of inventory categories, receiving procedures, issuing criteria, storage controls and pricing strategies. Other topics discussed are restaurant cost controls such as food costs, labor costs, overhead and profits. Supervision and management theories are discussed. Students learn how to draft a professional resume and cover letter, and participate in mock interviews and interactive discussions.

FSS3233 (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.

GEB1011 (3.0 credit hours)
**Automotive Retail Overview**
This course provides a base of how retail distribution systems operate within the automotive dealership and retail distribution arenas. Introduces Dealer Sales and Service Agreements between manufacturers and dealers, current strategies employed in the automotive industry, funding options, business plans, legal organizational forms. In addition, the course will discuss other options such as public or private structures, capitalization requirements, staffing and marketing requirements.

GEB1112 (3.0 credit hours)
**Entrepreneurship**
Introduces development of business and the role of an entrepreneur in today’s economy. Topics include general theories, principles, concepts and practices of entrepreneurship. Heavy emphasis is
placed on lectures, readings, case studies and group projects.

GEB2154 (3.0 credit hours)
**Entrepreneurial Marketing Management, Distribution Channels, and Social Media Marketing**
This course reviews and applies entrepreneurial marketing approaches used by successful entrepreneurs. These include utilizing industry sector trends, identifying emerging customer niches, developing new products/services, using guerilla marketing strategies, internet and social media marketing strategies. Learn methods to research industry sector trends, identify emerging needs, develop new product and service ideas, and evaluate their feasibility; determine your competitive advantage, and potential profitability. Understand distribution channels from the manufacturer to the retailer to the consumer. Explore the relationship between a well-developed marketing plan and successfully raising start-up capital. Prerequisite: MAR1011

GEB2301 (3.0 credit hours)
**Customer and Employee Retention Strategies**
The intent of this course is to look at tested methods of enhancing customer loyalty, methods of measuring customer satisfaction and the costs associated with customer dissatisfaction. Some of the topics covered include marketing, customer service and relationship building.

GEB2941 (1.0 credit hour)
**Practicum I**
This course provides students with experiential learning at an automotive dealership or other retail distribution organization. The student will become fully immersed in the work environment under the direct supervision of management at the organization. This course is typically taken during the second year of the program. **Prerequisite:** Department Chair Approval

GEB3073 (3.0 credit hours)
**Automotive Retail Distribution Accounting**
This course applies Generally Accepted Accounting Principles (GAAP) to the unique application of automotive dealerships and retail distribution outlets within the transportation industry. Topics covered include: the Chart of Accounts for automotive retail distribution operations, special sales and other journals, general journals, and standard journals, as well as accounts payable and accounts receivable journals. **Prerequisites:** ACG1001

GEB3155 (3.0 credit hours)
**Social Entrepreneurship**
Social entrepreneurship is a mission-based approach to developing strategic solutions to problems in the community by applying entrepreneurial thinking and problem solving to social ventures, not-for-profit organizations, hybrid organizations and government institutions. The goal is to inspire and motivate students to become entrepreneurial change agents in the social ecosystem for the betterment of society. Students will create and apply their entrepreneurial strategies through case study analyses and in-class discussions. Students will also benefit from guest speakers who will address specific value-added methodologies in their fields. At the end of the semester, students will present a plan for a mission-based venture of their choice.
GEB3523 (3.0 credit hours)
**Business Case Studies**
This course is designed to introduce business case analysis.

GEB3641 (3.0 credit hours)
**Sales Functions of Automotive Retail Distribution Systems**
This course provides an analysis of the new vehicle sales department, pre-owned sales department and Finance and Insurance (F&I) department. Study topics include inventory control and acquisition, personnel/payroll management, advertising/marketing promotions, manufacturer relations, consumer behavior, overcoming objections, legal environments, menu creation and new sales strategies and practices.

GEB3642 (3.0 credit hours)
**Service & Parts Functions of Automotive Retail Distribution Systems**
The course explores the role of the service and parts departments in today’s automotive dealerships. In addition, issues regarding shop utilization and technician efficiency and productivity, effective labor rates and job descriptions will be covered. The importance of parts stocking and sales will also be examined. Students will investigate key metrics in each of these areas.

GEB3651 (3.0 credit hours)
**Automotive Dealership Sales Strategies & Tactics**
This course will provide a fundamental, step-by-step evaluation of the entire selling process, including a discussion of customer profiles and demographic differences, evaluating market demands, creating an organization to produce successful sales, and a discussion of negotiation techniques.

GEB3940 (3.0 credit hours)
**Practicum II**
This course provides students with an experiential learning opportunity in an automotive dealership or other retail distribution organization. The student will work closely with the site supervisor and course instructor to develop the specific focus areas. This course is typically taken during the third year of the program. **Prerequisite:** Department Chair Approval

GEB4114 (3.0 credit hours)
**New Venture Finance, Risk Analysis, and Strategic Management**
This course studies the key elements necessary to evaluate a new venture's feasibility and its ability to execute its business plan. The course emphasizes critical thinking in the planning and strategy of starting a new venture. This includes: identifying opportunities; valuing a new venture; knowing how and when to raise capital from available sources; understanding basic deal structures; recognizing the importance and relevance of cash flows; and, developing necessary growth strategies.

GEB 4157 (3.0 credit hours)
**Early-Stage Venture Experiential (Capstone)**
This is the capstone Entrepreneurship course in which students "learn by doing" through an experiential approach to operating and growing an early-stage company by simulating the component parts of a venture's operations. Each student will be required to create a business
model canvas, prepare financial statements and financial forecasts, and manage operating cash flows (working capital simulation model). Fund-raising and deal negotiation will also be covered. At the end of the course, each student will prepare a detailed reflection essay and presentation describing his or her experiences and their "takeaways" from the course. Prerequisites: GEB1112 Entrepreneurship, GEB2154 Entrepreneurship Marketing Management, Distribution Channels, and Social Media Marketing, ENT2112 Business Plan and Business Model Development, GEB4114 New Venture Finance, Risk Analysis, and Strategic Management, as well as all Lower Division Business Major Course Requirements.

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)
**Negotiations and Transactions**
This course introduces students to the theory and practice of negotiation. The ability to negotiate successfully depends on a combination of analytical and interpersonal skills. This course examines conflict negotiation, business negotiations, understanding the barriers to negotiations, importance of interpersonal skills and how to practice for and prepare to negotiate. It prepares students to negotiate across cultural and physical boundaries leveraging their knowledge of international as well as domestic markets.

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**
This is a traditional classroom course that provides a foundation in international entrepreneurship, focusing on the experiences of small as well as larger entrepreneurial firms and projects. Topics include analysis of cross-national and cross-cultural business practices. The course designed so that, by the end of the semester, the student will be able to analyze the global environment confronting an entrepreneur engaged in cross-border enterprises. Important course components include cultural, public policy, markets, labor, and financial forces.

GEB4402 (3.0 credit hours)
**Automotive Financial Analysis & Business Forecasting Techniques**
This course will develop the student’s overall knowledge of financial statements and financial management practices used in today’s automotive dealerships and vehicle retail distribution outlets. Students will examine the relationship between the Balance Sheet and Income Statement. Wealth maximization techniques will be valued using Return on Equity as a guide. Students will learn to integrate the required rate of return, Weighted Average Cost of Capital (WACC), and determining cash flows in order to value retail distribution operations and/or identify expansion opportunities. Business succession and liquidation will also be discussed. This course will also discuss forecasting techniques available to build a successful model for retail distribution. Prerequisites: FIN2001, MAN1021, and GEB3073.
GEB 4935 (3.0 credit hours)

**Capstone: Exercising Leadership in Today’s Automotive Retail Distribution Systems**

This is the capstone course of the program. It will take a more detailed look at each department within the dealership and prepare students to be owner/operators of an automotive dealership. This course is grounded in the series “Good to Great” by Jim Collins but incorporates other current literature in order to prepare the student for a successful transition from operating an average endeavor to a truly great one.

**Prerequisites:** Upper Division status

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GEB 4452 (3.0 credit hours)

**Legal and Regulatory Issues for Automotive Retail Distribution**

Automotive dealerships and vehicle agencies are highly regulated. As most of these companies offer some type of financing, they fall under the regulatory umbrella of TILA, ECOA, FCRA, and others. New procedures from the Consumer Financial Protection Board and increased scrutiny from the FTC make it difficult to keep up with the latest information. This course will educate students on the nature of regulation and methods to maintain compliance through the utilization of case studies and real world applications. A thorough review of all OSHA, sexual harassment, discrimination, interview techniques, and safeguarding private information rules will be studied. Speakers from various groups will be invited on campus to explain best practices.

**Prerequisites:** BUL3130, Upper Division status

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GEB 4940 (12.0 credit hours)

**Internship**

Through this course, students have the opportunity to develop valuable work experience in the automotive industry. Faculty work with students to design an experience based on professional interest and goals. The experience must be directed and evaluated by the department chair with appropriate supervision by the on-site professional.

**Prerequisite:** Department Chair Approval

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GRA 1044C (3.0 credit hours)

**Introduction to Marketing and Self-Promotion**

This course introduces the concept of business as it applies to the field of graphic design, and will prepare the student to work with clients, employers, and to promote him or herself in a freelance environment. Topics include the business aspects of design, advertising, branding, marketing, copyright laws, and public relations.

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GRA 1100C (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.

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GRA 2142C (3.0 credit hours)

**Web Design 1 – HTML & CSS**
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.

GRA2143C (3.0 credit hours)
**Web Design 2 – Layout & Interactivity**
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.
**Required Pre-Requisite – GRA2142C or equivalent.**

GRA2144C (3.0 credit hours)
**Web Design 3 – Content Management Systems**
This course will introduce to students to interact and create with data-driven websites which are based upon PHP & MySQL. Creating, updating, and developing websites using current state of the industry software will be emphasized with a focus on creating web sites that allow clients to maintain and update sites after deployment.

GRA2150C (3.0 credit hours)
**Digital 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.
**It is recommended that students take GRA1100C or have experience with Adobe PhotoShop prior to taking this course.**

GRA2151C (3.0 credit hours)
**Digital Illustration**
Addresses techniques of graphic illustration. Topics include intermediate instruction on graphic design theory and practice, typography, intermediate and advanced capabilities of two-dimensional vector-based drawing applications.
**It is recommended that students take GRA1044C or have experience with Adobe Illustrator prior to taking this course.**

GRA2590C (3.0 credit hours)
**Graphic Design Portfolio / Professional Development**
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, student portfolios, building online networks, and enhancing productivity will be highlighted throughout.
**It is recommended that students take GRA1044C and GRA1100C prior to taking this course.**
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.

GRA2867C (3.0 credit hours)
Digital Photography
This course introduces the student to photography with emphasis on focus and exposure. Concepts such as types of lenses, types of film, lighting, shutter speed, point of view, and filters are introduced as well as digital photography, history of photography, and making better prints.

HFT1210 (3.0 credit hours)
Supervision in Hospitality Industry
Examines the techniques involved in the supervision of employees, developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness. Job analysis and job description techniques are developed.

HFT1265 (3.0 credit hours)
Food and Beverage Management
The course introduces food and beverage as a revenue generator. This course covers different food and beverage outlets including banquets, quick casual, fine dining, theme restaurants and bars/lounges. Student will be exposed to the basic techniques of menu planning, procurement, service, pricing strategies and food and beverage regulations. Included in this course students will participate in the National Restaurant Association ServSafe examination.

HFT2430 (3.0 credit hours)
Hotel Financial Accounting - Night Auditing
This course analyzes and evaluates financial records, interpretation, and understanding of the auditing process. Emphasis is placed on report development, reconciliation of various ledger accounts, internal control, and procedures.

HFT2500 (3.0 credit hours)
Hospitality Marketing, Sales & Promotion
This course is designed to analyze various marketing and sales concepts as it relates to hotel and resorts, spa, clubs, casino, and recreation. The course will focus on various topics examining market segmentation, product placement, integration of technology, social media, sales and advertising. The students will understand the importance of marketing to guests and understanding their needs.
and behavior.

HFT2930 (3.0 credit hours)
**Selected Topics in Hospitality Industry**
This course is designed to develop increased proficiency with the skills and behaviors necessary to deliver quality customer service, professional development, and housekeeping operations in hotel and resort operations. Students will explore the role of housekeeping operations, identify levels of customer service and the value of exceeding customer expectations, and recognizing different communication styles. This course will also cover professional development using mock-interviews, resume review, and career research. Included in this course students will participate in the American Hotel & Lodging Educational Institute Guest Service Gold and receive their CGSP certification.

HFT2945 (3.0 credit hours)
**Hospitality Externship I**
In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills at a hands-on, off-campus professional hotel, resort or food service environment. It is a diverse learning experience for students who have completed their academic class work. Students who have completed their coursework will work with the Externship Coordinator to plan their externship.

HFT2945 (3.0 credit hours)
**Hospitality Externship II**
In conjunction with an approved sponsor, students are provided with an opportunity to practice classroom skills at a hands-on, off-campus professional hotel, resort or food service environment. It is a diverse learning experience for students who have completed their academic class work. Students who have completed their coursework will work with the faculty to plan their externship.

HFT4295 (3.0 credit hours)
**Hospitality Leadership & Strategic Management**
Understand strategic decision making in various hospitality and tourism organizations. Analyze strategic management case approach used to solve realistic problems while developing leadership skills. Explores an in-depth analysis of hospitality and tourism organizations dealing with strategic planning, leadership, management and budgeting.

HFT4355 (3.0 credit hours)
**Advanced Professional Golf Management**
Students investigate various career opportunities within the golf industry and related fields. Through various activities, students will gain an understanding of the responsibilities and challenges facing new professionals.

HFT4413 (3.0 credit hours)
**Hospitality Analytics and Revenue Management**
Explores both the theory and the practice of revenue management and pricing. Understand how to identify and develop opportunities for revenue optimization in different business contexts including the transportation and hospitality industries, retail, media and entertainment, financial services,
health care and manufacturing, among others. Evaluate and create quantitative data-driven models and their implementations.

HFT4930 (3.0 credit hours)
**Special Topics/Seminars**
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 and prepare for graduation.

HFT4934 (3.0 credit hours)
**Golf Management Seminar**
An examination of current issues and trends in the golf industry. Additional topics include the importance of professional development for industry professionals and career planning. Prerequisite: Senior standing within the Golf Management program or by permission.

HFT4944 (3.0 credit hours)
**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 and prepare for graduation.

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**
This course offers an introduction to health information technology and health information Management profession, AHIMA’s operational structure, program accreditation, and professional certifications. Healthcare delivery systems, organization, and operations found in all types healthcare environments are explored. Health information functions and purpose, users of information, content, and structure of electronic health records are studied. Virtual lab assignments and/or simulations support experiential learning. Prerequisites: BSC2086C, CGS1000C, ENC1101, STA2023

HIM1012C (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 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. Case studies, virtual lab assignments and/or simulations support experiential learning.
Prerequisite: HIM1110C

HIM1105C (3.0 credit hours)
Health Information Systems
This course offers an introduction to the various information technology/systems and software applications that are encountered in healthcare. Topics include: common software applications, computers in HIM, administrative and clinical information systems, electronic health record, speech recognition technology, privacy and security. Virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM1000C

HIM1110C (3.0 credit hours)
Health Data Concepts & Standards
This course introduces healthcare data sets, classification systems, clinical terminologies; electronic health records code systems, consumer informatics, and health information exchange. Types of secondary data sources such as indexes, registries, and healthcare databases are explored. Topics include: data governance, data stewardship, quality data attributes, data collection tools; registries case definition and case finding; data mapping and data warehousing, healthcare databases, mobile devices, personal health records (PHRs), and patient portals. Virtual lab assignments and/or simulations support experiential learning.
Prerequisite: HIM1105C

HIM1141C (3.0 credit hours)
Pharmacology for Health Information Management
This course is a basic introduction to the general concepts of pharmacology including use of drug references, principles of drug action and interaction, and drug administration. This includes therapeutic drug applications according to diseases by each body system. Case studies, virtual lab assignments and/or simulations support experiential learning.
Prerequisite: HIM1433C

HIM1433C (3.0 credit hours)
Pathophysiology for Health Information Management
This course covers the nature of diseases and human conditions according to specific body system. It includes signs and symptoms, etiology, treatment, and prognosis of various diseases. Case studies, virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM2472C

HIM2080C (3.0 credit hours)
CPT/HCPCS Coding
This course introduces principles, conventions, and guidelines for using the Current Procedural Terminology (CPT-4 or most current version), used to code outpatient procedures performed by healthcare providers. The purpose and code applications of the Healthcare Common Procedure Coding System (HCPCS) are reviewed. Through practice exercises, students assign procedure codes and apply guidelines for assignment of Evaluation and Management (E/M) codes and
modifiers to case examples. Reimbursement methodologies and application of coding principles to health records and/or electronic record system for ambulatory care are explored. Virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM2728C

HIM2214C (3.0 credit hours)
**Data Quality, Analytics & Research**
This course covers the principles of clinical quality, performance improvement, outcome measures, and the various PI tools and techniques used to facilitate communication. Review of primary and secondary sources of data, nominal, ordinal, interval and rate-level data are explored. Descriptive and inferential statistics and basic research principles are also discussed. Students will be able to identify root causes, collect, analyze, and report healthcare data. Virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM2275C

HIM 2250C (4.0 credit hours)
**CPT-4/HCPCS Coding**
This course provides a basic foundation using the International Classification of Diseases to code diagnoses and procedures. Coding, sequencing, and grouping diagnoses will be reviewed using coding manuals and software tools. Coding resources and ethics will be emphasized.

HIM2275C (3.0 credit hours)
**Health Insurance & Reimbursement**
This course examines the complex financial and reimbursement methodologies within the healthcare industry. Also included are revenue cycle management, chargemaster maintenance, coding compliance, fraud and abuse, data exchange and reporting. Case studies and information systems integrated into the course work. Prerequisite: HIM2080C

HIM2410C (3.0 credit hours)
**ICD-10-CM/PCS Coding I**
This is the first course, in a three-course sequence, focusing on the *International Classification of Diseases, Tenth Revision, Clinical Modification and Procedure Coding Systems* (ICD-10-CM/PCS). The course will cover an introduction to ICD-10-CM/PCS conventions, Coding Guidelines and coding process. Additional topics introduced: Uniform Hospital Discharge Data Set (UHDDS), health record documentation, physician queries, Present On Admission (POA) indicator, and ICD-10-PCS Root Operations and procedures. Virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM1141C

HIM2412C (3.0 credit hours)
**ICD-10-CM/PCS Coding II**
This course, the second in a three-course sequence, builds on the basic coding knowledge in both ICD-10-CM and ICD-10-PCS coding systems. Additional coding topics covered in this course includes: Z Codes, External Cause of Morbidity, Symptoms/Signs/ILL-Defined conditions, Infections/Parasitic Diseases, Endocrine/Nutritional/Metabolic diseases and Mental Disorders. Students will apply coding guidelines by coding case studies and simulated medical records. The impact on reimbursement, ethical coding, encoders and groupers will be emphasized. Virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM2410C
HIM2472C (3.0 credit hours)

**Medical Terminology**
This course teaches the basic structure of medical words structure using the body system approach. It serves as a foundation for understanding the medical language required to read and comprehend clinical documentation and be able to communicate with physicians and other healthcare professionals. Prerequisite: HIM1012C

HIM2512 (3.0 credit hours)

**Principles of Management & Leadership**
This course covers leadership models, theories and skills, change management, workflow analysis, design tools and techniques, human resources management, training and development, strategic planning, financial management, ethics and project management. Case studies, virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM2214C

HIM 2724C (4.0 credit hours)

**Basic ICD-9/ICD-10 Coding**
This course provides a basic foundation using the International Classification of Diseases to code diagnoses and procedures. Coding, sequencing, and grouping diagnoses will be reviewed using coding manuals and software tools. Coding resources and ethics will be emphasized.

HIM2728C (3.0 credit hours)

**ICD-10-CM/PCS Coding III**
This course, the third in a three-course sequence, builds on the coding knowledge in both ICD-10-CM and ICD-10-PCS coding systems. Additional coding topics covered in this course include: diseases of the musculoskeletal system and connective tissue; complications of pregnancy, childbirth, and the puerperium; abortion and ectopic pregnancy; congenital anomalies; perinatal conditions; diseases of the circulatory system; neoplasm; injuries; burns; Poisoning, toxic effects, adverse effects and under dosing of drugs; and complications of surgery and medical care. The impact on reimbursement, ethical coding, encoders and groupers will be emphasized. Virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM2412C

HIM2800 (3.0 credit hours)

**Professional Practice Experience**
This course allows students to complete supervised professional practicum hours at an approved healthcare facility, complete assignments using AHIMA Virtual Lab and complete a MOCK RHIT exam covering all Associate Degree Entry-Level Competencies. Prerequisite: HIM2512

HIM2930 (1 credit hour)

**RHIT Exam Preparation**
This course provides a consistent, accurate, and organized review of all HIT content areas in preparation for the AHIMA national certification exam. Prerequisite: HIM2800

HIM3006C (3.0 credit hours)

**Foundations of Health Information Management**
This course explores the sources, content, structure and standards of health data. Data storage and
retrieval methods with special emphasis on managing the various healthcare databases, specialty registries, and their relationship to the electronic health record are assessed. Case studies, virtual lab assignments and/or simulations support experiential learning.

Prerequisite: HIM2930, CGS3300, ENC3213, IDS3355

HIM3106C (3.0 credit hours)

Healthcare Informatics I
This course is the first of a 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. Case studies, virtual lab assignments and/or simulations support experiential learning.

Prerequisite: ISM4212

HIM3107C (3.0 credit hours)

Healthcare Informatics II
This course is the second of two-course sequence, provides an introduction to project management, management of protected health information (PHI), electronic health records (EHR) and e-discovery guidelines. Case studies, virtual lab assignments and/or simulations support experiential learning. Prerequisite: HIM3106C

HIM3407C (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. Case studies, virtual lab assignments and/or simulations support experiential learning. Prerequisites: HIM3006C.

HIM3806C (3.0 credit hours)

Professional Practice Experience & Review
This course allows students to complete professional practicum hours in a virtual setting. A review of health information management concepts will be performed reinforcing AHIMA’s curriculum domains. Weekly assignments, discussions, and simulated RHIA exams based on the Bachelor Degree Entry-Level Competencies will assist the students with their test preparations. The Virtual Lab assignments will facilitate the application of the health information management skills needed for a professional career path. The course will provide students the opportunity to review for, register, and take the AHIMA’s Registered Health Information Administrator (RHIA) credential exam. Prerequisite: Completion of core courses

HIM4306C (3.0 credit hours)

Organizational Management & Leadership
An in-depth, practical analysis of management and leadership methods and tools used in the management of health information, 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, workflow analysis. Case studies, virtual lab assignments and/or simulations support experiential learning.
Prerequisite: HIM4508C, ACG3024

HIM4308C (3.0 credit hours)
Revenue Management and Compliance
An in-depth, practical analysis of issues surrounding the tools and techniques that healthcare organizations use to collect payment for services rendered, respond to governmental and other external audits; including an understand of CCI and MUE edits, and the role of HIM manager in the claims denial and appeals process. Other compliance topics included: OIG work plan, physician queries, case mix index (CMI) and maintenance of charge master in healthcare organizations. Case studies, virtual lab assignments using encoder/grouper system support experiential learning. Prerequisite: FIN3373, HIM3107C

HIM4504C (3.0 credit hours)
Data Analytics and Research Methods
This course addresses 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 research methods and biomedical research, Laboratory accompanying. Prerequisites: HIM4308C, STA3163

HIM4508C (3.0 credit hours)
Quality Management
The study of the principles of quality management and its component functions including evaluation activities, performance improvement, risk management and utilization management, and medical staff organization as applied in healthcare settings. Concepts incorporated into laboratory and computer experience. Prerequisites: HIM4504C

HIM4942 (3 credit hours)
Health Information Management Externship
This is an intensive full time, four-week (160hrs) preceptor-guided experience in the application of technical aspects of managing health information in an acute care and/or alternative health care setting. A portfolio and poster board presentation highlighting the experience is required at the conclusion of the externship. Prerequisites: ACG3024, HIM4306C

HIM4960 (1.0 credit hour)
RHIA Exam Preparation
This course provides a consistent, accurate, and organized review of all HIA content areas in preparation for AHIMA’s national certification exam. Prerequisites: HIM4942

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.

HSA2250 (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.

HSC4553 (3.0 credit hours)
**Fundamentals of Pathology**
This course will introduce a comprehensive overview of concepts in the field of pathophysiology. Topics include theory and application of human diseases/disorders of the immune, cardiovascular, hematopoietic, central nervous, musculoskeletal, respiratory, urinary/reproductive, gastrointestinal and endocrine systems. Prerequisites: PCB4524

HUM1020 (3.0 credit hours)
**Introduction to the Humanities**
This course serves as an introduction to the nature and scope of the humanities. This course will include analysis of selected works of literature, music, film, and visual art, representing artists of diverse periods, cultures, genders, and races. The course is intended to broaden or establish an appreciation and understanding that the humanities play in our lives.

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

HUN 4445 1 (3.0 credit hours)
**Nutrition and Disease 1**
Nutrition and Disease 1 focuses on the biochemical and pathophysiological bases of disease/conditions that require specialized nutrition support/Medical Nutrition Therapy. Prerequisites: HUN3403, DIE 3213, DIE3246C

HUN4446C (4.0 credit hours)
**Nutrition and Disease 2**
Nutrition and Disease 2 continues with the focus on the biochemical and pathophysiological bases of disease/conditions that require specialized nutrition support/Medical Nutrition Therapy. Prerequisites: HUN3403, DIE 3213, DIE3246C, HUN4445.

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

INR 3105 (3 credits)
**American Foreign Policy**
This course will provide the student with an understanding of the individuals and institutions responsible for the development and execution of United States foreign policy. It will analyze the various historical eras and perspectives on American foreign policy and provide a deeper understanding of the impact that US foreign policy has on individuals, institutions and countries through the mediums of documentary and film.

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

INR 4079 (3 credits)
**Terrorism and Public Safety**
This course covers the politics, ideologies, capabilities and countermeasures of global terrorism, tracing the history and development of terrorism from its origins to the present day. It examines the factors which can make terrorism an effective political tool for the achievement of specific goals, explores terrorist organizations and surveys the available data, which allows for a scientific approach to the study of terrorism.

INR 4085 (3 credits)
**Women, Gender and I.R.**
This course will explore the implications of adopting “gendered lenses” in our analyses of theories and events in international relations though an examination of topics that have historically been marginalized from the discipline, such as the near-absence of women from both war- and peace-making, gender subordination, and the ‘militarized masculinity’ that pervades military institutions around the world.

INR 4502 (3 credits)
**International Organizations**
This course analyzes the operation and structure of international organizations and their effects on world politics. It will examine the background and achievements of regional and international organizations such as the United Nations and NATO, as well as multinational corporations. Students will take part in a semester-long computer simulation that immerses them in the topics and events surrounding international organizations, such as trade, peacekeeping and diplomacy.

INR 4911 (3 credits)
**Undergraduate Research in International Relations**
This course will serve as the senior “capstone” project for the BA Degree in Political Science with a Concentration in International Relations. It will provide students with an opportunity for firsthand research in international relations, supervised by members of the KU Flagship Campus faculty. Projects may involve inquiry, design, survey, investigation, scholarship, discovery, and/or application on broad topics in international relations.

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. PREREQUISITES: CGS1000C, CGS3300, STA3163

**ISM3221 (3.0 credit hours)**

**Data Communications and Networking**

Technological developments and the widespread acceptance of standards are transforming the ways in which information is used to support the business function. In addition to the traditional communications requirements for voice and data (meaning text and numerical data), there is now the need to deal with pictorial images and video information in transmission. These four types of information are essential to the survival of any business in the competitive international environment. We learn how to deal with not just Data Communications but also with information communications within the business and technology environments. Key topics include transmission media, data link control protocols and multiplexing.

**ISM3230 (3.0 credit hours)**

**Introduction to Business Programming**

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

**ISM3232 (3.0 credit hours)**

**Advanced Business Application Development**

Expands on ISM3230 (Introduction to Business Programming). Topics include advanced programming constructs, object-oriented programming, creating both client-server and web-based distributed applications accessing the SQL server database and developing object oriented programs (OOP). Prerequisite: ISM3230
ISM3483 (3.0 credit hours)
**eBusiness Infrastructure Management**
Explores technology and management concepts as well as issues and decisions related to the infrastructure required to support Business-to-Business (B2B), Business-to-Consumer (B2C), Business-to-Government (B2G), Consumer-to-Consumer (C2C) and Consumer-to-Business (C2B) electronic business processes.

ISM4113 (3.0 credit hours)
**Systems Design**
Expands on ISM 3112 (Systems Analysis). Students are taught to design an information system for a company or agency of their choice. Students learn development methodologies such as Waterfall, Prototyping, RAD, Object-Oriented Design, and UML. Using the most appropriate methodology, a team designs system output, input, processing and a database for the new system. Students create a Design Deliverable document and present their findings to management. Prerequisite: ISM 3112

ISM4117 (3.0 credit hours)
**Data Mining and Warehousing**
This course provides an introduction to the modern database systems with focus on Data Mining and Warehousing. Emphasis is also places on the understanding of various database management functions and providing database support for the organization. Topics include fundamentals of relational systems including data models, database architectures, and database manipulations required for warehousing and mining.

ISM4130 (3.0 credit hours)
**Information Systems Implementation**
Extends System Design (ISM4113) through the development phase to implementation by introducing software testing, documentation, training and deployment. Working as if part of a large IT organization, student teams analyze a real problem, design a solution, write the programs, test their system, document their system, train customers in how to use their system and implement it at a customer site. Prerequisite: ISM4113

ISM4153 (3.0 credit hours)
**Enterprise Information Systems**
Designed to provide a thorough understanding of the fundamental concepts of enterprise resource planning and its place in business operations. Topics include fundamental business processes in an enterprise, how ERP systems improve business process performance, the role of enterprise resource planning in an organization, the impact of ERP on e-commerce and the task of implementing and managing the function. Prerequisite: CGS3300

ISM4212 (3.0 credit hours)
**Database Management Systems**
Describes how data is created, stored, and manipulated in business using relational database management systems. Students become proficient at modeling databases at a conceptual and physical level of design and are able to develop database schemas that enforce data integrity. Students become knowledgeable in the creation, altering and manipulation of tables, indexes and views using relational algebra and SQL.
ISM4220 (3.0 credit hours)
**Distributed Information Systems**
Examines grouping, designing and implementing integrated and distributed information systems to support enterprise objectives. Emphasis is on understanding characteristics of application and system types and implementations for their design, operation and support of information needs, including those associated with different platforms and technology infrastructure e.g., legacy systems, client-server model, multi-tier systems, and customer facing Internet systems. Topics include the web-based application servers that build on Java Enterprise components with reusable software programs, e.g., transaction processing, messaging, publishing/subscribing, and naming in distributed systems and remote communications. Prerequisite: ISM4130

ISM4300 (3.0 credit hours)
**Information Technology Management**
Describes the management of an Information Technology department and the business implications and real-world examples of the application of technology to improve business organizations. This course presents a framework for business managers to understand the importance of their role when working with other members of the organization to achieve effective IT results and to identify and evaluate potential opportunities to employ IT.

ISM4302 (3.0 credit hours)
**Information Technology Planning**
Reviews alternatives used by management and consulting firms to conduct an information systems strategic planning process. Key to the success of this process is an understanding of the current infrastructure, the culture of the organization, the desired future state as defined by senior executives and the road map to get there. Special emphasis is placed on the balanced scorecard strategic planning methodology as applied to an information technology function in an organization.

ISM4302 (3.0 credits hours)
**Information Technology Planning**
Reviews alternatives used by management and consulting firms to conduct an information systems strategic planning process. Key to the success of this process is an understanding of the current infrastructure, the culture of the organization, the desired future state as defined by senior executives and the road map to get there. Special emphasis is placed on the balanced scorecard strategic planning methodology as applied to an information technology function in an organization.

ISM 4403 (3.0 credit hours)
**Advanced Business Intelligence**
This course surveys advances business intelligence (BI) theories and concepts. Methods for analyzing, visualizing, and transforming business data are discussed to discover patterns that lead to predictive, diagnostic, and descriptive intelligence models. The focus will be on two BI tools, Excel and SAS, to enhance business decision making. PREREQUISITE: ISM3116.

LAE3210 (3.0 credit hours)
**Literacy**
Explores fundamentals of literacy instruction. Topics include print concepts, phonemic awareness, phonics, vocabulary, comprehension, language development, acquisition of literacy and
instructional strategies for emergent literacy. Special emphasis is placed on the foundation of language and cognition.

LAE3314 (3.0 credit hours)
**Teaching Language Arts**
Explores methods, materials, content, teaching strategies and applications for teaching the language arts in the elementary school. Special emphasis is placed on differentiating instruction for the six language arts: reading, writing, listening, speaking, viewing and visually representing.

LAE4414 (3.0 credit hours)
**Teaching Children’s Literature**
Explores methods, materials, teaching strategies and applications for teaching literature at the elementary level including instructional planning and assessment.

LDR1182 (1.0 credit hour)
**Athletics, Community and Education (ACD): Leadership in Athletics**
Addresses skills to enable students to develop values, traits and qualities associated with leadership, integrity, and character. This course will establish a foundation that will prepare students to become leaders on and off the field and to conduct themselves in a manner that upholds the expectations of Keiser University. Students will be expected to emulate behaviors that will generate success throughout their university years and into their professional endeavors.

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

MAC2114 (3.0 credit hours)
**Trigonometry**
Presents Trigonometry primarily to prepare students to take Calculus, MAC 2311. Topics include: trigonometric functions, their properties and graphs; inverse trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications. Prerequisite: MAC2105

MAC2140 (3.0 credit hours)
**Pre-Calculus**
Presents Pre-Calculus primarily to prepare students to take Calculus, MAC 2311. Topics 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. Prerequisite: MAC2105

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. PREREQUISITE: 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, anti-differentiation, and The Fundamental Theorem of Calculus. The utility of these key concepts is demonstrated through select applications. Prerequisite(s): MAC1114 and MAC2140, or MAC2147

MAD2104 (3.0 credit hours)
Discrete Mathematics and Probability
Presents the mathematical principles of discrete structures that have significant applications in problem solving and computing. Topics include sets, logic, proofs, counting methods and probability, relations and graphs, Boolean algebras, and number theory. PREREQUISITE: MAC 2015.

MAE4310 (3.0 credit hours)
Teaching Mathematics
Explores methods, materials, teaching strategies and applications for teaching mathematics at an elementary school level. Topics include measurement, number sense, concepts, operations, geometry and spatial sense, algebraic thinking, data analysis and probability.

MAN1021 (3.0 credit hours)
Principles of Management
Presents a combination of current and traditional views of management organized around a functional and process approach. Topics include basic management principles and theory and analysis of management functions in planning, organizing, staffing, directing and controlling.

MAN2300 (3.0 credit hours)
Human Resource Management
Presents current theories and research regarding the development of individual managers and business organizations. Cases illustrating developmental methods are utilized.
MAN2999 (3 credit hours)
Integrated Studies Capstone Course for Lower Division
Requires students to demonstrate knowledge of business concepts and theories acquired throughout the lower division courses of the bachelor degree program and apply these theories in elementary analysis and evaluation of a real world business scenario. Students are expected to synthesize and integrate their current understanding of business analytics in order to initiate research and evaluate the business intelligence topic of their choice selected from an instructor approved list. Students will develop this report in preparation for upper division courses designed to provide a more in depth analysis of the selected topic. PREREQUISITES: Successful completion of all lower division courses.

MAN3025 (3 credit hours)
Introduction to Management and Organizational Behavior
Introduces managerial principles including planning, organizing, staffing and control techniques. A behavioral science formulation of individual needs, motivation and group processes is utilized.

MAN3240 (3.0 credit hours)
Concepts and Techniques in Organizational Behavior
Individual, group, and organizational issues that affect and shape the workplace. Topics include individual differences, motivation, communication, decision making, and leadership.

MAN3326 (3.0 credit hours)
Industrial/Organizational Psychology
Focuses on the application of psychological principles and theories to the behavior of people in organizational settings.

MAN3504 (3.0 credit hours)
Operations Management
Introduces fundamentals of operations management in manufacturing and non-manufacturing sectors. Topics include product and process design, demand forecasting, facilities layout and location, materials management, inventory management, production planning and quality assurance.

MAN3611 (3.0 credit hours)
Cross-Cultural Management
Provides students with techniques for becoming skillful cross-cultural communicators. Topics include dimensions of culture and their implications in organizations, successful negotiation tactics and managing cultural diversity in the workplace.

MAN4065 (3.0 credit hours)
Business Ethics
This course applies an ethical dimension to business decisions in today's complex political, social, economic and technological environment.

MAN4113 (3.0 credit hours)
Managing Diversity
Addresses the experience of work as it varies with gender and ethnic background in the United
States. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, relationship of diversity to processes such as supervision, leadership, mentoring and power.

MAN4164 (3.0 credit hours)  
**Leadership**  
Introduces students to leadership, research perspectives on leadership, the personal side of leadership, the leader as a relationship builder, and the leader as a social architect.

MAN4337 (3.0 credit hours)  
**Performance Management**  
Focuses on procedures in personnel psychology. Topics include selection, performance appraisal devices, job analyses, evaluations, calculation of reliability, validity of cutoff scores, needs assessments for training and theories of job assessment.

MAN4583 (3 credit hours)  
**Project Management**  
Emphasizes the importance of project management and teaches students to differentiate between product and project management. Topics include roles and responsibilities of a project manager, project environment and developing a quality project team, five steps of a project, construction of a network diagram and mathematics analysis techniques such as CPM and PERT.

MAN4602 (3.0 credit hours)  
**International Business**  
Addresses the role and importance of international/multinational firms in a global environment. Topics include the impact of political, regulatory and economic dimensions, international dimensions of American enterprise and examination of businesses, overseas organizations, operations and problems of conducting international business. Prerequisite: Completion of Lower Division Courses

MAN4631 (3.0 credit hours)  
**Global Strategy and Policy**  
Explores competitive environments on a global basis, examines external factors that affect a firm domestically and globally and provides solutions that include globalization as a strategic option. Prerequisite: Completion of Lower Division Courses

MAN4863 (3.0 credit hours)  
**Facilities and Property Management**  
Introduces students to facility planning and management, including classical principles, space allocation and planning, databases and programs, and codes and guidelines.

MAN4999 (3.0 credit hours)  
**Integrated Studies Capstone Course**  
Requires students to demonstrate knowledge learned throughout the program and apply the knowledge to real-world issues. Students are expected to synthesize and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to
their area of concentration. Prerequisites: All courses in applicable concentration

MAR1011 (3.0 credit hours)
**Introduction to Marketing**
Discusses the principles and functions of marketing and its role in a business environment. Utilization of guiding principles of relationship building to establish and maintain trust and confidence in a firm's products and/or services is taught.

MAR3712 (3.0 credit hours)
**Healthcare Marketing**
Presents principles and functions of marketing by focusing on unique aspects of marketing fee-for-service and managed care services. Topics include consumers of healthcare services, organizations that purchase healthcare for employees, insurance companies that provide healthcare and ethical issues of marketing healthcare services.

MAR4334 (3.0 credit hours)
**Advertising/Promotion Management**
Presents a total marketing communication function in planning and managing programs for advertising products and services. Topics include preparatory research, objective setting, budget planning, media, creative programs and evaluation of advertising effectiveness.

MAR4403 (3.0 credit hours)
**Sales and Sales Management**
Introduces principles, methods and problems related with relationship selling. Topics include the field of selling, knowledge and skill requirements, the partnership process, adaptive selling and the salesperson as a manager.

MAR4503 (3.0 credit hours)
**Consumer Behavior**
Introduces consumer behavior in the marketplace. Topics include analysis of consumer motivation, buying behavior, market adjustment and product innovation. Behavioral aspects of the marketing process from producer to ultimate consumer are considered.

MAR4721 (3.0 credit hours)
**E-Marketing**
Explores how the Internet has revolutionized the buying and selling of goods and services in the marketplace.

MAR4804 (3.0 credit hours)
**Marketing Strategy**
Application of marketing concepts and analytic techniques to developing skills in solving strategic marketing problems. Topics include selecting customer targets and making marketing mix decisions from a business unit perspective.

MAR4841 (3.0 credit hours)
**Service Marketing**
Examines marketing in service industries. Topics include unique aspects of service marketing, service marketing mix and implementation of service strategies.

MAT0020 (3.0 credit hours)
**Basic Math – (Basic Algebra)**
Reviews basic arithmetic operations and introduces algebra. Topics include whole numbers, fractions, decimals, percents, prime factorization, greatest common factor, order of operations, exponentiation, absolute value, arithmetic operations of signed numbers, averages, simplifying and evaluating algebraic expressions, solving linear equations, and proportions. (Not transferable and does not constitute credit toward meeting graduation requirements)

MAT1033 (3.0 credit hours)
**Intermediate Algebra**
Presents algebra concepts and operations. Topics include factoring, operations with rational expressions, absolute value, exponents, radicals and roots, linear and quadratic equations, and linear inequalities and graphs, all with applications. Prerequisite: MAT0020 or demonstrated proficiency.

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** (4.0 credit hours)
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 (3.0 credit hours)
**Microbiology**
This course 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

MGF2107 (3.0 credit hours)

Applications of Mathematics
This course focuses on the mathematics of personal finance and conversions/problem-solving within systems of measure. It will also include select additional topics such as voting and apportionment, linear and exponential growth/decay, numbers and number systems, and elementary number theory. The purpose of the course is to present the utility of mathematics to students who do not intend to take other mathematics courses.

MLS3100 (3 credits)

Clinical Biochemistry
This course introduces the biochemistry of clinically-relevant carbohydrates, proteins, enzymes, lipids, and non-protein nitrogenous substances. Emphasis will be placed on the relationship between chemical structure and biological function along with analytical methods used to measure their presence. Prerequisites: CHM2210 and CHM2210L

MLS3191 (3 credits)

Molecular Diagnostics
This course will present advanced theories and concepts relating to use of molecular diagnostics within the medical laboratory setting. Emphasis shall be placed on cytogenetic, DNA extraction, amplification, separation, and sequencing technique. Methods of assessing analytical and clinical reliability and cost-effectiveness will also be discussed. Prerequisite: MLS3100

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 credits)

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.
Prerequisite: MLS4460

MLS3505 (3 credits)
Clinical Immunology
Advanced theories related to immune system function and serological testing will be presented. Emphasis shall be placed on reinforcing concepts related to the normal immune system response along with the etiology and pathophysiology of immune system disorders.
Prerequisite: MLS3191

MLS4320 (3 credits)
Hematology/Hemostasis
This course presents advanced concepts relating to various hematopathologies and dysfunctions of normal hemostasis. Emphasis shall be placed on pathophysiology of the hematopoietic and hemostatic systems, clinical correlations, and emerging diagnostic techniques. Laboratory exercises will focus on abnormal samples and quality assurance.
Prerequisite: MLS3191

MLS4460 (3 credits)
Advanced Microbiology
This course presents advanced topics in medical microbiology and includes discussion of pertinent epidemiological principles. A systems-based approach to identifying human pathogens will be presented. Laboratory sessions will enhance the student’s ability to isolate and identify clinically significant pathogens.
Prerequisite: MLS3191

MLS4552 (3 credits)
Advanced Immunohematology
Advanced theories and practices commonly used within the immunohematology laboratory shall be presented. Emphasis shall be placed on blood group genetics, etiology and pathophysiology of transfusion reactions, and quality assurance topics. Laboratory sessions will emphasize antibody identification techniques.
Prerequisite: MLS3505

MLS4630 (3 credits)
Advanced Clinical Chemistry
This course presents advanced theories and concepts related to clinically relevant organic and inorganic compounds within human body fluids and tissues. Emphasis shall be placed on clinical correlations, the role of the clinical chemistry laboratory in evaluating disease, and quality assurance principles. Laboratory experiences will involve methods using photometry, electrochemistry, and separation techniques.
Prerequisite: MLS3100

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 credits)**

**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 and Clinical Chemistry.
Prerequisites: MLS3191, MLS4630, MLS4320, MLS3505, MLS4552, and MLS4460

**MLS4831 (3 credits)**

**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.
Prerequisite: MLS4830

**MLS4832 (3 credits)**

**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 Hematology, Hemostasis, Phlebotomy and Immunohematology.
Prerequisite: MLS4831

**MLS4905 (4 credits)**

**Contemporary Topics in Laboratory Medicine**
This course aims to expose students to and reinforce contemporary topics in laboratory management and education. Furthermore, students will be provided the opportunity to develop a written and oral case study report with information collected from the clinical practicum courses. Other topics of relevance to the laboratory profession will be discussed as warranted along with mock national certification exam opportunities.
Prerequisites: MLS4830, MLS4831 and MLS4832

**MLT1190C (4.0 credit hours)**

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

**MLT1191C (4.0 credit hours)**

**Principles of Fixation**
Emphasis placed on fixation and processing of biological tissues for microscopic examination. Topics include: instrumentation, specimen handling, identification and tracking protocols, gross examination processes, fixative types and uses, tissue processing reagents and protocols and specialized processing techniques.
MLT1192C (4.0 credit hours)

**Cellular Biological Staining**
Recognition of basic cellular structure and ultrastructures with emphasis placed on nuclear and cytoplasmic staining mechanisms. Use and care of microscopes. Explanation of chemical staining theory. Includes staining principles and procedures for nuclear and cytoplasmic structures and mounting techniques and media. Also, includes an overview of cytology specimen preparation and frozen section techniques.

MLT1250C (4.0 credit hours)

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

MLT1610C (3.0 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 (3.0 credit hours)

**Clinical Chemistry II**
Continues MLT1610C (Clinical Chemistry I). Presents theoretical concepts, principles and the performance of procedures used for the measurement of enzymes, lipids, electrolytes, trace elements, endocrinology, toxicology and therapeutic drug with emphasis on their relationships to various disease states. Prerequisite: MLT1610C with grade of “C” or higher

MLT1802L (3.5 credit hours)

**Clinical Practicum Part I**
Assigns students to a clinical laboratory site that is NAACLS and state-approved. This supervised laboratory rotation provides students with an opportunity to practice procedural skills, with emphasis on the transition from student to professional. Prerequisite: Completion of all major courses with a grade of “C” or better

MLT1804 (3.5 credit hours)

**Clinical Practicum Part II**
Continues MLT1802L (Clinical Practicum Part I). Assigns students to a clinical laboratory at a NAACL and state-approved site. This supervised laboratory rotation provides students with an opportunity to practice procedural skills, with emphasis on the transition from student to professional. Prerequisite: MLT1802L with grade of “C” or better

MLT2194C (4.0 credit hours)

**Immunohistochemistry Staining**
Students advance their knowledge of special histologic technology procedures including immunohistochemistry, enzyme histochemistry, and immunofluorescent protocols. Emphasis on
theories of immunohistochemical staining and procedures for immunohistochemical stains. Overview of specimens for muscle enzymes and immunofluorescent staining for immunoglobulins. A practical overview of histology techniques is assigned in the laboratory.

MLT2195C (4.0 credit hours)
**Tissue Identification**
Emphasis is placed on recognition, composition, and functions of organs and tissues. Identification of tissue structure, cell components and their staining characteristics and relating them to physiological functions, recognizing errors and their sources, learning corrective action needed.

MLT2198C (4.0 credit hours)
**Diagnostic Histology II**
Students enhance their skills with histochemical preparation and use. Identification of pathologic microorganisms and other cellular inclusions including pigments and minerals. Use of stains for microorganisms and tissue pigments and mineral.

MLT2199C (4.0 credit hours)
**Microtomy**
Emphasis on microtomy techniques, ergonomic safety practices and frozen section techniques. Topics include: embedding orientation by tissue type, instrumentation, paraffin embedding station, cryostat, rotary microtome set-up and maintenance, sharps safety practices for the microtome, techniques for microtomy, specialized microtomy techniques. Includes an overview of electron microscopy.

MLT2210C (3.0 credit hours)
**Urinalysis**
Provides a didactic study and performance of physical, chemical and microscopic analysis of urine.

MLT2300C (3.0 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 (3.0 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 (3.0 credit hours)
**Microbiology I**
Instructs in the cultivation, isolation and identification of medically important microorganisms in establishing a diagnosis of infectious disease.
MLT2403C (3.0 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 (3.0 credit hours)  
**Serology/Immunology**  
Examines theoretical concepts of the human immune system in health and disease and instructs students in serological procedures.

MLT2525C (3.0 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.

MLT2528 (3.0 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.

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.

MMC3711 (3 credits)  
**Interactive Multimedia**  
This course introduces interactive multimedia production with the emphasis on exploring interactive media approaches to express and challenge social, cultural and technical ideas. By the end of the course, students will advance their visual skills, improve their coding mastery and enhance their creative and aesthetic abilities. Pre-requisites: GRA 1100C and COP2222C

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.

**MUE3691 (2.0 credit hours)**

**Introduction to Technology for Music Educators**
This course is designed as an introduction to computer technology and its role in teaching and learning processes. Topics include educational software and applications, ethical and social issues and models for integrating technology into instruction. Prerequisite: MUT 1112

**MUG3104 (2.0 credit hours)**

**Introduction to Conducting**
This is a beginning course designed to teach the fundamentals of conducting. Students will explore conducting patterns, left hand techniques, cues, irregular entrances, eye contact, releases, and
musicality. Students will also develop preliminary skills regarding score analysis. Prerequisite: MUT 1112 and MUT 1241

MUG3301 (2.0 credit hours)  
**Instrumental Conducting 1**  
Students will develop advanced conducting techniques with an emphasis on instrumental ensembles. Additional time will be designated for score analysis and conducting a live musical ensemble. Prerequisite: MUG 3104

MUH2011 (3.0 credit hours)  
**Music Appreciation**  
Introduces basic elements of music combined with a survey of Western art music.

MUH3211 (3.0 credit hours) Writing and Reading Intensive  
**Music History and Literature 1**  
The introduction and development of music from Antiquity to 1800. Emphasis on major composers and their works with the analysis of literature as it evolved historically. Prerequisite: MUH 3110

MUH3212 (3.0 credit hours) Writing and Reading Intensive  
**Music History and Literature 2**  
The introduction and development of music from 1800 to present day. Emphasis on major composers and their works with the analysis of literature as it evolved historically. Prerequisite: MUH 3211

MUN1110 (1.0 credit hour)  
**Marching Band**  
Performance experience in marching band. Prerequisite: Audition

MUN1120 (1.0 credit hour)  
**Concert Band**  
The study and performance of standard concert band literature. Prerequisite: Audition

MUN1310 (1.0 credit hour)  
**Concert Choir**  
The study and performance of works representative of a wide spectrum of choral literature. Prerequisite: Audition

MUS1101 (1.0 credit hour)  
**Music Assembly**  
Student and professional performances will act as a vehicle to discuss various music topics.

MUT1111 (2.0 credit hours)  
**Music Theory 1**
Study of common practice harmony through analysis and writing. The course will include a review of rhythms, intervals, motifs, phrases, melodies, chords and chord progressions.

MUT1112 (2.0 credit hours)
**Music Theory 2**
The continued study of common practice harmony through analysis and writing. The course will explore additional harmonic and melodic tools used in common-practice tonal music. Prerequisite: MUT 1111

MUT1241 (2.0 credit hours)
**Aural Theory 1**
This is a beginning course designed to help students develop aural and vocal recognition of music materials. Students will develop the abilities to recognize, write and reproduce music they see or hear. Prerequisite: MVK 1211, MVV 1211, and MUT 1111

MV_ 121_ *(1.0 credit hour)
**Secondary Applied Music 1**
Private music instruction on applied instrument of choice. Course will develop the student’s performance ability in an applied area.
*MVB for Brass (1211 Trumpet; 1212 French Horn; 1213 Trombone; 1214 Euphonium; 1215 Tuba)
MVW for Woodwinds (1211 Flute; 1212 Oboe; 1213 Clarinet; 1214 Bassoon; 1215 Saxophone)
MVP1211 for Percussion

MV_ 122_ **(1.0 credit hour)
**Secondary Applied Music 2**
Private music instruction on applied instrument of choice. Course will develop the student’s performance ability in an applied area. Prerequisite: MV_ 121_ on same instrument
**MVB for Brass (1221 Trumpet; 1222 French Horn; 1223 Trombone; 1224 Euphonium; 1225 Tuba)
MVW for Woodwinds (1221 Flute; 1222 Oboe; 1223 Clarinet; 1224 Bassoon; 1225 Saxophone)
MVP1221 for Percussion

MV_ 141_ * (2.0 credit hours)
**Applied Major Music 1**
Private music instruction on student’s primary instrument. Course will prepare individuals to master their instrument and will develop skills as a performer.
*MVB for Brass (1411 Trumpet; 1412 French Horn; 1413 Trombone; 1414 Euphonium; 1415 Tuba)
MVW for Woodwinds (1411 Flute; 1412 Oboe; 1413 Clarinet; 1414 Bassoon; 1415 Saxophone)
MVP1411 for Percussion

MV_ 142_ **(2.0 credit hours)
**Applied Major Music 2**
Private music instruction on student’s primary instrument. Course will prepare individuals to master their instrument and will develop skills as a performer. Prerequisite: MV_ 141_ in same instrument
**MVB for Brass (1421 Trumpet; 1422 French Horn; 1423 Trombone; 1424 Euphonium; 1425 Tuba)
MVW for Woodwinds (1421 Flute; 1422 Oboe; 1423 Clarinet; 1424 Bassoon; 1425 Saxophone)
MVP1421 for Percussion

MVK1211 (1.0 credit hour)  
**Secondary Applied Piano 1**  
Private music instruction on applied piano. Course will develop the student’s performance ability in an applied area other than the major.

MVK1221 (1.0 credit hour)  
**Secondary Applied Piano 2**  
Private music instruction on applied piano. Course will develop the student’s performance ability in an applied area other than the major. Prerequisite: MVK 1211

MVV1211 (1.0 credit hour)  
**Secondary Applied Voice 1**  
Private music instruction on applied voice. Course will develop the student’s performance ability in an applied area other than the major.

MVV1221 (1.0 credit hour)  
**Secondary Applied Voice 2**  
Private music instruction on applied voice. Course will develop the student’s performance ability in an applied area other than the major. Prerequisite: MVV 1211

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: NMT2710C

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 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.
technology and learn by assisting a nuclear medicine technologist in the performance of nuclear medicine examinations and associated ancillary tasks. Competency evaluations are conducted in performance of basic patient care, administration of radiopharmaceuticals and operation of basic imaging equipment. The course includes a lecture series in conjunction with clinical experiences. Prerequisite: NMT2844

NMT2960 (5.0 credit hours)
**Nuclear Medicine Capstone Course**
Incorporates all theory relative to production of a nuclear medicine, PET, and PET/CT image. Topics include the interrelationships of radiation protection, instrumentation, physics, pharmacology and quality assurance/quality control. A research project and paper on one or more aspects of nuclear medicine technology are required. Prerequisite: NMT2733

NMT 3710 (3.0 credit hours)
**PET/CT and Radiopharmaceuticals**
An advanced nuclear medicine technology course which includes pet instrumentation and methodology. The methodology includes PET diagnostic procedures and data analysis as well as the use and localization of radiopharmaceuticals in PET imaging. Additionally, the course will include the use of interventional agents and contrast media in PET and PET hybrid imaging. The course is designed to fulfill partial requirements of the NMTCB post primary PET examination

NMT 3714 (3.0 credit hours)
**Nuclear Medicine Pathology**
This course introduces general pathological conditions with emphasis on those commonly seen in the field of nuclear medicine. Basic anatomy is reviewed in correlation to pathophysiology of disease. Descriptions of how diseases are classified, diagnosed, and treated, as well as the natural course/prognosis of these diseases are presented. Topics will include; pathogenesis, disease classification systems, and the study of specific disease of the respiratory, skeletal, gastrointestinal, hepatobiliary, renal, cardiovascular, hematopoietic, nervous, and endocrine with nuclear medicine imaging considerations.

NMT4430 (3.0 credit hours)
**Nuclear Medicine Radiation Biology**
The course is a comprehensive study of the molecular and cellular effects of ionizing radiation in the body, resulting from radiation interactions. Course includes dosimetry for diagnostic and therapeutic radionuclide procedures, principles of radiosensitivity and biological radioactive tracers.

NMT4930 (3.0 credit hours)
**Special Topics in Nuclear Medicine**
This course centers on topics of current or special interest to students or instructors. Topics and levels may vary. The course introduces the nuclear medicine technologist and radiation therapist to the principles of PET/CT imaging and the production and quality control of radiopharmaceuticals.

NUR1010 (1.0 credit hour) BSN
**Professional Nursing I**
Pre-licensure BSN course: Introduction to the profession of nursing, including familiarization with the nursing program’s conceptual framework, core values, and student learning outcomes, and requirements for degree completion. Specific information for effective study and test taking of nursing content will be shared.

NUR1011 (1.0 credit hour)
**Professional Nursing II**
Pre-licensure BSN course: Core concepts related to nursing roles, including student nursing, nursing specialties, and advanced practice nursing. Information on collaborative skills, professional practice standards, governing bodies, professional organizations, and essential competencies associated with professional nursing will be presented.
Prerequisite: NUR1010

NUR1022C (8.0 credit hours)
**Fundamentals of Nursing**
Provides a foundation for the nursing program. Introduces the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills such as; completion of health history, physical assessment techniques and common nursing skills that support basic human needs. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. Clinical settings may include but are not limited to acute care, long-term care and community settings.

NUR1140 (4.0 credit hours)
**Nursing Pharmacology**
Presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course.

NUR1211C (8.0 credit hours)
**Basic Adult Healthcare**
Focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. A continuation of dosage calculations is evident. The patho-physiologic basis for diseases along with the patient’s/client’s adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course.

NUR2017 (2.0 credit hours)
**Professional Nursing I & II for ABSN**
Introduction to the profession of nursing, including familiarization with the nursing program’s
conceptual framework, core values, and student learning outcomes, and requirements for degree completion. Specific information for effective study and test taking of nursing content will be shared. Core concepts related to nursing roles, including student nursing, nursing specialties, and advanced practice nursing. Information on collaborative skills, professional practice standards, governing bodies, professional organizations, and essential competencies associated with professional nursing will be presented.

NUR2032C (8.0 credit hours) BSN
**Care Management I**
Pre-licensure BSN course: Nursing care management of adults that promotes, protects, restores, and maintains health and wellness. Proficiency in fundamental care management skills and technologies is acquired in the classroom and while working with interprofessional teams in the clinical setting. Clinical learning experiences can take place in a variety of acute, long term, and community based settings. Prerequisite: admission to the BSN program.

NUR2065C (3.0 credit hours) BSN
**Physical Assessment in Healthcare**
Pre-licensure BSN course. Knowledge and skills necessary to systematically and accurately assess the health status of clients. Topics include completion of a health database, communication skills, physical assessment, and identification of health conditions. Assessment and care of children, adolescents, and adult men and women are explored, including effects of cultural and sociological influences. Corequisite: NUR2243 Clinical Decision Making in Evidence Based Practice.

NUR2140C (4.0 credit hours) BSN
**Nursing Pharmacotherapeutics**
Pre-licensure BSN course. Essential concepts and principles of pharmacology as applied to baccalaureate level nursing practice. Imparts knowledge and skills required for safe, effective administration of therapeutic drugs (including herbal and complementary medications). The course covers critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course.

NUR2230C (8.0 credit hours)
**Advanced Adult Healthcare**
Continues medical/surgical content from NUR1211C (Basic Adult Health Care). Builds upon the knowledge and skills acquired in this course, including continued integration of the concepts central to the practice of nursing. A continuation of dosage calculation is emphasized. Didactic and clinical content related to complex concepts and skills associated with medical-surgical and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers.

NUR2243 (2.0 credit hours) BSN
**Clinical Decision Making in Evidence Based Practice**
Pre-licensure BSN course: Utilization of history and physical assessment data to develop an evidence-based, culturally responsive, patient-centric nursing plan of care. Students will gain assessment, implementation,
and evaluation competencies that promote best health care outcomes. Corequisite: NUR2065C Physical Assessment in Healthcare

NUR2310C (4.0 credit hours)  
**Pediatric Nursing**  
Focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient and community care).

NUR2421C (4.0 credit hours)  
**Maternity Nursing Care**  
Focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family. Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals.

NUR2811C (3.0 credit hours)  
**Nursing Practicum**  
Enables students to independently demonstrate the critical competencies expected of the entry-level associate degree nurse. Classroom content relates to the preparation of the student for assuming the role of professional nurse. The clinical component is an individualized experience of general or specific interest proposed by the student and selected in collaboration with faculty and an RN preceptor. Individualized goals and objectives are developed, with ongoing supervision of progress by faculty and the RN preceptor. A continuation of dosage calculation mastery is evident.

NUR2817C (6.0 credit hours)  
**Nursing Roles Practicum**  
Requires students to utilize previously learned skills, attitudes and behaviors. Didactic and clinical content include but are not limited to the development of: leadership and delegation concepts, time management, collaboration, prioritization, principles of legal responsibilities and ethical decision-making. Classroom content also includes preparation for success on the NCLEX-RN licensure examination. The clinical component is designed for students to demonstrate readiness to assume the role of a safe, entry-level, professional registered nurse. Clinical oversight may include experiences with faculty and/or an approved RN preceptor in an affiliated facility. Facilities may include but are not limited to acute care, skilled nursing, and community settings. A continuation of dosage calculation mastery is expected.

NUR2823C (3.0 credit hours)  
**Nursing Leadership and Management**  
Requires students to utilize knowledge and skills acquired in previous nursing courses in the context of leading a healthcare team in caring for a group of patients. Didactic and clinical content includes such areas as the development of first-line management and leadership skills in the context of the organizational structure; collaborative decision-making; prioritization and time management. A
continuation of dosage calculation is evident. Clinical experiences may include secondary and tertiary care settings such as hospitals and long term care.

NUR2833C (2.0 credit hours)
**Nursing Quality & Safety in Healthcare**
Pre-licensure BSN course: Application of principles and skills that promote quality and safety outcomes in healthcare. Incorporates material from Quality Safety Education for Nursing (QSEN), Interprofessional Education Collaborative (IPEC), the Institute of Medicine (IOM) Quality Chasm series, and other sources to assist students in developing quality and safety competencies for use as members of interprofessional healthcare teams.

NUR3022C (8.0 credit hours)
**Fundamentals of Nursing**
Provides a foundation for the nursing program. Introduces the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in-depth study in a classroom setting and application in skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills such as; completion of health history, physical assessment techniques and common nursing skills that support basic human needs. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term health care settings. Clinical settings may include but are not limited to acute care, long-term care and community settings.

NUR3047C 4.0 credit hours
**Health Promotion, Disease Prevention: A Community Perspective**
Pre-licensure BSN course: Utilization of evidence-based recommendations from WHO, CDC, NIH, and other resources to examine population-focused nursing, prioritizing primary prevention. Topics will include epidemiology, population genomics, social determinants of health, levels of prevention, vulnerable populations, emergency preparedness and disaster, triage, technology in population focused health care, ecological models, environmental issues, and health beliefs and practices of diverse groups. Roles for nurses in community/public health will be explored, including interventions for public health/community health nursing (surveillance, disease, and health event investigation, screening, social marketing, and others).

NUR3065 (3.0 credit hours) RN-BSN
**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.

NUR3068 (3.0 credit hours) RN-BSN

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Health Assessment, Promotion and Prevention
This course presents the knowledge and skills necessary to systematically and accurately assess the health status of diverse clients focusing on preventative and promotive health practices. Explores cultural and sociological influences on contemporary health initiatives aimed at promoting healthy populations and the elimination of health disparities. Topics include completion of a health database; communication skills; development of nursing diagnoses; and body systems assessment for children, adolescents, and adults.

NUR3126 (3.0 credit hours) RN - BSN
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) RN - BSN
Pathophysiology II
This course includes (1) pathophysiologic alterations in biologic and subsystems (2) diagnostic procedures; (3) nursing therapies related to various conditions; and (4) examination of non-pathologic alterations of the human systems, such as pregnancy, and their effects on an individual. Major systems/disorder categories addressed are renal, neurological, endocrine, reproductive, musculoskeletal and dermatologic. Prerequisite: NUR3126.

NUR3129 (4.0 credit hours)
BSN
Pathophysiology for BSN
Pre-licensure BSN course: Pathophysiology related to human illness within a systems framework. Emphasis is placed on biological theories and principles that provide a basis for understanding pathophysiology as an alteration in the normal physiology functioning of subsystems from conception to end of life. Use of critical thinking skills to analyze diverse client presentations of pathophysiologic alterations in biological and psychological subsystems and their effects as they relate to diagnostic procedures and nursing care.

NUR3140 (4.0 credit hours)
Pharmacology
Presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on fundamental application of the nursing process to the care of patients/clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. The course contains a number of critical skills related to dosage calculation and medication administration that must be performed without error to achieve a passing grade for the course.

NUR3165 (3.0 credit hours) BSN
Nursing Research for Evidence-based Practice
Pre-licensure BSN course: Examination of the history of nursing research, research methods and processes, application of research to evidence-based practice, and the
relationship between theory development and research. Topics include analysis of research applications and preparation of research reports.

NUR3211C (8.0 credit hours)

**Basic Adult Health**
Focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. The course builds upon learned concepts and skills introduced in prerequisite nursing and general education courses. A continuation of dosage calculations is evident. The patho-physiologic basis for diseases along with the patient’s/client’s adaptive responses are explored and discussed. Secondary/acute care settings, particularly hospitals, are utilized in this course.

NUR3219C (9.0 credit hours) BSN

**Care Management II**
Pre-licensure BSN course: Nursing care management of diverse adult and elderly acute care populations experiencing physiologic and psychological illnesses. Proficiency is acquired in the classroom and in clinical experiences across conditions that have a significant effect on quality of life, are highly preventable, and/or economically inefficient. Emphasis is placed on interprofessional collaboration and advocacy to achieve optimal outcomes.
Prerequisite: NUR2032C

NUR3230C (8.0 credit hours)

**Advanced Adult Health**
Continues medical/surgical content from NUR3211C (Basic Adult Health Care). Builds upon the knowledge and skills acquired in this course, including continued integration of the concepts central to the practice of nursing. A continuation of dosage calculation is emphasized. Didactic and clinical content related to complex concepts and skills associated with medical-surgical and mental health nursing are presented within the framework of the nursing process. Mental health nursing components include the further development of student communication skills, and conceptual abilities as related to the dynamics of human behavior and therapeutic responses. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospitals and community mental health centers.

NUR3310C (4.0 credit hours)

**Pediatrics**
Focuses primarily on the interrelated dynamics of pediatric families; with exposure to common recurring and complex problems associated with the health of the pediatric patient/client within the family unit. Concepts and skills as presented in previous courses are integral to this course, with emphasis on developmental theories relating to the care of children. Dosage calculations related to pediatric patients / clients are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care, hospitals and pediatric programs (which may include outpatient, inpatient and community care).

NUR3411C (8.0-credit hours) BSN

**Care Management III**
Pre-licensure BSN course: Nursing care management of children and families including healthy mothers and newborns, with an emphasis on health promotion, protection, and restoration.
Proficiency is acquired in the classroom and while working with interprofessional teams in a variety of settings.
Prerequisite: NUR3219C

NUR3462C (4.0 credit hours)

Maternity
Focuses primarily on maternity nursing care, with exposure to common problems associated with the health of mother, newborn and family. Concepts and skills learned in previous courses are integral to this course, with emphasis on developmental theories relating to the care of the family unit. Dosage calculations related to maternity care are emphasized. Primary, secondary and tertiary care settings may be utilized for clinical experiences, including outpatient care and hospitals.

NUR3516 (3.0 credit hours) RN - BSN

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.

NUR3525 (2.0 credits hours) BSN

Mental Health Concepts in Nursing
This course evaluates the biological-behavioral concepts, therapeutic communication, and standards of practice for the care of psychiatric mental health nursing situations. Critical thinking and evidenced-based practice guides nursing responses toward effective stabilization and long-term maintenance strategies for an improved quality of life within the community. Legal, ethical, cultural, and developmental considerations are integrated into patient and family-centered care.

NUR3655 (3.0 credit hours) RN-BSN

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

NUR3767C (8.0 credit hours) BSN

Care Management IV
Pre-licensure BSN course: Nursing care management of patients with multiple, complex problems associated with selected high risk, high cost, and emergent conditions. Proficiency is acquired in the classroom and while working with interprofessional teams in various settings that may include intensive care, emergency, and/or trauma settings. Prerequisite: NUR3411C

NUR3805 (3.0 credit hours) RN - BSN

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) RN-BSN
**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.

NUR3829 (3.0 credit hours) BSN
**Ethical and Legal Issues in Healthcare**  
The 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.

NUR3870 (3.0 credit hours) BSN
**Information Technology for Nursing**  
Pre-licensure BSN course: Information management and patient care technology skills, including analysis of various applications of information systems within the context of the healthcare system. Elements covered include: theoretical models; data acquisition and data representation; nursing vocabularies and nursing knowledge representation; managing organizational change; ethical and social issues in healthcare and consumer information technology.

NUR4107 (4 credit hours) RN - BSN  
**Global Trends in Nursing Practice**  
This course will introduce students to global health care systems and models. Healthcare disparities in the delivery of healthcare in the national and global settings will be highlighted. Cultural competence in professional nursing will be explored to provide a better understanding of how culture impacts the health of a person, family, community, nation and world.

NUR4108 (3.0 credit hours) BSN  
**Public Policy and Risk Management in Nursing**  
Pre-licensure BSN course: Analysis of the impact of a dynamic social and political climate on professional regulation and health policy, the role of government in financing and maintaining quality healthcare, current health policy issues and their impact on nursing, patients, and healthcare delivery. Explores how nursing identifies, assesses, and reduces risk to patients, visitors, staff, and an institution’s assets.

NUR4165 (3.0 credit hours) RN - BSN  
**Nursing Research for Evidence-based Practice**  
Examination of the history of nursing research, research methods and processes, and the relationship between theory development and research. Topics include analysis of research applications and preparation of research reports.

NUR4166 (3.0 credit hours) RN - BSN  
**Nursing Research**
This course provides an examination of the history of nursing research; research methods and processes; and the relationship between theory development and research. Topics include analysis of research results; literature critique; and application of research in professional nursing practice.

**NUR4286 (3.0 credit hours) RN-BSN**  
**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) RN - BSN**  
**Community Nursing**  
This course is designed to teach adaptive responses of client groups. Students assess the community and its healthcare delivery systems. Research on community nursing and its application to selected groups of clients within the community is presented. Historical, legal, ethical, and economic issues affecting adult and gerontology nursing is discussed. Students will learn epidemiology, biostatistics and social structures within a community, including family structures. The role of a nurse in dealing with family crises, gerontology problems, child-bearing, child-rearing families, and medical-surgical conditions are covered. The course includes a clinical component that involves assignment to community settings with preceptor supervision. Major areas of emphasis in this course include the context for community health nursing; community health nursing and its theoretical foundation; processes used in community nursing. 45 clinical hours are required in a clinical setting chosen by the student and approved by the University Department Chair.

**NUR4717C (13.0 credit hours) ABSN & FastTrack**  
**Advanced Care Management**  
Pre-licensure BSN course: Nursing care management of patients with chronic and complex physiological and/or psychological health issues, as well as conditions associated with selected high risk, high cost, and emergent conditions that are treated in intensive care, emergency, and/or trauma settings. Proficiency is acquired in the classroom and while working in various settings that may include acute care, long-term care, home health, hospice, and substance abuse/mental health settings. Prioritization of access to care and available resources is emphasized, as is development of the nurse as a leader of the interprofessional care management team. Prerequisite: NUR3411C

**NUR4764C (9.0 credit hours) BSN**  
**Care Management V**  
Pre-licensure BSN course: Nursing care management of patients with chronic and complex physiological and/or psychological health issues, prioritizing access to care and available resources. Proficiency is acquired in the classroom and while working in various settings that may include acute care, long-term care, home health, hospice, and substance abuse/mental health settings, with emphasis on development of the nurse as a leader of the interprofessional care management team. Prerequisite: NUR3767C

**NUR4817 (3.0 credit hours) RN - BSN**  
**Nursing Roles Practicum**  
This capstone course supports the students’ synthesis of theories and concepts incorporated throughout the curriculum with application to a selected area of nursing practice directed toward
professional role development. The course includes a clinical component involving assignment to a clinical practice setting with preceptor supervision and faculty direction. 45 clinical hours are required in a clinical setting chosen by the student and approved by the University Department Chair. Prerequisite: Completion of 36 credits of upper division nursing major courses

NUR4825 (2.0 credit hours) ABSN
Professional Nursing I & II for ABSN
Pre-licensure BSN course: Introduction to the profession of nursing and core concepts related to nursing roles, including student nursing, nursing specialties, and advanced practice nursing. The student will become familiar with the nursing program’s conceptual framework, core values, and student learning outcomes, and requirements for degree completion. Information on collaborative skills, professional practice standards, governing bodies, professional organizations, and essential competencies associated with professional nursing will be presented. Specific information for effective study and test taking of nursing content will be shared.

NUR4827 (3.0 credit hours) RN-BSN
Nursing Leadership and Management
This course covers leadership and management concepts for nursing. Topics include leadership styles, decision making, planned change, conflict, conflict resolution strategies, communication and evaluation. Prerequisites: (BSN, ABSN, FBSN): must be in last semester of program; (RN to BSN) Completion of 36 credits of upper division nursing major courses.

NUR4828 (2.0 credit hour) BSN
Professional Nursing III
Pre-licensure BSN course: Information required for transition from the baccalaureate student role to the role of a professional, baccalaureate prepared nurse. The focus is on skills used by the nurse to excel as a professional leader, communicator, and as a citizen. Emphasis is on life-long learning, professional presentation skills, and nurse citizenship. Prerequisite: NUR1011 or NUR4825

NUR4870 (3.0 credit hours) RN-BSN
Nursing Informatics
Information management and patient care technology skills, including analysis of various applications of information systems within the context of the healthcare system. Elements covered include: theoretical models; data acquisition and data representation; standardized terminologies; nursing knowledge representation; standardized nursing language; healthcare information technology; healthcare policy; and consumer information technology.

NUR4888 (3.0 credit hours) RN-BSN
Nursing Leadership in Systems of Healthcare
This course focuses on concepts, principles, and theories of leadership, management, role development and administration in a variety of culturally diverse health care delivery systems at local, regional, national and global levels. Topics include leadership styles, decision making, planned change, conflict, conflict resolution strategies, communication and evaluation. Prerequisites: must be in last semester of RN-BSN program.

NUR4930 (3.0 credit hours) RN to BSN
Special Topics in Professional Nursing Practice I
This course focuses on current trends and issues in professional nursing and health care delivery. The topics will vary dependent on the current trends and issues in nursing but may include genetics, genomics, disaster nursing, opioid addiction, mental health, cultural competence, sexual harassment, domestic violence, mass shootings and natural disasters.

NUR4935 (3.0 credit hours) RN-BSN
Special Topics in Professional Nursing Practice II
This course focuses on current trends and issues in professional nursing and health care delivery. The topics will vary dependent on the current trends and issues in nursing but may include genetics, genomics, disaster nursing, opioid addiction, mental health, cultural competence, sexual harassment, domestic violence, mass shootings and natural disasters.

NUR4950C (6.0 credit hours)
Professional Role Development and Transition to Practice
The course prepares the graduate on the integration of knowledge, skills and abilities learned from taking courses in the ABSN program. This course will be taken in the last semester of the ABSN program. This capstone course supports the student’s synthesis of theories and concepts incorporated throughout the curriculum with application so a selected area of nursing practice directed toward professional role development. This course includes a clinical component involving assignment to a clinical practice setting with preceptor supervision and faculty direction. Students will complete a supervised practicum of 180 hours. Pre-requisite: completion of 54 credit hours of upper division nursing courses in the ABSN program to qualify for the practicum.

OTH1007 (4.0 credits)
Introduction to Occupational Therapy
Provides general knowledge about the field of occupational therapy through a study of its history, philosophy and scope of practice. Foundations of professional development include AOTA Standards of Practice, AOTA Code of Ethics, NBCOT certification, licensure laws, and healthcare regulations. Topics include theoretical models of intervention and 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: OTH1203

OTH1203 (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 life span, 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

OTH2013C (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 skill tasks. 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: OTH2300C

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/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 DSMV, 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 roles in 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. The course stresses 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**

Considers 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

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
PCB3233 (3.0 credit hours)

**Immunology**
This course presents a comprehensive overview of concepts in the field of immunology. Topics include the theory and application of antigen-antibody interactions, structure and reactivity’s. Aspects of, mediated immunities, tumor immunology, and immunotherapy will be explored. Prerequisites: PCB4524

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

PCB3234 (3.0 credit hours)

**Biology of Cancer**
This course presents a comprehensive overview of concepts in the field of cancer. Topics include theory and application of molecular, cellular, and genetic changes associated with cancer cells. Aspects of cellular and environmental causes and treatment options will be explored. Students should gain a thorough understanding of cancer at the cellular level by the conclusion of the course. Prerequisites: PCB4524

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

PCB3522L (1.0 credit hour)

**Molecular Biology I 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

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

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

PCB4524L (1.0 credit hours)
**Molecular Biology II Laboratory**

This course is to be taken in conjunction with PCB4524. This course will present a comprehensive overview of laboratory concepts related to the theories discussed in the PCB4524. An emphasis will be placed on DNA repair, recombination, transposons, gene regulation and protein synthesis techniques.

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

PEL4031 (3.0 credit hours)
**Advanced Rules of Golf**

Provides an in-depth look at the rules of golf. Topics covered include complex rulings, conducting competitions and course marking. Students develop the skills necessary to gather facts, make a ruling and apply the ruling. Prerequisite: SPM1057 and SPM2612

PEL4122 (3.0 credit hours)
**Golf Performance Development**

Provides an introduction to the development of on-course golf competencies, focusing on the application of golf techniques, shot selection, and mental management during play. It also includes assessing students’ own games, organizing and developing a practice/training program, and tracking statistics for improvement.

PEM3600 (3.0 hours)
**Introduction to Horsemanship**

Participating in hands-on experience while introducing the equestrian to the necessary knowledge and skill-sets required for handling and riding a horse. This includes basic horse handling, grooming, safety issues, proper tacking of horses, understanding and applying the various components of tack including bits, reins, saddlery, saddle pads, equine boots, blankets and sheets. Time under saddle will also be experienced including instruction in walk, trot, canter, and gymnastics/trot polls.
PEM3650 (3.0 credit hours)

**Advanced Equine Training**
Apply ground and riding techniques at an advanced level and applying the day-to-day care necessary for equine health. Riding on the flat and if appropriate, introduction to fences will be experienced along with using appropriate and correct verbal cues to use with training others to enhance their riding skills.

PET1084C (4.0 credit hours)

**Health and Fitness Appraisal and Wellness**
Addresses issues that arise when dealing with clients who have had a disease or medical condition, currently have a disease or medical condition or are at risk for developing a disease or medical condition. Topics include health and fitness assessments and recommended exercise prescription. Stress testing, introduction to ekg, assessments, and metabolic calculations are taught.

PET1352C (4.0 credit hours)

**Nutrition and Weight Management**
Discusses proper nutrition and weight management practices. Topics include ideal body weight, lean body weight, body fat percentages, metabolic calculations, foods, menus and healthy eating habits. Public education is also discussed.

PET1384C (4.0 credit hours)

**Principles of Health and Fitness**
Teaches the importance of physical activity and its relationship to health and quality of life. Topics include components of total fitness (physical, social, emotional and intellectual), development of personalized exercise programs, specific health assessments and individualized exercise prescriptions for clients.

PET1604C (4.0 credit hours)

**Sports Medicine and First Aid**
Focuses on safety, injury prevention and emergency response practices that affect the daily operations and management of a health and fitness facility. Topics include injury prevention, lifestyle modification, management of acute and chronic injuries and recovery therapies. Basic Cardiac Life Support and OSHA certification are offered.

PET2082C (4.0 credit hours)

**Exercise Leadership I**
Presents basic components of exercise programming and prescription, including high risk and special populations. Topics include principles of cardiorespiratory function, resistance, flexibility exercises, exercise leadership, behavior modification and motivational techniques.

PET2214 (3.0 credit hours)

**Sports Psychology**
Introduces psychological theories of behavioral change and presents the application of practical concepts from these theories. Topics include lifestyle modification, goal setting, symptoms of anxiety and depression and the role of sport psychologists in performance.
PET2353C (4.0 credit hours)
**Exercise Physiology**
Studies the human body and its responses and adaptations to exercise, both acutely and chronically. Topics include structures and functions of the skeletal, muscular, cardiovascular and respiratory systems and basic biomechanical principles. The scientific theory and research methods are also taught.

PET2941 (3.0 credit hours)
**Sports Medicine and Fitness Technology Externship I**
Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET2942 (3.0 credit hours)
**Sports Medicine and Fitness Technology Externship II**
Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical or occupational setting. Students participate in all facets of the operation, management and work directly with clients.

PET3056C (4.0 credits)
**Motor Development and Skill Learning**
This course aims to enhance the concept of human motor development and learning motor skills throughout different stages of change. The emphasis is placed on how we design and select the correct activities that are appropriate for those stages of life and also what are the factors that cause these changes as we move from infant to the elderly population.

PET3104 (3.0 credit hours)
**Golf Facility Operations**
Focuses on the complete operation of golf facilities (private, public, municipal, military, and resort) including staff, resources, equipment, marketing, advertising, merchandising, golf car operations, range operations, teaching, profitability, and golf shop technology/automation.

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.

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.

PET3632C (4.0 credit hours)
**Basic Therapeutic Modalities for Musculoskeletal Injuries**
Provides instruction on the indications, contraindications, and legal issues as they pertain to the proper application of therapeutic modalities for the athletic trainer. Students demonstrate the application of various therapeutic modalities.

PET3639C (4.0 credit hours)
**Advanced Care and Prevention of Athletic Injuries**
Addresses the techniques for preventing and minimizing sport-related injuries as well as recognition and management of specific injuries and conditions. Topics include handling and demonstrating proper emergency protocols, bandaging techniques and basic injury rehabilitation. Includes laboratory.

PET4214C (4.0 credit hours)
**Sport and Exercise Psychology**
This course presents the student with a comprehensive view of sport and exercise psychology, bridges the gap between research and practice, conveys principles of professional practice, and captures the essence of the world of sport and exercise psychology.

PET4240C (4.0 credit hours)
**Measurement and Evaluation in Human Performance**
This course paves the way for students and professionals to identify and solve human performance problems in the area of kinesiology, physical education, health, and fitness. The nature of this course is to introduce students to tests and measurements and guides them through statistical decision making and accurate interpretation of data.

PET4353C (4.0 credit hours)
**Physiology of Fitness and Exercise**
This course offers comprehensive coverage of the complex relationship between human physiology and exercise while also including an engagement in activities to assist learning.

PET4517 (3.0 credit hours)
**Sports Business Management**
Focuses on sports business management. Topics include administrative theory and philosophy, financial management and business procedures, facility management and public relations, and other aspects related to administration of recreation, athletic training, and sport management programs. Students participate in collaborative learning exercises to develop a business plan for a facility in the fitness industry.
PET4552C (4.0 credit hours)

**Exercise Programming for Special Populations**

Prepares students to work with clients who have received medical treatment for illness or injury who are unable to undertake an exercise regime on their own. Topics include developing exercise programs for individuals who have been cleared by their physicians to return to exercise and physical activity, as well as a hands-on opportunity to work with such individuals. Students are prepared for professional credentialing of exercising special populations.

PET4901C (4.0 credit hours)

**Integrated Studies in Exercise Science Capstone**

Focuses on exhibiting the learned experiences of the core classes. The student will conclude their bachelor’s degree with this capstone course designed to show satisfactory progress in making the transition from student to career professional. The student will utilize the computer laboratory to formulate a capstone research paper to be submitted to the instructor. Their research will be presented in a properly written report as well as a PowerPoint presentation before a panel of professional in the field. This research presentation can be based on a revolving project which they experienced while on their externship at the associate’s level or other field experience that relates to the core curriculum. Included will be empirical data on their chosen topic which must be approved before beginning this course. Research may include topics pertaining to current training trends, a facility’s current membership, client policies and procedures of a fitness program plan, program enhancement plans, implementation process, daily fiscal management, effective stress management techniques, etc.

PET4940C (4.0 credit hours)

**Integrated Studies in Sports Medicine Capstone**

Focuses on exhibiting the learned experiences of the core classes. The student will conclude their bachelor’s degree with this capstone course designed to show satisfactory progress in making the transition from student to career professional. The student will utilize the computer laboratory to formulate a capstone research paper to be submitted to the instructor. Their research will be presented in a properly written report as well as a PowerPoint presentation before a panel of professional in the field. This research presentation can be based on a revolving project which they experienced while on their externship at the associate’s level or other field experience that relates to the core curriculum. Included will be empirical data on their chosen topic which must be approved before beginning this course. Research may include topics pertaining to current training trends, a facility’s current membership, client policies and procedures of a fitness program plan, program enhancement plans, implementation process, daily fiscal management, effective stress management techniques, etc.

PET4941 (3.0 credit hours)

**Exercise Science Externship I**

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

PET4942 (3.0 credit hours)

**Exercise Science Externship II**

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

PET4943 (4.0 credit hours)
**Sports Medicine & Fitness Technology Externship III**
Students are given an opportunity to practice skills learned throughout the program in a recreational, clinical, or health and fitness setting. Students participate in all facets of the operation, exercise programming and management. They will work directly with clients while being guided and supervised by an exercise/sport/nutrition professional. A project presentation will be required at the completion of the course.

PET4944 (4.0 credit hours)
**Exercise Science Externship III**
Students are given an opportunity to accumulate the required shadowing hours for entrance into a Doctorate of Physical Therapy, Occupational Therapy, Graduate Exercise Science Programs, etc. The extended externship is available for select students to receive the required shadowing hours need to for acceptance in one of the afore mentioned programs. Qualified students will need to complete the application for consideration and submit to their Campus Program Director and respective Dean for review and approval. Students will work with clients while under direct supervision of the appropriate supervisor within a specific institution. A project presentation will be required at the completion of the course.

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.
PHM2000 (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; 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.

PHT1300C (5.0 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. Prerequisites: PHT 1000C.

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. Prerequisites: PHT1300.

PHT1251C (4.0 credit hours)

Patient Care Procedures
Focuses on the development of basic physical therapy skills and procedures. Emphasis is on the patient, environmental safety, positioning, transfers, wheelchair management, vital signs, goniometry, gait training with assistive devices, body mechanics, intermittent compression, and clinical documentation. Prerequisites: 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. Prerequisites: PHT 1251C.

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. Prerequisites: PHT1261C.

PHT1227C (4.0 credit hours)

**Therapeutic Exercise I**
Focuses on the study of therapeutic exercise techniques, procedures and biofeedback. Emphasis is on various techniques used for range of motion (ROM), stretching, strengthening, endurance and body mechanics for orthopedic conditions related to the upper extremities, lower extremities and spine. Prerequisites: PHT1216C.

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. Prerequisites: PHT1227C.PHT2810 (5.0 credit hours)

**Clinical Experience I**
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. Prerequisites: PHT2143C.

PHT1228C (2.0 credit hours)

**Therapeutic Exercise II**
Focuses on therapeutic exercise techniques and procedures. Topics emphasize specific aquatic activities along with treatment of patients with cardiac diagnoses and pulmonary conditions. Care of the obstetric patients is also addressed. Prerequisites: PHT2810.

PHT2820 (7.0 credit hours)

**Clinical Experience II**
An eight-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. Prerequisites: PHT1228C.

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.

PLA4940 (3.0 credit hours)
**Legal Studies Internship I**
The internship provides an opportunity for students to obtain experience in a legal environment and interact with office personnel, clients, and third parties associated with such practice. Students will gain practical experience with substantive and procedural legal issues, and will also obtain direct exposure to the adversarial system. This course is only available at participating ground campuses.

PLA4941 (3.0 credit hours)
**Legal Studies Internship II**
The internship builds on PLA 4940 by providing students an additional opportunity to obtain experience in a legal environment and interact with office personnel, clients, and third parties associated with such practice. Students will continue to gain practical experience with substantive and procedural legal issues, and will also obtain direct exposure to the adversarial system. This course is only available at participating ground campuses.

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.

POS 2001 (3 credits)
**Introduction to American Government, Comparative Politics and International Relations**
This course introduces novice students to Political Science as a discipline. POS 2001 covers the various sub-fields in Political Science, including American Government, Comparative Politics, International Relations, and Political Theory. This course also helps students to develop an understanding of how and why Political Science is a *science*, by offering an overview of the research methodologies used in the field. At the end of the course, students will have developed some of the critical and analytic skills necessary for understanding the normative and empirical aspects of the political world. POS 2001 may serve as a general studies elective but should also serve as the gateway course for students choosing to major in Political Science.

POS3024 (3.0 credit hours)
**Politics of Immigration in the United States**
An explanation of United States values of national identity and voting behavior presented in a summary of United States immigration history, including an analysis of major immigration legislative proposals and laws, and questions concerning partisan representation with future projections.

POS3063 (3.0 credit hours)
**Intergovernmental Relations**
Interactions among federal, state, and local levels of government, policies and administrative
structures and process at the various levels of government are studied. Prerequisite: POS1041

POS3205 (3.0 credit hours)  
**Voting Behavior and Public Opinion**  
Reviews American political culture and forces that affect it. Political theory, political socialization, and political ideology are presented. The role of the media, the economy, and education are discussed. Prerequisite: POS1041

POS3235 (3.0 credit hours)  
**Mass Media and Politics**  
Presents the influence of media on campaigns, public officials, and public opinion. Analysis of political news and the use of satire in politics are provided. Prerequisite: POS1041

POS3274 (3.0 credit hours)  
**The Campaign Process**  
Addresses the theory and practice of electoral campaigns. Discusses the history of campaigning, the role of communication, the decline of political parties, the role of public opinion and the media, and campaign planning and strategy. Prerequisite: POS1041

POS3413 (3.0 credit hours)  
**The American Presidency**  
Explores the central role of the American Presidency in the political process. Analyzes the powers of the presidency in modern history and presents the legislative, administrative, political, and foreign policy leadership of the President. Crisis management, decision-making, and limits on presidential power are discussed. Prerequisite: POS1041

POS4035 (3.0 credit hours)  
**Environmental Politics**  
Examines the interactions between interest groups, advocacy groups, and political institutions in US environmental politics. Explores the international political problems related to environmental policy. Prerequisite: POS1041, BSC1050

POS4142 (3.0 credit hours)  
**Urban Government Social Policy**  
Historical review of urbanization in America, the governmental and political structures as they function in urban areas, and the discussion of urban, social and political problems. Prerequisite: POS1041

POT1003 (3.0 credit hours)  
**Introduction to Political Theory**  
Explores the theories used in political science for understanding political life. Analyzes the writings of major political theorists and the major issues that define the field of political theory. Prerequisite: POS1041

POT3044 (3.0 credit hours)  
**Great Political Thinkers**  
Studies selected political theorists from Machiavelli to Marx. The emphasis is on the ideas of
authority and freedom, obligation and consent, and the social contract as expressed in the writings of Hobbes, Locke, and Rousseau. Prerequisite: POS1041, POT1003

POT3632 (3.0 credit hours)

**Religion and Politics**

Presents the institutional and individual role of religion and politics, including globalization, fundamentalism, and secularization. Prerequisite: POS1041, POT1003

PSC1121 (3.0 credit hours)

**Physical Science**

This course is designed to introduce scientific concepts of physics, chemistry, astronomy, and earth sciences. The course emphasizes general principles and their application to real-world interactions.

PSY1012 (3.0 credit hours)

**Introduction to Psychology**

Introduces terms and concepts dealing with basic psychological research methods, human and animal behavior, life-span development, states of consciousness, learning, memory, intelligence, motivation, personality structure, stress and coping, behavior disorders, social pressures and cultures. Students are encouraged to apply critical thinking strategies through their participation in various discussions of psychological theories and concepts throughout this course. (Gordon Rule course requiring a grade of “C” or higher. Keiser University requires a minimum of 4,000 written words for the course.)

PSY1082 (3.0 credit hours)

**Introduction to Experimental Psychology**

Introduces the process of experimental research in the field of psychology. Focuses on how to locate and analyze empirical research studies. Topics include how to develop, design, and carry out ethical experimental research as well as how to communicate the results of the research.

PSY2023 (3.0 credit hours)

**Careers and Writing in Psychology**

Introduces psychology related careers and emphasizes skills required for scientific writing. Focuses on skills required for library research, writing a psychological paper, analyzing psychological journals, and writing in proper APA style. Topics include strategies to develop career goals, educational goals and a plan of action for meeting those goals.

PSY2206 (3.0 credit hours)

**Social Psychology**

Presents the field of social psychology. Focuses on human nature, culture, and the importance of relationships in the human race. Topics include social cognition, affect, emotion, and the formation of beliefs and attitudes. Explores interpersonal attraction, exclusion, relationships, sexuality and group interactions.

PSY2214 (3.0 credit hours)

**Abnormal Psychology**

Explores the theories of psychopathology and abnormal behavior and presents a historical overview of
the services provided to individuals with mental illness. Introduces the Diagnostic and Statistical Manual of Mental Disorders along with approaches to assessment, diagnosis and treatment of major psychological disorders.

PSY2314 (3.0 credit hours)

**Psychology of Personality**

Presents an overview and history of personality theories. Topics include tests, measurements, scoring and interpretation of personality assessments. Emphasizes critical analysis of personality theories, methods and measures.

PSY2450 (3.0 credit hours)

**Constructs of Interpersonal Conflict**

Examines beliefs, attitudes and behaviors as they relate to conflict and conflict resolution. Focuses on basic skills for resolving interpersonal conflicts. Topics include analysis of problems associated with emotion, gender roles, culture, ethnicity, communication, confidentiality and impartiality in mediation.

PSY3213 (3.0 credit hours)

**Research Methods**

Emphasizes the application of the scientific method and research process. Focuses on skills needed to critically analyze published research and develop a hypothetical, ethically sound research proposal.

PSY3309 (3.0 credit hours)

**Behavioral Neuroscience**

Studies the relationship between the brain and behavior through a detailed examination of the neuron, the brain, and the nervous system. Explores the multiple aspects of human behavior and functioning.

PSY336 (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 workplace. Topics include job analysis and evaluation, employee motivation, organizational communication, group behavior, conflict resolution and stress management.

PSY4302 (3.0 credit hours)

**Theory, Application, and Evaluation of Tests**

Introduces the use of psychological tests and the administration and use of tests in clinical and business settings. Presents various kinds of tests including intelligence, tests of ability and personality. Topics include basic statistics, correlation, reliability and validity in testing.

PSY4830 (3.0 credit hours)

**Sports Psychology**

Examines the psychological aspects of sport and exercise. Focuses on motivation and goal setting in sport and introduces cognitive and behavioral interventions.

PSY4836 (3.0 credit hours)

**Psychology of Coaching and Team Building**
This course provides an extensive overview of the coaching and the team-building process used in sports. Topics include: group processes, effective communication, team-building techniques, leadership skills, and interpersonal communication.

**PSY4850 (3.0 credit hours)**

**Positive Psychology**

Presents the identification and application of the psychology of well-being. Topics include the management of emotions, resilience, positive traits, strengths of character, self-regulation and self-control.

**PSY4942 (3.0 credit hours)**

**Psychology Internship I**

Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of psychology during an assignment in a psychological facility. The internship introduces psychology students to the working environment they encounter when employed in the field.

**PSY4943 (3.0 credit hours)**

**Psychology Internship II**

Provides an opportunity for students to demonstrate competency in administrative and clinical aspects of psychology during an assignment in a psychological facility. The internship introduces psychology students to the working environment they encounter when employed in the field.

**PSY4999 (3.0 credit hours)**

**Psychological Studies Capstone Course**

Requires students to demonstrate knowledge learned throughout the program and apply these theories to real world issues. Students are expected to analyze and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Students complete an independent research project that synthesizes knowledge and tools learned in their program. Students present the results of their research in a 15- to 20-page research paper (inclusive of title and reference page) and a PowerPoint presentation.

**PUP4052 (3.0 credit hours)**

**Issues in International Policy**

Provides an overview of contemporary international issues and the knowledge necessary to engage in a detailed examination and constructive discussion of these issues. Three broad categories are explored: conflict/security/terrorism/transnational crime, globalization/international economy, and international human rights and justice.

**QMB3200 (3.0 credit hours)**

**Quantitative Approach to Business Decisions**

The application of quantitative techniques has added greatly to the depth and the accuracy of critical business decisions in today's complex business environment. This course, coming toward the end of the student's matriculation through the program, is designed to merge the student's acquired qualitative and quantitative skills to address simulated business decision-making applications, utilizing electronic technology and software tools to frame the factors into a spreadsheet format of pragmatic data for quantitative processing and decision-making analysis.

Prerequisite: 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

RAT2805 (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 (3.0 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 (3.0 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 (3.0 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 (3.0 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 (3.0 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 (3.0 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 (3.0 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 (3.0 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 (3.0 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

RTE3201 (3.0 credit hours)  
**Essentials of Imaging & Therapy**  
Course covers different modalities within the radiology & radiation therapy fields including equipment, procedures, safety issues, staffing and economics. Emphasis is on understanding the modality from an administrative standpoint.

RTE3206 (3.0 credit hours)  
**Leadership in Radiology**  
Study of the theories, principles, and skills needed to function in a leadership position in radiologic sciences.

RTE3213 (3.0 credit hours)  
**Imaging Sciences Information Systems**  
This course will give the imaging professional the knowledge and skills relating to the purpose, use, maintenance, and regulations associated with the most current radiology management, health information, and picture archival medical systems.

RTE3474 (3.0 credit hours)  
**Quality Management**  
This course involves the study of quality assurance, quality improvement and quality control. It describes the role of the imaging technologist in developing and implementing quality assurance programs to ensure accurate diagnosis and safe patient care. It includes specific quality control procedures used to evaluate equipment operation and monitor procedure protocols. Prerequisite: completed imaging science major courses.

RTE3561 (3.0 credit hours)  
**Radiographic Special Procedures**  
The principles of radiographic anatomy related to the vascular system, central nervous system, respiratory system, reproductive system and joints. The contrast media employed for each procedure will be studied. Specialized radiographic equipment used in special procedures as well as a variety of new positioning techniques are studied.

RTE3588 (3.0 credit hours)
**Mammography**
This course introduces the core concepts related to radiographic imaging of the breast. Breast anatomy and pathology will be included in the presentation of various diagnostic and therapeutic procedures. Special patient considerations and the mammographer's role in women's health are explored. Federal regulations as described by MQSA and the FDA are demonstrated for all aspects of mammographic imaging. Prerequisite: RTE3474.

**RTE3590 (3.0 credit hours)**

**Computed Tomography**
This course is designed to impart an understanding of the physical principles and instrumentation involved in computed tomography (CT). Content will include detailed coverage of procedure protocols for CT imaging and a thorough coverage of common diseases diagnosable using CT. Prerequisite: RTE3765.

**RTE3591 (3.0 credit hours)**

**Magnetic Resonance Imaging I**
This course is designed to impart the basic concepts of nuclear magnetic resonance; covers types of magnets and the generation of a nuclear magnetic signal; includes terminology used routinely in clinical settings; and progresses to magnetic resonance physics as it applies to instrumentation and imaging. Factors impacting the development and management of a magnetic resonance facility will be presented. Content includes basic principles of magnet safety. Prerequisite: RTE3765.

**RTE3765 (3.0 credit hours)**

**Cross Sectional Anatomy**
This course provides a detailed study of gross anatomical structures for location, relationship to other structures, and function. Identification of anatomical structures in axial (transverse), sagittal, coronal, and orthogonal (oblique) planes will be achieved using illustrations and anatomy images comparing computed tomography, magnetic resonance imaging, and ultrasound images, when applicable. Prerequisite: completed imaging science major courses.

**RTE3940 (3.0 credit hours)**

**Internships/Practicums/Clinical Practice**
Provides students with experience in a clinical education facility for CT or MRI procedures. Students will apply previously learned academic knowledge and develop required technical skills under the direct supervision of a qualified radiographer. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision as allowed by the supervising technologist. This course requires limited off-hours and competency evaluations to demonstrate ability to meet course objectives. Prerequisite: RTE3590 or RTE3591.

**RTE3941 (3.0 credit hours)**

**Internships/Practicums/Clinical Practice**
This is a continuation of internships, practicums, and clinical practice designed to allow the BSIS candidates further experience in a clinical education facility for CT or MRI procedures. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the
procedure under indirect supervision. This course requires limited off-hours, advanced modalities observations, terminal competency evaluations, and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE3940.

RTE4205 (3.0 credit hours)
**Radiology Operations Management**
This course focused on the administrative structures of radiology departments. It encompasses analysis of systems, decision making processes, and communication techniques to interact with all levels of management and supervision within and outside of the radiology department.

RTE4208 (3.0 credit hours)
**Economics in Medical Imaging**
Understanding the various methods of health care delivery to remain knowledgeable in the changing face of technology. Emphasis on provider and payor sponsored systems, methods of financing and reimbursement, and common operational issues. Classification of diseases to code diagnoses and procedures in radiology billing.

RTE4592 (3.0 credit hours)
**Magnetic Resonance Imaging II**
This course provides a comprehensive presentation of magnetic resonance imaging procedures covering anatomy, pathology, magnetic resonance tissue characteristics and equipment applications for the central nervous system, thoracic, mediastinal, abdominal, pelvic, and musculoskeletal regions of the human body. Prerequisite: RTE3591.

RTE4930 (3.0 credit hours)
**Accreditation and Regulation in Imaging Sciences**
Course covers federal, state & other regulatory standards and guidelines regarding imaging sciences. Review of accreditation requirements for practice accreditation in the various modalities including developing policies and procedures to comply with applicable standards.

RTE4940 (3.0 credit hours)
**Internships/Practicums/Clinical Practice**
This course provides advanced theory and practice in the clinical setting. Students will apply previously learned academic and technical skills under the direct supervision of a qualified radiographer until competency of imaging procedures as defined within the scope of the course has occurred. After demonstrating imaging procedure competency, the student may perform the procedure under indirect supervision. This course requires limited off-hours, advanced modalities observations, continuing and terminal competency evaluations, and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE3941.

RTE4941 (3.0 credit hours)
**Internships/Practicums/Clinical Practice**
This course provides advanced practice toward competency completion in the clinical setting. This course requires limited off-hours, advanced modalities observations, terminal competency evaluations, and a final competency evaluation for ensuring entry-level profession readiness. Prerequisite: RTE4940.

SCC1050 (4.0 credit hours)
Home Security and Access Control
Develops the knowledge and skills necessary to design and implement security systems and surveillance strategies. Topics include alarms, LAN security, notification methods, digital monitoring, switchers and remote access. Prerequisites: CET1041C, CTS1305

SCE4053 (3.0 credit hours)
Teaching Science
Explores specific methods, materials, teaching strategies and applications for teaching science at an elementary school level. Topics include nature of matter, forces, motion and energy, processes that shape the earth, earth and space, living things and the environment, history of science and relationship technology.

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. Prerequisite: Successful completion of general education courses with a minimum grade of “C” in each course and a minimum cumulative grade point average of 3.0.

SON1100C (3.0 credit hours)
Practical Aspects of Sonography
Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, as well as normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN and vascular structures. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1113C (4.0 credit hours)
Cross-Sectional Anatomy
Presents cross sectional anatomical relationships and recognition of structures of the head, neck, thorax, abdomen, pelvis, and extremities in transverse, coronal and sagittal section. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1614C (4.0 credit hours)
Acoustic Physics and Instrumentation
Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operation, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1804 (3.0 credit hours)
Clinical Rotation I
Assigns students to local medical facilities for clinical education, providing an opportunity to apply
knowledge and skills learned in didactic courses and to acquire other skills necessary to the profession of diagnostic medical sonography.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1814 (3.0 credit hours)
Clinical Rotation II
Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1804 (Clinical Rotation I) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON1824 (3.0 credit hours)
Clinical Rotation III
Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON1814 (Clinical Rotation II) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2009C (3.0 credit hours)
Diagnostic Medical Sonography Review
Facilitates a graduate’s entry into the career of sonography. Topics include resumé writing and job interviewing, test taking strategies, registry examination preparation and comprehensive review of content specific to registry examinations. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2111C (4.0 credit hours)
Abdominal Sonography
Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2120C (4.0 credit hours)
Obstetrics & Gynecology Sonography I
Presents cross sectional anatomy of the female pelvis, normal and abnormal sonographic features of the non-gravid pelvis, as well as normal and abnormal anatomy of the first trimester. Embryology, early fetal development and the relationship of abnormal findings of the patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2122C (4.0 credit hours)
Obstetrics & Gynecology Sonography II
Presents normal and abnormal anatomy and sonographic features of the second and third trimester pregnancies. The relationship of patient history, physical examination, and laboratory findings with abnormal fetal and maternal findings is emphasized. Prerequisite: Successful completion of previous
course with a grade of “C” or higher as outlined by program sequence.

SON2150C (4.0 credit hours)
**Abdominal Sonography II**
Presents normal and abnormal sonographic features of the neck, breast, prostate, scrotum and superficial structures. Topics include imaging of the neonatal brain, related cross-sectional anatomy, and the relationship of sonographic findings to patient history, physical examination and laboratory findings. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2170C (3.0 credit hours)
**Hemodynamics and Cerebrovascular Sonography**
Emphasizes the principles and procedures involved in transcranial and extracranial sonography. Topics include vascular physics and instrumentation, quality assurance, statistics, hemodynamics and pathological patterns, spectral analysis, color Doppler, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2171C (3.0 credit hours)
**Introduction to Vascular Sonography**
Provides an introduction to vascular anatomy, vascular physics and instrumentation, hemodynamics and pathological patterns. Topics include Doppler scanning of cerebrovascular and peripheral vascular systems. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2177C (3.0 credit hours)
**Peripheral and Abdominal Venous Sonography**
Provides in-depth knowledge of peripheral venous disease. Non-invasive testing of the upper and lower extremity veins, abdominal veins and disease processes are studied including duplex, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2178C (3.0 credit hours)
**Peripheral and Abdominal Arterial Sonography**
Provides in-depth knowledge of peripheral and visceral arterial disease. Non-invasive testing of the upper and lower extremity arteries, abdominal arteries and disease processes are studied including plethysmography, duplex, pulsed and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2834 (3.0 credit hours)
**Clinical Rotation IV**
Assigns students to local medical facilities for clinical education, providing an opportunity to apply
knowledge and skills learned in SON1824 (Clinical Rotation III) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2844 (3.0 credit hours)
**Clinical Rotation V**
Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2834 (Clinical Rotation IV) and to acquire other skills necessary to the profession of diagnostic medical sonography. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2854 (3.0 credit hours)
**Clinical Rotation VI**
Assigns students to local medical facilities for clinical education, providing an opportunity to apply knowledge and skills learned in SON2844 (Clinical Rotation V) and to acquire other skills necessary to the profession of diagnostic medical sonography.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2855 (2.0 credit hours)
**Clinical Rotation VI**
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned in SON2170C (Hemodynamic & Cerebrovascular Sonography) and to acquire other skills necessary to the profession of diagnostic medical sonography.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2865 (2.0 credit hours)
**Clinical Rotation VII**
Continues SON2855 (Clinical Rotation VI) by providing students with opportunities to apply knowledge and skills learned in SON2855 (Clinical Rotation VI) and to acquire other skills necessary to the profession of diagnostic medical sonography.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2875 (2.0 credit hours)
**Clinical Rotation VIII**
Assigns students to local medical facilities for clinical education, providing them an opportunity to apply knowledge and skills learned throughout the program and prepare them for the skills necessary for entry in the profession of diagnostic medical sonography.

SON2933C (1.0 credit hours)
**Sonography Graduate Seminar**
Prepares the graduate’s entry into the career of sonography. Topics include resumé writing, job interviewing, networking, and professionalism. Review of standard examination protocols in abdomen, ob/gyn and vascular technology.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence. Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2930 (1.0 credit hours)
**Abdominal Sonography Review**
Facilitates a graduate’s entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in abdominal sonography.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2931 (1.0 credit hours)
**Obstetrics & Gynecology Sonography Review**
Facilitates a graduate’s entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in obstetrics and gynecology sonography.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2932 (1.0 credit hours)
**Vascular Sonography Review**
Facilitates a graduate’s entry in the career of sonography. Topics include registry examination preparation and comprehensive review of content specific to the registry examinations in vascular technology.
Prerequisite: Successful completion of previous course with a grade of “C” or higher as outlined by program sequence.

SON2933C (1.0 credit hours)
**Sonography Graduate Seminar**
Prepares the graduate’s entry into the career of sonography. Topics include resumé writing, job interviewing, networking, and professionalism. Review of standard examination protocols in abdomen, ob/gyn and vascular technology. Prerequisite: SON2875

SON3142 (3.0 credit hours)
**Cerebrovascular Sonography**
Emphasizes the Doppler principles and technical aspects involved in transcranial and extracranial sonography. Presents cerebrovascular anatomy, pathology & pathophysiology. The relationship of abnormal sonographic findings to patient history, physical examination and laboratory findings are emphasized through case studies.

SON3177 (3.0 credit hours)
**Peripheral Vascular Sonography**
Presents peripheral arterial & venous anatomy, pathology, & pathophysiology. Non-invasive testing of the upper and lower extremity vessels and disease processes are studied including plethysmography, duplex, pulsed, and continuous wave Doppler. The relationship of abnormal sonographic findings to patient history, physical examination, and laboratory findings are
emphasized through case studies.

SON4119 (3.0 credit hours)
Abdominal Vascular Sonography
A presentation of abdominal visceral anatomy, pathology, and pathophysiology. The relationship of abnormal sonographic findings to patient history, physical examination, and laboratory findings are emphasized through case studies.

SON4930 (3.0 credit hours)
Vascular Lab Administration and Accreditation
Course covers requirements, processes, and procedures for vascular laboratory accreditation. Topics include licensure, reimbursement, quality assurance, and other management issues necessary to manage a high quality vascular lab.

SPC1017 (3.0 credit hours)
Speech Communications
Focuses on preparation and delivery of various types of speeches. Topics include techniques to improve interpersonal communication skills, job interviewing and working in teams.

SPM1000 (3.0 credit hours)
Introduction to Sport Management
This course introduces students to the field of Sport Business. Topics include: managing sports, the sport industry environment, globalization of sport, ethics, problem solving and decision making, strategic operation and planning, culture and diversity, human resource management, communication, leadership, controls, financial and economic tools, and facility and event management.

SPM1050 (3.0 credit hours)
Traditions of Golf: History and Culture
This course introduces the beginnings of the game of golf and traces important events throughout its history, focusing on equipment, players, and tournaments. Topics include past eras of golf; history of golf equipment and clothing, basic rules of golf, history of golf organizers and diverse players, history of various golf courses, major golf championships, and the cultural thread of golf tradition imbedded in today’s game of golf.

SPM1051 (3.0 credit hours)
Golf Swing Fundamentals
This course provides a step-by-step introduction to the fundamentals of the golf swing and golf performance. The focus is on the motion of the golf club and body during the swing. However, course management and statistics are also explored. Students will understand the science involved in golf ball flights and demonstrate the ability to develop improvement plans.

SPM1052 (3.0 credit hours)
Short Game Fundamentals
Introduces the principles and techniques of putting, chipping, pitching, bunker play, and specialty shots leading to the development of an effective short game. Topics include importance of the short game in golf, personal strength and weaknesses in short game, putting techniques and skills,
chipping techniques and skills, pitching techniques and skills, bunker techniques and skills, specialty shot techniques and skills, and short game techniques to build on strength and weaknesses.

SPM1053 (3.0 credit hours)
**The Mental Approach to Golf**
This course examines the basic principles of the mental game with practical application in developing strategies for maintaining strengths, and improving weaknesses by integrating physical, technical, mental, emotional, and social practice routines into the game. Topics include psychological factors involved in playing the game of golf, personal strengths and weaknesses, mental and physical practice routines, methods to build on strengths and to minimize weaknesses, emotional and social aspects to the game, and golf course management skills.

SPM1054 (3.0 credit hours)
**Fundamentals of Golf Instruction**
Introduces the development of golf instruction competencies with an emphasis on creating a teaching philosophy, including practical application. Topics include the essentials of human learning, various teaching methods, communicating with a student using appropriate golf terminology, various practice skills, ball flight laws and principles of the golf swing in teaching, identify swing errors, correcting swing errors, short game lessons, corrective and developmental lessons, importance of video analysis, and developing an initial teaching philosophy. *Pre-Requisite: C or Better in SPM1051 Golf Swing Fundamentals*

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. *Pre-Requisite: C or Better in SPM1051 Golf Swing Fundamentals*

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. *Pre-Requisite: C or Better in SPM1054 Fundamentals of Golf Instruction*

SPM2115 (3.0 credit hours)

**Strategic Management in Golf Operations**
This course provides an overview of strategic management principles and their application to the golf industry through an examination of the golf customer’s value chain considerations. Students will develop an understanding of how to manage golf operations in a highly competitive environment. Topics include critical components of the strategic management process, environmental analysis, industry-specific assumptions, improved competitiveness through strategy development, organizational performance during strategy implementation, post-implementation assessment, and development of a strategic plan for a golf enterprise.

SPM2140 (3.0 credit hours)

**Retail Management in Golf Operations**
Explores baseline knowledge as well as skills and techniques of product awareness, pricing, distribution, and promotion of golf-related merchandise. Topics include identifying various golf-related merchandise, diverse roles in retail operations, basics of pricing, distribution and promotion of golf-related merchandise, varied business problems, fundamentals of inventory management and control, effective human resource management in a retail environment, and creating a two-year business plan for a retail golf shop.

SPM2150 (3.0 credit hours)

**Sports Administration**
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.

*Pre-Requisite: C or Better in SPM2612 Club Management*

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.

SPM404 (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.

SPM416 (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.

SPM418 (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.

SPM420 (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...
legal issues routinely faced by golf manager, and a study of the application of ethics in the decision-making process.

SPM4157 (3.0 credit hours)
**Exercise Leadership**
Focuses on building the student’s level of experience, knowledge, and skills in leading and designing exercise programs. The course prepares students for professional credentialing by learning and applying the specific methods and techniques required.

SPM4157C (4.0 credit hours)
**Exercise Leadership II**
Focuses on building the student’s level of experience, knowledge, and skills in leading and designing exercise programs. The course prepares students for professional credentialing by learning and applying the specific methods and techniques required.

SPM4204 (3.0 credit hours)
**Ethical Issues in Sport Management**
This course examines major ethical issues within sports and introduces students to the critical thinking and moral reasoning necessary to make ethical decisions in sports.

SPM4300 (3.0 credit hours)
**Strategic Sport Marketing and Sponsorship**
This course examines the role of sponsorship and the broader role of marketing in sport business. Emphasis is placed on event-related, promotional sponsorship, marketing, and activation. Topics include prospecting for sponsors, identifying sponsor needs, Olympic sponsorship, individual athlete sponsorships, developing sponsorship proposals, sponsorship packages, managing sport sponsorships, sales promotion in sport sponsorship, the marketing mix, relationship marketing, and sponsorship sales strategies and methods.

SPM4305 (3.0 credit hours)
**Sports Marketing and Promotions**
Focuses on the intriguing world of sports marketing, promotions, and entertainment today and how this strong force continues to drive our industry in current marketing techniques. The techniques learned will be consistent in what is necessary to building one’s own professional career. Students participate in collaborative activities in support of executing a business plan.

SPM4400 (3.0 credit hours)
**Sport Journalism**
This practical, hands-on course teaches students how to cover, write, and edit sports stories for print and the web. Topics include interviewing skills, writing game stories, previews, and features, and examining successful writing styles from sportswriters in various mediums. Students will be expected to produce original sport journalism content throughout the course while covering local sport events and sport business news.

SPM4401 (3.0 credit hours)
**Sport Broadcasting**
This practical, hands-on course teaches students how to cover, write, and edit sports stories for print and the web. Topics include interviewing skills, writing game stories, previews, and features,
and examining successful writing styles from sportswriters in various mediums. Students will be expected to produce original sport journalism content throughout the course while covering local sport events and sport business news.

SPM4402 (3.0 credit hours)
Managing Social Media in Sport Business
The use of social media tools in sport and entertainment has become a marketing force for these organizations impacting customer engagement and relationships. This class introduces the key components and challenges in developing a strategy for successful social media adoption and implementation, as well as the analytic tools to measure ROI. Topics include the development of best practices for social media governance, brand building and reputation management, social media listening channels, regulatory compliance, crisis communications preparedness and response, engaging influencers, and measuring and tracking return on investment in social media marketing. Students will develop and manage their own social media sport or entertainment brand as a project throughout the course, including the use of livestreaming and/or podcasting.

SPM4501 (3.0 credit hours)
Sport Economics
This course applies basic economic theory to the analysis of several problems and issues in sport business. Topics covered include: demand and sports revenue, team cost, profit and winning, the value of sports talent, the history of player pay, subsidies and economic impact analysis, and the economics of stadium financing.

SPM4505 (3.0 credit hours)
Sport Finance
This course examines current practices in the financial management of sport business. Topics covered include: basic financial concepts, budgeting, revenue projection and forecasting, obtaining funding, inventory and production management, exit strategy, and trends in the financing of sport business enterprises.

SPM4940 (3.0 credit hours)
Sport Management Internship IV
Field work in the sport industry, requiring students to complete a minimum of 135 hours in the field within a sport organization. Pre-Requisite: 30 hours in Sport Management or A.S. in related field with 9 upper division hours in Sport Management.

SPN1210 (3.0 credit hours)
Conversational Spanish
Facilitates building conversation skills in Spanish with emphasis on developing vocabulary and proper pronunciation. Focuses on language literacy for daily conversation.

SPN2422 (3.0 credit hours)
Spanish Composition for Native Speakers
Basic writing course designed to provide training in clear thinking, in analytical writing and in the various methods of structuring an essay. Includes the study of research methods and the writing of documented papers.
SSE4113 (3.0 credit hours)
**Teaching Social Studies**
Explores specific methods, materials, teaching strategies and applications for teaching social studies at an elementary school level. Topics include history, geography, government, civics and economics.

STA2023 (3.0 credit hours)
**Statistics**
Introduces statistics. Topics include statistical methods dealing with data collection, grouping and presentation, organization of data, measures of central tendency and dispersion, normal distributions, probability, correlation and regression, estimation, hypothesis testing, and contingency table analysis. Prerequisite: MAT1033

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

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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 US federal income taxes. Topics include applicable tax codes, ethical conduct,
income and deductions, and an overview of tax forms and schedules. Prerequisite: ACG2011

TAX4001 (3.0 credit hours)
**Income Tax Accounting**
Presents federal income taxation with an emphasis on the taxation of individuals and property transactions. Ethical issues related to tax practices are also discussed. Prerequisite: ACG4111

TAX4011 (3.0 credit hours)
**Corporate, Business and Trust Tax**
Presents federal income taxation with an emphasis on corporations, partnership, estates and trusts including tax planning and related regulations. Ethical issues related to tax in this area are also discussed. Prerequisite: TAX4001

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.

WOH1001 (3.0 credit hours)

Introduction to World History
Presents a comprehensive global perspective of world history. Topics include most geographical areas and civilizations, links among civilizations and political and economic systems. The course perspective is multicultural and multifaceted to support a more integrated understanding of global development. (Offered only online for Business Administration in Spanish)
ZOO3733C (4.0 credit hours)

**Human Anatomy**

Provides basic, integrated and functional anatomy of the human body in a clinically oriented way. Topics include gross and microscopic study of cell, tissues, organs, and organ systems. An emphasis on nomenclature with a critical understanding of how structure is related to function. All major human organ systems are completed before the start of the Human Physiology Course.

Prerequisites: BSC2010C or equivalent
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B.S.M.T. Temple University

Chancellor/Chief Executive Officer
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Ph.D. Union Institute
B.A. Tulane University

Executive Vice Chancellor/Chief Operating Officer
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B.S. Fort Lauderdale College

Senior Vice Chancellor of Finance
Joseph Berardinelli
B.S. LeMoyne College

Vice Chancellor of Academic Affairs
John E. Sites
J.D. University of Miami
M.A. Appalachian State University
B.A. University of Florida
Further study: Carnegie Mellon University

Vice Chancellor of Enrollment Management
Teri Del Vecchio

General Counsel
James Waldman
J.D. Nova Southeastern University B.S., B.A.
University of Florida

Vice Chancellor of Community Relations and Student Advancement
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B.S. Florida State University

Vice Chancellor of International Affairs
Xun (Kevin) Li
M.B.A Keiser University
B.A.B.A. Qingdao University of Technology

Ombudsman
Louise Morley
M.Theology Fillmore Seminary B.Theology
Unity Seminary

Assistant to the Chancellor
Odette Aljure
B.A. Los Libertadores University, Colombia

OOC OPERATIONS
Associate Vice Chancellor
Ellen Bernhardt
D.B.A. Keiser University
M.B.A. University of South Florida
B.A. Indiana University

Associate Vice Chancellor/ Campus President
Rhonda Fuller
B.S. Nova Southeastern University
Associate Vice Chancellor/Campus President
Gary B. Vonk
D.B.A. Walden University
M.B.A. Florida Atlantic University
B.S.B.A. San Diego State University

Associate Vice Chancellor/ Title IX Coordinator/ Campus President
Michele Morgan
D.B.A. Argosy University
M. Ed University of Maine
B.S. Ed University of Maine

Associate Vice Chancellor/Financial Analysis
Jennifer Smeal
M.B.A. Florida Atlantic University
B.A. Florida Atlantic University

Associate Vice Chancellor of Military Affairs
Jan Del Signore
Ed. D. Nova Southeastern University
M.S. University of La Verne
B.S. Mount Olive College

Operational Analysis
Lloyd Weinberg
B.A. University of Arizona

Assistant to the Executive Vice Chancellor/COO
Tara Catanzaro

CRISIS MANAGEMENT
Associate Vice Chancellor of Crisis Management
Oren Alter
M.S. University of Phoenix
B.A. Hebrew University, Jerusalem

Director of Safety and Security
Gregory Richter
M.S. University of Alabama
B.S. Florida International University

ACADEMIC AFFAIRS
Associate Vice Chancellor of Academic Affairs
Mary Jane Moore
M.S. Duquesne University
B.S. Slippery Rock University

Associate Vice Chancellor of Graduate School and Research
Margaret M. Sullivan
Ph.D. Georgia State University  M.Ed. Georgia State University
B.S.Ed. University of Georgia

Associate Vice Chancellor of Programmatic Accreditation
Theresa Reid-Paul
M.B.A. University of Phoenix
B.F.A. Florida Atlantic University

Associate Regional Vice Chancellor of Academic Affairs
Rochelle A. Moore
M.S.Ed. Keiser University
B.S. Bryant University

Associate Regional Vice Chancellor of Academic Affairs
Adrienne Predko
M.A. University of Phoenix
B.A. Florida Atlantic University

Assistant Vice Chancellor of Institutional Research, Planning, and Assessment
Syeda Qadri
Ph.D. Southern University
M.S. Southern University
B.S. Southern University

Associate Vice Chancellor of Quality Enhancement and Compliance
David Kreitner
Ph.D. Florida Atlantic University
M.A. Florida Atlantic University
B.M. Berklee College

Associate Vice Chancellor of Institutional Projects
Chief of Staff, Department of Academic Affairs
Arthur Ortiz
B.S. Florida International University

Associate Vice Chancellor of Academic Affairs
Michael J. Record  Ph.D. Keiser University
M.S. Nova Southeastern University
B.A. Florida Atlantic University

Associate Vice Chancellor of Teaching and Learning/504 Disability Services Coordinator
Christopher Stabile
Ed.D. Nova Southeastern University
M.A. Nova Southeastern University
B.S. Nova Southeastern University

Associate Vice Chancellor of Library Systems
Benjamin Williams
M.S.L.S. Clarion University
B.A. Clarion University

Executive Assistant to Associate Vice Chancellor of Academic Affairs
Elena Cheung
B.S. Florida International University

Executive Assistant to the Vice Chancellor of Academic Affairs
Traci Grail
B.S. Keiser University

ACCOUNTING
Associate Vice Chancellor of Accounting
Pamela McIntyre-Wiley
M.S. Accounting - Nova Southeastern University
B.S. Accounting - Bethune-Cookman University

Assistant Associate Vice Chancellor of Accounting
Eliott Cohen
B.S. Accounting – Florida Atlantic University

Assistant Associate Vice Chancellor of Purchasing
Janet Weinstein
A.S. Fashion Institute of Technology

Assistant Associate Vice Chancellor
Marilyn Smil
ND Foodservice Management – Cape Peninsula University of Technology, Cape Town, SA

Director of Bookstore Purchasing
Donna Kearney

Senior Accountants
Ericka Hair Srygler
M.B.A – Florida Atlantic University
B.B.A Accounting - Florida Atlantic University

Phillip Lwiza
M.B.A – University of Miami
B.S. Accounting – University of Buffalo

Wenwei (Jessie) Shi
M.S. Accounting - University of Michigan
B.B.A Accounting and Economics – Hong Kong University of Science and Technology

Wes Poppell
B.S. Accounting - DeVry University

Reconciliations Analysts
Patricia Robertson
A.A. Business Administration – Keiser University

Kristin Bornus
B.A. English – University of Missouri

Accounts Payable Manager
Tameca Williams
B.A. Business Administration – West Virginia University

Senior Accounts Payable Clerk
Robyn Albarran
A.A. Business Administration – Miami Dade College
ADVERTISING AND MARKETING
Associate Vice Chancellor of Advertising and Marketing
Susan Ziegelhofer
M.A. University of Toledo
B.A. Baldwin-Wallace University

Director of Advertising
Shari Lynn
M.S.Ed. Tulane University
B.A. Tulane University

Director of Advertising and Marketing
Karla Lopez
M.A. University of Memphis
B.A. Harding University

Director of Advertising and Marketing
Caterina Oliveira
M.B.A. American Intercontinental University
B.S. Everglades University
A.S. Keiser University

Director of Advertising and Marketing
Marci Tully
M.A. University of South Florida
B.A. University of Florida

Marketing Analyst
Mattia Fattovich
M.B.A. Florida Atlantic University
B.A. Florida Atlantic University

Advertising and Marketing Coordinator
Heather Larrea
M.B.A. Keiser University
B.A. Florida International University
A.A. Keiser University

ENROLLMENT MANAGEMENT
Associate Vice Chancellor of High School Relations
Gene McDonnell
B.A. Keiser University

Assistant to Vice Chancellor of Enrollment Services
Ellen Gordon
Executive Assistant to the Vice Chancellor of Enrollment Management
Yang Liu
M.S. University of Alabama

COMMUNITY RELATIONS AND STUDENT ADVANCEMENT
Associate Vice Chancellor of Media & Public Relations
Kelli Lane
B.S. Florida State University

Regional Director of Media and Public Relations
Lauren Rainier
B.A. University of Southern California

Director of Social Media and Alumni Relations
Kerri Percy
B.A. University of Central Florida

Social Media Specialist
Maria Barrera
B.A. Keiser University – Flagship Campus

Director of Public Relations – Flagship Campus
Susan McCreery
M.A. Palm Beach Atlantic University
B.A. Northwood University

Director of External Affairs and Business Development
Jon Miller
M.A. University of Central Florida
B.S. Georgia Southern University

STUDENT SERVICES
Associate Vice President of Student Services
Jacqueline Boneri
M.B.A. Keiser University
B.F.A. Florida International University

Regional Director of Student Services
Chris Kraemer  
B.S. Florida Gulf Coast University

Regional Director of Student Services  
Maria Carlos-Echeverry  
B.A, Keiser University

Regional Director of Student Services  
Sally Martinez  
B.A. Keiser University

HUMAN RESOURCES  
Associate Vice Chancellor of Human Resources  
Johanna Arnett  
A.A. Palm Beach Community College

HR Operations Manager  
Tiffany Rozich  
M.B.A. Nova Southeastern University  
B.A. University of Texas at El Paso

Employee Relations Manager  
Alicia Valdivieso  
M.S. Chapman University  
B.S. Pontificia Universidad Catolica del Peru

HR Operations Generalist  
Dana Welker  
B.A. University of Kansas

HR Receptionist  
Alexis Salters  
A.A. Broward College

Oasis Senior HR Generalist (Employee Relations)  
Kelly McGougan  
B.A. Florida International University

Oasis HR Assistant – Employee Relations  
Ydelande Cherisme  
B.A.S Palm Beach State College

INFORMATION TECHNOLOGY  
Associate Vice Chancellor of Management Information Systems  
Andrew Lee

M.B.A. Keiser University  
B.S. Keiser College

Assistant Associate Vice Chancellor of MIS  
James Hargadon  
M.B.A. Keiser University

CampusVue System Support Database Manager  
Chris Coleman  
M.B.A. Keiser University  
B.S. University of Alabama

IT Systems Integrator  
Gail McCulloch  
B.A. Manhattan College

Database Support Staff  
Alexis Garcia  
B.S. Everglades University

IT Staff  
Brian Colvin  
A.S. Keiser University

Luis Boneri  
A.S. Keiser University  
James Compton Larry Johancsik  
A.S Keiser University

Student Network Support  
Duane Allen  
M.A. American Intercontinental University

Webmaster  
Sally Han  
B.A. Florida Atlantic University

Regional IT Staff  
Duane Krupilis  
B.S. Everglades University

Chad Morgan  
M.S. Capitol Technology University.

Ira Thompson  
M.S. Everglades University
Michael Fiedler
A.S. Florida Metropolitan University

Edwin Ayala
B.S. Interamerican University of Puerto Rico

Saintanor S. Camilus
B.S. Everglades University

Kurt Wyzkiewicz
B.S. Northwood University

Norman Bensen
A.S. Keiser University

OFFICE OF COMPLIANCE
Associate Vice Chancellor of Compliance/Title IX Coordinator
Brandon Biederman
J.D. University of Florida
B.S. University of South Florida

Assistant Associate Vice Chancellor of Compliance
Linda M. Allen
M.B.A. Keiser University
B.S. Everglades University

STUDENT FINANCIAL OPERATIONS
Associate Vice Chancellor of Student Finance Operations
James Lininger
M.B.A. - Lynn University
B.B.A. - Florida Atlantic University

Director of Student Financial Operations
Nancy Peck
A.A. - Broward College
A.S. - Broward College

Regional Directors of Bursar Operations
Theresa Martinez
B.A. - Keiser University
M.B.A - Everglades University

Anita Cochran

Accounts Receivable Administrator

Joann Lanz
B.A. - Kaplan University

Student Account Manager - Active
Mary Morales
A.A. - Keiser College

Student Account Analysts
Ivia Santana
A.S. - Newbury College

Britni Siler

Yvette Estrada Diaz
C.N.A - Keiser University

Kathryn Maricola

Aslin Rolon
B.A. - University of Puerto Rico
M.A. - Trinity International University

Liz Marenco

Stipend Analysts
Kathy Batson
Certificate in Bookkeeping - City College

Maria Rivera
M.B.A. - American Intercontinental University
B.A. - Pontifical Catholic University of Puerto Rico

Student Account Manager - Inactive
Nancy Colon
B.A. - St. Thomas University

Senior Tuition Analyst
Ramiro Ricardo
B.S. - Universidad de la Guajira

Tuition Analysts
Shirley Mitchell
B.S. - University of Phoenix

Patricia Romero
B.A. - Arizona State University
Monica Garcia-Brako  
B.A Barry - University

Nkenji Green  
B.A. - University of South Florida

Marisol Jimenez  
PRIVATE LOAN GROUP  
Private Loan Manager  
Angie Nenis  
B.S. Keiser University  
A.A. Keiser University

Private Loan Operations Specialist  
Jafet Varela  
B.A. University of Phoenix

Doris Wilborn  
STUDENT FINANCIAL SERVICES  
Associate Vice Chancellor of Student Financial Services  
Frederick A. Pfeffer  
B.A. Keiser University

Associate Vice Chancellor  
Regional Student Financial Services  
Noel Kudla  
M.B.A. Keiser University  
B.S. Florida Institute of Technology

Associate Vice Chancellor – Regional Student Financial Services  
Matthew Flowers

Associate Vice Chancellor – Regional Student Financial Services  
Yanni Lapanaitis

Regional Director Student Financial Services  
Anthony Ali  
B.A. Keiser University

Director of Default Management and Financial Literacy  
Geoffrey Stam

B.S. Stetson University  
Student Financial Services - Processing Floor Manager  
Kelly Ward

Anne Straughn  
B.S. Auburn University

Dianne Mitchell  
B.S. University of Phoenix

Emilio Freyre  

Erwin Fuhrman  
B.B.A. City University New York

Frank Poitras  

Ingrid Lindo  

Jennifer L. Campbell  
B.A. Keiser University John Duque

John Duque  

Judy (Martin) Calloo  
B.S. Lehman College, CUNY

Katherine Neves  
Kelly Diaz  
Ligia Aragon  

Maria Reyes  

Marie Payen  
Megan Landin

Melissa Tejon  
Michael Bart  

Myriam Gallo  
B.A. University of Antioquia

Myriame Obas Baron  
B.A. Keiser University
Pam Runnells Blanco  
M.A. Everglades University  
B.S. Everglades University

Sherene Byles

Tran Dawe  
Saint Paul College

Vimbaya Goredema  
A.A. Newham College, England

**Director of State Funding Programs**  
Thomas J. Judge  
M.S. University of Kansas  
B.S. Benedictine College

Nichole Coombs – FL EASE Program Manager  
Nova Southeastern University

Emily Dipietro

Priscilla Williams

Stacy Baune

**Director of Military Affairs**  
Jose Centeno  
A.A.S. University of Mary Hardin

Aaron Cordner, Military Affairs Specialist  
A.S. and B.S. Kaplan University

Anthony Fink  
A.S. Palm Beach State College

Henry Segura  
B.A. University of Illinois

Joshua Vakili, Military Affairs Specialist  
B.S. Florida State University

Renee Hendrix, Military Affairs Auditor  
B.S.B. University of Phoenix

Sylvia Calderon  
B.A. University of Incarnate Word

Tracy Torres  
A.A. Keiser University

Yusuf Peoples, Military Affairs Specialist  
B.S. DeVry University

**Military Education Director—Patrick Air Force Base**  
Marian Shelpman  
M.A. Webster University

**Campuses**

**Clearwater Campus**

**Campus President**  
Fabian Fernandez  
M.S.L Palm Beach Atlantic University  
B.S.B.A. Kaplan University

**Dean of Academic Affairs**  
Jordan Vosmik  
Ph.D. Arizona State University  
M.A. Arizona State University  
B.S. University of Florida

**Director of Admissions**  
Rocky Mount  
B.S. Franklin University

**Director of Financial Aid**  
Robert Bussard  
B.A. Eckerd College

**Director of Student Services**  
Karen Bisco  
M.B.A. Liberty University  
B.S. Devry University

**Registrar**  
Jeffery Birner  
M.B.A. University of Phoenix  
B.S. Everest University

**Bursar**  
Steve Wood  
B.S. Park University  
A.A. Maple Woods Community College
Admissions Counselors
Kendra Rosplock
B.A. SUNY at Fredonia

Morgan R. Christy
B.A. California State University- Channel Islands

Michele Chaltry
B.S. St. Petersburg College

Corey Meldahl
M.A. Kaplan University
B.A. Kaplan University

Haley Bell
B.A. University of South Florida

Jordan Warshall
B.A. University of New Haven

Sara Schaffer
B.S. Robert Morris University
Sean Rich
B.A. Neumann University

Stephany Stinson
B.A. Becker College

Financial Aid Officers
Keisha Bradley
B.S. University of Phoenix

Jennifer Carey
B.A. University of South Florida

Ladarius Hollowell
M.B.A. Lynn University
B.B.A The University of Memphis

Librarian
Nancy Evans
M.L.S. Queens College
B.A. Iona College

Medical Assisting Faculty

Surgical Technology Faculty
Nicole Mullaney—Program Director
B.A. Eastern Kentucky University
A.A.S. Baker College

Robert Young
M.B.A. Auburn University
B.S. Auburn University
Surgical Technology Diploma, Bevill State Community College

Douglas Wyse—Clinical Coordinator
B.S. University of South Florida
A.S. Central Florida Institute

Nursing Faculty
Kelly McAdams—Program Director
M.S.N. Indiana University of Pennsylvania
B.S.N. Jacksonville University
A.S.N. Conemaugh Valley Memorial Hospital School of Nursing

Karen Emerle
M.S.N. Drexel University
B.S.N. Gwynedd-Mercy
A.S.N. Thomas Jefferson University

Cheryl Cramer
M.S.N. University of Phoenix
B.S.N. Capital University

Deva Ellis
M.S.N. Western Governors University
B.S.N. Western Governors University
A.S.N. Keiser University

Kimberly Giroux
M.S.N. Regis University
B.S.N. Simmons College

Matthew Singer
D.N.P. Chamberlain College of Nursing
M.S.N. University of Cincinnati
B.S.N. Chamberlain College of Nursing

General Education Faculty
John Davis, Jr.
M.F.A. University of Tampa
M.Ed. Florida Southern College
B.A. Florida Southern College

Pamela Kaiser
Ph.D. University of Memphis
M.A. University of Memphis

Zahra Kottobi
Ph.D. University of South Florida
M.A. University of South Florida

Dr. Akintade Owoyemi
M.D. Obafemi Awolowo University

**Business Administration Faculty**
Marietta Poshi—Program Director
D.B.A. Northcentral University
M.B.A. Keller Graduate School of Management
M.Acc. Keiser University

**Health Services Administration Faculty**
Dale Mihalko—Program Director
M.S. New England College
B.S. National Louis University

**Criminal Justice Faculty**
Demetric Armstead—Campus Program Chair
Ph.D. Walden University
M.S. Troy University
B.S. Delta State University

**Psychology Faculty**
Michael Van Slyck—Campus Program Chair
Ph.D. University at Buffalo, SUNY
M.A. University at Buffalo, SUNY
M.A. South University
B.A. University at Buffalo, SUNY

**Receptionist**
Christopher Bernhardt
A.S. Keiser University

Hannah Rosplock
B.S. Keiser University

**Daytona Beach Campus**

**Campus President**
David B. Champlin
J.D. University of Alabama School of Law
B.S. University of Alabama at Birmingham

**Dean of Academic Affairs**
Margaret Vivoda
Ph.D. University of Phoenix
M.B.A. University of Phoenix
B.A. Barry University
A.A. Miami-Dade College
A.S. Pensacola Junior College

**Associate Dean of Academic Affairs**
Nicole Bethune
Ed.D. Nova Southeastern University
M.P.M. Keller Graduate School of Management
M.B.A Keller Graduate School of Management
M.S. Nova Southeastern University
B.S. University of South Florida

**Registrar**
Christopher Hougham
B.S. Florida State University

**Assistant Registrar**
Lori Santor
A.S. Naugatuck Valley Community College

**Library Director**
Diane Scot
M.L.S. University of Hawaii
B.A. University of Maryland

**Assistant Librarian**
Jonathan Ballenger
M.L.S. Florida State University
M.A. Spalding University
B.A. Stetson University

**Writing Studio Coordinator**
Lori Guiseppi
M.A. University of Kentucky
Director of Admissions
Lucas Mahoney
B.S. Indiana State University

Associate Director of Admissions
Michael Washington
M.B.A. Westwood College
M.A. Westwood College

Admission Counselors
Stephanie Bailey
M.A. Kaplan University
B.A. Virginia Wesleyan College

Greg Bedford
B.A. University of North Florida
A.A. Daytona State College

Lonnie Brown
B.A. Daytona State College
A.A. Daytona State College

Stephanie Brown
M.S. Brandman University
B.S. Troy University

Sophia Cajacob
B.A. Stetson University

Heather Carpenter
B.A University of Florida

Nancy Dayton
B.S. Florida State University

Sarah Emanuel
B.A. University of Central Florida
A.A. Daytona State College

Paul Love
B.S. The Ohio State University

Karelyn Seise
M.B.A. National University College
B.A. National University College

Community Relations Coordinator
Regina Saldana
B.A. Bethune- Cookman University

Director of Financial Aid
Barbara Schaefer
B.S. University of Minnesota

Associate Director of Financial Aid
Melissa Richards
A.A. Prince Georges Community College

Financial Aid Administrators
Kathryn Johnson
B.S. Georgia College and State University

Meaghan Schepis
B.S. University of Central Florida

Shelvia Seman
A.S. West Virginia Career Institute

Donald Slater
B.S. Golden Gate University

Bursar
Joseph Foreman
B.A.S. Daytona State College

Director of Student Services
Lynne Carr
B.S. Providence College

Associate Director of Student Services
Elaine McCoy
A.A. Daytona Beach Community College
B.A.S. Daytona State College

Administrative Assistant
Stacey Kato

Faculty - General Education
Rudi Registrato, Program Director
M.A. State University of New York
B.A. Hofstra University Robert Sanderson
M.A. New York University
B.A. Emory University

Rose Anne Bernabe
M.S. Nova Southeastern University
B.A. American Intercontinental University

Karla Greene
D.C. Palmer College of Chiropractic
B.S. Plymouth State University

Richard Goldstein
Ph.D. University of Michigan
B.A. Emerson College

Fred Hall
Ph.D. University of Alaska
M.S. University of Colorado
B.S. Ohio University

Stephen Huber
M.S. Palm Beach Atlantic University
B.S. University of Central Florida

Marianne Norsesian
M.S. Nova Southeastern University
B.A. Case Western Reserve University

Guenevere Perry
Ph.D. Georgia State University
M.S. Georgia State University
B.S. Valdosta State University

Keith Stahl
M.B.A. University of Cincinnati
B.S. The Ohio State University

**Faculty - Criminal Justice/ Forensic Investigations**
John Dolatowski, Program Coordinator
Criminal Justice
J.D. Cleveland Marshall College of Law
B.A. Cleveland State University

Gloria Barton
M.S. National University
B.S. Fordham University

Stephanie McGowan
M.A. Florida Institute of Technology
B.S. University of Central Florida

Jeremy Nikolow

M.A. American Military University
B.A. Fitchburg State University

Stephen Szabo
M.S. University of Central Florida
B.S. University of Central Florida

**Faculty - Diagnostic Medical Sonography**
Marianne Peiffer, Program Director
B.S. Keiser University
A.A. Keiser University
Diploma, Ultrasound Diagnostic School of Imaging and Health Education

Kim Baker, Clinical Coordinator
A.A. Daytona Beach Community College
Diploma, Ultrasound Diagnostic School of Imaging and Health Education

Laura Nash
B.S. Keiser University
A.S. Keiser University

Donna Perry
B.S. Bridgewater State College
Diploma, Ultrasound Diagnostic School of Imaging and Health Education

**Faculty – Medical Administrative Billing and Coding**
Heather Donaldson
B.A. University of Central Florida
A.S. Seminole State College

Parin Kansara, Program Director
M.D. Sardar Patel University
M.B.A. Argosy University

Anginette Adams
A.S. Keiser University
Medical Assisting Certificate, Daytona College
Certificate, Daytona Beach Community College

Diana Livingston
A.S. Keiser University
Faculty – Nursing
Kathleen Hagy, Program Director
M.S.N. University of Phoenix
B.S.N. University of Phoenix
A.S.N. Penn State University

Danielle Baker
M.S.N University of Phoenix
B.S. Bethune-Cookman University

Barbara DeJesus
M.S.N. University of Puerto Rico
B.S.N. Inter-American University
A.D. Nursing Inter-American University

Micah Haddock
M.S. University of West Florida
B.S. University of West Florida

Nancy Malaszowski
M.S.N. St. Joseph’s College
B.A. Appalachian State University
A.S.N Valencia Community College

Theodore Pettinicchi
M.S.N Widener University
B.S.N University of Pennsylvania
B.A. LaSalle University

Nancy Plumlee
M.S.N. Jacksonville University
B.S.N. Florida International University
A.D. Jackson Memorial Hospital School of Nursing

Faculty - Radiology
Gloria Wyatt, Program Director
Ph.D. Keiser University
M.S. Capella University
B.S. Nova Southeastern University

Lisa Menzel
B.A.S. Daytona State College
A.S. Daytona Beach Community College
A.A. Daytona Beach Community College

Theresa Ray
B.S. University of Phoenix
A.A.S. Blinn College

Christina Stephenson
B.S. Florida Hospital College of Health Sciences
A.A. San Joaquin Delta College

Faculty - Occupational Therapy Assistant
Natalie Chang-Mason, Program Director
M.B.A. Our Lady of the Lake University
B.A. Texas State University

Mildred Alfonso
M.S. San Jose State University
B.S. Florida International University
A.A. Miami Dade Community College

Laurie Bulus
B.S. Kean University

Stacey Parsons
B.S. Daytona State College
A.S. Southwestern Oklahoma State University

Faculty – Interdisciplinary Studies and General Studies
Nicholas Spoden, Program Director
M.A. Ashford University
B.A. Aurora University

Flagship Residential Campus
Campus President
Gary B. Vonk
D.B.A. Walden University
M.B.A. Florida Atlantic University
B.S.B.A. San Diego State University

Vice President of Operations
John McMurry
M.S.E. Keiser University
B.S. Florida Southern College
Vice President of Enrollment Management
Amberlee Stenbeck
M.S. Bay Path University
B.S. St. Martins University

Executive Assistant
Amber Hogan-Spoon
B.A. Monmouth College

Dean of Academic Affairs
Jennifer Peluso
Ph.D. Emory University
M.A. Emory University
B.A. Skidmore College

Associate Dean of Academic Affairs
Enrique Suarez
M.S. University of Detroit
B.B.A. University of Puerto Rico

Academic Affairs Administrative Assistant
Jessica Velez

Dean of Students
Dena Warren
M.A. University of Rio Grande
B.S. University of Rio Grande

Director Career Planning and Community Engagement
Michelle Miller
B.S. Farmingdale State

Director of Campus Activities
Brandon Strassburger
B.B.A. Northwood University

Academic Advisors
Hanna Armstrong
M.A. Ohio State University
B.A. University of Gdansk

Heather Bishara
M.A. Wright State University
B.A. Wright State University

Michael Delong
B.S Columbia Southern University

Ann Lutz
M.S. Nova Southeastern University
B.A. Miami University

Business Office Manager
Claudine Gentles
M.B.A., Keiser University
B.S. DeVry University

Assistant Bursar
Doreen Rose-Gill
B.B.A Oglethorpe University
A.S. Bay Path College

Ashley Rouse
A.A. Lincoln College of Technology

Malika Allen
B.A. Edward Waters College

Associate Director of Financial Aid
Bevoline Northover
M.S. Keiser University
B.A. Keiser University

Financial Aid Student Coordinator
Emily London
B.S. University of South Florida

Financial Aid Officers
Adam Smetaniuk
B.S. Fredonia State University

Abia Afzal
A.A.S. Lincoln College of Technology

Amanda Gancarz
A.A. Miami Dade College

Christine Joseph
M.S. Nova Southeastern University

Sheila Lara
B.A. University of Massachusetts

Director of Admissions
Raquel Paz Suarez
M.B.A. Keller Graduate School
B.S. Devry University

Associate Director of Admissions
Ivette Noto
B.S. University of Florida

Associate Director of Admissions
Todd Dittmar
M.B.A. Keiser University

Admissions Counselors
Chad Owen
B.S. Full Sail University

Maniche Bennett
M.B.A. Nova Southeastern University
B.A. University of Florida

Jonathan Vahab
B.A. University of North Florida

Dara Ryan
M.S. Troy University
B.B.A. Northwood University

Zack Rahman
B.B.A. Northwood University

James Pizzichiello
B.S. Lockhaven University

Rebecca Katz
B.A. University of North Carolina

Brittni Sackett
B.A. Western Michigan University

Nicholas Ferriera
B.S. University of Central Florida

Admissions Systems Specialist
Helene Jaubert
B.S. South University

Admissions Officers
Liz Snyder
B.S. University of North Carolina at Wilmington

Heather Ginsberg
M.A. Adelphi University
B.A. Adelphi University

Monica Sobolesky
B.S. East Stroudsberg University

John Bowman
M.B.A. Everglades University
B.A. Sacred Heart University

Debra Mittleman
M.B.A. Northwestern University
B.A. Wayne State University

Meghan Coghlan
B.A. University of South Florida

Reshard Albert
B.A. Bethume Cookman

Dorothea Wilson
B.A. Northwestern

Graduate Admissions Counselor
Heather Gray
B.B.A. Northwood University

Admissions Receptionist
Lorena Pittman

Turner Lobby Receptionist
Janine Casey
B.A. Cleveland State University

Information Technology Campus Coordinator
Kurt Wyzkiewicz
B.B.A. Northwood University

Computer Technologist/Interactive Room Tech
Robert Doran

Librarian/Learning Commons Director
Denise Mines
M.L.N. Emory University
B.A..George Washington University

533
Writing Studio Coordinator
Timothy Leonard
M.L.I.S. Louisiana State University
M.A. Indiana University-Perdue University
B.A. Indiana University-Perdue University

Director of Public & Media Relations
Suzi McCreery
M.B.A. Palm Beach Atlantic University
B.B.A. Northwood University

Registrar
Dawn Musgrave-Demarest
M.B.A. Nova Southeastern University
B.B.A. Northwood University

Associate Registrar
Julie Cevallos
B.S. Granite State College

Director of Compliance and Eligibility
Jamene Caldwell
M.Ed. Sam Houston State University
B.A. University of South Alabama

Athletic Director
Kristopher Swogger
M.S. Florida International University
B.S. Florida State University

Assistant Athletic Director
Jamie Shoemaker
M.S. Salem International University
B.S. Salem International University

Athletics Administrative Assistant
Lisa Becker
B.S. Nova Southeastern University

Sports Information Director
Kevin Devrient
B.S. Concordia University

Assistant Sports Information Director
Jon Erny
B.A. Taylor University
M.S. Liberty University

Sports Information Coordinator
Kyle Stafford
Ross Schwinger

Head Football Coach
Doug Socha
B.S. Cal State Northridge

Recruit Coord/Assistant Head Coach
Myles Russ
M.S. Robert Morris University
B.S. Robert Morris University

Linebacker Coach
Chad Veccharella

Assistant Strength & Conditioning Coach
David Padilla
M.Ed. Tarleton State University
B.S. New Mexico Highlands University

Defensive Line Coach
Jalani Lord
B.S. Florida Atlantic University

Wide Receivers Coach
Chris Ortiz

Offensive Assistant Coach
Anthony Dangerfield

Defensive Line Coach
Dan Sanso

Defensive Back Coach/Academic Coordinator
Mickey O’Rourke
B.A. Florida State University

Head Men’s Basketball Coach
Tae Norwood

Assistant Men’s Basketball Coach
T.C. Allen
Max Spinner

Assistant Men’s Basketball Coach/Head Developmental Coach
Brandon Strassburger
B.B.A. Northwood University
Head Women’s Basketball Coach
Pam Oswald
B.A. Malone University

Assistant Women’s Basketball Coach
Reid Walling
M.B.A. Northwood University
B.A. University of Tennessee

Head Baseball Coach
Brook Fordyce

Assistant Baseball Coach
Joey Housey
M.S. University of Oregon
B.S. University of Oregon

Assistant Baseball Coach
Blake Kangas

Jesse Katz
B.A. Bemidji State University

Head Swimming Coach
Adam Epstein
B.S. Florida Atlantic University

Head Track & Field/Cross Country Coach
Jamaine Gordon

Head Cross Country Coach
Kayla Kregel

Assistant Track & Field/Cross Country Coach
David Claybrooks

Head Men’s Soccer Coach
Gavin Oldham
B.A. Lindsey Wilson College

Assistant Men’s Soccer Coach
Sam McNutt

Head Women’s Soccer Coach
Matt Dunn
M.B.A. Northwood University

Head Softball Coach
Terri Knecht
M.S. Oklahoma State
B.S. Pittsburgh State University

Assistant Softball Coach
Courtney Dunker
M.S. Winona State University
B.A. University of Northern Iowa,

Head Men’s and Women’s Tennis Coach
Daniel Finn
B.S. Lindsey Wilson College

Head Golf Coach
Brandon Miller
B.S. Florida Technology

Assistant Golf Coach
Debbie Dove
M.B.A. University of Chicago
B.S. University of Pennsylvania

Head Volleyball Coach
James Rogers
B.S. Tarleton State

Assistant Volleyball Coach
Andrew Sydow

Head Athletic Trainer
Kari Brody
D.AT University of Idaho
M.A. Adams State University
B.S. Northern Arizona University

Assistant Athletic Trainers
Stacie Valone
Kelly Arends
Rae Allison
Jeffrey Carpenter
M.S. McNeese State University
B.S. University of Michigan
Jessica Martinez  
M.S. McNeese State University  
B.S. California State University

Ishmael Ryan

E-Sports Coach  
Ross Adams

Head Men’s Lacrosse Coach  
Patrick Johnston  
M.A. University of the South  
B.S. University of Alabama

Assistant Men’s Lacrosse Coach  
John Linnan  
B.S. Jacksonville University

Head Women’s Lacrosse Coach  
Lauren Bennett  
M.S. Coker College  
B.S. St. Mary’s College

Assistant Women’s Lacrosse Coach  
Kate Sjaardema  
B.S. Florida Atlantic University

Head Strength & Conditioning Coach  
Ian Gerber

Strength and Conditioning Coach  
Mark Guandolo

Head of Spirit Teams  
Laura Pucker  
B.A. University of Minnesota

Head Wrestling Coach  
Joseph Bertolone

Assistant Wrestling Coach  
Nick Marcus

Band Director  
Andrew Hayward  
D.M.A. Rutgers University  
M.M. Rutgers University  
B.M. Rowan University

Full Time Faculty

Program Director – Automotive Marketing  
Brian Bastin  
M.B.A. University Miami  
B.B.A. Stetson University

Program Director - Sport Management  
Justin Harmon  
J.D. Tulane University  
B.S. Georgetown University

Nicholas Lisk  
M.S. Northwestern University  
B.S. Florida State University

Breckley Erny  
M.S. Liberty University  
B.S. Southeastern University

Program Director – Business Administration  
Deborah Hill  
Ph.D. Capella University  
M.B.A. Amberton University  
B.B.A. Texas Wesleyan University

Program Director - M.B.A., Management  
Martha E. Rader  
Ph.D. Chicago School of Psychology  
M.B.A. Northwood University  
B.B.A. Northwood University

Buzz Barak  
Ph.D. University of Rhode Island  
M.S. University of Rhode Island  
B.A. Hebrew University

Gillian Fisher  
E.D.D. St. Thomas University  
M.B.A. Nova Southeastern University  
B.Sc. University of The West Indies

Wayne Philp  
M.S. University of Hertfordshire  
B.S. Staffordshire University
BSN Program

Shannon Panagos
M.S. Nova Southeastern
B.S. University of Miami

Program Director – Accounting
Bruce Geddes
Ph.D. Capella University
M.B.A. American Intercontinental University
M.S. Strayer University
B.B.A. Everest University

Crystal Gifford
D.B.A Argosy University
M.S. Ohio University
B.S. Shawnee State University

Program Director – Integrated Marketing Communications
Sunday Barbaro
M.S. West Virginia University
B.S. Point Park College

Rachel Burger
Ph.D. Capella University
M.B.A. Palm Beach Atlantic University
B.S. Palm Beach Atlantic University

Paula Powell
M.S. Florida International University
B.A. University of the West Indies

Program Director - English
Idell McLaughlin
Ph.D. Florida Atlantic University
M.A. Atlanta University
B.A. Tuskegee University

Derek Pollard
Ph.D. University of Nevada
M.F.A. University of Utah
B.A Western Michigan University

Allan Nosworthy
M.A. Iowa State University
B.A. SUNY at Oswego

Natasha Terry-Ulett
M.A. Florida Atlantic University
B.A. Florida Atlantic University

Entrepreneurship; Finance
George Stamas
M.M. Northwestern University
B.A. Washington and Lee University

Equine Studies – Program Director
Julie Snyder
M.S. University of Miami
B.S. University of Miami

Program Director - Sport Medicine & Fitness Technology
Dalton Oliver
Ed.D. University of Central Florida
M.S. University of Central Florida
B.S. Auburn University

Program Director - Exercise Science
John Crimmins
M.S. Florida State University
M.S. Georgia State University
B.S. Florida State University

Jared Perlmutter
M.S. Florida Atlantic University
B.S.E. Florida Atlantic University

Program Director - Criminal Justice
Dianne Williams
Ph.D. Capella University
M.B.A. High Point University
B.Sc. CUNY York College

Scott Addlesberger
M.S. Barry University
M.S. Florida Atlantic University
B.A. Mercer University

Shawn McCall
Ph.D. Nova Southeastern
J.D. St. Thomas University School of Law
B.A. Florida Atlantic University
Robert Brzenchek  
Ph.D. ABD  Capella University  
M.S. American Military University  
B.I.S George Mason University

Mathematics  
Jamie Teman  
M.S. Florida Atlantic University  
B.S. Palm Beach Atlantic University

Scott Carter  
M.S. Missouri State University  
B.S. University of Central Missouri

Edward Good  
M.A. University of Miami  
B.A. Florida Memorial College

Michelle McCarney  
M.S. West Virginia University  
B.S. Marshall University

Biomedical Sciences – Program Director  
Joan Krakowsky  
Ph.D. Wright State University  
B.S. Boston College

Biology  
Joseph Boinski  
Ph.D. University of Buffalo  
J.D. DePaul University  
B.A. University of Buffalo

Justin Minnerly  
Ph.D. Florida Atlantic University  
M.S. Florida Atlantic University  
B.S. Florida Atlantic University

Physics  
Wayne Cribbs  
M.S. University of Houston  
B.S. Embry Riddle Aeronautical University

Chemistry  
Russell Rines  
Ph.D. Baylor University  
B.S. Michigan State University

Anatomy & Physiology  
Scott Sachs  
D.C. Texas Chiropractic College  
B.S. Texas Chiropractic College

Shawn McPartland  
M.D. State University of New York  
J.D. Indiana University School of Law  
B.S. State University of New York at Stony Brook

Environmental Science  
Lucy Flores  
M.S. Texas A&M University  
B.S. Nova Southeastern University

Management Information Systems – Program Director  
Sase Singh  
Ph.D. The University of British Columbia  
M.S. University of Liverpool  
B.Sc. University of Guyana

Robert Deranian  
Ph.D. Cardiff University  
M.S. California State University  
B.A. University of California

Political Science  
Megan Lounsbury – Program Director  
Ph.D. University of Georgia  
M.A. Florida State University  
B.A. Florida State University

Psychology – Program Director  
Robin Schupper  
Psy.D. Florida Institute of Technology  
M.S. Florida Institute of Technology  
B.A. Jacksonville University

Aubrey Franklin  
Ph.D. Long Island University  
M.A. Long Island University  
B.S. Texas A&M University

Marie Labranche  
M.S. Palm Beach Atlantic University

538
B.S. New York Institute of Technology
Erin Lawson
Psy.D. Georgia Southern University
M.S. Georgia Southern University
B.S. Georgia Southern University

History
Glenn Swift
M.A. University of Central Florida
B.B.A. Stetson University

ESOL Instructor/Coordinator
Anelly Arana
M.A. Indiana University/Perdue University
B.A. Dalhousie University

Executive Director of Golf Operations
Eric C. Wilson, University Dept. Chair, Golf Management
Ph.D. Capella University
M.A.E. George Washington University
B.A. Southwestern @ Memphis PGA Master Professional

Faculty -- Golf Program
Brian Hughes, Program Director
B.S. Clarion University
PGA Master Professional

David Wixson
MS California University of PA
B.S. Millersville University
PGA Master Professional

Donna White
M.S.E. Keiser University
B.S. University of Florida
PGA/Class A LPGA Professional

Frank Longabucco
B.S. Rider University
PGA Certified Professional

John Callahan
B.A. Stone Hill College
PGA Instructor

Ken Martin
M.S. Keiser University

B.S., Florida International University
PGA Certified Professional

Supervisor Golf Club Fitting and Repair
Jesse Dake
A.S. Keiser University

College of Golf & Sport Management

Executive Director of Golf Operations
Eric C. Wilson, University Dept. Chair, Golf Management
Ph.D. Capella University
M.A.E. George Washington University
B.A. Southwestern @ Memphis PGA Master Professional

Associate Director of Financial Aid
Melanie Sebastian
M.B.A University of Phoenix
B.S. University of Florida

Financial Aid Officer
Wendee Erschik

Registrar
Geri Seever
A.A. Fugazzi Business College

Bursar/Administrative Assistant
Johnique Terrell
B.S. Louisiana State University

Community Relations Coordinator
Liz Snyder
B.A. University of North Carolina at Wilmington

Director of Admissions
Sabrina Mohammed
Ed.D. Nova Southeastern University MS Metropolitan College
B.A. Audrey Cohen College
Admissions Counselors
Tara Francey-Meehan
B.A. Florida Atlantic University

Todd Dittmar
M.B.A. Keiser University
B.S. Ferris State University

Chad Owen
B.S. Full Sail University

Library Director
Dawn Taggblom
B.A. University of Tampa
M.L.I.S. University of South Florida

Writing Studio Coordinator
Frances Coke
M.A. University of the West Indies
B.A. University of the West Indies

Faculty -- Sports Medicine & Fitness Technology, Exercise Science
Julie Snyder, University Dept. Chair, Program Director
M.S. Ed University of Miami
B.S. University of Miami

Faculty -- Golf Program
Brian Hughes, Program Director B.S. Clarion University PGA Master Professional

David Wixson
MS California University of PA
B.S. Millersville University
PGA Master Professional

Donna White
M.S.E. Keiser University
B.S. University of Florida
PGA/Class A LPGA Professional

Dr. T.J. Tomasi
Ph.D. State University of New York at Buffalo
M.A.E. St. Michael’s College B.A., St. Michael’s College PGA Professional

Frank Longabucco
B.S. Rider University
PGA Certified Professional

John Callahan
B.A. Stone Hill College
PGA Instructor

Ken Martin
B.S., Florida International University
PGA Certified Professional

Supervisor Golf Club Fitting and Repair
Jesse Drake
A.S. Keiser University College of Golf

Fort Lauderdale Campus
Campus President
Rhonda Fuller
B.S. Nova Southeastern University

Dean of Academic Affairs
Jannette Porta-Avalos
Ph.D. Lynn University
M.S. Long Island University
B.S. New York Institute of Technology

Librarian
Nicholas Blaga
M.L.S. University of South Florida
B.A. Florida International University

Director of Financial Aid
Christopher Camacho
M.B.A Keiser University
B.S Florida Atlantic University

Director of Admissions
Mike Morley
M.B.A. University of Phoenix
B.S. University of Phoenix

Director of Student Services
Violet Nikolicl Lowrey
M.B.A Nova Southeastern University
B.A. Nova Southeastern University

Registrar
Jazmin Fernandez
B.A. Manhattanville College

**Associate Dean of General Education**
Thomas Ertner
M.A. Eastern Washington University
B.A. Eastern Washington University
B.A. Ed Eastern Washington University

**Associate Dean of Business / Health Service Administration / Health Science**
Jean Taylor
Ph.D. Capella University
M.S Nova Southeastern University
BSc University of The West Indies

**Associate Dean of Legal Studies and Technology**
Nneka Forsman
M.F.S. National University
B.A. Florida Atlantic University

**Associate Dean of Allied Health and Nursing**
Inas Luka
M.D. Ain Shams University, Egypt
M.B.A. Graduate School of Business, Egypt

**Associate Director Admissions**
Diane Shuniya
B.S. Eastern Michigan University

**Associate Director of Admissions**
Erika Puch
B.S. Kent State University

**Associate Director Re-Admissions**
Eileen Sturgeon
B.S. Florida Atlantic University

**Associate Director of Financial Aid**
Elizabeth Chavez
B.S. University of Central Florida
B.A. University of Central Florida

**Associate Director of Financial Aid**
Naulie Vilsaint
B.S. Barry University

**Student Services Coordinator**
Tammy Miller-Jackson
M.A. Criminal Justice, Keiser University
B.A. Criminal Justice, Keiser University

**Student Services Coordinator**
Tashania Morris
M.S.HRM Nova Southeastern University
B.S. Nova Southeastern University

**Student Services Coordinator**
Brittany Wilson
M.S., Nova Southeastern University
B.S. Florida State University

**Student Services Coordinator**
Heather Shafer
B.A. Florida State University

**Financial Aid Administrators**
Ariana Barrage Lugo
MBA Keiser University
B.A. Zulia University

Bathsheba Payoute
B.A. Georgia State University

Brian Hutton
A.A. Broward College

Charlene Subarsingh
A.A. Fitzhenley Business College

Dawn Singer

Demetricia Carter
B.A. Keiser University

Francisco Medina
A.S. Nassau Community College

Javed Mohamed
MBA Wilmington University
B.S. Southern Illinois University

Jeff Antoine
B.S. University of Florida

Kinsey Barrett
B.A. University of Central Florida
Kyle Martin
A.A. Kaplan University

Lendy Diaz
B.S. Florida Atlantic University

Meghan Blair
M.S. Florida Atlantic University
B.A. University of Central Florida

Najee Williams
B.A. Florida Atlantic University

Pablo Alers
B.A. University of Puerto Rico

Pedro Hernandez
B.A. Keiser University

Rhinesmith Rene
B.A. Keiser University

Roberto Rodriguez
B.A. Florida Atlantic University

Samuel Joseph
M. Ed. Kaplan University
B.S. American Intercontinental University

Admissions Counselors
Pam Hershfield
B.A. University of Tampa

Maria (Nanda) Gerbino
B.A. Pontificia Universidad Javeriana (Colombia)
A.A. Keiser University

Samuel Christopher
M.B.A. University of Phoenix
B.A. Florida International University

Paul Barry
B.S. Florida State University
A.A. Santa Fe College

Paola Tovar
B.A. American Intercontinental University

Lisa Walsh
B.A. Keiser University

Natalie Shabet
B.S. St. Johns University, New York

Christina Rupansingh
BA York College

Andrea Jean
BS Nova Southeastern University

Keshia Mosley
M.S. Western Kentucky University

Clarissa Frison
B.S University of Central Florida

Ashley Dudak
MSW, Florida Atlantic University

Valentina Clouse
B.S. Nova Southeastern University

David Herrera
B.A. Wayland Baptist University

Shelby Olsson
B.A. Texas State University

Siu Zheng
B.A. University of Southern Maine

John Housey
B.A. University of Miami-Coral Gables

Nikki Sawyer
M.A. Webster University
B.A. South Carolina State University

BSIS Academic Advisor
Densie Stephenson
M.S. Nova

Re-Admissions Counselors
Ericka Karse* New Last Name
M.B.A. Keiser University
Admissions Support Staff
Marceé Mitchell
B.A. Florida State
Kayla Nelson
B.M. Barry University
Fatou Bobb
A.A. Miami Dade College

Admissions Officers
Jacquelyn Krat
M.S. University of Central Florida
B.A. University of Central Florida

Chaynea Fox-Sampson
MMF Florida Atlantic University
B.S. Florida Atlantic University

Administrative Assistant to Campus
President
Richard Parman
B.A. Accounting STIE Trisakti (Indonesia)

Administrative Assistant to Director of Admissions
Linda Sigel
B.A. Keiser University

Administrative Assistant to Dean of Academic Affairs
Leslie Demartini

Administrative Assistant to Associate Dean of Allied health
Angeli Alonzo

Assistant Registrars
Carol Kotzian

Associate Registrars
Abraham Johnson
B.S. University of Phoenix

Antoinette Jones
B.A. Keiser University

Rose-Marie Murray
M.Phil University of West Indies

Bursar
Nancy Joseph
B.A. Keiser University
A.S. Lehman College
A.A. Broward Community College
A.S. Monroe Business College

Troy Cox
B.A. Keiser University

Geraldine Vatovec
A.A. Utica School of Commerce

Sharon Zamora
B.S. Florida International University Troy Cox

Business Manager
Robyn Kaner
A.A. Keiser College

Writing Studio Co-ordinator
Zahra Belyea
M.A Emerson College
M.A.Ed. Boston College
B.A. Boston College

Switchboard
Linda Horner
Lise Auricchio

Anabel Interian
Angelique Barnaby
Lenora Gray

Maintenance
Jeanette Descart

Williaud Jacques

Sidney Porter

Jose Valle
Harry Thompson  
Eloy Hernandez  
B.S. St. Peter’s College  

Faculty-Business Administration  
Patricia Bentley  
D.B.A. Argosy University  
M.B.A. Bernard Baruch College  

Debbie Bostian  
J.D. St. Thomas University  
M.S. St. Thomas University  

Agaptus Chikwe  
D.B.A. Argosy University  
M.B.A. Florida International University  

Jacent Gayle  
Ph.D. Capella University  
M.B.A. University of New Orleans  
B.S. University of Southwestern Louisiana  

Bertline Isma  
(add)  
Ph.D. Walden University  
M.P.H. Walden University  
M.B.A. Florida Metropolitan University  

Dennis Kalam  
Ph.D. Lynn University  
M.B.A. Nova Southeastern University  
B.S. Nova Southeastern University  

Rafael Martinez-Munoz  
Ph.D. University of Puerto Rico  
M.B.A. University of Puerto Rico  
B.B.A. University of Puerto Rico  

Mohammad Rahman  
D.B.A. Nova Southeastern University  
M.A. Dacca University (India)  

Faculty – Information Technology & Programming/Video Game Design  
Michael Czerwinski  
B.S. Keiser University  

A.S. Keiser College  
Pamella Kurtz  
M.B.A. Keiser University  
B.S. Queens College  

Humberto Lopez  
M.S. Florida International University  
B.F.A. Florida International University  

Jeffrey Prince  
M.S. Nova Southeastern University  
B.B.A. Northwood University  

Vidal Rodriguez  
M.S. Barry University  
B.S. Barry University  

Damian Salazar, University Department Chair, General Education Computers  
Ph.D. Keiser University  
M.B.A. Keiser University  
M.S. Capella University  
B.A. City University of New York  

Danny Torres  
M.S. Nova Southeastern University  
M.S. University of Phoenix  
B.S. Nova Southeastern University  

Faculty - Criminal Justice/ Crime Scene Technology/ Forensic Investigations  
George Shoemaker, Program Director, Crime Scene Technology  
J.D. St. Mary’s University  
B.S. Florida State University  

David Lien  
M.S. Florida International University  
B.S. Florida International University  

Robert Whitson  
Ph.D. Capella University  
M.A. University of Colorado  
B.A. Southern Illinois University  

Harlette Lacau  
M.S.F.S. Florida International University
B.S. Florida International University
Bertha Hurtado
M.S. Florida Gulf Coast University
B.A. San Francisco State University

John Trower
M.S. Sam Houston State University
B.S. Truman State University

Faculty - Diagnostic Medical/ Vascular Sonography
Jacqueline Sposito, Program Director
M.D. Central University of Venezuela/Caracas
D.M.S. Specialist- Romulo Gallegos
University/ Venezuela

Sheri Snow-Cirilo – Clinical Coordinator
M. H.S. Nova Southeastern University
B.S. Keiser University
A.S. D.M.S Keiser College

Victoria Magaletti
M.H.S. Nova Southeastern
B.S. University of Central Florida

Paola Villegas
M.D. Universidad del Valle, Cali, Colombia,
A.S. D. M. S. -Keiser University

Faculty - General Education
Maureen Amos
M.A. Andrews University
B.A. Oakwood College

Laura Cirone-Schantz
M.A. Western Governors University
B.S. University of Alabama

Chijoke Ejimofor
M.D. University of Benin (Nigeria)

Scott Ferrell
M.S. University of Rochester
B.S. University of Michigan

Tibe Jordan
M.A. Florida Atlantic University

B.S. Florida Atlantic University
B.A. University of Florida

Bibi Khan
D. Ed. Columbia University
M.A. Queens College, CUNY
B.A. York College, CUNY

Gene Klein
Ph.D, Keiser University
M.S. Brooklyn College
B.S. Columbia University

Evens Louima
M.D. University of Santiago

David Mark
M.Phil. City University of New York
M.A. Queens College

Monica Maycock
B.A. University of Miami
M.S. Nova Southeastern University

Marvin Merrit
D.C. Life Chiropractic College
B.A. William Penn College

Thomas Monroe
M.S. Florida Atlantic University
B.S. Florida Atlantic University

Richard Mordi
Ph.D. Yale University
M.A. Yale University
M.S. Oklahoma State University

Valerian Nemchinsky
Ph.D. Academy of Science, Leningrad
(Soviet Union)
M.S. Leningrad State University (Soviet Union)

Alberto Padilla, University Department
Chair, Natural Sciences
Ph.D. Florida Atlantic University
M.S. Florida Atlantic University
M.S. New Mexico Highlands
B.S. New Mexico Highlands
Harry Pierre  
M.D. Universidad Technologica de Santiago  
(Dominican Republic) 
M.S. Long Island University

Humera Shams  
M.S. University of Punjab (Pakistan)  
B.S. University of Punjab (Pakistan)  
B.S. Lahore College (Pakistan)

Hayley Sogren  
M.S. Nova Southeastern University  
B.A. Hunter College

Paul Wangberg  
M.A. University of Notre Dame  
B.A. Augsburg College

Faculty - Health Services
Administration/Health Science
Emmanuel Touze, University Department Chair - Health Science  
Ph.D. Keiser University  
M.A. Florida International University  
B.A. Florida International University

Agabus Parvilus  
Ph. D. Keiser University  
M.H.S.A. Florida International University

Ernest Washington  
M.S.H.S.A. Barry University  
B.A. Barry University

Faculty - Medical Laboratory Technician
Frances Smith  
M.S. Nova Southeastern University  
B.S. Nova Southeastern University  
A.S. Keiser College

Claudette Castillo-Vargas  
B.S. University of Puerto Rico  
Medical Technology University of Puerto Rico

Faculty – Nursing
Elizabeth Schneider, Program Director, BSN programs

D.N.P. Keiser University (insert)  
M.S.N. University of Nebraska Medical Center  
B.S.N. Illinois Wesleyan University

Annie Clavon  
Ph. D. Keiser University  
M.S.N. University of Maryland  
B.S.N. University of Maryland

Margaret Keating  
M.S.N. Florida Atlantic University  
B.S.N. Nova Southeastern University

Emilia Urda  
M.S.N. Florida Atlantic University  
B.S.N. Florida Atlantic University

Christine Mueller, Program Director, ASN program  
D.N.P. Keiser University  
M.S.N. Ed. Florida Atlantic University  
B.S.N. Barry University

Kate Aldom  
M.S.N. Ed. Waynesburg University  
B.S.N. Waynesburg University

Carol Baptiste  
M.S.N. University of Phoenix  
B.S.N. University of Phoenix

Susan Fairchild  
ED.D. Nova Southeastern University  
M.S.N. Barry University  
B.S.N. Florida International University

Debra Gray  
D.N.P. Walden University  
M.S.N. Florida International University  
B.S.N. Florida International University

Marlene Johnson  
M.S.N. Norwich University  
B.S.N. University of Phoenix

Madonna Kubichka  
Ph.D. (Nursing) University of Wisconsin  
MS Marian University
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S. Indiana State University</td>
<td>A.S.N. Brookdale Community College</td>
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<tr>
<td>Jacquilyn Myles</td>
<td>D.N.P. American Sentinel University</td>
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<td>M.S.N. University of Phoenix</td>
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<tr>
<td>Barbara Reynolds</td>
<td>M.S.N. Nova Southeastern University</td>
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<tr>
<td>Erica Roberts</td>
<td>Ph.D. Barry University</td>
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<td>Greta Rowtham</td>
<td>M.S.N. Florida Atlantic University</td>
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<tr>
<td>Deborah Lentini</td>
<td>BSN Penn State University</td>
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<td>Sanjhu Ellis-Lawrence</td>
<td>M.S.N. South University</td>
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<td>Bibi Achaibar</td>
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<td>Joan Beckett</td>
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<td>Carol Bhim</td>
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<td>Shakera Burke</td>
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<td>Paulette Chiravalle</td>
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<td>Cheryl Donk</td>
<td>M.S.N. University of St. Francis</td>
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<td>D’Andra Escoffrey</td>
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<tr>
<td>Maria (Malou) Ecle</td>
<td>B.S.N. San Pedro College of Nursing, Philippines</td>
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<td>Odette Hamilton</td>
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<td>A.S.N. Kingston School of Nursing</td>
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<td>Christine Holod</td>
<td>M.S.N. Florida Atlantic University</td>
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<td>A.A.S. Raritan Valley College</td>
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<tr>
<td>Tricia Linton</td>
<td>M.S.N. Western Governors University</td>
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<tr>
<td>Wylodean Lott</td>
<td>M.S.N. University of Phoenix</td>
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<tr>
<td>Sandra McGrath</td>
<td>D.N.P. Walden University</td>
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<td>M.S.N. Walden University</td>
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<tr>
<td></td>
<td>B.S.N. Lakehead University School of Nursing</td>
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<tr>
<td>Mereille Merisier</td>
<td>D.N.P. University of Florida</td>
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<td>M.S.N. University of Florida</td>
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<td></td>
<td>B.S.N. University of Miami</td>
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<tr>
<td>Magdala Mesadieux</td>
<td>M.S.N. University of Phoenix</td>
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<td>B.S.N. University of Phoenix</td>
</tr>
</tbody>
</table>
Jennifer Norton  
M.S.N. Nova Southeastern University  
B.S.N. Edison State College

Cathy Platt  
M.S.N. Florida Atlantic University  
B.S.N. University of Phoenix

Anya Randle  
M.S.N. Florida International University  
B.S.N. Florida Agricultural and Mechanical University

Krayzell Smith  
M.S.N. Florida Atlantic University  
B.S.N. Barry University

Tassari Spense  
M.S.N. Walden University  
B.S.N. College of Notre Dam

Evelyn Vaughan  
M.S.N. University of Phoenix  
B.S.N. University of Phoenix

**Faculty - Occupational Therapy Assistant**  
Arlene Kinney, Program Director  
M.S.Ed. American Intercontinental University  
B.S. University of Puerto Rico  
B.S. University of Puerto Rico

Lauren Pearl  
M.S.Ed. Keiser University  
B.S. University of New Hampshire

Ismael Miranda-Flecha  
B.O.T. University of Puerto Rico

Samantha Kovacsik  
B.S. Phoenix University  
A.S. Keiser University

Raina Rivera  
B.S. John and Wales University  
A.S. Keiser University

**Faculty – Legal**  
Reginald Darbonne

J.D. Nova Southeastern University  
B.A. University of Florida

**Faculty - Physical Therapist Assistant**  
Jelaine James, Program Director  
D.P.T. University of Indianapolis  
M.H.S. University of Indianapolis

Karen R. Coupe  
D.P.T. Simmons College  
M.S.Ed. Nova Southeastern University  
B.S. Maryville University  
B.S.E. Missouri Western State

Diane Roadarmel  
D.P.T. University of New England  
M.B.A. Keiser University  
B.S.P.T. Downstate University

Dorice Ross  
M.S.Ed. Keiser University  
B.A. Lehman College  
A.S. Keiser University

Gail Padrino  
B.S. Florida State University  
A.S. Broward College

**Faculty - Radiology Technology**  
William Ortiz, Program Director  
M.B.A. Keiser University  
B.S. Florida Hospital College of Health Sciences  
A.S. Keiser College

Jennifer Diez  
B.S. Keiser University  
A.A.S. Medvance Institute

Melissa Edmondson  
B.S. Bloomsburg University of Pennsylvania

Stephanie Levy  
B.S. Keiser University  
A.S. Keiser College

**Faculty – Respiratory Therapy**  
Lourdes Zambrana, RRT, Program Director  
University Department Chair
M.B.A. American Intercontinental University
B.P.S. Barry University

Virgil Bentley
M.S. Vanderbilt University
B.S. Tennessee State University

George Azar
M.D. Ross University

Pierre Vassor
M.B.A. Barry University
B.S. Barry University

Girony Dort
B.S. University of Central Florida

Faculty - Sports Medicine and Fitness Technology
Jason Alviene Program Director
DC Logan University
MS Logan University
BS Logan University

Nanci Molin
M.S. California University of Pennsylvania
B.S. University of Tampa

Online Division
Associate Vice Chancellor - Online Division
Sherry Olsen
M.B.A. Liberty University
B.S. Mercer University

Dean of Latin Division
Sandra Porta-Merida
Ph.D. Lynn University
M.S. Long Island University
B.S. New York Institute of Technology

Dean of Academic Affairs
Louise Nicholson
M.Ed. North Central University
B.S. St. Leo University
A.S. Miami-Dade College

Director of Financial Aid
Joseph Larrea

M.B.A. Keiser University
B.A. Florida International University
A.A. Miami Dade College

Director of Admissions
Amanda Pentolino
B.A. Florida Atlantic University

Director of Student Services
Amanda Walling Gibowski
M.S.E. Keiser University
B.A. Florida Atlantic University

Associate Director of Student Services
Heather Cordner
M.B.A. Keiser University
B.A. Thiel College

Associate Dean General Education, Public Administration
Donald DeSormoux
Ed.D. Capella University
M.Ed. Lynn University
B.A. St. Thomas University

Associate Dean Medical Assisting, Billing & Coding
Marwa Elmasry
M.D. Alexandria University, Egypt
M.A. American Registry of Medical Assisting
M.S. Northeastern University

Associate Dean Health Science, Health Service Administration, Business, Accounting
Nyoka Topping
M.S. Ed. Keiser University
B.S. Johnson and Wales University
A.S. Johnson and Wales University
A.A. Brown’s Town Community College

Associate Dean Psychology, Legal Studies, Criminal Justice, Homeland Security
Anique Falconer
Ph.D. Keiser University
Ed.S. Keiser University
M.S. University of Phoenix
B.A. Florida Atlantic University
A.A. Broward College
Associate Dean IT, Engineering
Robert Frank
M.B.A. Keiser University
M.A. New York Institute of Technology
B.S. Art Institute of Ft. Lauderdale

Special Project Coordinator
Christine Mullendore
Ph.D. Keiser University
M.B.A. Keiser University
B.S. University of West Florida

Director of Instructional Design
Marcel Laronde
B.A. City College New York

Instructional Design Team
Lilia Cunningham
M.A. Florida International University
B.A. Florida International University
A.A. Miami Dade College

Judy King
M.B.A. Everglades University
B.A. Everglades University

Valerie Mulligan
A.S. Brown Institute

Johnny Orr
Ed.D. University of Phoenix
M.S. American Intercontinental University
B.S. Florida International University

Neha Prakash
M.C.A. Madurai Kamaraj University
M.A. Annamalai University
G.N.I.I.T. NIIT
B.S. University of Delhi

Gus Rigas
B.S. University of Phoenix

Zalika Topping-Rousseau
A.A. Broward College

Anisa Turner
M.A. Liberty University

Assistant to Associate Vice Chancellor
B.A. Monica Mitchell

Assistant to Dean of Academic Affairs
Idella Johnson
B.A. Florida Atlantic University

Business Manager
Rebecca Shields
M.B.A. Keiser University
B.S. Everglades University

Associate Bursar
Antonio Cavero
M.S.F. Florida International University
B.A. Florida International University
A.A. Broward College

Nickesha Ferguson
A.S. Georgia Perimeter College

Shawntavia Garnett
B.A. Johnson & Wales University

Daneen Niblock

Dorna Spence
B.S. University of Mount Olive
A.A. Keiser University

Associate Director of Financial Aid
Natalie Farara
B.A. Florida International University
A.A. Broward College

Blondal Merant-Lormil
M.B.A. Warner University
B.A. Warner University
A.A. Fayetteville Technical Community

Bevoline Northover
B.A. Keiser University
A.A. Medgar Evers College

Ajeet Saisbhan
B.B.A. Florida International University
Jorge Skala  
M.B.A. University of Phoenix  
B.S. Universidad Mayor de San Simon

Jamie Wingate  
B.A. Florida Atlantic University  
A.A. Broward College

Financial Aid Officers

Michael Aguilar  
M.A. University of North Florida  
B.A. Florida International University

Felipe Blot  
A.A. Broward College

Deborah-Ann Bodden  
B.A. Florida Atlantic University

James Burns  
B.A. Florida International University

Carolina Canas  
B.S. Florida Atlantic University

Nametsy Casillas-Rios  
B.A. Universidad Interamericana de Puerto Rico

Shawn Chesney  
B.A. State University of New York at Albany

Kelsie Conrad  
B.S. Clarion University of Pennsylvania

Michael Destefano  
B.A. Baruch College

Courtney Fage  
B.A. Florida Atlantic University

Gerleene Garcia  
B.A. Salisbury University

Jonida Gjergo  
M.A. Keiser University  
B.A. Widener University

Brian Glibowski  
M.B.A. Nova Southeastern University  
B.A. Nova Southeastern University

Shaunia Glymph  
M.S. Nova Southeastern University  
B.S. Florida International University

Ivonne Gonzalez

Maribel Gonzalez  
M.B.A. Keiser University

Magdevys Gordon  
M.B.A. Keiser University  
B.A. Florida International University  
A.A. Broward College

Jasmine Hill  
B.A. Florida A&M University

Jennifer Janvier  
B.S. Florida International University  
A.A. Miami Dade College

Michael Jean  
M.Ed. Western Governors University  
B.S. Florida International University

Donna Jones  
A.A. Holyoke Community College

Tai Kapsin  
M.S. National University

John Kramer  
M.A. Columbia University  
B.A. St. Francis College

Leroy Lashley  
M.S. Nova Southeastern University  
B.S. Florida International University

Jaime Llano  
B.A. Massachusetts College of Liberal Arts

Elizabeth Lyall  
B.A. Salem International University
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Course</th>
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<tr>
<td>Myrline Milfranc</td>
<td>B.S. Florida Atlantic University</td>
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<tr>
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<td>A.A. Broward College</td>
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<tr>
<td>Amanda Mohammed</td>
<td>B.S. College of Science, Technology, and</td>
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<td></td>
<td>Applied Arts of Trinidad &amp; Tobago</td>
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<td>Falisha Mohammed</td>
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<td>Safia Mohammed</td>
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<td>Margarita Ordieres</td>
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<td>Maryori Qrtiz</td>
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<td>Randy Pabon</td>
<td>B.S. University of Central Florida</td>
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<td>Noralba Pena</td>
<td>B.A. Universidad Nacional</td>
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<td>Erika Pettway</td>
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<td>Mariana Restrepo</td>
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<td>Jazmin Reyes</td>
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<td>Yvonne Sinclair-Durant</td>
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<td>Latrecia Thomas</td>
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<td>Jacqueline Vazquez</td>
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<td>Scott Deming</td>
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<td>Kevin Lingerfelt</td>
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<td>Karen Mohammed</td>
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<td>Terelle Peterson</td>
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<td>Lina Rodas Pichardo</td>
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<td>Alan Singh</td>
<td>M.B.A. Keiser University</td>
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<tr>
<td>Tamiko Smith</td>
<td>M.B.A. University of Phoenix</td>
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<td>B.S. Devry University</td>
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</table>

**Associate Directors of Admissions**

Andrine Brown  
M.S. Keiser University  
B.S. Upper Iowa University

Priscilla Cuevas  
M.I.B.A. Nova Southeastern University  
B.A. Nova Southeastern University

Scott Deming  
B.S. Ohio University

Kevin Lingerfelt  
B.A Jacksonville State University

Karen Mohammed  
M.S. Keiser University  
B.A. Florida International University

**Admissions Counselors**

Linda Ahenkora
B.A. Syracuse University
Melissa Almeida
B.S. University of North Carolina
A.A. Hillsborough Community College
B.S. Florida International University

Judy Anchia
B.A. Universidad Interamericana

Daphnee Athouriste
B.S. Communications Emerson College

Lenique Augustin
B.S. Florida Memorial University

Szilvia Balazs
Ph.D. Keiser University
M.S. Keiser University

Barbara Becker
B.S. Nova Southeastern University

Stephen Becker
B.A. New York University
M.S. City College of New York

Joan Berkow
B.S. New York University

Fabiola Boutin
M.S. Capella University
B.S. Barry University

Yvette Michelle Brown
M.B.A. Averett University
B.A. University of Pittsburgh

Mercedes Bueno
M.S.M. Saint Thomas University
B.A. Miami Dade College

Kristijan Bukur
B.A. Penn State University

Natalia Cabrera-Aguilar
B.A. St. Thomas University

Ivan Cardenas

B.A. George Washington University
Tracy Cinco
B.A. Baker College
Felicia Clarke
B.S. Bethune Cookman University
Jacqueline Davis
B.A. University of Phoenix
Andrea Dixon
M.A. Bethune Cookman University
B.A. Webster University
Lakeysha Edwards
B.A. Bethune Cookman University
Fabiola Eugene
B.A. Kean University
Natasha Florial
B.S. University of Central Florida
A.A. Palm Beach State
Melissa Frater
B.S. Florida Atlantic University
Adler Gabriel
B.S. Keiser University
Matthew Goode
M.B.A. Nova Southeastern University
B.A. Keiser University
Chante Gordon
B.A. Trinity International University
Katerina Gordon
B.A. University of New Mexico
Joseph Granata
B.A. University of Rhode Island
Connie Hagood
M.B.A. Everest University
B.S. Everest University
A.S. Everest University

553
Yvon Henrilus  
M.B.A. University of Phoenix  
B.A. Jones College  
A.S. Keiser University  

Avery Hodge  
B.A. Florida International University  

Jazmine Hughes  
B.A. University of Central Florida  

Camille Johnson  
B.A. Florida International University  

Eivee Jordan  
M.S. Grand Canyon University  

Raleisha Jordon  
B.S. Florida Memorial University  

Ruth Joseph  
B.S. Southeastern University  

Shanika Joseph  
B.S. Florida International University  

Katherine Kendall  
B.A. Guilford College  

John Kennedy  
B.A. Nyack College  

Nazmar Khan  
M.B.A. Everest University  
B.S. Everest University  
A.S. Everest University  

Samantha Kleinman  
B.A. Florida International University  

Taniel Knight  
B.A. Florida Atlantic University  

Elenh Koutrsofios  
B.A. Keiser University  
A.A. Keiser University  

Bianca Lormeas  
B.A. Florida Atlantic University  

Dominique Lynch  
M.S. University of North Texas  
B.S. Xavier University of Louisiana  

Timothy Martin  
B.A. University of Michigan  

Sophia McLean  
M.B.A. Nova University  
B.S. Bethune Cookman University  

David Messenbaugh  
M.B.A. Oral Roberts University  
B.A. Lewis and Clark College  

David Morell  
B.A. Keiser University  

Amber Morgan  
B.S. Radford University  

Amanda Murray  
B.F.A. School of Visual Arts  

LaNitra Palmer  
M.B.A. Nova Southeastern University  
B.B.A. Howard University  

Smriti Patel  
M.A. Nova Southeastern University  

Jean Paulin  
M.A. Liberty University  

Cassandra Pierre  
M.B.A. Nova Southeastern University  
B.S. Florida International University  

Contessa Pierre  
B.S. Saint Leo University  

Melba R. Pompey  
B.A. Florida International University  
A.A. Florida State University  

Aaron Prosser  
B.S. Florida Atlantic University  
B.A. University of Maryland  

554
Sedric Roberts  
B.A. Bethune-Cookman University

Chandra Robinson  
B.A. Union University

Randolph Rodriguez  
B.A. Florida International University

Ruthe Saintpreux  
B.A. Florida Atlantic University

Rochelle Schaffner-Rice  
B.F.A. University of South Florida  
A.A. Hillsborough Community College

David Schelski  
M.A. University of South Dakota  
B.S. University of South Dakota

Brianna Scott  
M.A. Ballstate University  
B.A. Florida International University

Linda J. Shanklin  
B.A. Florida Atlantic University

Casandra Sinisterra  
B.S. University of Phoenix

Latoyia Sly  
B.A. Florida Atlantic University

Chantelle Spence  
B.S. Nova Southeastern University

Rouchelle Spence  
B.A. Florida Atlantic University

Chaunice Tarver  
B.S. Miami Dade College  
A.S. College of the Air Force

Tina Tulloch  
B.S. University of Pennsylvania

Johnathan Vega  
B.S. Miami International University

Wysline Velcy  
B.S. Florida Atlantic University

Mercedes Velez  
B.A. State University at Old Westbury College

Katrina Wesley-Price  
M.B.A. Nova Southeastern University  
B.S. University of Phoenix

Dana M. Wexler  
M.S. Lynn University  
B.S. Lynn University

Andrea Williams  
B.A. Broward College

Kamaye Williams  
B.A. Florida International University

Admission Counselors – Latin Division

Viridiana Allen  
B.A. Florida Gulf Coast University

Karina Bejarano-Gregory  
B.A. Universidad Central de Venezuela

Adriana Castaneda  
B.A. ICESI Columbia

Luis Galvis  
M.B.A. Nova University  
B.A. Everest University

Eneida Garcia  
M.A. Syracuse University  
B.A. Universidad Catolica Andres Bello

Jeancarlo Herrera-Martinez  
M.S. Iberoamerican University Foundation  
B.S. Universidad Central Venezuela

Yarelys Rivera-Rosario  
M.B.A Metropolitan University – Puerto Rico

B.A. University of Puerto Rico
Laura Rodriguez
B.S. Universidad del Atlantico

Gloria Hisela Tamayo
B.S. Universidad San Buenaventura, Medellin, Colombia

Eileen Velez
B.S. Universidad Sagrado Corazon, Santurce, PR

Medical Assisting Department Coordinators
Sadye Dranoff
M.S. Keiser University
B.A. McGill University

Wenise Silvera
B.A. American Intercontinental University

BSN Administrative Clinical Coordinator
Sharon Pfeffer
B.A. Western Michigan University

Registrar
Nekeisha Rankine
B.S. University of West Indies

Associate Registrars
Nephtaly Antoine
M.S.Ed. Keiser University
B.S. Florida International University

Victoria Babich
M.B.A. Nova Southeastern University
B.A. Nova Southeastern University

Pauline Galley
B.S University of Florida

Lesvia A. Greco
M.B.A. American Intercontinental University

Shayona Nelson
B.A. Monroe College

Maggie Ramirez
B.A. Hunter College

Charles Sherrer
B.S. Nova Southeastern University

Ruxandra Smith
M.B.A. Keller Graduate School of Management
B.S. DeVry University

Receptionists
Jaquese Davis
B.A. Florida International University

Kourtney Galleo
A.A. Broward College

Amber Howard

Maria Treto

Michelle Zweiban

Community Outreach Specialist
Jesumene Daughtry
B.B.A. Strayer University

Damani Fagan
B.S. University of Central Florida

GeorgeAnn Siler

Online Writing Center Director
Elizabeth K. Farren
M.F.A. Bennington College
B.A. Columbia University

Online Writing Associates
Frances Coke
M.A. Northwestern State University of Louisiana
B.A. University of the West Indies

Rita Gold
M.Ed. University of Miami
B.A. University of Miami

Jill Kaplan
M.A. Nova Southeastern University
Brian Spear  
B.S. University of Central Florida

M.S. DePaul University
B.B.A. Ohio University

**Faculty - Business/Accounting**
Wendy Achilles-Walston
Ph.D. Virginia Commonwealth University
M.S.A. East Carolina University
B.S.A. East Carolina University

Antonia Armstrong
M.B.A. Regis University
B.S. State University of New York

Jill Burgett
M.S. University of Florida
B.S. University of Florida

Tom Burgett
M.A. Nova Southeastern University
B.S. University of Florida

Johnna Caboz
M.A. Florida Atlantic University
B.A. Florida Atlantic University

Claudette Lawrence
M.B.A. Nova Southeastern University
B.S. University of the West Indies

Marilyn Colpitts
D.B.A. Argosy University
M.B.A. University of Phoenix
B.A. Florida Metropolitan University

Ron Lazarus
M.B.A. City University of New York
B.A. City University of New York

Katarina DeMartino
M.B.A. Keiser University
B.S. Baldwin Wallace College

Jasna Marker
M.B.A. Nova Southeastern University
B.A. Florida International University

Jhanet Garcia
M.S. Florida International University
B.S. University of South Florida

Erina Master
M.A. Keller University
B.S. Nova Southeastern University

Marie Germain
Ph.D. Barry University
M.A. University of Paris
B.A. University of Paris

Mitchell Miller
D.B.A. Nova Southeastern University
M.B.A. Pace University
B.A. Brooklyn College

Gregory Gosman

Jennifer Leigh Mixon
M.A. North Carolina State University
B.S. North Carolina State University
Richard Nixon  
M.B.A.  U. S. Naval Postgraduate School  
M.S.A.  Central Michigan University  
B.A.  National University

JoDee Phillips  
M.B.A.  Marylhurst University  
B.S.  Illinois State University

Chee Piong  
Ph.D.  North Central University  
M.A.  Nova Southeastern University

Angelina Pluzhnyk  
M.A.  Florida Atlantic University

Emad Rahim  
D.M.  Colorado Technical University  
M.S.  Colorado Technical University  
B.S.  SUNY Empire State College

Kelley Segers  
M.B.A.  Lynn University  
M.S.  Lynn University  
B.S.  Lynn University

Allen R. Shaw  
M.B.A.  George Washington University  
B.B.A.  Detroit Institute of Technology

James Strickland  
M.B.A.  Embry Riddle University

Jerry Taylor  
M.B.A.  Ohio State University  
B.A.  Bowling Green State University

Katherine Vold  
M.B.A.  Nova Southeastern University  
B.A.  University of Florida  
A.A.  University of Florida

Faculty - Computer Science and Technology
Grant Brosseau  
M.A.  Hodges University  
B.A.  Hodges University

Arnold Cham  
M.S.  Barry University  
B.A.  Florida Atlantic University  
A.A.  Miami Dade College

Corey DeLaplain  
M.S.  Florida Atlantic University  
B.A.  Florida Atlantic University  
B.S.  S.U.N.Y.

Yves Durand  
D.B.A.  Keiser University  
M.S.  American Intercontinental University  
B.S.  Everglades University  
A.S.  Keiser University

Elvia A. Earley  
Ph.D.  Capella University  
M.S.  University of Phoenix  
B.S.  University of Phoenix

David Hallenbeck  
M.S.  George Washington University  
B.S.  George Washington University

Jason Litz  
M.S.  Columbus University  
B.S.  Columbus University

Stefanie Litz  
M.S.  Columbus University  
B.S.  Columbus University

Scott Morrissette  
Ph.D.  Nova Southeastern University  
M.B.A.  Nova Southeastern University  
B.S.  Palm Beach Atlantic College

Brenda Newkirk  
M.S.  University of Fort Myers  
B.S.  International College

Steven Nicholson  
M.S.  University of Central Florida  
B.S.  Indian River State College  
A.S.  Indian River State College

Paul A. Noll  
M.S.  Cleveland State University
B.A. University of Findlay
Jerome Poglitsch
M.B.A. University of Miami
B.B.A. Florida International University

Patricia Riley
D.B.A. Argosy University
M.A. Webster University

Jeremy Sarnovsky
J.D. University of Richmond
M.S. Georgetown University
B.S. Oakland University

Katina Ward-James
Ph.D. Capella University
M.S. Troy State University
B.S. Christopher Newport University

Kristy Wasmundt
M.S. University of Phoenix
B.A. Central College

Nikisia Williams
M.B.A. University of Phoenix
M.S. University of Phoenix
B.S. University of Central Florida

Mike Zuazo
M.S. Nova Southeastern University
B.A. Florida State University
B.A. Florida International University

Faculty - Criminal Justice/Homeland Security/Public Safety

Gregg Buchholz
M.S. University of Central Florida
B.S. University of Central Florida

Allan Conkey
Ph.D. Capella University
M.A. Ana Maria College, Paxton
M.A. University of Colorado

Steven Crossett
M.C.J. Boston University
B.A. St. Leo University
A.A. St. Leo University

Antonio Flowers
M.S. Florida A & M
B.S. Florida A & M

Lisa Fowler
M.S. Florida International University
B.S. Florida International University

Thomas Frasca
M.S. Capella University
B.B.A. Iona College

Anthony Galante
M.A. American Military University
M.S. Embry Riddle Aeronautical University
B.S. Embry Riddle Aeronautical University

Justine McDavid Madoo
Ph.D. Rutgers University
M.A. Rutgers University
B.A. University of Maryland

Dennis McLean
M.S. Florida International University
B.S. Florida State University

Ron Mello
M.S. Boston University
B.S. Tucson University

Stephanie M. Myers Hunziker
Ph.D. State University of New York
M.S. State University of New York
B.A. State University of New York

Mark Noe
M.S. Keiser University
M.S. University of Southern Mississippi
B.S. University of Southern Mississippi
A.S. Community College of the Air Force

Mary Petersen
M.B.A. University of North Carolina
B.A. St. Bonaventure University

Cassandra L. Renzi
Ph.D. University of Maimonides
M.C.J. University of South Carolina

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B.A. University of South Carolina
Charles W. Russo
M.S. University of Central Florida
M.A. University of Central Florida
B.A. University of Central Florida
A.A. University of Central Florida

Jeremy Sarnovsky
J.D. Georgetown University

Timothy Walsh
J.D. University of San Diego
B.A. College of Holy Cross

Faculty - Economics and Finance
Mark Dennis
M.S. College for Financial Planning
B.S. University of Southern Mississippi

Anna Gonzalez
M.A. University La Sapienza, Rome

Danielle Hakun
M.A. American University
B.A. University of Maryland

Salvador M. Lopez
Ph.D. Georgia State University
M.A. University of Georgia
B.A. University of West Georgia

Ana Machuca
Ph.D. North Central University
M.B.A. Webster University
M.A. DeVry University
B.S. Florida Southern College

Angelina Pluzhnyk
M.A. Florida Atlantic University

Rodolfo Rivas
M.A. San Francisco State University
B.S. San Francisco State University

Jerry Taylor
M.B.A. Ohio State University
B.A. Bowling Green State University

Erskine Walther
Ph.D. University of North Carolina
M.B.A. University of North Carolina
M.A. University of North Carolina
B.S. University of North Carolina

Faculty - General Education
Kathleen Allen
M.S. Western Governors University
B.A. Florida Atlantic University
A.A. Broward Community College

William Anastasiou
M.A. Florida Atlantic University
B.A. Florida Atlantic University

Jennifer Ares
M.A. East Tennessee State University
B.A. East Tennessee State University

Daniel Assion
Ph.D. Palmer College of Chiropractic
B.S. Youngstown State University

Claudine Bartels
M.S. Florida Institute of Technology
B.S. Florida Institute of Technology

Ellen Barton
M.S. Nova Southeastern University

Leanna Birge
Ph.D. New Mexico State University
M.S. Purdue University
B.S. Eckerd College

Petas Bonaparte
M.F.A. Hunter College
B.A. Hunter College

Julie Book
M.A. West Texas A&M University
B.A. West Texas A&M University

Clara Brown
M.A. Northwestern State University
B.A. Northwestern State University

Kojis Brown
Howard C. Fero  
Ph.D. Claremont Graduate University  
M.A. City University

Anne Marie Fowler  
Ph.D. Union Institute and University  
M.F.A. Spalding University  
B.G.S. Louisiana Tech University  
A.A. Bossier Parish Community College  
A.A. Laramie County Community College

Sampson Garcia  
M.A. National University  
B.A. Union Institute & University

Theresa Gergela  
M.A. National University  
B.A. State University of New York

Eileen Goldman  
M.A. Barry University  
B.A. City College of New York

Leyla Gonzalez-Finzer  
M.S. Ohio State University  
B.S. Ohio State University

Lisa Greenberg  
M.S. Florida Atlantic University  
B.S. Florida Atlantic University

Danielle Harned  
M.F.A. Warren Wilson College  
B.A. University of Florida

Bernice Hersman  
M.A. Kent State University  
B.A. Kent State University

Kelsey Hoffman  
M.S. Florida Institute of Technology

Tolu Idowu  
M.A. University of Ibadan, Nigeria  
B.Ed. University of Ibadan, Nigeria

Julie Jackson-Brown  
M.A. Auburn University

B.S. Xavier University of Louisiana  
Brenda Jenkins  
M.S. University of Fort Myers  
B.S. International College

Blina Johnson-Atkinson  
Ph.D. Auburn University  
M.A. University of Northern Iowa  
B.S. Dillard University

Brad Johnson  
M.F.A. University of Miami  
B.A. University of Miami

Kevin Jones  
M.B.A. University of Phoenix

Shai M. Karpf  
Ch.D. Palmer College of Chiropractic Florida

Rachel Karpf  
Ch.D. Palmer College of Chiropractic Florida  
B.S. Excelsior College

Rhoda Keener  
M.S. St. Francis University  
B.S. Goshen

Mark Kelley  
Ph.D. City University of New York  
M.A. City University of New York  
B.A. Boston University

Debora Ladner  
Ph.D. Jackson State University  
M.S. University South Alabama  
B.S. William Carey University

Daria LaFave  
M.A. University of Illinois  
B.A. University of Illinois

Bruce Laster  
M.B.A. Nova Southeastern University  
B.B.A. The College of Insurance

Joel Louis  
M.S. Nova Southeastern University
B.S. Florida Atlantic University
A.A. Palm Beach Community College
Rebekah Marsh
Ph.D. Iowa State University
M.A. University of Nebraska
B.A. Dana College

Gaye Lawrence
M.A. Florida Atlantic University
B.A. Florida State University
A.A. Broward Community College
Melissa McIntyre-Meisenburg
M.S. Florida Institute of Technology
B.S. Florida State University
A.A. Florida Community College

Japheth Light
M.S. Florida Institute of Technology
M.S. Clemson University
B.S. Clemson University
Airin Miller
M.F.A. Hollins University
B.A. Bennington College

Sharon Linne
M.A. State University of New York
B.A. State University of New York
A.A. Alfred State University
Margaret Miller-Butcher
Ph.D. University of Missouri
M.S. Arkansas State University
B.S. Arkansas State University

Michael Lowry
M.A. Kent State University
M.A. University of Akron
B.S. University of Akron
Eileen O’Grady
M.A. Austin Peay State University
B.A. University of Central Florida

Terence McGarvey
Ph.D. Loyola University of Chicago
M.S. Long Island University
B.A. Hofstra University
Laura O’Riorden
M.P.H. University of Florida
B.S. Lee University of Florida

Christina Nevel McGarvey
Ph.D. Allegheny University
M.S. Temple University
B.S. Gannon University
Robert Ortiz, UDC Political Science
Ph.D. Florida State University
M.A. University of Central Florida
B.A. University of Central Florida

Aimee Mackovic
M.A. Spalding University
B.A. Wake Forest University
Lynette Osborne
Ph.D. Purdue University
M.A. Old Dominion University
B.A. California State University

Diane McMurry
M.Ed. American College of Education
M.A. Northwestern State University
B.A. University of North Florida
David Popp
M.S. University of Hawaii
B.A. University of Hawaii

Patricia Manderville
M.A. University of South Florida
B.A. University of South Florida
Jamie Prusak
M.S. University of Central Florida
B.S. University of Central Florida

Marcella Marez
M.S. Fort Hays State University
B.A. Fort Hays State University
Russ Redd
D.C. Logan College of Chiropractic
B.S. North Carolina State
Jon Reynier  
Ph.D. University of Notre Dame  
M.A. University of South Florida  
B.A. University of South Florida

Donnette Thompson  
M.A. Nova Southeastern University  
B.A. University of the West Indies  
A.A. University of the West Indies

Jeremy Rodriguez  
M.A. New York Chiropractic College

Carol Upshaw  
Ph.D. Georgia State University  
B.S. Clemson University

Tara Ross  
Ph.D. Keiser University  
M.A. Ohio University  
B.A. University of Florida

James Van Allan  
Ph.D. Keiser University  
M.A. Florida Atlantic University

Howard Rubin  
M.S. Wake Forest University  
B.S. Guilford College

Zoltan Vamos  
M.S. Florida International University  
B.A. Florida International University  
A.S. Johnson & Wales University

Heather Ryerson  
M.S. Lee University  
B.A. Lee University

Julia Walker  
M.S. Georgia Southern University  
B.A. Louisiana State University

LaFanya W. Sanders  
M.S. Auburn University  
B.S. Xavier University

Kristy Wasmundt  
M.S. University of Phoenix  
B.A. University of Phoenix

John J. Schuler III  
M.F.A. Spalding University  
B.S. Spalding University

Wesley Wasmundt  
M.A. University of Illinois  
B.A. University of Illinois

Gilda Smith  
M.S. Ateneo de Manila University

Lisa Whitaker  
M.A. DePaul University  
B.A. Michigan State University

Tamara Smith  
D.C. Logan College of Chiropractic  
B.A. Alma College

Michael White  
M.A. Wright State University  
B.S. Wright State University

Janice Stone  
Ch.D. Logan University  
M.S. University of Phoenix  
B.S. University of Phoenix  
A.S. Chaffey Community College

Vanessa White  
Ph.D. Louisiana Tech University

Melissa Ann Sweeney  
M.A. Austin Peay State University  
B.A. Austin Peay State University

Margaret Williams  
M.S. University of Southern Mississippi  
B.A. Millsap College

Susanne Thomas  
M.A. Fort Hays State University

Robert Williams  
Ph.D. Rutgers University  
M.S. Rutgers University
B.A. Virginia Commonwealth University

Joel Wilson
M.A. Florida Atlantic University
B.A. Florida Atlantic University

Faculty – Graduate Latin Division
Maria Aponte
D.B.A. University of Phoenix
M.B.A. Metropolitan University, Puerto Rico

Aníbal Baez-Diaz
Ph.D. Kent State University
B.A. University of Rochester
B.B.A. University of Puerto Rico

Dennis Calderon
D.B.A. Grenoble Ecole de Management, France
M.A. University of Tennessee
B.S. California Lutheran University
A.S. Instituto Professional Diego Portales

Virginia Fierro-Renoy
Ph.D. Institute d’Etudes Politiques de Paris
M.A. Institute d’Etudes Politiques de Paris

Jose Flecha
D.B.A. Argosy University

Joaquin Lopez
Ph.D. Complutense University, Spain

Lydia Marques
Ph.D. Academy of Sciences of Cuba
M.S. University of Havana

Brenda Morales
Ph.D. Keiser University

Doris Morales-Rodriguez
Ph.D. Inter-American University of Puerto Rico

Angiemarie Rivera
Ph.D. Inter-American University of Puerto Rico

Ph.D. Berne University

Orlando Rivero
D.B.A. Argosy University

Luis Rodriguez
Ph.D. Walden University
M.B.A. University of Phoenix
B.A. University of Puerto Rico

Alberto Roldan
Ph.D. Capella University
M.B.A. Southern New Hampshire University
B.S. Southern New Hampshire University

Alberto Silva
Ph. D. University of Almeria

Juan Pablo Stegmann
Ph.D. The George Washington University
Ph.D. Pacific Western University

Faculty - Latin Division
Nancy Arcelay-Vargas
Ed.D. Argosy University
M.S.E. American Intercontinental University
M.P.H. University of Puerto Rico

Lynn-Darrell Bender
Ph.D. The George Washington University
M.A. The George Washington University

Patricia Betancourt
M.A. Portland State University

Fabio Chacon
M.B.A. Jacksonville University

Edaliz Ferrer
M.S. Boston University
B.A. University of Puerto Rico

Angela Gomez
M.A. Nova Southeastern University
M.B.A. University of Orleans
B.A. Externado University

Ricardo Guzman

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M.B.A. Keiser University  
M.B.A. University of Puerto Rico  

Isaac Kravetz  
M.B.A. University of Phoenix  

Raul Martinez-Arcelay  
M.B.A. University of Phoenix  
B.S. University of Puerto Rico  

Charity Mathews  
M.H.A. Florida Atlantic University  
B.S. University of Florida  

Judith Monrouzeau  
M.S. Capella University  
B.A. Interamerican University of Puerto Rico  

Celia Moya  
M.B.A. University of Phoenix  
B.A. Journalism University of Argentina  

Enid Naranjo  
J.D. Interamericana University School of Law  
B.A. University of Puerto Rico  

Shirley Naranjo Calderon  
M.A.T. Florida Atlantic University  
B.A. University of Costa Rica  

Andres Negro  
M.B.A. University of Miami School of Business  
M.S. University of Miami School of Business  
B.A. Keiser University  

Norma Pastor  
M.D. Universidad Autonoma de Santo Domingo, DR  

Julissa Paulino  
M.D. Autonomous University of Santo Domingo  

Saida Porta  
M.B.A. Nova Southeastern University  
B.A. Barry University  

Jose C. Remesan  
Ph.D. Academy of Sciences  
B.S. Havana University  

Alexandra Rodriguez  
M.S. University of Salamanca/Spain  
B.S. University of Phoenix  

Hernando Salcedo  
M.B.A. Keiser University  
Civil Engineer Gran Colombia University  

Nancy Santos  
M.B.A. Inter-American University of Puerto Rico  
B.B.A. University of New Orleans  

Milagros Silva  
M.S. Keiser University  

Fernando Susach  
Ph.D. Central University of Venezuela  
M.A. University of Barcelona  

Julissa Torres-Roman  
M.S. Montclair State University  

Anabel Veliz  
M.S. University of St. Francis  
B.S. Florida International University  

Yanet Villalon  
M.D. Institute of Medical Sciences of Havana Cuba  

Sara Wofford  
M.B.A. University of West Georgia  

Faculty - Medical Assisting/Health Service Administration/Health Sciences/Billing and Coding  
Yvette Acebo  
J.D. Saint Thomas University School of Law  
B.B.A. Florida International University  

Kathleen Andersen  
M.H.A. College of St. Francis  
B.S. Northern Illinois University
Melanie Phillips
M.B.A. Keiser University
B.S. Keiser University
A.S. Keiser University
O.A.D. National School of Technology

Kevon Pierre
Pharm.D. South University
M.P.H. Florida International University
B.S. Florida International University

Jennifer Pryor
M.S. University of St. Francis
B.S. University of St. Francis

Clyde Ramsumair
B.A. American Intercontinental University

Andrea Robins
M.S. Florida Institute of Technology
B.S. Washington College

Roberto Rodriguez
M.S. New York Chiropractic College
M.D. Higher Institute of Medical Sciences of Camaguey

Geanyra Sanchez
B.S. Florida International University

Kimberly Scott
M.B.A. Keiser University
B.S. Palm Beach Atlantic University

Shelly Sowers
M.B.A. Keiser University
B.A. Keiser University
A.S.N. Keiser University

Denneshia Spratt
M.A. Florida International University
B.A. Florida International University

Chanadra Young
M.S. Barry University
B.S. Florida Atlantic University
B.S. Florida A & M University

Faculty - Nursing
Linda A. Allen
M.S.N. Florida Atlantic University
B.S.N. Florida Atlantic University
A.S.N. Broward Community College

Cindy Coleman
Ph.D. University of Buffalo
M.S.N. University of Buffalo

Vicki Coombs
Ph.D. John Hopkins University
M.S. Miami University
B.A. Miami University

Pamela Embler
Ph.D. Nursing University of Tennessee
M.S.N. Mansfield University
B.S.N. Florida Hospital of Health Sciences

Donna Myers
M.S.N. Chamberlain College of Nursing
B.S.N. Chamberlain College of Nursing
A.D.N. Broward College

Anne-Marie Sawicki
M.S.N. Florida Atlantic University
B.S.N. Florida Atlantic University
A.A. Nursing Broward Community College

Faculty - Paralegal/Legal Studies
Elizabeth C. Barcena
L.L.M. University of Buffalo
J.D. University of Buffalo
B.S. Florida International University

Sheri Dennis
J.D. Benjamin N. Cardozo School of La
B.A. Columbia University

John Fry
J.D. University of Miami
B.S. University of Phoenix

George Kent
J.D. University of Florida
B.A. Notre Dame University

Ephrem Klein
J.D. Albany Law School
B.A. University at Albany

Jessica Lowenthal
J.D. Temple University School of Law
B.B.A. George Washington University

Arin Miller
L.L.M. University of Florida
J.D. University of Florida
B.A. Tulane University

Jamie Pala
J.D. Stetson University College of Law
B.S. Florida State University

Jessica Passman
J.D. University of Miami
B.S. University of Central Florida

Mark Pullin
J.D. University of Southern California
B.A. Creighton University

John Sullivan
J.D. Regent University
B.A. St. Leo University

Timothy Walsh
J.D. University of San Diego
B.A. College of Holy Cross

Zakkiyyah White
J.D. Nova Southeastern University
M.B.A. Nova Southeastern University
B.A. Howard University

**Faculty – Psychology**
Belinda Atchison
M.A. Wheaton College
B.A. Olivet Nazarene University

Sabina Balkaran
Ph.D. Walden University
M.B.A. University of Phoenix
M.A. University of Phoenix
B.S. Hunter College, NY

Jill Barton
Ph.D. Nova Southeastern University
B.S. Michigan State University

Richard Bernstein
Ph.D. University of South Florida
B.A. University of South Florida

Aaron Brown
M.S. University of Tennessee
B.A. Lee University

Donice Brown
M.A. Lee University

Raymond Brown
Ph.D. Wake Forest
M.A. Pepperdine University
B.S. Campbell University

Michael Cox
Ph.D. Walden University
M.A. Rollins University

Niyah Glover
Ph.D. Keiser University
M.A. University of the Rockies
B.A. Assistant Georgia Medical Institute

Andrea Goldstein
Ph.D. Miami Institute of Psychology
M.S. Miami Institute of Psychology
M.S. Nova Southeastern University
B.A. Florida Atlantic University

Mary Greisdorf
M.S. Nova Southeastern University
B.A. Florida Atlantic University

Jay Greiner
Ph.D. Michigan State University
M.A. Michigan State University
B.S. Alderson Broaddus College

Chelsea Hansen
Ph.D. Northcentral University
M.A. Northcentral University
B.A. Virginia Wesleyan College

Amber Lazarus
Kenneth Levitt
Ph.D. Stevens Institute of Technology
M.A. Stevens Institute of Technology
B.A. Stevens Institute of Technology

James Trevor Milliron
Ph.D. Fuller Theological Seminary
M.S. Fairleigh Dickinson University
B.S. University of Tennessee

Jessica Mioduszewski
Ph.D. Walden University
M.S. Niagara University
B.S. Long Island University

Michelle Moultrie-Hullender
M.A. Florida Atlantic University
M.A. University of West Georgia
B.S. University of Georgia

Amanda Razo
M.A. Chicago School of Professional Psychology
B.A. University of Colorado

Elizabeth Reyes-Fournier
Ph.D. Keiser University
M.A. Loyala Marymount University
B.A. Loyala Marymount University

Bruce Selvage
Ph.D. Pacifica Graduate Institute
M.S. Lee University
B.A. Lee University

Kristine Spinks
Ph.D. Walden University
M.A. Webster University
B.S. South Florida University

Emily Stone
Ph.D. University of Wales
M.A. Capella University
B.A. Lee University

Renita Wellman
Ph.D. University of British Columbia
M.S. University of British Columbia

**Fort Myers Campus**

**Campus President**
Nancy Tedros
M.B.A. Southern California University of Professional Studies
B.S.W. Minnesota State University

**Dean of Academic Affairs**
Amy Teprovich
Ed.D. Nova Southeastern University
M.S. Canisius College
B.A. Canisius College

**Associate Dean of Academic Affairs**
Eugenio Jimenez
Ph.D. Florida State University
M.A. University of Havana
B.A. University of Havana

Robert L. Knox, Jr.
M.A. Webster University
B.S. Park College

**Registrar**
Marie Dizaine
M.B.A. Keiser University
B.S. Florida Gulf Coast University

**Assistant Registrar**
Kathleen Morelli
B.A. Queens University
A.A.S. Western Dakota Technical

**Assistant Registrar/Academic Administrative Assistant**
Ellen McHugh
B.S. University of Florida

**Librarian**
Robert Martindale
M.L.I.S. University of South Florida
B.A. University of South Florida
Assistant Librarian
Charity Williams
M.L.I.S. Florida State University
B.S. Florida State University

Writing Studio Coordinator
Jason Farrell
M.A. Texas Tech University
B.A. Miami University

Director of Admissions
Jacqueline Reeves
Ed.D. Nova Southeastern University
M.S. University of Central Florida
B.S. University of Central Florida

Associate Director of Admissions
Asonté Boyd
B.A. University of South Florida

Senior Admissions Counselors
Smyne Antoine
B.A. Bethune Cookman University

Renee Seals
B.S. Northern Michigan University

Isabel Valenzuela
M.S. Kaplan University
B.A. Keiser University

Admissions Counselors
Natalie Archambault
B.C.T. Pigier College

Kandrick Barnes
M.S. Nova Southeastern University
B.S. Bethune Cookman University

Bernadette Clancy
B.S. Southern Technical College

Nicole Jordan
B.A. University of South Florida

Vanessa Mina
B.A. Northern Kentucky University

Alvena Paul
B.A. Florida Gulf Coast University

Teresa Sapp Furlow
B.A. Bethune Cookman University

Kayleah Taylor
B.A. Palm Beach Atlantic University

Beth Young
B.S. Cheyney University

Director of Financial Aid
Olker Alver
B.A. Florida International University

Associate Director of Financial Aid
Anaily Sanchez
M.B.A. Nova Southeastern University
B.A. American Intercontinental University

Senior Financial Aid Officer
Shamia Alexander
B.S. Florida Gulf Coast University

Sean Connolly
M.B.A. Southern New Hampshire University
B.S.A. Southern New Hampshire University

Financial Aid Officer
Josefina Brea
B.S. Ibero-American University

Julio Nicolas
B.A. Business Administration - Finance

Ania Villalonga
M.S. University of Ciego de Avila
B.S. University of Ciego de Avila

Bursar
Melanie Wright
B.S. Lynn University

Assistant Bursar
Lorena Sarmiento
A.S. Keiser University
<table>
<thead>
<tr>
<th><strong>Director of Student Services</strong></th>
<th>Annie Gannucci</th>
</tr>
</thead>
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<tr>
<td>B.A. Florida Gulf Coast University</td>
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<tr>
<th><strong>Associate Director of Student Services</strong></th>
<th>Joshua Ward</th>
</tr>
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<td>B.A. Delaware State University</td>
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<tr>
<th><strong>Administrative Assistant</strong></th>
<th>Lu Ann Pigott</th>
</tr>
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<tr>
<th><strong>Receptionists</strong></th>
<th>Kathryn Bringman</th>
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<th><strong>Receptionists</strong></th>
<th>Cordelia Jordan</th>
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<tr>
<th><strong>Faculty – General Education</strong></th>
<th>Nancy Buzzurro</th>
</tr>
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<tr>
<td>M.S. Fordham University</td>
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<td>B.A. Manhattanville College</td>
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<tr>
<th><strong>Faculty – General Education</strong></th>
<th>Bradley Hansen</th>
</tr>
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<tr>
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<tr>
<th><strong>Faculty – General Education</strong></th>
<th>Joseph Kunicki</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
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<th>Heather Lawton</th>
</tr>
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Stephanie Russell  
J.D. Barry University  
M.S. National University  
B.A. Saginaw Valley State University

**Faculty – Diagnostic Medical Sonography**  
Angela Chang  
B.S. Keiser University  
A.S. Davenport University

Sandra Chestnut  
M.S. Keiser University  
B.S. Oregon Institute of Technology  
A.S. Hillsborough Community College

Lauren Masony  
B.S. Southern Technical College  
A.S. Kettering College

Amy Sanford  
A.S. Northern Virginia Community College

Monica Scherl  
B.S. Youngstown State University

**Faculty – Information Technology/Cyber Security**  
Ken Belcher  
Ph.D. Northcentral University  
M.A. Webster University  
B.S. West Virginia University  
A.A. Community College of the Air Force

Theresa Curran  
Ph.D. Nova Southeastern University  
M.A. American Public University  
B.S. American Public University

Rob Durrance  
M.S. Florida State University

B.S. American Intercontinental University

Jeff Tunney  
M.B.A. Bentley University  
B.B.A. University of Massachusetts

Brian Wallace  
M.S. Hodges University  
B.S. Hodges University

**Faculty – Medical Assisting**  
Brenda Roldan  
M.S. Trident University International  
B.S. Southwest Florida College  
A.S. Southwest Florida College

Kate Tebbe  
B.A. Ashford University

**Faculty-Nursing**  
Daneen Breitenbach  
M.S.N. Southern New Hampshire University  
B.S.N. Eastern Mennonite University  
A.S.N. Lancaster General College

Lisa Campbell  
M.S.N. Florida Gulf Coast University  
B.S.N. Chamberlain College  
A.S.N. Edison State College

B. Terry Churaman  
D.N.P. Florida Gulf Coast University  
B.S.N. Edison State College  
A.A. Edison State College

Casey Cummins  
M.S.N. Western Governors University  
B.S.N. Western Governors University  
A.S.N. Ivy Tech Community College

Teresa Flowers  
M.S.N. University of Phoenix  
B.S.N. University of Phoenix  
A.S.N. Santa Fe Community College

Natalie Hall  
M.S.N. University of Phoenix  
B.S. Murray State University
Karen Leaton  
M.S.N. Drexel University  
B.S.N. University of Pittsburgh

Ruth Milien Jonathas  
D.N.P. Frontier Nursing University  
B.S.N. Nova Southeastern University  
B.S. University of Phoenix  
A.A. Miami Dade College

Susannah Reed  
M.S. Philadelphia University  
B.S.N. Excelsior College

Whitney Roberts  
M.S.N. University of Phoenix  
B.A. University of Kentucky  
A.D.N. Galen College of Nursing

Vanessa Sheehy  
Ph.D. Capella University  
M.S.N. South University  
B.S.N. Graceland University  
A.S.N. New Hampshire Technical Institute

Coleen Smart  
M.S.N. University of Hartford  
B.S.N. University of Hartford  
A.S.N. Naugatuck Valley Community College

Kathy Stafford  
M.S.N. Florida Atlantic University  
B.S.N. Florida International University  
A.S.N. Miami Dade College

Madeline “Carol” Weis  
M.S.N. Nova Southeastern University  
B.S.N. Southeastern Louisiana University

**Faculty– Occupational Therapy**  
Anita Abuathareh  
O.T.D. Rocky Mountain University of Health Professions  
M.S. Florida International University  
A.A. Miami Dade College

Therese Cinotto  
B.S. Colorado State University

Karen Davis  
M.S. Boston University  
B.A. American University

Tina Gelpi  
O.T.D. Nova Southeastern University  
M.S. University of Kansas  
B.S. University of Kansas

Diana Guest  
O.T.D. Nova Southeastern University  
M.S. University of Western Ontario  
B.S. Western Michigan University  
A.A. Concordia College

Selena Pemberton  
M.S. University of St. Augustine  
B.S. University of South Florida

**Faculty– Physical Therapy Assistant**  
Kimberly Salyers  
Ed.D. American College of Education  
M.A. University of Phoenix  
B.S. Ohio Valley University  
A.S. Central Ohio Technical College

**Faculty– Sports Medicine & Fitness Technology**  
Brian Bochette  
D.P.T. University of South Florida  
M.S. Florida Gulf Coast University  
B.S. Florida Gulf Coast University

Jeffrey Williams  
M.S. California University of Pennsylvania  
B.S. Eastern Connecticut State University

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B.S. Jackson State University

Director of Student Services
Barbara Vick
B.A. Jacksonville University

Associate Director of Financial Aid
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A.A. Florida State University

Associate Director of Student Services
Talia Caira
M.Ed. University of North Florida
B.A. Florida Gulf Coast University

Librarians
Lynn Mayfield
M.S.L.I.S. Florida State University
B.S. Tennessee Temple University

Deborah Williams
M.A. University of South Florida
M.P.A. Temple University
B.S. The Pennsylvania State University

Student Success Coordinator
Deborah Jones
Ed.D. University of Sarasota
M.Ed. Southern Arkansas University
B.S. Southern Arkansas University

Registrars
Julie Gerjevic
MBA Keiser University
B.S. Bellevue University

Assistant Registrar
Melissa Dunfee

Veronica Jara
B.A. Interamericana University of Puerto Rico

Bursar
Saramma Parchment
B.S. College of Staten Island

Assistant Bursar
Melissa Dunfee

Community Relations Coordinator
Jermaine Thomas
MBA University of Phoenix
B.S. Grambling State University
A.S. Grambling State University

Admissions Counselors
Walter Key
M.S.Ed. North Florida Theological Seminary
B.S. Clearwater Christian College

Ronald Lewis
B.S. Florida State University

Robin Manning
B.B.A. Florida Atlantic University

Praveena Nages
B.A. University of South Florida

Kimberly Pickering
B.S. Florida Southern College

Anthony Stanley
B.S. Liberty University

Chris Terry
M.A. Webster University
B.S. Columbia College

Receptionists
Sherri Flott
Victoria Redden

Financial Aid Officers
Debbie Bennett

Patricia Perez
B.A. Interamerica University of Puerto Rico

Abraham Otero
B.S. Electronic Data Processing Hato Rey P.R.
A.S. Electronic Data Processing Hato Rey P.R.

Faculty – Business Administration
Gunnar Huber, Program Director
J.D. Nova Southeastern University
MBA University of Phoenix
B.S. University of Central Florida

Jeremy Smith
DBA Capella University
MBA University of Miami
B.S. Colorado Technical University

Faculty – Biomedical Sciences
Peter Zanzonico, Program Director
M.D. Universidad Fedirico Henriquez Ycarbajal
M.H.A. Seton Hall University
M.B.S. University of Medical Dentistry (Rutgers)

Faculty – Crime Scene Technology
Lisa Santore
M.S. University of Florida
M.A. Excelsior College
B.A. State University of New York at Alabama

Faculty – Criminal Justice
Michael Rutledge, Program Director
Ed.D Nova Southeastern University
M.S. Troy University
M.A. University of Phoenix
B.A. University of North Florida

Eric Quarles
Ph.D. Walden University
M.S. Central Michigan University
B.A. St. Leo University

Faculty – Forensic Investigations
Tom Brady
M.S. The George Washington University
B.S. Northeastern University

Faculty – General Education
Brian Hobbs, Program Coordinator
M.A. State University of New York
B.A. State University of New York
Theodres Aboye  
M.A. Ball State University  
B.S. Indiana University

Taylor Brit  
M.S. University of Florida  
B.A. Coker College

Kasyapa Chitta  
Ph.D. University of Hyderabad  
M.S. University of Hyderabad  
B.S. Andhra University

Tamara Gebelt  
Ph.D. Louisiana State University  
M.A. University of South Carolina  
B.F.A Northern Kentucky University  
B.A. Northern Kentucky University

Melissa LaChance  
M.A Stetson University  
B.A. Barnard College of Columbia University

Michael Zelin  
Ph.D. Tomsk State University  
M.S. Ural State Aviation Technological University  
B.S. Ural State Aviation Technological University

Faculty - Information Technology  
Douglas Figueroa, Program Director  
M.S. Webster University  
B.A. Webster University

Michael Carroll  
M.A. Webster University  
B.S. Southern Illinois University

Faculty - Nursing  
Terry Hagy, Program Director  
M.S.N. Grand Canyon University  
B.S.N. University of Phoenix  
A.S.N. St. Johns River College

Terasa Banks  
M.S.N. Chamberlin College of Nursing  
B.S.N. University of Central Florida  
A.S.N. Santa Fe College

Lorrie Dooley  
M.S.N. University of Phoenix  
B.S.N. William Patterson University

Katherine Frederick  
M.S.N. University of South Alabama  
B.S.N. University of South Alabama

Charlotte McMiller-Green  
M.S.N. University of Phoenix  
B.S.N. University of Phoenix  
A.S.N. Florida Community College

Christy Wagner  
ANP University of Florida  
M.S.N. University of Florida  
B.S.N. University of Florida  
A.S.N. Florida State College of Jacksonville

Faculty – Occupational Therapy Assistant  
Melissa Sevestre, Program Director  
MOT Nova Southeastern University  
B.S. University of Central Florida

Divya Desai  
OTD Virginia Commonwealth University  
MSOT Tufts University  
B.O.Th. T.N. Medical College India

Andre Johnson, Academic Fieldwork Coordinator  
B.S. Keiser University  
A.S. Keiser University

Nishi Patel Brahmbhatt  
MOT University of Texas  
B.S. Texas State University

Michael Taylor  
B.S. Medical College of Georgia  
B.G.S. Armstrong State College

Faculty – Physical Therapist Assistant  
Mitchell T. Maione, Program Director  
Ph.D. Nova Southeastern University  
D.P.T. University of Medicine and Dentistry of New Jersey  
B.S. Hunter College
A.A.S. Essex County College
Deborah Gordon
M.S.P.T. University of Maryland
B.S. University of Maryland

Natalya Lezhak
D.P.T. College of St. Scholastica
M.S.P.T. College of Staten Island
B.S. College of Staten Island

Corina Santos
D.P.T. Northern Arizona University
B.S. Northern Arizona University

Dawn Sparkman
D.P.T. University of South Florida
B.S. Florida A & M University
A.S. Gulf Coast State College

**Faculty - Radiologic Technology**
Donna Dean, Program Director
M.S. Keiser University
B.S. Florida Hospital College of Health Sciences
A.S.R.T. Santa Fe College

Mandy Colwell, Clinical Coordinator
M.S. Keiser University
B.S. University of West Florida
A.S. University of West Florida

Jamie Love
B.S. Grand Canyon University
A.S.R.T. Santa Fe Community College

Rebecca Lopez
M.A.E. Marion University
B.S.R.T. Marion University
A.S.R.T. Keiser University

**Faculty – Sports Medicine**
Ryan Fairall, Program Director
Ph.D. Seton Hall University
M.S. California University of Pennsylvania
B.S. Long Island University

Melissa Hartman
M.S. University of North Florida

M.Ed. University of Georgia
B.A. University of San Diego

**Lakeland Campus**

**Campus President**
Melody Rider
Ed.D. Capella University
M.A. New England College of Business
M.B.A. AIU
B.A. California Lutheran University

**Assistant to the Campus President**
Monica Massey
B.A. Warner University
A.A. Polk State College

**Dean of Academic Affairs**
N. Karen Steverson
D.B.A. Keiser University
J.D. Stetson University
M.B.A. Webber International University
B.A. Warner University

**Associate Deans**
Sandra Calvert
Ph.D. University of Toledo
M.S. University of Dayton
B.A. Ohio Northern University

Merrie Beth Lake
M.A. University of South Florida
B.A. Rollins College

Sandra Thiele
M.A. Barry University
B.A. Florida International University

Hal Trindle
M.S.E.D. Keiser University
B.S. Misericordia College

**Academic Associate**
Stephen “Blake” Hasenzahl
A.S. Polk State College

**Librarian**
Karyn Zelbovitz
Ph.D. Keiser University
M.L.I.S. University of South Florida
M.S. Nova Southeastern University
B.A. Sonoma State University

Assistant Librarians
Carissa Corpus
M.L.I.S. Florida State University
B.S. Florida State University

Elizabeth Brown Kolbe
M.L.I.S. Florida State University
B.A. University of Central Florida

Kayla Ralston
M.L.I.S. University of South Florida
B.A. University of South Florida

Writing Studio Coordinator

Registrar
Lawanda Bailey
A.A. Keiser University

Associate Registrars
Katherine “Kelly” Lowe
B.S. Florida Southern University

Revena Thomas
B.A. California State University of Sacramento

Chanelle Wilcox
B.S. Saint Xavier University

Director of Financial Aid
Kevin Vermeal
B.S. Stockton University

Associate Directors of Financial Aid
Julia Huerta
B.A. University of South Florida

Paula McQuilken
A.A. Keiser University

Senior Financial Aid Officer
Danielle Mills
B.A. University of South Florida

Jennifer Pereira

Financial Aid Officers
Martha Alexander
B.A University of South Florida

Velma Aponte
M.B.A. University of Phoenix

Terri Cisco
B.S. Florida Technical College

Deborah Hoffman
B.A. Louisiana College

Avanti Johnson-Lescott
B.S. University of Florida

Carla Kirby
B.S. Kaplan University

James Lichty
B.A. University of Phoenix

Ivonne Rodriguez
B.S. University of South Florida

Director of Student Services
Carly Evans
B.A. University of Florida

Associate Director of Student Services
Dawn Crawford
B.A. University of Florida

Student Services Coordinators
Brian Miller
B.S. University of South Florida

Tori Walker
B.A. University of Central Florida

Senior Director of Admissions
Kimberly Sheffield
B.A. Florida Southern College

Associate Directors of Admissions
Tony Abruscato
M.B.A University of Phoenix
B.S. University of Phoenix
Jennifer May  
M.S. Keiser University  
B.S. Webber International University

Joshua McDonald  
M.S. Bay Path University  
B.S. University of Central Florida

Greg Pelz  
M.B.A. Keiser University  
B.A. Holy Family University

Senior Admissions Counselors  
Tina Jenkins  
M.S. Keiser University  
B.A. Colorado Technical University

Emmerson Washington  
B.S. Florida State University

Admissions Counselors  
Joseph Agostinelli  
M.B.A. Clarion University  
B.S. Clarion University  
B.A. University of Pittsburgh

Samantha Bangley  
B.S. Florida Atlantic University

Sheikala Benjamin  
B.A. Warner University

Heather Carter  
B.S. Radford University

Christian Cope  
B.A. University of Central Florida

Daniel Eagles  
B.A. University of New Haven

Jael Gonzalez De Valle  
M.A. University of New Mexico  
B.A. University of New Mexico  
Jennifer Green  
B.A. University of South Florida

Jenny Kent  
B.S. Florida Southern College

Erin McCauley  
B.S. Fairmont State University

Christopher Nelson  
B.S. Liberty University

David Sophia  
B.A. University of Florida

Micah Vanzant  
M.B.A. Liberty University  
B.S. Clarks Summit University

Natalie Wizda  
B.S. Missouri State University

Admissions Officers  
Derek Adams  
B.A. Indiana State University

Kathleen Merchant

Assistant to the Director of Admissions  
Judith Latham  
A.A. Salem Community College

Director of Student Accounts  
Greg Aghoian  
B.A. Bradford College

Bursars  
Cassie Dewey  
B.A. Cardinal Cushing College

Amanda Keene  
B.A. Polk State College

Kathi Moran

Receptionists  
Regina Castilleja  
Aimee Covington  
Amber Fanfan  
Linda Peter

Faculty – Business Administration  
Brian Frank  
D.M. University of Phoenix
M.A. Webster University
B.A. Strayer University

Tracy Whitfield, Program Director
D.M. University of Phoenix
M.B.A. University of Phoenix
B.S. Indiana University of PA

**Faculty – Criminal Justice & Forensic Investigations**
Louis Giampavolo
M.S. Saint Leo University
B.A. Saint Leo University

Elisa Martin
M.S. Saint Leo University
B.S. Embry-Riddle Aeronautical University
A.S. Community College of the Air Force

Brian McNulty, Program Director
M.S. Saint Leo University
B.S. IONA College

**Faculty - Computer Science and Technology**
John Hines, Information Technology, Program Director
M.S. Arkansas State University
B.A. Arkansas State University

Steve Munson
B.S. Keiser University
B.S. University of Phoenix
A.S. Community College of the Air Force

Greg Williams, Graphics & Design, Program Director
B.S. University of South Florida

**Faculty – Dietetics and Nutrition**
James Gegenheimer
M.S. Florida State University
B.S. Florida State University

Deborah Hix
Ph.D. Kansas State University
B.S. Truman State University

Mary Beth Kavanagh, Program Director
M.S. Case Western Reserve

B.S. Kent State University

Maria Spicer
Ph.D. Oklahoma State University
M.S. Michigan State University
B.S. University of the Philippines

**Faculty – Exercise Science**
John Hatten, Program Director
Ph.D. Florida State University
M.S. Florida State University
B.S. Florida State University

Laura Leslie
M.E. University of Texas
B.A. Ripon College

**Faculty - General Education**
Jane Clay
Ph.D. St. John’s University
M.A. King’s College London
B.A. St. Joseph’s College

Yasoma Hulathdowa
Ph.D. Louisiana State University
B.S. University of Sri Jayewardenepura

Evgeny Martinenko
Ph.D. University of Central Florida
M.S. University of Central Florida
M.A. University of Central Florida

Joseph McLeod
M.A. University of Central Florida
B.A. Palm Beach Atlantic University
Carlos Molinares-Ballesteros
Ph.D. University of South Florida
M.S. University of Puerto Rico
B.S. Universidad del Atlantico

Scott Moore
Doctor of Chiropractic, New York Chiropractic College
B.S. Florida Southern College

Patricia Nereim
M.S. Nova Southeastern University
B.A. Clearwater Christian College
Jonathan Nielsen  
M.S. University of North Florida  
B.S. University of Florida

Helen Oderinde  
Ed.D. Nova Southeastern University  
M.S. Augusta State University  
B.A. Wesleyan College

Joseph Powell  
M.D. St. Matthew’s University School of Medicine  
M.Sc. Wayne State University  
B.S. University of California, Davis

Weda Shalika Silva  
Ph.D. Texas Tech University  
M.Sc. Texas Tech University  
B.S. University of Sri Jayewardenepura Sri Lanka

Valentina Tsoneva  
M.A. University of South Florida  
M.A. Veliko Trunovo University  
B.A. Teacher’s College of Silistra

**Faculty – Legal Studies**

Terri Rawasia, Program Director  
J.D. Florida State University  
B.A. University of West Florida

**Faculty - Medical Assisting Science**

Stephanie Estok  
B.S. Keiser University  
A.S. Keiser University

Kevin Hix, Program Director  
B.S. Keiser University  
A.S. Keiser University

Suzanne Murphy  
B.S. Keiser University  
A.S. Keiser University  
A.S. The Art Institute of Fort Lauderdale

**Faculty - Nuclear Medicine**

Robert Blosser  
B.S. Wheeling Jesuit University  
Jasmin Miller, Program Director

D.B.A. Keiser University  
M.B.A. Keiser University  
B.S. Edinborough University of Pennsylvania

**Faculty – Nursing**

Suman John  
D.N.P. Keiser University  
M.S. Florida Southern College  
B.S. Excelsior College

Kimberly Johnson  
M.S.N. Keiser University  
B.S.N. Keiser University  
A.S. Keiser University

Sue Ann Mahoney  
Ph.D. Keiser University  
M.S.N. University of South Alabama  
B.S.N. Barton College

Kimberly Mekler  
M.S.N. University of Phoenix  
B.S. University of Phoenix

Karen Osbeck  
M.S.N. University of South Florida  
B.S.N. University of South Florida

Kimberly Presto, BSN Program Director  
M.S.N. Walden University  
A.S.N. Polk State

Lucinda Rowand  
M.S.N. Florida Southern College  
A.S.N. Polk State

Carlos Soto  
M.S.N. University of Puerto Rico  
B.S.N. University of Puerto Rico

Andrea Vanorio, ASN Program Director  
M.S.N. Walden University  
A.S.N. Midway University

**Faculty – Physical Therapy Assisting**

Fortunato Franco, Program Director  
D.P.T. AT Still University  
B.S. Emilio Aguinaldo College
Amparo Hernandez  
D.P.T. Utica College  
B.S. University of Connecticut  
B.S. Stony Brook University  

Jenae Jackson  
D.P.T. University of South Alabama  
B.S. University of Southern Mississippi  

Kelsey Ledford  
D.P.T. Southwest Baptist University  
C.O.M.T. Ola Grimsby Institute  
B.S. Southwest Baptist University  

**Faculty – Radiation Therapy**  
Stacy Fritz  
B.S. Central Michigan University  
A.S. Hillsborough Community College  

Jennifer Hsu, Program Director  
M.S. Brenau University  
B.A. Ottawa University  
A.S. Erie Community College  

**Faculty - Radiologic Technology**  
Kelly Arnone  
D.H.S. Nova Southeastern University  
M.S. Jefferson School of Health Professions  
B.S. Florida Hospital College  
A.S. Indian River Community College  

Clay Corcoran  
B.S. Keiser University  
A.S. Keiser University  

Teresa Anne Thomas  
Ph.D. Capella University  
M.A. University of Phoenix  
B.S.R.S. St. Joseph’s College  

Trena Villeneuve  
B.S. Adventist University  
A.S. Keiser University  

**Melbourne Campus**  
Campus President  
Colleen Browne  

M.B.A. Everglades University  
B.S. State University of New York at Oswego  

**Dean of Academic Affairs**  
Karen Runk  
M.Ed. Temple University  
B.S.N. Cedar Crest College  

**Dean of Culinary Arts**  
James McGuinness  
B.A. Adelphi University  

**Librarians**  
Carol Crawford  
M.L.I.S. University of South Florida  
B.A. University of Central Florida  

Richard Shea  
M.L.I.S. University of Oklahoma  
B.A. University of North Florida  

**Director of Financial Aid**  
Anthony Burke  
M.B.A. Ashford University  
B.S. Everest University  

**Director of Student Services**  
Jerry Scott  
M.A.A. Barry University  
M.A. Ashford University  

**Director of Admissions**  
Ashley Neff  
B.A. University of Central Florida  

**Registrar**  
Susan Lockman  

**Writing Studio Coordinator**  
Ashley Massie  
M.A. University of West Florida  
B.A. University of West Florida  

**Bursar**  
Ann Oleson  
B.A. Florida State University  

**Associate Dean of Academic Affairs**  
Donald Vest
M.S. Capella University
B.S. University of Maryland

**Associate Dean of Academic Affairs**
Don Benson
M.Ed. American College of Education
B.S. Keiser University

**Associate Director of Student Services**
Della Jordan
B.A. St. Leo University

**Student Services Coordinator**
Troy Downey
B.A. North Central College

**Associate Director of Admissions**
Jennifer DeBolt
B.A. Hofstra University

**Senior Admissions Counselor**
Derrick Hayes
B.A. University of South Carolina

Edward Yoho
M.F.A. Lindenwood University
B.S. Florida State University

**Admissions Counselors**
Hernando Cevallos
B.S. Florida International University

Stephen Emberley
B.A. University of Massachusetts

Weston Lock
B.A. University of Central Florida

James Chad Marsh
M.S. National University
B.A. National University

Gianna Micozzi
B.S Pennsylvania State University

Ronelle Mook
B.A. Kaplan University

Linda Prevalon

B.A. University of Memphis
Simonne Sembler
B.A. University of Arts

Sara Streit
B.S. Florida Institute of Technology

Janel Troxel
B.S. West Chester University

**Community Relations Coordinators**
Christen Pocius
B.A. Valdosta State University

**Assistant Bursars**
Kimberly Henry
A.A. Northwest Louisiana College

Debbie Norwillo
B.A. St. Leo University

**Continuing Education**
Diana Brimo

**Senior Financial Aid Officer**
Jimmisha Dukes
B.A. Florida Memorial University

**Financial Aid Officers**
Chari Brown
A.A. Mississippi Gulf Coast Community College

Patricia Dalton
A.S. Florida Metropolitan University

Trixie Stengle
B.A. Saint Leo University

Estrella Velazquez
B.B.A. Loyola University

Peter Winschuh
B.S. Palm Beach Atlantic University

**Assistant Registrars**
Tracy Martin
B.S. William Patterson University
Assistant to the Campus President
Teresa Leib
A.S. Keiser University

Assistant to the Dean of Academic Affairs
Lavar Nichols
A.A. Eastern Florida State College

Assistant to the Director of Admissions
Nicole Mitchell
B.A. Wright State University

Receptionist
AnnMarie Bly
A.A. Minneapolis Business College

Faculty – Biomedical Sciences
Kevin McGarry, University Department Chair
Ph.D. Florida Institute of Technology
B.S. Florida Institute of Technology

Faculty - Business
Adolfo Cardona, Program Director
Ph.D. Trident University
M.B.A. University of St. Thomas

Katherine Emerson
M.B.A. Webster University
B.S. California State University San Marcos

Faculty - Computer Science and Technology
Information Technology
George Lee IV
B.S. Keiser University

Network Systems and Data Communications
Ali Bendallah, Program Director
Ph.D. Florida Institute of Technology
M.S. Florida Institute of Technology

Software Engineering
Akram Bou-Ghannam
Ph.D. University of Florida
M.S. University of Florida

Faculty - Culinary Arts
James McGuinness, Dean of Culinary Arts

B.A. Adelphi University
John Curtis
A.S. Manatee Community College

William Jung
B.S. University of Florida

Faculty - Diagnostic Medical Sonography
Vishwanarayan Singh, Program Director
M.D. Minsk Medical Institute
Certificates
Michener Institute

Sheila Kaiser
A.S. Keiser University
A.A. Brevard Community College

Stewart Sockol
B.A. University of South Florida

Faculty – Dietetics and Nutrition
Jessica Weissman – Department Chair,
Program Director
Ph.D. Florida International University
M.S. Florida International University
B.S.E. Florida Atlantic University

Sarah Brunnig
M.P.H. University of Massachusetts
M.S. University of Georgia
B.S. Wake Forest University

Sharon Hunter
M.S. University of Tennessee
B.S. Georgia Southern University

Faculty - General Education
Ramona Birmingham
M.H.A. Florida Institute of Technology
M.S. Florida Institute of Technology
B.A. University of Central Florida

Brett Butler
M.A. Abilene Christian University
B.A. Palm Beach Atlantic University

Julie Clements
M.S. Florida Institute of Technology
B.S. Florida Institute of Technology
Souzan Habashy  
M.D. Alexandria University  

Jeffery Hatcher  
Ph.D. University of Central Florida  
M.S. University of Central Florida  
B.S. University of Central Florida  

Robert LaRocca  
M.S. University of Phoenix  
B.S. Everglades University  

Jennifer Lashley  
M.S. University of West Florida  
B.S. Florida State University  

Tamara Maxwell  
D.C. Palmer College of Chiropractic  
B.A. Florida Atlantic University  

Shannon Rauwerda  
M.A. San Jose State University  
B.A. San Jose State University  

Ethan Russell  
M.S. Florida Institute of Technology  
B.A. University of South Florida  

Michelina Sicignano  
Ph.D. Florida Institute of Technology  
M.S. Florida Institute of Technology  
B.A. University of Florida  

Kristin Wallace  
Ph.D. Capella University  
M.A. University of Central Florida  
B.S. Florida State University  

**Faculty – Homeland Security**  
Richard F. Albarano, University Department Chair, Program Director  
Ph.D. Nova Southeastern University  
M.S. University of Central Florida  
M.S. California University of Pennsylvania  
B.A. California University of Pennsylvania  

**Faculty - Medical Assisting**  
Rose Farhat, Program Director  
B.S. Keiser University  

**Faculty - Nursing**  
Bobbi Kolehmainen, Program Director  
D.N.P. Grand Canyon University  
M.S.N. Keiser University  
B.S.N. Keiser University  

Dy, Erin  
Ph.D. Capella University  
M.S.N. Ball State University  
B.S.N. St. Joseph’s College  

Daniel Perry  
M.S.N. Walden University  
A.S.N. Keiser University  

Susan Rivers  
M.S.N. University of Alabama in Birmingham  
B.S.N. The Medical College of Georgia  

Sharnel Smith  
M.S.N Grand Canyon University  
B.S. Columbia International University  

Debbie Sparks  
M.S.N. University of Kansas Medical Center  
B.S.N. Chamberlain College of Nursing  

Judy Ulrich-Weaver  
M.S.N. Oral Roberts University  
B.S.N. William Patterson University  

Catrina Welch  
M.S.N. University of Central Florida  
B.S.N. University of Central Florida  

**Faculty - Occupational Therapy Assistant**  
Kris Bishop, Program Director  
M.B.A. Keiser University  
B.S. Keiser University
Mica Allen
M.S. Belmont University
A.S. Keiser University

Kerri Hanger
B.S. Florida Gulf Coast University
A.S. Keiser University

Georgia Robbins
B.S. Keiser University
A.S. Keiser University

Crystal Young
M.S.Ed. Keiser University
B.S. Keiser University

Faculty – Physical Therapist Assistant
Gabriel Mendez
B.S. Keiser University

Faculty – Radiation Therapy
Joshua Spreadbury, Program Director
B.S. Keiser University

Beverly Beach
A.S. Keiser University

Faculty - Radiologic Technology
Julie Koehler, Program Director
M.H.A. University of Phoenix
B.S. Palm Beach Atlantic University

Jacquelynn Bachman
M.Ed Keiser University
B.S. Austin Peay State University

Laura Thistle
B.S. Keiser University
A.S. Keiser University

Michele Tunick
B.S. Shenandoah University

Faculty - Sports Medicine and Fitness Technology
Ryan Zeisloft
M.S. University of Central Florida
B.S. University of Central Florida

Miami Campus
Campus President
Lorraine V. Beach
M.S.Ed. SUNY Oneonta
B.S. SUNY Oneonta

Dean of Academic Affairs
Cristy Sibila
Ed. D. University of Miami
M.S. Florida State University
B.S. Florida State University

Associate Deans of Academic Affairs
Yoandra Gomez-Uncu
M.D. Complutense University of Madrid
M.D. Superior Institute of Medical Sciences (Cuba)

Michelle Armand
M.S. Florida International University
B.S. Florida State University

Director of Financial Aid
Ruben Lugo
B.S Florida International University

Director of Student Services
Carmen Perez-Padron
M.S. Ed. Keiser University
B.S. Florida International University

Director of Admissions
Christina Caras
B.A. Argosy University

Bursars
Kimiya Smith
M.B.A. Nova Southeastern University

Sara Coello
B.S. Accounting Instituto Moderno

Writing Studio
Megan Markowitz
B.A. University of Miami

Registrars
Natalie Torres
Bertha Hernandez  
BA Florida International University

Financial Aid Administrators
Belgis Fonseca  
B.S. Barry University

Nelly Hernandez  
B.A. Carlos Albizu University

Anna Gonzalez  
A.S. Keiser University

Adriana Mendiluza  
M.A. Concordia University

Elsa Bermudez  
B.A. Carlos Albizu University

Tania Franklin

Alejandra Molina  
B.S. Florida National University

Scott Clarke  
B.A. Mount Royal University

Admission Counselors
Alan Arellano  
B.S. Florida State University

Michela Lee-Lusan  
M.A. Savannah College of Art & Design

Ines Melendez  
M.A. University of Puerto Rico  
B.A. Puerto Rico University

Wanda Ramos  
B.A. Inter-American University (Puerto Rico)

Maria Daetz  
B.A. Atlanta University

Valerie Rios  
B.A St. Thomas University  
M. A. Emerson College

Nicole Harris  
B.S. Troy University

Sade Coleman  
BA Rutgers University  
M.S.W. Columbia University

Caroline Benitez  
B.A. Florida International University

Sean Hodgson  
B.A. Florida International University

Soraya Campos  
B.A. Florida International University

Emilia De La Vera  
B.A. Florida International University

Milena Stojanovic  
B.S. University of Philosophy NIS  
M.S. University of Philosophy NIS

Admissions Officers
Amie Brown  
B.S. NOVA Southeastern University  
MSEd NOVA Southeastern University

Lissette Trelles  
M.S.Ed. Barry University  
B.S. Florida International University

Librarians
Henry Georget  
M.S. L.I.S. University of Illinois  
B.A. Universidad Central de Venezuela

Kelly Ribeiro  
B.A. Palm Beach Atlantic University

Administrative Assistant Academic Affairs
Ayumi Hernandez  
A.A Keiser University

Writing Studio
Megan Markowitz  
B.A. University of Miami
Faculty - Accounting, Business and Health Services Administration
Broderick Martinez
D.B.A. Argosy University
M.A. Nova Southeastern University
M.B.A Nova Southeastern University
B.A. Florida International University

Maria Nunez
M.S. University of Miami
B.A. University of Miami

John Honore
D.B.A. Argosy University
M.B.A. American Intercontinental University
B.S. American Intercontinental University

Caroline Hadeed
M.S. Nova Southeastern University
B.S. Barry University
B.S. Nova Southeastern University

Faculty - Criminal Justice
Sharon Mullane
Ph. D. Nova Southeastern University
J.D. Nova Southeastern University

Alex Camacho
M.S. Florida International University

Faculty - General Education
Orlando Chirino
M.S. Carlos Albizu University
M.S. Julius Fucik School (Cuba)
M.S. University of Havana
B.A. Biscayne College

Grisseel Cruz-Espaillat Ph.D. Walden University
Ph.D. Walden University
M.D. Universidad Central Del Este
(Dominican Republic)
M.P.A Florida International University

Alejandro De La Cruz
M.S. University of Havana, Cuba

Allen Hellman
M.S. Florida Atlantic University

B.S. Florida Atlantic University
Jeffery Hornburg
J.D. University of Miami
B.A. University of Miami
Lawrence Lopez
Ph.D. Keiser University
MS. Florida International University
B.S. Florida International University

Jaime Medina
M.S. American University
B.S. American University

Jesus Rivera
Ph.D. University of Sedona
M.S. Carlos Albizu University
B.A. Florida International University

Olga Romero
M.S. Nova Southeastern University

Steven Rosen
M.S. Barry University

Caryl Rahn
M.S. University of Pittsburgh

Alissa Stone
M.F.A. University of Miami
B.A. Florida International University
B.S. Keiser University
A.S. Keiser College

Cyndi White
M.A. Georgia State University

Michelle Witherspoon
Ph.D. Barry University
M.S. Wichita State University
B.S. University of Missouri

Rodolfo Salas-Auvert
M.D. Universidad del Zulia (Venezuela)
M.S. University of Southwestern Louisiana
B.S. University of Florida
Faculty - Medical Assisting
Jany Granados
M.D. Superior Institute of Medical Sciences
(Cuba)

Faculty – Imaging Science
Robert Cleary
Ed.D, Argosy University
M.B.A. University of Phoenix
B.S. Brooklyn College

Faculty - Nursing
Inela Brito, Program Director
M.S. Barry University
B.S. University of Miami

Berkys Garcia
DNP, Chamberlain College of Nursing
MSN University of Phoenix
MSN Miami Dade College
BSN, Miami Dade College

Filipina Hernandez
MSN University of Phoenix
MS Pampanga Agricultural College
Graduate School (Philippines)
BSN Angeles University Foundation
(Philippines)

Jasmin Evangelista
MSN, Florida Atlantic University
BSN, Florida International University

Ruwaida Amadiz
MSN Nursing Education, Walden University
BS Biology, University of Miami
AAS Nursing, Northern Virginia Community College

Faculty – Occupational Therapy
Antuanet Ruiz, Program Coordinator
M.S. Florida International University

Georgia De Las Pozas
M.S. Florida International University

Zeida Gutierrez
M.S. University of Miami

Colleen Blankenship
BS Occupational Therapy, University of Pittsburg

Kenyatha Richardson
B.S. Keiser University
A.S. Keiser University

Faculty - Paralegal Studies
Giselle Franco
J.D. Roger Williams University
B.S. Florida International University

Faculty - Radiologic Technology
Carmina Gonzalez, Program Director
B.S. Keiser University
A.S. Keiser College

Melissa Slone
B.S. Keiser University
A.S. Valencia Community College

Marilyn Gonzalez
M.S. Keiser University
B.S. Keiser University
A.S. Keiser University

Arnaldo Viana
B.S. University of the Atlantic

Faculty – Sports Medicine & Fitness Technology
Jason Curtis
Ph.D. Rocky Mountain University
M.S. Texas Tech University
B.B.A. Texas Tech University

Gined Vitali-Ganem
M.S. University of Miami
B.S. The Evergreen State College

Alex Usategui
M.S. Florida International University
B.S. Florida International University

Faculty – Psychology
Melissa Noya, Program Director
Psy.D. Carlos Albizu University
M.S. Carlos Albizu University  
B.A. Florida Atlantic University

**Faculty – Physical Therapy**  
Marangela Obispo, Program Director  
D.P.T. University of South Florida  
M.S. Florida International University  
B.S. Florida International University

Claudia Medeiros  
D.P.T. University of the Incarnate Word  
M.S. Atlantic Institute of Oriental Medicine  
B.S. F.R.A.S.C.E. Brazil

Juan Carlos Saavedra  
DPT Nova Southeastern University  
BS Florida International University

Uduak Ekpo-Destine  
DPT University of Montana  
MS Florida International University  
BS Florida International University

**New Port Richey Campus**

**Campus President**  
Charles Gibbons  
M.S. University of Maryland University College

**Dean of Academic Affairs**  
Andrea Brvenik  
J.D. Florida Coastal School of Law

**Associate Dean of Academic Affairs**  
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Ph.D. Capella University

**Director of Student Services**  
Gina Betz  
M.ED. American College of Education

**Financial Aid Director**  
Juan Cordoba  
M.S. South University

**Director of Admissions**  
Dorothy Romito  
B.S. Western Governors University

**Bursar**  
Mayra Barrientos

**Associate Bursar**  
Rebekah Meilhammer  
MS Argosy University

**Registrar**  
Lynn Ciserella  
B.S. Bristol University

**Associate Registrar**  
Deborah Crimm  
B.A. Colorado Technical University

**Head Librarian**  
Treva Cunningham  
M.L.S. Clark Atlanta University

**Admissions Counselors**  
Roxannali Butts  
B.S. University of South Florida

Paulene Hardy  
M.S. Indiana University

Michelle Ludwig  
B.S. Buffalo State College

Phillip Sammario  
B.A. Manhattan College

MaryEllen Waite  
B.S. University of Florida

Florizany Araya  
B.S. University of California Santa Cruz

Robert Busch  
B.A. Charter Oak State College

**Financial Aid Officer**  
Kellie Armstrong  
B.S. Tusculum College

Jody Maitland

Janice Bedford  
M.A. University of Phoenix
Faculty
Christopher Abreu
Ph.D. Capella University

Melissa Borum
M.S.N/Ed. University of South Florida

Nona Boone
Ph.D. University of Florida

William Clay
M.D. Central East University School of Medicine

Dushyant Gosai
Ph.D. Argosy University

Thomas Hall
Ph.D. Nova Southeastern University

Sandra Hart
A.S. EMS Valencia College

William Hensilwood
M.B.A Saint Leo University

Shahrokh Jamali
Ph.D Capella University

Jennifer Jordan
M.S.N Keiser University

Linda Ketchum
M.S.N. American Sentinel University

Sandra Kumpayi
M.S.N-Ed Kaplan University

Robin LaValley
M.S.N Stony Brook University

Barbara Lee
Ph.D. Saint Louis University

Stefani Licata
B.A. University of South Florida

Andrea Michaels

M.A. Northeastern Illinois University

Angela Montaque
DHA University of Phoenix

Burton Neumeier
Ph.D. Nova Southeastern University

Laurel Newlon
M.S.N/Ed. University of Texas at Arlington

Erica Newport
Ph.D University of Florida

Bill Pandit Chhetri
Ph.D. University of Utah

Michael Ruth
M.S.N/Ed. University of Texas at Arlington

Tonia Stinson
Rn-BSN, University of Phoenix

Alicia Wendlandt-Law
Ph.D. Argosy University

Laurel Taylor
B.S. University of South Florida

Caryl Wheeler
M.S.N. Rasmussen College

Angelena Zehm
B.A. Metropolitan State University

Orlando Campus

Campus President
David Hubbard
J.D. Stetson University
B.A. University of South Florida

Dean of Academic Affairs
Samuel Sparks
M.Ed. University of South Florida
B.S. University of Florida

Associate Deans
Linda Cancellieri-DeTurck
D.C. Palmer College of Chiropractic

Idanny Matos
M.Ed University of Phoenix
B.S. Westminster College

**Librarians**
David Poremba (Director)
M.L.S. Wayne State University
B.A. Wayne State University

Laura Browning
M.S.I.S. Florida State University
B.A. University of Florida

**Director of Financial Services**
Amy Flowers
M.B.A. Kaplan University
B.A. Dickinson College

**Associate Directors of Financial Services**
Eileen Puricelli

**Director of Student Services**
Dennis Ferraro
M.A. Columbia University
B.A. Ramapo College

**Associate Director of Student Services**
Ann Marie Cooper
M.A. Stetson University
B.S. St. Leo College

**Director of Admissions**
Maria-Kate Williams
B.A. York University, Glendon

**Associate Director of High School Admissions**
Suzanne Rivera
B.A. Florida Atlantic University

**Associate Directors of Admissions**
Emilio Holder
M.B.A. Pace University

Michael Takacs
B.S. University of Central Florida

Robyn Tajzler
B.S. University of California Davis

**Financial Aid Administrators**
Robert Alvarez
B.S. Illinois State University

Vanessa Blanco

Maxwell Garcon
M.B.A. Nova Southeastern University
B.A. University of South Florida

Elizabeth Laporte

Diana Martinez
B.S. Columbia University

Wanchy Michel
B.A. University of Florida

Sherri Nichols
M.A. University of Phoenix
B.S. University of Central Florida

Erica Ortiz
A.S. Everest University

Wanda Saldana
A.A. Ashford University

Kimberlee Thomas
M.S. Columbia Southern University
B.A. Penn State University
A.S. Everest University

Kelsey Wright-Farnsworth
B.A. State University of New York-The College at Brockport

Carmen Torres-DeOrtiz
M.B.A. Adelphi University
B.A. Adelphi University

**Registrar**
Tami Weimer
MBA Point Park University
B.S. Point Park University
A.S. Sawyer School
**Assistant Registrars**
Brian Fisher  
Ricardo Perez  

**Bursars**
Somalia Nieto  
B.A. Universidad Metro Politana  

Mariaurora Diaz  
B.A. Interamerican University  

Dorily Esquilin  
M.S. Capella University  
B.A. University of Wisconsin, Milwaukee  
A.A. University of Wisconsin, Milwaukee  

**Admissions Counselors**
William Abernathy  
M.A. Southeastern University  
B.S. Southern Illinois University  

Darci Brammer  
B.S. University of Florida  

Janae Baker  
M.S.W Florida Agricultural and Mechanical University  

Jennifer Dirscherl  
B.S. Virginia Tech University  

Angel Goddess  
M. Ed American InterContinental University  
B.S.W Florida State University  

Eon Goldson  
B.A. CUNY Hunter College  

Loyal Hanyen  
B.A. University of Central Florida  

Patricia Hiller  
B.S. Columbia College  

Brian Keller  
B.S. University of Central Florida  

Amalia Khweis  
Ashley Larson  
B.A. University of West Virginia  

Samuel McMillon III  
M.B.A. Central Michigan University  
B.A. Florida State University  

Judy Rivera-Melendez  
MBA University of Phoenix  
B.S. Albany State University  

Marielena Segovia  
B.A. University of Chicago  

Jorge Valerio  
B.S. Southern Illinois University  

**Reenrollment Counselors**
Jessica Edmunds  
B.S. Minnesota State University  
B.A. Minnesota State University  

**High School Counselors**
Rachel Lee  
M.H.R.M Rollins College  

**Community Relations Coordinator**
Maria Kelley  
B.A. University of Central Florida  

Jessica Barnes  
B.S. University of Central Florida  
M.S. Nova Southeastern University  

**Student Services Coordinator**
Assistant to the President  
Gladys Sanchez  
B.S. DeVry University  
A.A. The Wood School  

**Receptionist**
Suzanne Bennett  
Lynette Rivera  
Gloria Stubbs  

**Faculty- Biomedical Science**
Michael Ludwig  

594
Ph.D. University of Alabama
B.S. Eastern Connecticut State University

David Segal
Ph.D. University of South Florida College of Medicine
B.S. University of Florida

Faculty – Business
Rosanna Cal
J.D. Interamerican University
B.A. University of Central Florida

Hensey Fenton
Ph.D. Capella University
M.B.A. Suffolk University
B.S. Suffolk University

Faculty - Computer Technology
Ulysses Weakley
Ph.D. Capella University
MBA Devry Keller School of Business
M.A. Hawaii Pacific
M.S. Charminade University
B.A. Western Illinois University

Faculty - Criminal Justice
Maldine Bailey
J.D. University of Georgia
Ph.D. Sam Houston State University
B.A. Valdosta State University

Faculty - Forensics
Christina Martinez (Program Director)
M.S. University of Florida
M.F.S. National University

Monica Marion-Hirons
M.S. University of Florida
B.S. Florida State University

Faculty - General Education
Gretel Cortez-Rodriguez
M.D. Iberoamerican University
B.S. University of Puerto Rico

Absellatif Dasser
M.S. University of Central Florida
B.S. University of Central Florida

John Delgado
M.S. University of Phoenix
B.S. University of Phoenix

Hassan El Idrissi
M.S. University of Central Florida

Maria Ferro
M.D. Universitaria de Santander

James Fleming
M.A. University of Florida
B.A. Suffolk University

Orielyz Flores-Fernandez
Ph.D. University of Central Florida
B.S. University of Puerto Rico

Angelina Georgieva
Ph.D. Sofia University
M.S. Sofia University

George Griffin
B.A. University of West Florida
M.A. Auburn University

Rebecca Parrish
Ed.S. Barry University
M.S. Troy State University
B.S. University of Central Florida

Fredrick Pennington
M.S. University of Central Florida
B.S. University of Florida

Robert Phillips
M.Ed. American Intercontinental University
B.A. University of Central Florida

Benjamin Rollins
Ph.D. Georgia State University
M.Ed. Berry College

Frank Sommerhage
Ph.D. University Research Center of Jülich
M.S. University of Saarland
B.S. University of Saarland
Program Coordinator Interdisciplinary Studies

Faculty – Histotechnology
Komalben Gada (Program Director)
B.S. SUNY College

Faculty - Medical Assisting
Bibi Sullivan (Program Director)
B.S. University of Phoenix

Benita Lopez-Alicea
B.S. Keiser University
A.S. Keiser University

Enid Rubert
A.S. Keiser University

Faculty - Medical Lab Technology
Michael Bishop
University Department Chair
Campus Program Chair
M.S. University of Vermont
B.A. University of North Carolina at Chapel Hill

Faculty - Nursing
Jennifer Johnson (Program Director – BSN)
D.N.P. Capella University
M.S. University of Iowa
B.S. Coe College

Theresa Neary (Program Director – ASN)
B.S.N. Immaculata University
M.S.N. University of Phoenix

Nkeiruka Archinihu
D.N.P. Samford University
M.S.N. Walden University
B.S.N. Barry University

Raquel Barrett
B.S.N. East Tennessee State University
M.S.N. Walden University

Erika Bernard
M.S.N. South University
B.S.N. University of Central Florida

Helene Cohn
M.S.N. DuPaul University
B.S.N. Southern College

Kathleen Connor
M.S.N. Mountain State University
B.S. Florida Southern University

Amber Fallucca
M.S.N. Graceland University
B.S.N. University of South Florida

Diane Gordon
M.S.N. Grand Canyon University
B.S.N. Grand Canyon University

Pauline Harris
M.S.N. University of Phoenix
B.S.N. University of Phoenix

Sharon Haylett
M.S.N. Loyola University
B.A. University of Central Florida

Rebecca Henkins
M.S.N. Capella University
B.S.N. University of Central Florida

Elise Ishman
M.S.N. Nova Southeastern University
B.S.N. Nova Southeastern University

Nannette Jefferson
M.S.N. Jacksonville University
B.S.N. Jacksonville University

Donna Lehnert
M.S.N. Villanova University
B.S.N. State University of New York

Jonathan Llanos-Ramos
M.Ed. National University College
B.S.N. Centro de Center of Multidisciplinary Studies

Julie Lounsberry
M.S.N. Capella University
B.S.N. Adventist University

Audrey Martinez
M.S.N. University of Central Florida
B.S.N. Florida Hospital College

Ngozi Odoh
Ph.D. Barry University
M.S.N. Florida A&M University
B.S.N. Florida A&M University

Barbara Peters
M.S.N. University of Miami
B.S.N. University of Miami

Elizabeth Ubochi
M.S.N. Walden University

Joan Rhoden
M.S.N. University of Phoenix
B.S.N. University of Phoenix

Mary Rysewyk
M.S.N. University of Florida
B.S.N. University of Central Florida

Linda Ukazim
B.S.N. Florida Hospital College of Health Sciences
A.S.N. Valencia Community College

Jacqueline Wright-Cole
M.S.N. Chamberlain College of Nursing
B.S.N. Chamberlain College of Nursing

Faculty – Occupational Therapy Assistant
Dawn Klodzinski
B.S. Southern Illinois University
A.A.S. College of DuPage

Jeremy Gonzales
B.S Keiser University

Cheryl Sheffield (Program Director)
D.O.T. University of St. Augustine
B.S.O.T. Queen’s University

Faculty - Radiologic Technology
Cynthia Burton (Program Director)
M.Ed Capella University
B.S. Florida Hospital College of Health Sciences

Dean Nabors
A.S. Florida Hospital College of Health Sciences

Sheree Sellers
A.S. Florida Hospital College of Health Sciences
B.A. Keiser University

Chip Blackmon (Clinical Coordinator)
B.A. Winston-Salem State University

**Faculty Sports Medicine & Fitness**
Charla Girtman (Program Director)
M.B.A. Saint Leo University
B.S. University of Central Florida

Brian Binkley
M.S. Florida Atlantic University
B.S. North Carolina Wesleyan College

Stefane Diaz
Ph.D. Russian State University of Sports
B.S. State University of Parana Brazil

**Writing Studio Coordinator**
Richard Green
M.A. National University
M.S. Florida State University
B.S. Liberty University

**Maintenance**
Ralph Lizardi

**Patrick Air Force Base**
Military Education Director
Marian Shelman
M.A. Webster University
Academic programs are served by staff and faculty of the Melbourne campus.

**Pembroke Pines Campus**
Campus President
Piotr Lechowski
M.B.A. Keller Graduate School of Management
B.A. State University of New York at Buffalo
Dean of Academic Affairs
Luciana Soares
M.S. Florida International University
B.S. Florida International University

Associate Dean of Academic Affairs
Jose Velazquez
Ed.D. Nova Southeastern University
M.B.A. University of Phoenix
B.S. Regents College

Associate Dean of Advanced Technology

Campus Librarian
Bonnie Marshak
M.L.S. Long Island University, C.W. Post Center
B.A. State University of New York at Brockport

Library Assistant
Sharon Pryce
B.A. Keiser University

Director of Financial Aid
Yalisnette Segovia
M.B.A. Nova Southeastern University
B.S. Nova Southeastern University

Associate Director of Financial Aid
Stephanie Johnson
M.S. Nova Southeastern University
B.A. Southern New Hampshire University

Financial Aid Administrators
Camala Clayton
B.A. Argosy University

Ansurd Cover
B.P.A. Barry University

Robert Ford
B.A. West Virginia University

Jarrod Hersh
B.A. Florida Atlantic University

Cindy Martin

A.A. Broward College

Director of Admissions
Monique Tablada
B.S. Everest University

Associate Directors of Admissions
Pablo Campos
B.A. American Intercontinental University

Senior Admissions Counselors
Tashana Campbell
M.B.A. American Intercontinental University
B.A. Florida Atlantic University

Patrice Dewar
M.B.A. Florida International University
B.A. Florida International University

Denise Maddix
B.S. University of Phoenix

Nikita Muneshwar
M.S. Nova Southeastern University

Miguel Nieves
B.S. DeVry University

Admissions Counselors
Berioska Arbelaez
B.A. Albright University

Amy Cruz
B.S. Carlos Albizu University

Erika Infante
M.B.A. University of Phoenix
B.A. Florida International University

Henry Merida
B.A. ISUM University

Tangela Paul
M.B.A. University of Phoenix
M.I.S. Nova Southeastern University

Community Relations Coordinator
Randy Congdon
M.S. Freeman Barbara Goleman HS
Giovanna Valverde  
B.S. Costa Rica University  
M.S. Carlos Albizu University  

Re-Entry Admissions Counselor  
Everidis Mendez Fontanez  
B.A. Turado University  

Administrative Assistant to Campus  
President  
Maithe Curbelo  

Director of Student Services  
Jakelin Miranda  
B.A. Saint Thomas University  

Associate Director of Student Services  
Erika Rodriguez  
B.A. American InterContinental University  

Bursars  
Juan Mauri  
M.B.A. Keiser University  
B.S. Instituto Superior Pedagógico para la Enseñanza Técnica y Profesional, Cuba  

Edwin Ruiz  
B.B.A. Keiser University  

Registrars  
Janet DeAngelis  
B.A. Hiram College  

Jodi Huffine  

Faculty – Business, Accounting, & Health Service Administration  
Deatra Riley, Program Director  
D.B.A. Argosy University  
M.B.A. Shorter University  

Sharna Black  
M.B.A. Baruch College  
B.A. University of West Indies  

John Buchanan  
Ph.D. Walden University  
Jose Martinez  

D.B.A. Nova Southeastern University  
M.B.A. University of Miami  
B.S.E.E. University of Puerto Rico  

Allen Radin  
M.A. University of Georgia  
B.S. Florida State University  

Daniel Winsor  
J.D. Saint Thomas University School of Law  
M.B.A. Rider University  
B.S. Rider University  

Faculty - Computer Science and Technology  
Hanan Abdallah, GAD University  
Department Chair  
Ph.D. Cairo University, Egypt  
M.S. Cairo University, Egypt  
B.S. Cairo University, Egypt  
LEED Accredited Professional  

Eddie Bannister, IT/NSDC Program Chair  
M.I.S.M. Keller Graduate School of Management  
B.S. University of Miami  

Alfredo Dominguez Ph.D. Capella University, MSIS/MSITL Program Chair  
M.S. Capella University  
B.S. American Intercontinental University  

John Randall Gossman, VGD University  
Department Chair  
M.F.A. Miami International University of Art and Design  
B.S. Art Institute of Fort Lauderdale  

Irvin Heard  
D.C.S. Colorado Technical University  
M.I.T. Colorado Technical University  

Jaime Marulanda  
M.S. University of Phoenix  
B.S. Florida International University  

Miguel Oubina  
M.F.A. Florida Atlantic University  
B.A. Florida Atlantic University
John Sewell  
M.S. University of Nebraska  
B.S. Florida Institute of Technology  

Karl Tomecek  
M.B.A. Nova Southeastern University  
B.S. Nova Southeastern University  

Istvan Vajda  
M.S. Transylvania University, Brasov  
B.S. Transylvania University, Brasov  
B.S. Barry University  

Faculty – Criminal Justice  
Alvin Abraham, Program Chair  
J.D. Nova Southeastern University  
Ph.D. Nova Southeastern University  

Christopher Kersbergen  
J.D. Nova Southeastern University  
M.S. Florida International University  
B.A. Florida Atlantic University  

Leris Ocean  
M.S. Florida International University  
B.S. Florida International University  

Drew Jacobs  
J.D. Nova Southeastern University  
B.A. Florida Atlantic University  

Faculty – Dietetics and Nutrition  
Pamela Riedel, Program Director  
M.S. Florida International University  

Norma Gonzalez, Clinical Coordinator  
D.C.N. Rutgers University  
M.S. Chicago Medical School  

Andrea Charvet  
Ph.D. Florida International University  
M.S. Florida International University  

Joel Exebio  
Ph.D. Florida International University  
M.S. Florida International University  
B.S. Universidad Nacional de Trujillo, Peru  

Jennifer Keil  
M.S.H. University of North Florida  
B.S. University of Florida  

Facility – General Education  
Christopher Kersbergen, Program Chair  
J.D. Nova Southeastern University  
M.S. Florida International University  
B.A. Florida Atlantic University  

Wakil Ahmad  
M.S. American Inter Continental University  
B.S. Florida International University  

Gonzalo Aguerrevere  
M.S. Nova Southeastern University  
M.Sc. Universidad Central de Venezuela  
B.S. Universidad Central de Venezuela  

Julio Cesar Alonso  
M.F.A. Wilkes University  
M.S. Nova Southeastern University  

Adriana Ferrufino  
M.S. Universidad Andes  
M.S. Nova Southeastern University  
B.S. Universidad Andes  

Nelson Funes  
Ph.D. Walden University  
M.S. California State Polytechnic University  

Gredy Garrido  
Ph.D. Florida Institute of Technology  
M.S. University of Pittsburgh  
B.A. Universidad del Zulia, Venezuela  

Ricardo Gomez  
M.B.A. University of Rochester  
M.S. Stevens Institute of Technology  
M.S. North Carolina State University at Raleigh  

Thankachan Kizhakkeparampil  
M.S. Madurai Kamaraj University, India  
B.S. Kampur University, India  

Joanna Kosloff  
M.A. Florida Atlantic University  

600
Jonathan Lowndes  
M.Ed. Florida Atlantic University  
B.A. City University of NY, Hunter College

Eileen Miller  
M.A. City University of NY, Brooklyn College  
B.A. City University of NY, Brooklyn College

Noorina Mirza, Writing Studio Coordinator  
M.A. New York University

Maria Moncayo  
M.A. University of Hartford  
B.A. University of Maryland

Thisby Montanez  
M.D. Universidad Central de Venezuela, Caracas  
B.S. Universidad Central de Venezuela, Caracas

John Montrey  
M.A. University of Central Florida  
M.B.A. University of Miami

Meiby Lopez-Morejon  
M.D. Higher Institute of Medical Science in Havana  
A.S.N. Universidad del Sagrado Corazon

Valentin Negrouk  
Ph.D. Moscow State University  
B.S. Moscow State University

Miriam Prado, Math Studio Coordinator  
M.S. Nova Southeastern  
B.S Universidad Autonoma de Guadalajara, Mexico

Ezra Quarrie  
M.S. Nova Southeastern University

Osvaldo Raimondo Franco  
Ph.D. University of Minnesota  
M.S. Universidad of Buenos Aires

Relina Sthapit  
Ph.D. Florida International University

Faculty - Medical Assisting  
Adrian Katwaroo, Program Director  
M.D. University of Santo Domingo

Faculty – Nursing  
Shaletha Edwards-Akinola, Program Director  
Ph.D. Barry University  
D.N.P. University of Miami  
M.S. University of Phoenix

Faculty – Psychology  
Frances Yahia, Program Chair  
Ph.D. Barry University  
M.S. Florida International University

Adriana Repaci  
M.S. Nova Southeastern University  
B.A. Florida international University

Faculty – Occupational Therapy Assistant  
Amy Bryant, Program Director  
M.S. University of Georgia  
B.S. University of New England

Maria Gomez, Fieldwork Coordinator  
B.S. University of Puerto Rico

Claudia Ganem  
M.S. Florida International University  
B.S. Florida International University

Lorena Burgoa  
M.S. Florida International University  
B.S. Florida International University

Lupe Collado  
B.S. Florida International University  
A.S. Keiser University

**Port St. Lucie Campus**  
**Campus President**  
Leslie Kristof  
M.B.A. University of Phoenix  
B.S. University of Phoenix
Dean of Academic Affairs
Cassandra Reed
M.S. Troy University
B.A. Bethune-Cookman University

Associate Dean of Academic Affairs
Kelly Nicol
Ph.D. Keiser University
M.A. University of Akron
B.A. University of Akron
B.S. Ohio University

Associate Dean of Academic Affairs
Amy Kryak
M.A. Ohio University

Director of Admissions
John Mathias
B.S. Indiana Institute of Technology

Director of Financial Aid
James Jordan
B.S. Indian River State College
M.B.A. Saint Leo University

Director of Student Services
Leslie Haviland
M.B.A. Keiser University
M.S. Keiser University
B.S. Murray University

Librarian
Justin Rogers
M.L I.S. Florida State University
B.A. University of Central Florida

Assistant Librarian
Dawn Taggblom
M.L I.S University of South Florida
B.A. University of Tampa

Faculty – Biomedical/Biotechnology
Michael Weir, Program Chair
M.D. State of New York
M.S. University of Massachusetts
B.A. St. Augustine College

Faculty – Business Administration
Anna McLaughlin, Program Chair
MA Nova Southeastern University
MBA Nova Southeastern University
BS Mercy College

Faculty – Computer Science and Technology
Rajkumar Budhram
BB.A Bernard Baruch College
B.A. University of Guyana
M.S. Western Governors University

Dewan Persaud, Program Chair
B.S. Keiser University
A.S. Air Force Community College

Danny Piccolo
A.A.S. Suffolk Community College

Faculty – Criminal Justice
Helen Henderson, Program Chair
M.A. State University of New York
B.S. Bethune Cookeyn University

Kimberly Major
M.S. Utica College
B.S. Syracuse University
B.S. Columbia Southern University
A.S. Indian River Community College

Faculty – Dietetics and Nutrition
Stacy Ferrari
M.S. University of North Carolina at Chapel Hill
B.S. University of North Carolina at Chapel Hill

Jyotsna Sharman, Program Chair
Ph.D. Post-Graduate Institute of Medical Education and Research
M.S. Panjab University
MBA Aspen University
B.S. Panjab University

Barbara Truitt
M.S. Eastern Michigan University
B.S. Eastern Michigan University

Faculty – Forensic Investigation
Bernard Romero
J.D. Florida State University  
B.A. University of Miami

**Faculty - General Education**
Lisa Clymer  
M.I.S. University of Phoenix  
B.S. Central Connecticut State College

Kathryn Gedamke  
M.S. University of North Carolina  
B.A. Knox College

David Hanna  
M.A. University of Indianapolis  
M.S. Indian Wesleyan University  
B.A. Michigan State University

Tricia Jayson, Program Chair  
M. A Southern New Hampshire University  
M.A. Marygrove College  
M.A. Southern New Hampshire University  
AA Raritan Valley Community College

Karen Keeping  
D.C. National University of Health Sciences  
M.S. University of Massachusetts  
B.A. University of Massachusetts

Hagos Kifle  
Ph.D. Stony Brook University  
M.S. Stony Brook University  
B.S. University of Asmara

William Persons  
Ph.D. University of Louisville

Troy Scott  
Ph.D. University of Florida  
M.S. University of Florida  
B.S. University of Florida

Louis Sokol  
D.C. Life Chiropractic College

**Faculty - Medical Assisting**
Lisa Stivers, Program Chair  
B.S. Keiser University  
A.A. South University

**Faculty – Nursing**
Sophia Adams  
M.S. Grand Canyon University  
B.S. Indian River State College

Braehaa Azzi  
M.S. Keiser University  
B.S. Indian River State College

Priscella Baer  
M.S. Jacksonville University  
B.S. Jacksonville University

Peggy Brigance  
M.S. University of South Alabama  
B.S. Arkansas Tech University

Marcia Burges  
M.S. Keiser University  
B.S. Florida Atlantic University

Noreen Cox  
M.S. Florida Atlantic University  
B.S. Florida International University  
A.S. South Suburban Community College

Connie Grim  
M.S. C.E. Lynn College of Nursing  
B.S. C.E. Lynn College of Nursing

Maureen Harry, BSN Program Director  
M.S. Florida Atlantic University, Program Chair  
B.S. Florida Atlantic University  
A.S. Baltimore Community College

Arlene Jenkins  
M.S. Morgan State University  
B.S. Villa Julie College

Candy Lockhart  
M.S. Grantham University  
B.S. Murray State University

Heather Manolas  
M.S. Walden University  
A.S. Valencia Community College

Allison Swan
M.S. Chamberlain College  
B.S. Indian River State College

**Faculty - Paralegal**  
Douglas Hoffmann, Program Chair  
J.D. St. Johns University  
B.S. Syracuse University

**Faculty - Psychology**  
Constance Crowley, Program Chair  
Ph.D. North Central University  
M. S, Northwest Missouri State University  
B.S Graceland College

Blaire Buckman  
Ph.D. Alliant International University  
M.A Alliant International University  
B.S University of Florida

**Faculty - Radiologic Technology**  
Deon Durrant  
Ph.D. Capella University  
M.B.A. Monroe College  
B.B.A. Monroe College

Kelly Fitzgerald  
B.S. Hodges University  
A.S. Edison College

Neisha Mitchell, Program Chair  
Ed. D. Nova University  
M.S. Barry University  
B.S. Charles Stuart University

Joseph Walega  
M.S. Ed. Keiser University  
B.A. Keiser University  
A.A.S. Indian River Community College

**Faculty - Sports Medicine and Fitness**  
**Technology and Exercise Science**  
Thomas Barnett  
M.S. Liberty University  
B.S. Coastal Carolina University

Siobhan Trohalides, Program Chair  
Ed.D Walden University  
M.S. Indiana University  
B.S. Slippery Rock University

**Writing Studio Coordinator**  
Kelly-Anne Addams  
M. A. Emerson College  
B.A. Le Moyne College

**San Marcos, Nicaragua**

**Campus President**  
Mathew Anderson  
Doctoral Studies, Vrije University  
M.A. Pontifical Institute, Gannon University  
B.A. Franciscan University of Steubenville

**Dean of Academic Affairs**  
Douglas Arróliga  
Doctoral Studies, Georgetown University  
M.A., Georgetown University  
B.A. Universidad Autónoma de Nicaragua

**Director of Students Services,**  
**Development & Fundraising**  
Leonardo Diaz  
M.B.A. EAE/UPC Business School, Spain  
B.A. Ave Maria University

**Director of IT and Operations**  
Rodolfo Aburto  
B.S. Universidad Central de Nicaragua (UCN)  
B.S. United States Naval Academy, Annapolis, Maryland

**Director of Admissions**  
Roberto Atha  
M.A. Framingham State University  
M.A. Naval Postgraduate School, Monterey, CA  
B.S. United States Naval Academy, Annapolis, Maryland

**Director of Admissions Graduate Program**  
Alejandro Vogel  
Ph.D. Atlantic International University  
M. B A. Framingham State University  
Postgraduate Harvard University  
B. A. Rensselaer Polytechnic Institute

**Director of Human Resources**  
Darling Espinoza  
M.B.A. Keiser University
B.S. University of Mobile

**Associate Director of Corporate Relations**
Sergio Quiroz De Trinidad
M.B.A Coventry University – United Kingdom
BS. University of the Ozarks – United States

**Financial Director**
Nahum Bustos
Certification Project Management Institute
Postgraduate Studies Univ. Politénica de Catalunya
Postgraduate Studies Universidad Centro Americana (UCA)
B.Ph. Ave Maria University

**Director of Administration for the Language Institute**
Ruffo Torres
B.S. Universidad Autónoma Centro Americana (UCA)
B.A. Universidad de San José

**Financial Aid Assistant Director**
Ninoska Castellón
B.A. Ave Maria University

**Director of Career Services and Alumni Relations**
Nubia Granja
M.S. Catholic University of Murcia, Spain
B.A. Ave Maria College of the Americas

**Academic Services Director**
Salvadora Espinoza
B.A. Ave Maria University

**Director of Student Success**
Cathy Cripps
M.A. California State University
B.A. University of California Riverside

**Director of Library**
Elizabeth García
M.A. Fitchburg State University
B.A. College of New Rochelle

**Records Office Director**
Silvio Salazar
B.S. Universidad Nacional Autónoma de Nicaragua (UNAN)

**Records Office Associate Director**
Esterlina Torres
B.A. Ave Maria University

**Records Office Assistant**
Fernanda Sánchez
Postgraduate Studies Universidad Central de Nicaragua (UCN)
B.S. Universidad Central de Nicaragua (UCN)

**Residence Life Director**
Carlos Francisco Navarrete
B.A Keiser University

**Bursar Associate Director**
Maria Alejandra Larios
B.S. Universidad Autónoma Centro Americana (UCA)

**Financial Aid Officer**
Keyling Lopez
B.A. Keiser University

**Accounting Assistant Director**
Emerita Campos
B.S. Universidad Autónoma Centro Americana (UCA)

**Junior Accountant**
Anielka Martinez
B.S. Universidad Autónoma Centro Americana (UCA)

**Credit Officer Assistant Director**
Melina Campos
Postgraduate Studies Universidad Nacional de Ingeniería
B.A. Ave Maria University

**Purchase Agent**
Ada Liseth Molina
B.A. Universidad Nacional Autónoma de Nicaragua (UNAN)
Accounts Receivable Officer for Language Institute
Reyna Ramos Rodríguez
B.S. Instituto Tecnológico de Ciencias Comerciales

Accounting Assistant
Gladys Espinoza
B.A. Universidad Popular de Nicaragua (UPONIC)

Accounting Assistant
Anahelys Sanchez
Technical Studies Universidad Central de Nicaragua (UCN)

General Cashier
Silvia Hernandez
B. S. Universidad Central de Nicaragua (UCN)

Admissions Counselors Undergraduate
Associate Director of Admissions El Salvador
Marta Elizabeth Aldana de Coto
MBA Instituto Europeo de Estudios Empresariales – Spain
B. S. Universidad Tecnológica - El Salvador

Associate Director of Admissions Honduras
Claudia Del Cid
M.B.A. Universidad Metropolitana de Honduras
B.S. Universidad Metropolitana de Honduras

Interim Strategy Director
César Salcedo
B.S. University of Mobile

Associate Director for the Managua Project
Flavia De Leon Nicaragua
B.S. Universidad Thomas More

B.A. Ave Maria University minor in Marketing
Anielka Baltodano
B.A. Universidad Nacional Autónoma de Nicaragua (UNAN)

Khalil Elfaghi
B.A. University in New Orleans

Oriana Paola Chamorro
B.S. University Thomas More

Cristopher Joseph Jerez Rodriguez
B.S. Universidad Autónoma de Nicaragua (UNAN)

Call Center Clerks
Orlando Lopez
Technical Studies, INTAE

Martha Rugama
B. A. Universidad Catolica de Nicaragua (UNICA)

Coordinator for the Graduate Program
Dale Fuller

Admissions Counselors Graduate
Daniel Canales
B.S. Universidad Politécnica de Nicaragua

Vanessa Zepeda
M.B.A. Universidad Nacional Autónoma de Nicaragua
B.S. Universidad Nacional Autónoma de Nicaragua

Milagros Rocha Toledo
B.S. Universidad Thomas More

Sagrario Collado
B.S. Universidad Hispanoamericana UHISPAN

Information Technology Staff End User Support Coordinator
Technical Support Coordinator
José Ramón Espinoza
End User Support Assistant
José Amín Hernández
B.S. Universidad Central de Nicaragua (UCN)

End User Support Assistant
Jorge González
B.S. Universidad Central de Nicaragua (UCN)

IT Assistant Director
Juan José Molina
B.S. Universidad Central de Nicaragua

IT and Facilities Supervisor - Invercasa
Martha Zeron
B. A. Universidad Nacional Autónoma de Nicaragua (CUR-Carazo)

Student Services Director
Maria Gabriela Espinoza
B.A. Ave Maria University

Counseling Director
Greylin Rojas
Doctor of Medicine and Psychiatry,
Universidad Nacional Autónoma de Nicaragua (UNAN)

Director of Outreach and Pastoral Life
Katya Najarro
B.A Keiser University

Legal and Immigration Services
Denisse Margarita Roman
Postgraduate Studies Universidad Centroamericana (UCA)
B.A Universidad Centroamericana (UCA)

Office Assistant
Francis Cano
Technical Studies Fundación Samuel

Sport Coordinator
Sayro Velasquez
Technical Studies

University Chaplain
Fr. Robert Rindos

Librarian
Julio Cesar Carrasco
M. B. A. Universidad Barcelonas- San Salvador
Postgraduate Studies Universidad Centro Americana (UCA)
B. A. Universidad Nacional Autónoma de Nicaragua (UNAN)

Marketing/Graphic Designer
Edwar Machado
B.S. Universidad Politécnica de Nicaragua (UPOLI)

Social Media Manager
Mauricio Lopez
B.A. Universidad Centroamericana (UCA)

Audiovisual & Web Officer
Rinaldi Thor Molina Ledesma
B.A. Peruvian Institute of Art and Design, Lima, Peru

Content Officer
Fernando Martinez Lira
B.S. Keiser University Latin American Campus

Receptionist
Marialaura León Villavicencio
B.S. Universidad Centroamericana (UCA)

Operational Management Assistant Director
Maria Joan Fajardo
M.B.A Keiser University
B.A. Ave Maria University

Institutional Effectiveness / Administrative Assistant
Elena Gabriela Velasquez Valle
B.S. Universidad Americana (UAM)

Associate Director of Software Design and Data Analysis
Felix Urrutia Mendoza  
B.S. Keiser University Latin American Campus

Facilities Director  
Claudio Navarro  
B.A. Universidad Nacional Autónoma de Nicaragua (UNAN)

Payroll and Administrative Services Assistant  
Karen Valeria Torres  
Technical Studies INTAE – Instituto Tecnológico

Faculty – Business Administration  
Alicia Martínez  M.B.A., UCLA  
B.S. Universidad Centroamericana (UCA)

Erwin Krüger  
Ph.D. Rensselaer Polytechnic Institute  
M.S. Rensselaer Polytechnic Institute  
B.S. Universidad Centroamericana (UCA), Nicaragua

Guillermo Jacoby  
B.S. Industrial Engineering, Northeastern University  
M.B.A. INCAE Business School

Gabriel Telleria  
Ph.D. Virginia Polytechnic Institute  
M.U.R.P. Virginia Polytechnic Institute  
B.A. Virginia Polytechnic Institute

Leonardo Díaz  
M.B.A. EAE/UPC Business School, Spain  
B.A. Ave Maria University

Nubia Granja  
M.Sc, Catholic University of Murcia, Spain  
B.A. Ave Maria College of The Americas

Faculty – Computer Science  
Armando Paladino, Ph.D., Capella University  
M.S. Florida Atlantic University  B.S., University of Phoenix

Guillermo Jacoby  
B.S. Industrial Engineering, Northeastern University  
M.B.A. INCAE Business School

Andrew Harris  
M.S. Informatics, New Media IUPUI  
B.S. Special Education, IUPUI

Faculty – Philosophy and Theology  
Mathew Anderson  
Doctoral Studies, Vrije University  
M.A. Pontifical Institute, Gannon University  
B.A. Franciscan University of Steubenville

Bruce Griffin  
Doctoral Studies, University of Oxford, Great Britain  
M.St. University of Oxford, Great Britain  
B.S. Liberty University

Faculty - General Education  
Douglas Arróliga  
Doctoral Studies, Georgetown University  
M.S. Georgetown University  
B.A. Universidad Nacional Autónoma de Nicaragua (UNAN)

David Trumann  
Ph.D. University of California  
M.A. University of California  
B.A. Eisenhower College

Jose Garcia  
M.A. Teaching English as a Second Language, FUNIBER  
B.A. Universidad Centro Americana

Marta Parajon  
B.S. Universidad Centro Americana  
Post-Graduate Studies, Ave Maria University

Apolinar Picado  
M.S. KTH Royal Institute of Technology, Sweden  
B.S. Universidad Nacional de Ingeniería (UNI), Nicaragua
Faculty - Psychology
Daniel Wesley Parker
Ph.D. California School of Professional Psychology, San Diego
M.A. California School of Professional Psychology, San Diego
B.A. University of California

Jose Luis Velásquez
Ph.D. University of Arizona, Tucson
M.A., University of Essex, England
J.D. Universidad Nacional Autónoma de Nicaragua (UNAN)

Annie Altieri-Delaney,
LL.M. University of Manchester, Great Britain
Juris Doctor, University of Duquesne
LL.M. University of Manchester, Great Britain

Roberto Atha
M.A. Framingham State University
M.A. Naval Postgraduate School, Monterey, CA
B.S. United States Naval Academy, Annapolis, Maryland

Mayboll Carrasco
M.S. Universidad Nacional Autónoma de Nicaragua (UNAN), Managua
M.S. California State University of Los Angeles, CA
B.A. California State University of Los Angeles, CA

Cathy Cripps
M.A. California State University
B.A. California State University

Sarasota Campus
Campus President
Michele Morgan
D.B.A Argosy University

Dean of Academic Affairs
Brad Brewer
M.S. Ed. Keiser University
B.A. Edinboro University of Pennsylvania

Dean of Culinary
Michael Moench
M.S. Ed. Keiser University
B.S. Johnson & Wales University

Associate Deans of Academic Affairs
Caroline Belis
J.D. Stetson Law School
L.L.M. Thomas Jefferson Law School
B.A. University of Florida

Deborah Vojvodich
M.S. Ed. Capella University
B.A. Wheeling Jesuit University
A.S. Jefferson Community College

Director of Student Services
Violeta Huesman
B.A. University of Cincinnati

Director of Admissions
Charlie Parker
B.S. Weber State University

Director of Financial Aid
Patricia Velazquez
A.S. Southwest Florida College
B.S National Louis University

Librarians
Abby Gilman
M.L.S. Queens College
B.A. Fairleigh Dickinson University

Heather Bush
M.L.S. University of Rhode Island
M.A. University of Chicago
B.S. The Pennsylvania State University

Registrar
Travis Stair
B.A. University of Central Florida
A.S. State College of Florida
A.A. State College of Florida

Assistant Registrar
Alexandra Moreno-Amador
M.B.A. American InterContinental University
B.A. University of Puerto Rico

Alejandra Roldan
B.A. Rutgers, the State University of New Jersey

Writing Studio Coordinator
Chanta Bussell
M.A. Southern Illinois University
B.A. Southern Illinois University

Bursar
Patricia Mical
B.A. University of Toledo

Assistant Bursars
Kathie Kelly

Malena Melvin
B.A. Inca Gracilaso De La Vega

Associate Director of Financial Aid
Matthew Sands
B.A University of South Florida

Financial Aid Administrators
Diane Blanc
B.S. University of South Florida

Patty Callender

Lindsay Bryant
B.A. Davenport University

Melissa Davis
B.S Southern Illinois University

Ian Wann
A.A. St. Petersburg Jr. College
B.S. University of Florida

Associate Directors of Admissions
Shaina Vaughn
B.A. La Roche College
MA.Ed Argosy University
EdD Northcentral University

Admissions Counselors
Kate Akyuz
M.B.A La Salle University
M.A La Salle University
B.A. La Salle University

Meshach Boyd
A.S. Keiser University

Doreen D’Amico
B.A. University of Hartford
M.A University of South Florida

Mandy Feldmann
M.S.W. University of Central Florida
B.A. University of Central Florida

Brenda Graybell
M.B.A. Keiser University
B.S. University of Maine – Presque Isle

Ash Ghaffari
B.S. University of Florida

Draper Harris
B.A. University of Massachusetts

Marion Holmes
M.B.A. University of Phoenix
B.A. University of Florida

Kari Kushto
M.Ed University of Delaware
B.S. University of Delaware

David Morgan
B.A. Keiser University

Judson Newhall
M.B.A Wake Forest
B.A. Wake Forest

Matthew Peavy
B.S. Coker College
M.B.A. South University

Taylor Price
B.A. Florida Gulf Coast University

Receptionists
John Connelly
M.S. Ed Keiser University
B.A. New College of Florida

Carrie Jones
B.A. Lafayette College

Test Proctor Center Manager
Katie Hillman-Warren
B.S. University of Central Florida
A.A. State College of Florida

Faculty - Accounting and Business
Jennifer Egrie
D.B.A. Argosy University
M.B.A. Webster University
B.A. Eckerd College

Victor Malo
M.P.P. University of Michigan
M.B.A. University of Phoenix
B.S. University of Florida

Paul O’Brien
M.S. National Louis University
B.S. University of Massachusetts

Faculty - Information Technology
Alex Butakow
B.S. Everglades University
A.S. Keiser College

Peyman Abdollahi
M.B.A. American InterContinental University
B.S. Florida Career College
A.S. Florida Career College

Faculty - Computer Information Systems
Dr. William Murphy
Ph.D. University of South Florida
M.S. Florida State University

B.A. University of Central Florida

Faculty - Law enforcement Operations
Randy Gonzalez
Ph.D. International Seminary
M.P.A. University of South Florida
M.A. University of South Florida
B.A. University of South Florida

Jeffrey Marmaro
Ph.D. University of Montana
B.A. New College

Barry Sullivan
M.A. University of South Florida
B.S. International College

Jarod Sadulksi
Ph.D. Northcentral University
M.A. American Military University
B.S. Thomas Edison State College

Faculty - Culinary Arts
Richard Deivert
A.S. Johnson and Wales University

Sisavath Keovilay
Ph.D. Keiser University
M.B.A. University of Phoenix
B.S. University of Florida

Nicole Martinelli
A.S. Atlantic Cape Community College

Samantha Slechta
B.S. Keiser University
A.S. Keiser University

Martha Timke
A.S. Newbury College

Faculty – Cyber Forensics/Information Security
Gary Allen
Ph.D. Capital Technology
M.S. Missouri State University
B.S. American Intercontinental University
A.A. Community College of Air Force
Faculty - Fire Science
Timothy Beattie
B.S. Keiser University
A.S. Keiser College

Faculty - General Education
Raylon Adams
M.S. University of Baltimore
B.S. Morgan State University

Kathleen Barrett
M.S. University of South Florida
B.A. West Virginia College

Frank Desteno
M.S. Rutgers University
M.Ed. Trenton State College
B.A. Jersey City State College
A.S. Mercer County Community College

Nadia Lindberg
M.S. Florida Institute of Technology
B.S. Northern Michigan University

Lawrence Miller
Ph.D. Union Institute and University
M.A. Brooklyn College
B.A. York College

Nick Maruhnich
Ph.D. Florida State University
M.S. Florida International University
B.S. Youngstown State University

Robert Moore
Ed.D. West Virginia University
M.S. Clarion State College
B.S. Edinboro University of Pennsylvania

Gregory Ruppert
M.A. University of Kentucky
B.A. University of Florida

Narine Sarkisian
M.S. Yerevan Polytechnic Institute
B.S. Yerevan Polytechnic Institute

Loretta Ursoleo
D.C. Palmer College of Chiropractic

Faculty - Medical Assisting
Nancy Peterhansen
M.S. University of Akron
B.A. Walsh University
A.A.S. Stark State College

Faculty - Associate of Nursing
Charene Adams
M.S.N. University of Phoenix
B.S.N. University of Texas
A.S.N. Union College

Michelle Myers Glower
M.S.N. St. Xavier University
B.S.N. Loyola University

Brent Hirschy
Ph.D. Keiser University
M.S.N. St. Joseph’s College
B.S.N. University of South Florida

Michelle Lanning
M.S.N. Mount Mercy University
B.A. University of Iowa
A.S. Kirkwood Community College

Nancy Marc
D.N.P. Chamberlain College
M.S.N. Aurora University
B.S.N. Triton College

Terry Neeley
M.S.N. University of Tampa
B.S. St. Leo University
A.S.N. Bucks County Community College

Sherri Perez
M.S.N. Walden University

B.S. Worcester State College
Meredith Weidenbacher
M.A. Drew University
B.A. East Stroudsburg University

Angela Willson-Conrad
Ph.D. Western Michigan University
M.S. Western Michigan University
B.S. Saint Mary’s College

Angela Willson-Conrad
Ph.D. Western Michigan University
M.S. Western Michigan University
B.S. Saint Mary’s College

M.S. Western Michigan University
B.S. Saint Mary’s College

M.S. Western Michigan University
B.S. Saint Mary’s College

M.S. Western Michigan University
B.S. Saint Mary’s College
A.S.N. FL Southwestern State College
Janice R. Stone
M.S.N. University of Central Florida
B.S.N. Tampa University

Carol Zacharias
M.S.N. Lourdes University
B.S.N. Lourdes University

**Faculty - Bachelor of Nursing**
Karen Benedict
M.S.N. Loyola University
B.S. Immaculata University

Susan Cohen
M.S.N. University of Cincinnati
B.S.N. Stevenson University

Terry Doire
D.N.P. Nova Southeastern
M.S.N. St. Joseph’s College
B.S.N. St. Joseph’s College

Sue Garland
Ph.D. Mississippi State University
M.S.N. University of Kentucky
B.S.N. Bellarmine University

Andrea Gramling
M.S.N. Southwest Missouri State University
B.S.N. University of Arkansas of Medical Sciences

Kris Gross
M.S.N. Walden University
A.S.N. Waukesha County Technical College

Bonnie Hesselberg
Ph.D. University South Florida
M.S.N. University South Florida
B.S.N. University of Tampa
A.S.N. Hillsborough Community College

Christine Malloy
D.N.P. Florida State University
M.S.N. Wagner College
B.S.N. University of the State of NY

Quinton Ming
D.N.P. University of Alabama
M.S.N. Walden University
B.S.N. Jacksonville State University

Holly Park
M.S.N. University of Cincinnati
B.S.N. University of Florida

Steven Pino
Ph.D. University of Massachusetts Med. School
B.S.N. University of Miami

Michelle Tomaino
M.S.N. University of Pennsylvania
B.S. Rutgers University

**Faculty – Paralegal/Legal Studies**
Christine Allamano
J.D. Georgetown Law School
B.S. Kent State University

Joseph Polzak
J.D. Stetson University
B.S. Florida State University

**Faculty – Physical Therapist Assistant**
Larry Credit
Ph.D. Samra University
M.S. Lesley University
B.S. Salem State College

Talley Thompson-Carpenter
D.P.T. Nova University
B.A. University of Central Oklahoma
A.S. Keiser University

Edward Dunne
B.S. Florida Gulf Coast University
A.S. Seminole State College

Joseph Ingerman
B.A. Syracuse University
A.S. Broome Community College
A.A Broome Community College

Lori Benson
M.B.A. University of Phoenix
B.S. University of Phoenix  
A.S. Manatee Community College

Lenie Kline  
D.P.T. Utica College  
B.S. De La Salle University

Bryan Regar  
D.P.T. Nova Southeastern University  
M.P.T. Nova Southeastern University  
B.S. Stetson University

**Faculty - Psychology**

Kristen Hodges  
M.S. University of Michigan  
B.S. Ferris State University

Linda Moosbrugger  
Ph.D. Ohio State University  
M.S. Ohio State University  
B.S. Ohio State University

Mary Ann Stockstill  
Ph.D. St. John’s University  
M.A. Bowie State University  
B.S. Bowie State University  
A.A. Prince George Community College

**Faculty - Radiologic Technology**

Kathy Drotar  
Ph.D. Trident University  
M.A. University of Phoenix  
B.S. Thomas Edison State College

Marion Bechtold  
MBA Keiser University  
B.S. DePaul University

Brittany Baker  
A.A. State College of Florida  
A.S. Keiser University

Hailey Kirbach  
MBA Keiser University  
B.S. University of Nebraska

Michelle MacDonald  
MS. Ed. Keiser University  
B.S. Florida Southern College

A.S. Keiser University

**Faculty – Sports Medicine and Fitness Technology**

Joshua Baltzell  
M.S. Northern State University  
B.S. Northern State University

**Shanghai, China Campus**

**Dean of Academics**

Gavin Chen  
M.B.A. Geneva Business Institute

**Program Director**

John Cogburn  
D.B.A. Keiser University

**Faculty**

Dorraine Rooney  
D.B.A Keiser University

**Registrar**

Lei Zhang  
M.S. East China Normal University

**Admissions**

Huang Wang  
M.S. Fudan University

**Shanghai Faculty**

Yuxiang Wang  
M.S. Huazhong University of Science and Technology (HUST)

Li Liu  
M.S. Shanghai University of Economics and Finance

Aiqun Li  
M.S. Dalian University for International Studies

Ping Han  
M.S. Dalian University of Technology

Miao Dong  
M.S. The University of Leeds

Xiaofeng Qiu
M.S. Zhejiang University
Yan Liu
M.B.A. East China University of Science and Technology
Ao Chen
M.S. University of Geneva
Jack Ilmonen
M.B.A. Vanderbilt University
Weiming Liao
Post-Doctoral Studies Harvard University
Ph.D. Fudan University
Yan Liu
M.S. Shanghai Marin University
Zheng Wei
M.S. Fudan University
Lili Yu
M.S. Fudan University
Min Lv
M.A. University of Canberra
Xinhai Cao
M.A. Shanghai Normal University
Liyan Yu
M.A. Shenyang Normal University

Tallahassee Campus
Campus President
Maria Mead
M.S. Troy University
B.S. Florida State University
Dean of Academic Affairs
Shyam Mistry
M.S. Florida State University
B.S. Florida State University
Director of Student Services
Keishann Corley
B.S. Florida State University

Associate Student Services Director
Wanda Bailey
B.S. Louisiana Baptist University
Director of Financial Aid
Helen Strong
M.A. Ashford University
B.A. Ashford University
A.A. Keiser University
Financial Aid Officers
Tammy Baggett
M.B.A. Hawaii Pacific University
B.S. Hawaii Pacific University
Rebecca Monk
B.A. Agnes Scott College
Georgia Hudson(delete)
Georgia Hudson
Steven Dempsey
Ph.D Keiser University
M.B.A. Keiser University
Billie Watson
B.S. Keiser University
Director of Admissions
Donna Jenkins
B.S. Kaplan University
Admissions Counselors
Marlon Mickles
B.S. Florida State University
Christina Evard
B.A. University of Central Florida
Myisha Palmer
B.S. Albany State University
Lora Smith
B.S. Valdosta State University
Diane Hadley
B.A. Flagler College
Asha Slade
M.B.A. Keiser University
Nancy Walker  
B.S. Emporia State University

Douglas Sutton  
B.S. Johnson and Wales University

Deanna Hart  
B.S. Florida Agricultural & Mechanical University

Arthur Maruri  
M.A. Monterey Institute of International Studies

Latishe Britt  
B.A.S. Florida State College at Jacksonville

**Registrar**  
Dwight Williams

Ricardo Smith  
B.S. Florida State University

**Bursars**  
Jakira West  
B.A. Florida State University

Glynis Monroe  
B.S. Florida Agricultural & Mechanical University

**Librarian**  
Lifeng Yu  
M.S. University of Illinois  
B.S. Northwest Missouri State University

**Assistant Librarian**  
Anna Lybbert  
M.S. Florida State University  
B.S. Florida State University

**Executive Assistant to the President**  
Elise Hawkins  
M.S. Florida Agricultural & Mechanical University  
B.S. Florida Agricultural & Mechanical University

**Receptionist**  
LeeAnne Wright  
B.A. University of Florida

Lynn Everson  
B.A. Augusta State University

**Faculty – Business Administration**  
Marie Mattox – Business Program Director  
D.B.A. Argosy University  
M.E. Florida Agricultural & Mechanical University  
M.A.S.S. Florida Agricultural & Mechanical University  
B.S.B.A. Nova Southeastern University

Errol Samuels  
D.B.A. University of Phoenix  
M.B.A. Rutgers University  
B.A. Rutgers University

**Faculty – Computer Sciences and Technology**  
Leon Merker  
M.S. Barry University  
B.A. Indiana University

Kenneth Thomas  
M.S. Florida Institute of Technology  
M.B.A. Florida A&M University  
B.S. Florida State University

**Faculty – Criminal Justice**  
Matthew Hollern – Program Director  
M.S. University of Central Florida  
M.S.W. Florida State University  
B.A. Florida State University

Travis Jones  
M.A. University of South Carolina  
B.A. University of South Carolina

**Faculty – Culinary Arts**  
Debora Miller-Dean of Culinary Arts  
M.S. Sullivan University  
B.S. Sullivan University  
A.S. Sullivan University

Valerie Martin
M.B.A. Johnson and Wales University
B.S.H.M. Florida International University
A.S. Culinary Johnson and Wales University

Nicole Pettineo
B.S. Johnson and Wales University
A.S. Johnson and Wales University

Joshua Turek
B.S. Johnson and Wales University
A.S. Le Cordon Bleu

Faculty – General Education
Barbara Daniel
Ph.D. Florida State University
M.S. Florida State University
B.S. Florida State University

Nathanael Gay
M.S. Florida State University
B.A. University of South Florida

Ghislaine Guyot-Jackson
Ph.D. Université Pierre et Marie Curie Paris VI
Diploma of Advanced Studies Université Pierre et Marie Curie Paris VI
M.S. Université Claude Bernard Lyon 1
B.S. Université Claude Bernard Lyon 1

Catherine Herzog
Ed.S. Florida State University
M.S. University of Central Florida
B.S. University of Central Florida

Hal Shows
M.F.A. Goddard College
M.A. Florida State University
B.A. Florida State University

Rosanne Venci
M.S. Nova Southeastern University
B.A. Florida International University

Robert Watkins
University Department Chair
Ph.D. Florida State University
M.S. Florida State University
B.A. Florida State University

Josephine Yu
Ph.D. Florida State University
M.F.A. Georgia State University
B.A. Georgia State University

Writing Studio Coordinator
Bradley Anderson
M.A. Florida State University
B.A. Florida State University

Faculty – Medical Assisting
Julia Trammell - Program Director
M.A. Ashford University
B.S. Ashford University

Sonny Abad
M.D. Our Lady of Fatima University
B.S. Mapua Institute of Technology

Jeremy Soto
B.S.N. Florida International University
A.S.N. Broward College

Faculty – Nursing
Catharine Jacob – Program Director
M.S.N. Regis University
B.S.N. Florida State University

Anne Maclachlan
M.S.N. Jacksonville University
B.S.N Middle Georgia State University

Bashonda McCloud
M.S.N. Barry University
B.S.N. Barry University

Elizabeth McKee
M.S.N. University of Central Florida
B.S.N University of West Florida

Cynthia Prather
M.S.N. Walden University
B.S.N. Thomas University

Donna Eugenia Porter
M.S.N. University of Auburn
B.S.N Florida State University

Gail Simpson
M.S.N. Florida International University  
B.A. Florida International University  

Amy Johnson  
M.S.N University of Central Florida

**Faculty – Occupational Therapy Assistant Program**  
William Gielow – Program Director  
M.S. Maryville University  
B.S. OTA Washington University

Lisa Bullock  
B.S. University of Cape Town South Africa

Mary Ellen Bailey  
B.S. University of New Hampshire

Donna Crawford  
B.S. University of Florida

Karen Calvert  
B.A. University of Kentucky  
A.S. Occupational Therapy Assistant

**Faculty – Radiologic Technology**  
Chad Wilson – Program Director  
B.S. Keiser University  
A.S. Keiser University

Jeffrey Fillingim  
A.S. Keiser University

Christy McIntosh  
M.Ed. Southeastern University  
B. S. Adventist University of Health Sciences  
A.S. Northern Virginia Community College

Crystal Tolver  
M.S. Florida State University  
B.S. Florida State University

**Faculty – Sports Medicine and Fitness Technology**  
Jenifer Thorn  
Ph.D. Florida State University  
M.S. Western Michigan University  
B.S. Baylor University

Samuel Lunt  
M.S. Florida State University

**Tampa Campus**  
Campus President  
Brandon Barnhill  
B.A. Southeast Missouri State University

Director of Admissions  
Dané Caolo  
M.B.A. South University  
B.S. Georgia Southern University

Associate Director of Admissions  
Victor Santiago  
B.S. University of Central Florida

Carrie Dimanche  
B.A. University of Connecticut

**Financial Aid Director**  
James Friend  
B.S. University of Phoenix

Associate Director of Financial Aid  
Martin Alejandro  
B.S. University of South Florida

Director of Student Services  
Jorge Diaz  
M.F.A. International Academy of Design and Technology

Associate Director of Student Services  
Elease Phillips  
B.S. Fisk University

**Student Services Coordinator**  
Joseph Leone  
M.S. Keiser University  
B.A. Keiser University  
A.S. Keiser University

**Dean of Academic Affairs**  
Dr. Dustin Blanton  
Ph.D. University of Florida  
B.S. University of Florida
**Associate Deans of Academic Affairs**

Marc Richfield  
M.S.Ed. Keiser University  
B.A. Rollins College  

Maria Swanson  
M.A. Ed University of South Florida  

James Vricos  
L.L.M. George Washington Law Center  
J.D. Touro Law Center  
B.A., B.S. Florida State University  

**Bursar**  
GraceAnn Gilgorri  
B.S. Saint Petersburg College  

**Associate Bursar**  
Douglas Sawyer  
B.A. University of South Florida  

Victor Villeda  
A.S. ITT  

**Librarian**  
Debra Bogart  
M.L.S. University of South Florida  
B.A. University of Florida  

**Assistant Librarian**  
Marilene Riemer  
M.L.S. University of South Florida  
B.A. Catholic University of Santos  

**Registrar**  
Casey Seufert  
M.B.A. Keiser University  
B.A. University of South Florida  

**Associate Registrars**  
Kamil Francois  
B.A. University of Tampa  

Erika Vega  
A.A. Hillsborough Community College  

**Financial Aid Administrators**  
Leida Reyes  
A.A.S Hudson Community College  

Jay Santiago  
A.S. New England Institute of Technology  

Teal Hunter  
B.S. Eastern Illinois University  

Abby Smith  

Elliot Anderson  
M.S. The New School, New York City  
B.A. Montclair State University  

Rochester Jacobs  
B.S. Lee University  

**Admissions Counselors**  
Monica White  
B.A. University of South Florida  

Mandy Smith  
M.A. Webster University  

Shameka Colvin  
M.S. Ed. Saint John’s University  

Michael Wilkes  
B.S. Bethune Cookman University  

Peter Richter  
B.A. Temple University  

Shanel Alexander  
B.A. University of South Florida  

Sharon Gionta  
B.A. Temple University  

Thai Martinez  
B.A. Brown University  

Thomas Deaton  
M.B.A. Strayer University  

Martainn Banks  
B.A. Tusculum University  

Jason Doughlin  
B.A. Florida Atlantic University
Tatiana Romanko  
B.A. Murray State University

Jill Muhe  
Ph.D. Capella University

Amina Medley  
B.F.A. The Julliard School

Pedro Ngoenha  
MBA/A Riddle Aeronautical University

Roselette Joseph  
M.B.A.-HRM Saint Leo University  
B.S. Florida State University

Christy Miller  
M.B.A. Saint Leo University

Re-Entry  
Ryan Donohue  
M.B.A. Western Governor’s University  
B.S. Bridgewater State University

Administrative Assistant  
Alexandria Tinsley  
B.F.A. University of Tampa

Christina Patton  
M.B.A. Keiser University

Jennifer Meyer  
M.B.A. Saint Leo University  
B.A. Saint Leo University

Writing Studio Coordinator  
Travis Kiger  
M.F.A University of Tampa  
B.A. Louisiana State University

Receptionists  
Leandra Alicea

Joseph DeDonato  
M.A. University of South Florida

Maintenance  
Michael Lejarzar

Faculty-Medical Assisting & Medical Administrative Billing and Coding  
Brenda Hannah Program Coordinator  
B.S. Remington College

Faculty-Nursing  
Timothy Voytilla, Program Director  
M.S.N. Aurora University

Laura Jordan Associate Program Director  
M.S.N. Keiser University  
B.S.N. Keiser University

Lisa Valeriay  
R.N. Keiser University  
M.S.N. Keiser University  
B.S.N. Keiser University

Lynn Morgan  
M.S.N. Barnes Jewish College  
B.S. St. Louis University  
B.S. Bournemouth University  
B.A. University of the South

Desiree Staggs  
R.N Sacred Heart University  
M.S.N. Sacred Heart University  
B.S.N. University of South Florida

Joseph Maximilien  
M.S.N. Benedictine University  
B.S.N. Florida International University

Faculty-Occupational Therapy Assistant  
Jodie Hanrahan, OTR/L Program Director  
OTD Chatham University  
M.S. Temple University  
B.A. Rowan University

Mary Ralston, COTA/L  
B.S. University of Massachusetts  
A.S. Harcum College

Kevin Horvath, COTA/L  
B.S. St. Leo University  
A.S. Keiser University

Elizabeth McLaughlin, COTA/L
M.S. Syracuse University
B.A. Buffalo State College
A.S. Keiser University

Nicole Maitre, COTA/L
M.S. Keiser University
B.S. Keiser University

Faculty - Radiologic Technology
Amarylis Velez, Program Director
D.B.A Keiser University
M.B.A Keiser University
B.S. Old Dominion

Stacy Lowe
M.S.Ed. Southern Illinois University

Anica Muminovic
B.S. University of South Florida
A.S. Harrisburg Area Community College

Jessica McDonald
B.S. Keiser University

Program Coordinator - Biomedical/Biotech
Clare-Anne Edwards Canfield
Ph.D. University of South Florida
B.S. University of South Florida
A.A. Hillsborough Community College

Faculty – Chemistry
Suchi Tiwari
Ph.D. Barkatullah University India

Faculty – Biomedical
Neil Copes
Ph.D. University of South Florida
B.S. University of South Florida
A.A. Hillsborough Community College

Faculty – Sports Medicine
William Snowden
M.A. Ed. Eastern Kentucky University
M.S. Eastern Kentucky University
B.A. McDaniel College

Dawn Laverty
D.H.Ed A.T. Still University
M.S.Ed University of Akron

Faculty - Legal
David Fernandez
J.D. Georgetown University Law Center
B.A. Columbia College

James Pingel
J.D. University of Detroit School of Law
B.A. Michigan State University

Faculty – Forensic Science
Sassan Hedayat
M.S. University of Florida
B.A. University of Florida

Faculty – Psychology
Jesse Collins
Ph.D. Capella University
M.A. Webster University
B.A. St. Leo University

Joyce Walker-Rovira
Ph. D. Walden University
M.B.A. Nova Southeastern University
M.S. Springfield College
B.S. University of Central Florida

Program Coordinator – Business, Accounting, MBA, IT, Software Engineering, Cyber Forensics, HSA
Gabriel Isaacs
Ph.D. New Mexico State University
M.S. University of Louisville
M.B.A Universidad Latina
B.S. Universidad Santa María La Antigua

Scott Goldberg
D.B.A. Argosy University
M.B.A. University of Hartford Graduate School of Business
B.S. Bryant University

Faculty - Accounting/Finance
James Hersey
D.B.A. University of Phoenix
M.B.A. Accounting – University of Phoenix
B.S. Accounting- University of Southern Maine
Faculty – Cyber Forensics
Franklin Gonzalez
B.S. Universidad Nueva Esparta (Venezuela)
M.S. University of South Florida

Faculty – Health Service Administration
MaryEllen Dennis
M.H.A Capella University
B.S.N. Eastern Kentucky University

Faculty – Software Engineering
Jay-Evan Tevis
Ph.D. Auburn University
M.S. Air Force Institute of Technology
B.S. Iowa State University

Faculty – IT
Tammy Ferrante
D.B.A. Argosy University
M.A. Tiffin University
M.A. American Intercontinental University
M.I.T. American Intercontinental University
B.F.A. American Intercontinental University

Adrian Tillman
M.S. Columbus State University
B.S. Albany State University

Program Director – General Education
Deborah Schlobach
M.S. Kaplan University
B.S. Kaplan University

Faculty – General Education
Luis Fernandez
MD/RN Santiago of Cuba University

Brenda Gonzalez
M.S.Ed Caribbean University
B.S. University of Puerto Rico

Valeriya Graeve
M.A. University of South Florida
B.A University of South Florida

Daniel Hurst
Ph.D. Ohio State University
M.A. Clemson University
B.S. Bob Jones University

Kevin Kreighbaum
M.S. University of Akron
B.S. Mount Union College

David Myers
D.C. National University of Health Science
B.S. National University of Health Science
B.S. St. Francis University

Jordan Scott
M.F.A. The University of Alabama
B.F.A. Savannah College of Art and Design

West Palm Beach Campus

Campus President
Kimberly K. Lea
Ed.S. Keiser University
M.B.A. Florida Atlantic University
B.S. Shippensburg University

Administrative Assistant
Pamela Caruso

Dean of Academic Affairs
Anthony Berrios
Ph.D. Nova Southeastern University
M.S. University of Central Florida
B.A. Columbia College

Associate Deans of Academic Affairs
Fabiana DesRosiers
Ph.D. Fordham University
M.A. Fordham University
B.A. SUNY, Binghamton

Brian McCall
M.S. University of North Carolina
B.A. University of North Carolina

Testing Coordinator
Cindy Creveling
B.S. Palm Beach Atlantic University

Librarian
Tim Guillen
M.L.I.S. University of South Florida
B.A. Florida State University
Library Clerk
Sue Bartolomeo
B.A. Empire State College
A.A.S. Tompkins Cortland Community College

Registrar
Jennifer Papula
M.S. Ed. Keiser University
B.A. Florida Southern College

Assistant Registrar
Katherine Moyses
M.S.Ed. Keiser University
B.A. University of Florida

Director of Student Services
Elizabeth C. Houlihan
M.B.A. Everglades University
B.S. Winthrop University

Associate Director of Student Services
Michelle Chung
M.A. American InterContinental University
B.S. Florida International University

Writing Center
Kristin Brittain
Ph.D. Florida Atlantic University
M.Ed. Florida Atlantic University
B.A. Saint Leo University

Bursars
Clive Thompson
B.Sc. University College of the Commonwealth Caribbean
A.Sc. The Moneague College, Jamaica

Debbie Hill
A.A. Keiser University

Front Desk Receptionists
Christine Monsegue
Rebecca Rodriguez
B.S. Palm Beach State University

Asja Misner
A.A. Palm Beach State University

Kristi Snyder
B.S. Ball State University

Director of Financial Aid
Vladimir Adonis
B.S. Keiser University
A.A. Florida Atlantic University

Associate Directors of Financial Aid
Brenda Pena
A.S. University of Puerto Rico

Financial Aid Administrators
Melissa Farides
M.S. Devry University
B.A. Florida Atlantic University

Sachia Graham

Keva Harris James
B.A. University of the West Indies

Angela Moeckel

Charles Myers
B.A. Keiser University

Darling Pham
B.A. University of North Carolina

Marsha Pryce
M.S. University of the West Indies
B.A. University of Technology, Jamaica

Taniesha Whittaker
M.B.A. South University
B.A. South University
A.A. Palm Beach State College

Director of Admissions
Anna Smiley
M.S.O.P. University of Phoenix
M.M.H.R.M. University of Phoenix
B.S. Baker University

Associate Director of Admissions
Amber Schmeider
M.B.A. Keiser University  
B.S. Lock Haven University of Pennsylvania  

**Senior Admissions Counselors**  
Chris Mahone  
B.A. University of Incarnate Word  
A.A. Lorain County Community College  

Keith Wasnak  
B.A. William Paterson University of New Jersey  

**Admissions Counselors**  
Alexander Benjamin  
B.A. Illinois Wesleyan University  

Matthew Gibbons  
B.A. University of Connecticut  

Lenise Hewling  
B.A. American Intercontinental University  

Estefania James  
M.S. Marshall University  
B.S. Lehman College-CUNY  

Evelyn Rios  
B.S. Florida Atlantic University  

Oswaldo Sierra  
B.A. University of Florida  

Cordel Walkes  
B.A. Florida Atlantic University  

Glendaly Rodriguez  
B.S. City University of New York  

Francisco Valverde  
B.S. CUNY Herbert H. Lehman College  

**Reentry Counselor**  
Rebecca Wood  
M.S. University of Exeter  
B.A. University of Wisconsin  

**Faculty – Business and Accounting**  
Ron Fuerst  

M.S. Florida Atlantic University  
M.S. Northeastern Illinois University  
M.S. Temple University  
B.S. Northern Michigan University  

Craig Haberstumpf  
M.S. Florida Atlantic University  
B.S. Bloomsburg University of PA  

**Faculty - Computer Science, Information Technology and Computer Graphics**  
Christian Hernandez  
M.S. Everglades University  
B.S. Kean University  

Pamela Owens  
M.S. University of St. Thomas  
B.S. State University at Stony Brook  

Eric Sabbah  
Ph.D. Binghamton University  
M.S. New York University  
B.S. Brooklyn College  

**Faculty - Criminal Justice**  
Pamela Mertens  
Ph.D. Nova Southeastern University  
M.S. University of Central Florida  
B.A. University of South Florida  

Anthony Berrios  
Ph.D. Nova Southeastern University  
M.S. University of Central Florida  
B.A. Columbia College  

Gregory Richter  
M.S. University of Alabama  
B.S. Florida International University  

Robin Shepett  
M.S. Florida International University  
B.S. Nova Southeastern University  

**Faculty-Forensic Investigations/Crime Scene Technology**  
Maria Golonski  
M.S. Northeastern University  
B.S. Niagara University
Teresa Bryant  
Ph.D. Walden University  
M.S. Capella University  
M.P.A. Barry University

Faculty - General Education
Jeff Allyn  
D.C. Palmer College of Chiropractic  
B.S. Michigan State University

Thomas Buzzerd  
M.S. Marywood University  
M.A. Marywood University  
B.A. Wilkes University  
A.A. Lackawanna College

Kyung Chung  
M.S. Florida Atlantic University  
B.A. Florida Atlantic University  
A.A. Palm Beach State College

Manuel Constantino  
M.S. Illinois State University  
B.S. University of Miami

Gauri Deodhar  
Ph.D. Colorado School of Mines  
M.Sc. University of Prune, India  
B.Sc. University of Prune, India

Ryan Dessler  
J.D. Florida International University  
M.A. Florida Atlantic University  
B.A. University of Florida

Ron Fuerst  
M.S. Florida Atlantic University  
M.S. Northeastern Illinois University  
M.S. Temple University  
B.S. Northern Michigan University

Gomini Halli  
M.S. California State University  
B. S. California State University

Aaron Pancho  
M.A. Florida Atlantic University  
B.A. Florida Atlantic University

Catherine Prann  
D.C. Logan University  
B.S. Logan University  
B.S. University of Central Florida  
A.A. Brevard Community College

Zarraz Quick  
Ph.D. Michigan State University  
B.S Western Michigan University

Faculty – Health Services Administration
Peter Cruise  
Ph.D. Florida Atlantic University  
M.P.A. Florida Atlantic University  
B.H.S. Florida Atlantic University

Kimberly Scott  
M.B.A. Palm Beach Atlantic University  
B.S. Keiser University

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

Kimberly Scott  
D.B.A. Keiser University  
M.B.A. Keiser University  
B.S. Palm Beach Atlantic University

Faculty-Integrated Marketing and Communications
Brian O’Loughlin  
Ph.D. University of Alabama  
M.A. Syracuse University  
B.S. Boston University

Gary Chapman  
J.D. Nova Southeastern University  
B.A. Lafayette College

Irwin Jacobowitz  
J.D. Western New England University  
B.A. SUNY at Stony Brook

Andrew Slater  
J.D. Nova Southeastern University  
B.A. Brooklyn College of the City of New
York
Paul Zacks
J.D. Florida State University
B.A. Wayne State University

Faculty – ASN Nursing
Elba Alvarez
M.S.N. Barry University
B.S.N. Lehman College

Brian Bizzarro
M.S.N. University of Phoenix
B.S. Everest University
A.S.N. Keiser University

Linda Coffey
M.S. Georgetown University
B.S. Georgetown University
A.S. Palm Beach Junior College

Rosemarie Graczkowski
M.S.N. Florida Atlantic University
B.S.N. Nova Southeastern University

Melody Hackett
M.S.N. Florida Atlantic University
B.S.N. Bloomsburg University

Stephanie Laing
M.S.N. Florida Atlantic University
B.S.N. Florida Atlantic University

Angelica Ligas
M.S.N. St. Bernadette of Lourdes College
B.S.N. Dr. Yanga’s College, Inc. (DYCI)

Arnel Lorinos
M.S.N. University of Phoenix
B.S. Far Eastern University

Sandra Mcindoe
M.S.N. Grand Canyon University
B.S.N. Kaplan University
A.S.N. Miami Dade Community College

Shawn Mohammed
M.S.N. South University
B.S.N. South University

A.S.N. Palm Beach State College
Marjorie Roache
M.S.N. University of Illinois
B.S.N. Rush University

Carol Seamon
M.S.N. Florida Atlantic University
B.S.N. Palm Beach Atlantic College
A.S.N. Palm Beach State College

Kelly Thomas
M.S.N. University of Jacksonville
B.S.N. University of Central Florida

Faculty-BSN Nursing
Marie Alix Joseph
D.N.P. Grand Canyon University
M.S.N. South University
B.S.N. South University
A.S.N. Broward Community College
L.P.N. Barna College

Camille Barnett
D.N.P. Florida Atlantic University
M.S.N. Florida Atlantic University
B.S.N. Florida Atlantic University
A.A. Prince George’s Community College

Tammy Field
D.N.P. Wilkes University
M.S.N. Florida Atlantic University
B.S.N. Florida Atlantic University
A.S.N. Broward Community College

Kathleen Hearn
M.S.N. Thomas Edison State University
B.S.N. Thomas Edison State University
A.A.S. Delaware County Community College

Ruchama Jean Baptiste
M.S.N. Florida Atlantic University
B.S.N. Florida Atlantic University

Claudette Johnston-Creary
M.S.N. Phoenix University
B.S.N. SUNY, Brooklyn

Pamela Kramer
M.S.N. Indiana University
B.S.N. Indiana University

Shirley Lamarre
A.P.R.N. University of Massachusetts
M.S.N. University of Phoenix
B.S.N. University of Phoenix
A.S.N. Broward Community College

Luci Mendonca-Cali
Ph.D. Barry University
M.S.N. Florida Atlantic University
B.S.N. Florida International University
A.S.N. Broward Community College

Keith Munyan
M.S.N. Western Governors University
B.S.N. Western Governors University
A.S. Palm Beach State College
A.A. Gloucester County College

Tania Rice
F.N.P. Barry University
B.S.N. Thomas Jefferson University

Marlene Velasquez-Sedito
D.N.P. University of Miami
M.S.N. University of Miami
B.S.N. University of Miami

Linda Wilson
M.S.N. Florida Atlantic University
B.S.N. Florida Atlantic University
A.S.N. Broward Community College

Faculty – Occupational Therapy Assisting
Kristin Domville
M.O.T. Nova Southeastern University
B.A. Florida Atlantic University

Nina Heller
M.A. Touro College
B.S. Touro College

Anderston St. Germain
M.S. Florida International University
B.A. Concordia College

Cynthia Therrien

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

Candice Young
M.H.A. University of Phoenix
B.S. University of Phoenix
A.S. Keiser University

Faculty – Physical Therapist Assistant
Ken Amsler
Ph.D. St. Bonaventure University
B.S.Ed. Indiana University of Pennsylvania

Sheila Connerton
B.S. Palm Beach Atlantic University
A.S. Newbury Junior College

Nichole Volstad
D.P.T. University of Miami
B.S. University of Miami

Faculty-Psychology
Sonia Troche
Ph.D. Pontifical Catholic University of Puerto Rico
M.Ed. Pontifical Catholic University of Puerto Rico
B.A. Pontifical Catholic University of Puerto Rico

Jennifer Wells
Ph.D. Fordham University
M.A. New Jersey City University
B.A. Douglass College/Rutgers University

Faculty - Radiologic Technology
Novlene Clark-Levers
M.S. Hodges University
B.S. Hodges University
A.S. Keiser University

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

Carrie Ann Morgan
M.S.Ed. Keiser University
B.S. Keiser University

627
A.S. Keiser University

**Faculty – Sports Medicine**

Sean Cunningham  
M.Ed. Florida Atlantic University  
B.S. Canisius College

Danielle Graydon  
M.S. California University of Pennsylvania  
B.S. Rutgers the State University of New Jersey
### UNDERGRADUATE ACADEMIC CALENDAR

#### Term Calendar 2019

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/19</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>01/07/19-04/28/19</td>
<td>Winter Semester</td>
</tr>
<tr>
<td>01/07/19-02/03/19</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td>1/21/2019</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>1/22/2019</td>
<td>Return</td>
</tr>
<tr>
<td>02/04/19-03/03/19</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>2/18/2019</td>
<td>President’s Day</td>
</tr>
<tr>
<td>2/19/2019</td>
<td>Return</td>
</tr>
<tr>
<td>03/04/19-03/31/19</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>04/01/19-04/28/19</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>04/19/19-04/22/19</td>
<td>Easter Break</td>
</tr>
<tr>
<td>04/23/19</td>
<td>Return</td>
</tr>
<tr>
<td>04/29/19-05/05/19</td>
<td>Spring Break</td>
</tr>
<tr>
<td>05/06/19-08/25/19</td>
<td>Summer Semester</td>
</tr>
<tr>
<td>05/06/19-06/02/19</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td>5/27/2019</td>
<td>Memorial Day</td>
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<tr>
<td>5/28/2019</td>
<td>Return</td>
</tr>
<tr>
<td>06/03/19-06/30/19</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>07/01/19-07/28/19</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>7/4/2019</td>
<td>Independence Day</td>
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<tr>
<td>7/5/2019</td>
<td>Return</td>
</tr>
<tr>
<td>07/29/19-08/25/19</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>08/26/19-09/01/19</td>
<td>Summer Break</td>
</tr>
<tr>
<td>09/02/19-12/22/19</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>09/02/19-09/29/19</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td>9/2/2019</td>
<td>Labor Day</td>
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<tr>
<td>9/3/2019</td>
<td>Return</td>
</tr>
<tr>
<td>09/30/19-10/27/19</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>10/28/19-11/24/19</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>11/11/19</td>
<td>Veterans Day</td>
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<tr>
<td>11/12/19</td>
<td>Return</td>
</tr>
<tr>
<td>11/25/19-12/22/19</td>
<td>Term D Classes Begin</td>
</tr>
</tbody>
</table>
Term Calendar 2020

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

1/1/20
01/13/20-05/03/20
New Year’s Day
01/13/20-02/09/20
Winter Semester
01/20/20
Martin Luther King Jr. Day
01/21/20
Return
02/10/20-03/08/20
Term B Classes Begin
02/17/20
President’s Day
02/18/20
Return
03/09/20-04/05/20
Term C Classes Begin
04/06/20-05/03/20
Term D Classes Begin
04/10/20-04/13/20
Easter Break
04/14/20
Return
05/04/20-05/10/20
Spring Break
05/11/20-08/30/20
Summer Semester
05/11/20-06/07/20
Term A Classes Begin
05/25/20
Memorial Day
05/26/20
Return
06/08/20-07/05/20
Term B Classes Begin
07/03/20
Independence Day (observed)
07/06/20
Return
07/06/20-08/02/20
Term C Classes Begin
08/03/20-08/30/20
Term D Classes Begin
08/31/20-12/20/20
Fall Semester
08/31/20-09/27/20
Term A Classes Begin
09/07/20
Labor Day
09/08/20
Return
09/28/20-10/25/20
Term B Classes Begin
10/26/20-11/22/20
Term C Classes Begin
11/11/20
Veterans Day
11/12/20
Return
11/23/20-12/20/20
Term D Classes Begin
11/26/20-11/29/20
Thanksgiving Break
11/30/20
Return
Term Calendar 2021

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

1/1/21
01/11/21-05/02/21
01/11/21-02/07/21
01/18/21
01/19/21
02/08/21-03/07/21
02/15/21
02/16/21
03/08/21-04/04/21
04/05/21-05/02/21
04/02/21-04/05/21
04/06/21
05/03/21-05/09/21
05/10/21-08/29/21
05/10/21-06/06/21
05/31/21
06/01/21
06/07/21-07/04/21
07/05/21-08/01/21
07/05/21
07/06/21
08/02/21-08/29/21
08/30/21-12/19/21
08/30/21-09/26/21
09/06/21
09/07/21
09/27/21-10/24/21
10/25/21-11/21/21
11/11/21
11/12/21
11/22/21-12/19/21
11/25/21-11/28/21

New Year’s Day
Winter Semester
Term A Classes Begin
Martin Luther King Jr. Day
Return
Term B Classes Begin
President’s Day
Return
Term C Classes Begin
Term D Classes Begin
Easter Break
Return
Spring Break
Summer Semester
Term A Classes Begin
Memorial Day
Return
Term B Classes Begin
Term C Classes Begin
Independence Day (observed)
Return
Term D Classes Begin
Fall Semester
Term A Classes Begin
Labor Day
Return
Term B Classes Begin
Term C Classes Begin
Veterans Day
Return
Term D Classes Begin
Thanksgiving Break
Term Calendar 2022

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

1/1/22 New Year’s Day
01/10/22-05/01/22 Winter Semester
01/10/22-02/06/22 Term A Classes Begin
01/17/22 Martin Luther King Jr. Day
01/18/22 Return
02/07/22-03/06/22 Term B Classes Begin
02/21/22 President’s Day
02/22/22 Return
03/07/22-04/03/22 Term C Classes Begin
04/04/22-05/01/22 Term D Classes Begin
04/15/22-04/18/22 Easter Break
04/19/22 Return
05/02/22-05/08/22 Spring Break
05/09/22-08/28/22 Summer Semester
05/09/22-05/05/22 Term A Classes Begin
05/30/22 Memorial Day
05/31/22 Return
06/06/22-07/03/22 Term B Classes Begin
07/04/22-07/31/22 Term C Classes Begin
07/04/22 Independence Day
07/05/22 Return
08/01/22-08/28/22 Term D Classes Begin
08/29/22-12/18/22 Fall Semester
08/29/22-09/25/22 Term A Classes Begin
09/05/22 Labor Day
09/06/22 Return
09/26/22-10/23/22 Term B Classes Begin
10/24/22-11/20/22 Term C Classes Begin
11/11/22 Veterans Day
11/14/22 Return
11/21/22-12/18/22 Term D Classes Begin
11/24/22-11/27/22  Thanksgiving Break
11/28/22  Return
12/19/22-01/08/23  Holiday

**Term Calendar 2023**

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

1/1/23  New Year's Day
01/09/23-04/30/23  Winter Semester
01/09/23-02/05/23  Term A Classes Begin
01/16/23  Martin Luther King Jr. Day
01/17/23  Return
02/06/23-03/05/23  Term B Classes Begin
02/20/23  President's Day
02/21/23  Return
03/06/23-04/02/23  Term C Classes Begin
04/03/23-04/30/23  Term D Classes Begin
04/07/23-04/10/23  Easter Break
04/11/23  Return
05/01/23-05/07/23  Spring Break
05/08/23-08/27/23  Summer Semester
05/08/23-06/04/23  Term A Classes Begin
05/29/23  Memorial Day
05/30/23  Return
06/05/23-07/02/23  Term B Classes Begin
07/03/23-07/30/23  Term C Classes Begin
07/04/23  Independence Day
07/05/23  Return
07/31/23-08/27/23  Term D Classes Begin
08/28/23-12/17/23  Fall Semester
08/28/23-09/24/23  Term A Classes Begin
09/04/23  Labor Day
09/05/23  Return
09/25/23-10/22/23  Term B Classes Begin
10/23/23-11/19/23  Term C Classes Begin
11/10/23  Veterans Day (observed)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/23</td>
<td>Return</td>
</tr>
<tr>
<td>11/20/23-12/17/23</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>11/23/23-11/26/23</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>11/27/23</td>
<td>Return</td>
</tr>
<tr>
<td>12/18/23-01/07/24</td>
<td>Holiday</td>
</tr>
</tbody>
</table>

**Term Calendar 2024**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1/1/24</td>
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<td>Winter Semester</td>
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<tr>
<td>01/08/24-02/04/24</td>
<td>Term A Classes Begin</td>
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<tr>
<td>01/15/24</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>01/16/24</td>
<td>Return</td>
</tr>
<tr>
<td>02/05/24-03/03/24</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>02/19/24</td>
<td>President’s Day</td>
</tr>
<tr>
<td>02/20/24</td>
<td>Return</td>
</tr>
<tr>
<td>03/04/24-03/31/24</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>04/01/24-04/28/24</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>03/29/24-04/01/24</td>
<td>Easter Break</td>
</tr>
<tr>
<td>04/02/24</td>
<td>Return</td>
</tr>
<tr>
<td>04/29/24-05/05/24</td>
<td>Spring Break</td>
</tr>
<tr>
<td>05/06/24-08/25/24</td>
<td>Summer Semester</td>
</tr>
<tr>
<td>05/06/24-06/02/24</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td>05/27/24</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>05/28/24</td>
<td>Return</td>
</tr>
<tr>
<td>06/03/24-06/30/24</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>07/01/24-07/28/24</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>07/04/24</td>
<td>Independence Day</td>
</tr>
<tr>
<td>07/05/24</td>
<td>Return</td>
</tr>
<tr>
<td>07/29/24-08/25/24</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>08/26/24-09/01/24</td>
<td>Summer Break</td>
</tr>
<tr>
<td>09/02/24-12/22/24</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>09/02/24-09/29/24</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td>09/02/24</td>
<td>Labor Day</td>
</tr>
<tr>
<td>09/03/24</td>
<td>Return</td>
</tr>
<tr>
<td>09/30/24-10/27/24</td>
<td>Term B Classes Begin</td>
</tr>
</tbody>
</table>
10/28/24-11/24/24  Term C Classes Begin
11/11/24  Veterans Day
11/12/24  Return
11/25/24-12/22/24  Term D Classes Begin
11/28/24-12/1/24  Thanksgiving Break
12/02/24  Return
12/23/24-01/12/25  Holiday

**Term Calendar 2025**

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

1/1/25  New Year's Day
01/13/25-05/04/25  Winter Semester
01/13/25-02/09/25  Term A Classes Begin
01/20/25  Martin Luther King Jr. Day
01/21/25  Return
02/10/25-09/25  Term B Classes Begin
02/17/25  President's Day
02/18/25  Return
03/10/25-06/25  Term C Classes Begin
04/07/25-04/25  Term D Classes Begin
04/18/25-04/21/25  Easter Break
04/22/25  Return
05/05/25-11/25  Spring Break
05/12/25-08/31/25  Summer Semester
05/12/25-06/08/25  Term A Classes Begin
05/26/25  Memorial Day
05/27/25  Return
06/09/25-07/06/25  Term B Classes Begin
07/07/25-03/25  Term C Classes Begin
07/04/25  Independence Day
07/05/25  Return
08/04/25-08/31/25  Term D Classes Begin
09/01/25-12/21/25  Fall Semester
09/01/25/09/28/25  Term A Classes Begin
09/01/25  Labor Day
09/02/25  Return
09/29/25-10/26/25  Term B Classes Begin
10/27/25-11/23/25  Term C Classes Begin
11/11/25  Veterans Day
11/12/25  Return
11/24/25-12/21/25  Term D Classes Begin
11/27/25-11/30/25  Thanksgiving Break
12/01/25  Return
12/22/25-01/11/26  Holiday

**Term Calendar 2026**

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

01/01/26  New Year’s Day
01/12/26-05/03/26  Winter Semester
01/12/26-02/08/26  Term A Classes Begin
01/19/26  Martin Luther King Jr. Day
01/20/26  Return
02/09/26-03/08/26  Term B Classes Begin
02/16/26  President’s Day
02/17/26  Return
03/09/26-04/05/26  Term C Classes Begin
04/06/26-05/03/26  Term D Classes Begin
04/03/26-04/06/26  Easter Break
04/07/26  Return
05/04/26-05/10/26  Spring Break
05/11/26  Return
05/11/26-08/30/26  Summer Semester
05/11/26-07/07/26  Term A Classes Begin
05/25/26  Memorial Day
05/26/26  Return
06/08/26-07/05/26  Term B Classes Begin
07/06/26-08/02/26  Term C Classes Begin
07/03/26
Independence Day (observed)
07/06/26
Return
08/03/26-08/30/26
Term D Classes Begin
08/31/26-12/20/26
Fall Semester
08/31/26/09/27/26
Term A Classes Begin
09/07/26
Labor Day
09/08/26
Return
09/28/26-10/25/26
Term B Classes Begin
10/26/26-11/22/26
Term C Classes Begin
11/11/26
Veterans Day
11/12/26
Return
11/23/26-12/20/26
Term D Classes Begin
11/26/26-11/29/26
Thanksgiving Break
11/30/26
Return
12/21/26-01/10/27
Holiday
PLEASE NOTE: The following programs are unavailable to new students, although currently enrolled students may be in the process of completing these programs:

1. BBA in Accounting
2. BBA in Advertising and Marketing
3. BBA in Economics
4. BBA in Fashion Marketing and Management
5. BBA in Finance
6. BBA in International Business
7. BBA in Management
8. BBA in Marketing
9. BBA in Sports and Entertainment Management
Keiser University Flagship Residential Campus

Keiser University’s Flagship Campus is located at 2600 North Military Trail in West Palm Beach, on a 100-acre site with 263,968 square feet of buildings. The Flagship Campus offers students suite-style residence halls with meal plans, 24-hour security, Wi-Fi and cable access, and maintains facilities to support 20 NAIA athletic teams, club sports, and intramural activities. All equipment used at Keiser University meets industry standards and program requirements.

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

2019-20 Undergraduate and Graduate Tuition and Fees
The following tuition and fee schedules apply only to applicants/students at the Keiser University Flagship Campus and College of Golf and Sport Management:

KEISER UNIVERSITY
Residential (Flagship) Campus
UNDERGRADUATE TUITION AND FEE DISCLOSURE
Effective Fall Semester 2019

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 at the Resident/Flagship campus are charged by the semester for the scheduled credit hours. Tuition and fees are subject to annual review and modification.

<table>
<thead>
<tr>
<th>FALL SEMESTER 2019</th>
<th>SPRING SEMESTER 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Deposit – Refundable before May 1, 2019</td>
<td>Refundable before October 1, 2019; $150.00</td>
</tr>
<tr>
<td>Housing Deposit – Refundable before July 1, 2019</td>
<td>Refundable before December 1, 2019; $250.00</td>
</tr>
</tbody>
</table>
All charges are due no later than the first day of class for each semester

<table>
<thead>
<tr>
<th></th>
<th>FALL SEMESTER 2019</th>
<th>SPRING SEMESTER 2020</th>
<th>ACADEMIC YEAR 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition 12-17.99</td>
<td>$14,760.00</td>
<td>$14,760.00</td>
<td>$29,520.00</td>
</tr>
<tr>
<td>credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Fee</td>
<td>$800.00</td>
<td>$800.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Estimated Books</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Total Estimated</td>
<td>$16,560.00</td>
<td>$16,560.00</td>
<td>$33,120.00</td>
</tr>
<tr>
<td>without Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equestrian Education Fee</td>
<td>$1,600.00</td>
<td>$1,600.00</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>Golf Management</td>
<td>$2,510.00</td>
<td>$2,510.00</td>
<td>$5,020.00</td>
</tr>
<tr>
<td>Education Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Education Fees Associated with Programmatic Participation & Facilities Access*

Tuition and Fees are charged by the semester

Tuition for Students Attending over Full Time (18 to 24 credits per semester) $18,450.00

*Student may petition for 18.0 to 24 credit hours. Requires Dean’s approval. Must have a minimum of a 3.0 CGPA.*

Tuition for Students Attending Full Time (12 to 17.99) $14,760.00

Tuition for Students Attending Three Quarter Time (9 to 11.99 credits per semester) $11,070.00

Tuition for Students Attending Half Time (6 to 8.99 credits per semester) $7,380.00

Tuition for Students Attending Less Than Half Time (0 to 5.99 credits per semester) $3,690.00

*Room

Housing is charged by semester (estimated)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy</td>
<td>$3,243.00</td>
</tr>
<tr>
<td>Double Off-Campus</td>
<td>$4,084.00</td>
</tr>
<tr>
<td>Occupancy</td>
<td>$2,530.00</td>
</tr>
<tr>
<td>Quad Occupancy</td>
<td>$1847.00</td>
</tr>
</tbody>
</table>

Room Damage Fee is assessed in accordance with housing contract.

*Board*

<table>
<thead>
<tr>
<th>Residential Meal Plans</th>
<th>Commuter Meal Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 meals a week with</td>
<td>20 Block Plan with</td>
</tr>
<tr>
<td>$150.00 Flex per</td>
<td>$15.00 Flex per</td>
</tr>
<tr>
<td>Semester</td>
<td>Semester</td>
</tr>
<tr>
<td>$2,864.00</td>
<td>$260.00</td>
</tr>
</tbody>
</table>
- All students in Residence must have a Board Plan. Alternative Plans may be available.
- All Freshmen and Sophomores must live on campus, unless they live with a parent or relative within a 50-mile radius of campus.

<table>
<thead>
<tr>
<th>English as a Second Language</th>
<th>Tuition</th>
<th>Education Fees</th>
<th>Estimated Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks, 20 contact hours/week</td>
<td>3,690.00</td>
<td>$550.00</td>
<td>$272.00</td>
</tr>
<tr>
<td>8 weeks, 30 contact hours/week</td>
<td>$1,845.00</td>
<td>$275.00</td>
<td>$272.00</td>
</tr>
</tbody>
</table>

**Health Insurance**

The Student/Technology Fee excludes health insurance premiums. All students must either demonstrate coverage by a qualified U.S. health insurance plan or pay the premium and receive coverage from a policy provided by the University.

**Other Fees** (Estimated)

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

- Car Permit (annually) $50.00 Re-entry fee $150.00
- Car Permit additional or replacement $15.00 Replacement Dorm Key $25.00
- Library Late Fee $10.00 Return Check Fee $35.00
- Health Insurance Fee (academic year) $1,440.00 Student ID replacement $25.00
- Health Insurance Fee (Spring only) $820.00 Test out per credit hour $75.00
- Late Payment Fee $25.00 Transcript Fee $5.00
- Orientation Fee $100.00 Withdrawal Fee $100.00
Degree programs with Majors which require a student kit, Background Checks, Certification Exam, Fingerprinting, etc., will be assessed a fee accordingly.

Textbook prices are posted on the student portal by course.

Students taking online courses who have the textbooks shipped will have shipping charges assessed to them.

Keiser University reserves the right to make any change in tuition, fees, curriculum or any phase of its programs in which it is the opinion of the administration that students or the University will benefit. Such changes may be made without further notice. Tuition is charged by the semester as stated above. This information is being provided to assist students in the budgeting of finances. The annual costs indicated are estimates and are not costs owed to the University. These costs are averages and do not reflect actual expenses that may incur.

An academic transcript will not be released if the student has a balance with the institution for any reason.

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**KEISER UNIVERSITY**
Residential (Flagship) Campus

**GRADUATE – MBA -TUITION AND FEE DISCLOSURE**
Effective Fall Semester 2019

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 at the Resident/Flagship campus are charged by the semester for the scheduled credit hours. Tuition and fees are subject to annual review and modification. Proration of charges due to withdrawal are explained in the University catalog.

<table>
<thead>
<tr>
<th>FALL SEMESTER 2019</th>
<th>SPRING SEMESTER 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Deposit</strong></td>
<td>Refundable before May 1, 2019</td>
</tr>
<tr>
<td><strong>Housing Deposit</strong></td>
<td>Refundable before July 1, 2019</td>
</tr>
</tbody>
</table>

All charges are due the first day of class for each semester.

<table>
<thead>
<tr>
<th>M.B.A. Program Charges</th>
<th>FALL SEMESTER 2019</th>
<th>SPRING SEMESTER 2020</th>
<th>ACADEMIC YEAR 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition 6.00 to 8.99 credits</td>
<td>$7,656.00</td>
<td>$7,656.00</td>
<td>$15,312.00</td>
</tr>
<tr>
<td>Education Fee</td>
<td>$800.00</td>
<td>$800.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Estimated Books</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Total Estimated without Housing</td>
<td>$9,456.00</td>
<td>$9,456.00</td>
<td>$18,912.00</td>
</tr>
</tbody>
</table>
## Ph.D. Program Charges

**FALL SEMESTER 2019**

- **Tuition**: $15,998.00
- **Education Fee**: $800.00
- **Estimated Books**: $1,000.00

**SPRING SEMESTER 2020**

- **Tuition**: $15,998.00
- **Education Fee**: $800.00
- **Estimated Books**: $1,000.00

**ACADEMIC YEAR 2019-20**

- **Tuition**: $31,996.00
- **Education Fee**: $1,600.00
- **Estimated Books**: $2,000.00

**Education Fees Associated with Programmatic Participation & Facilities Access**

<table>
<thead>
<tr>
<th>Residential Meal Plans (estimated)</th>
<th>Commuter Meal Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 meals a week with $150.00 Flex per Semester</td>
<td>$2,864.00</td>
</tr>
<tr>
<td>225 Block Meal Plan with $125.00 Flex per Semester</td>
<td>$2,864.00</td>
</tr>
</tbody>
</table>

**Ph.D. Program Charges**

<table>
<thead>
<tr>
<th>FALL SEMESTER 2019</th>
<th>SPRING SEMESTER 2020</th>
<th>ACADEMIC YEAR 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition 12 to 17.99 credits</td>
<td>$7,994.00</td>
<td>$7,994.00</td>
</tr>
<tr>
<td>Education Fee</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Estimated Books</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total Estimated without Housing</td>
<td>$9,794.00</td>
<td>$9,794.00</td>
</tr>
</tbody>
</table>

**Tuition and Fees are Charged by the Semester**

<table>
<thead>
<tr>
<th>M.B.A.</th>
<th>Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Charge Attending over Full Time 18 to 24 credits</td>
<td>$19,140.00</td>
</tr>
<tr>
<td>Tuition Charge Attending Full Time 12 to 17.99 credits</td>
<td>$15,312</td>
</tr>
<tr>
<td>Tuition Charge Attending Three Quarter Time 9 to 11.99 credits</td>
<td>$11,484.00</td>
</tr>
<tr>
<td>Tuition Charge Attending Half Time 6 to 8.99 credits</td>
<td>$7,656.00</td>
</tr>
<tr>
<td>Tuition Charge Attending Less than Half Time 0 to 5.99 credits</td>
<td>$3,828.00</td>
</tr>
</tbody>
</table>

**Housing Charged by Semester (estimated)**

<table>
<thead>
<tr>
<th></th>
<th>M.B.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy</td>
<td>$3,243.00</td>
</tr>
<tr>
<td>Double Off-Campus Occupancy</td>
<td>$4,084.00</td>
</tr>
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</tr>
<tr>
<td>Quad Occupancy</td>
<td>$1,847.00</td>
</tr>
</tbody>
</table>

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All students in Residence **must** have a board plan. Alternate plans may be available.

All Freshmen & Sophomores must live on campus, unless they live with a parent or relative within a 50-mile radius of the campus.
English as a Second Language

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<tr>
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<th>Estimated Books</th>
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<td>$275.00</td>
</tr>
</tbody>
</table>

**Health Insurance.** The Student /Technology Fee excludes health insurance premiums. All students must either demonstrate coverage by a qualified U.S. health insurance plan or pay the premium and receive coverage from a policy provided by the University.

**Other Fees (estimated)**

<table>
<thead>
<tr>
<th>Car Permit (annually)</th>
<th>Re-Entry Fee</th>
<th>$150.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Permit additional or replacement</td>
<td>Replacement Dorm Key</td>
<td>$25.00</td>
</tr>
<tr>
<td>Library Late Fee</td>
<td>Return Check Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Health Insurance Fee (year)</td>
<td>Student ID replacement</td>
<td>$25.00</td>
</tr>
<tr>
<td>Health Insurance Fee (spring only)</td>
<td>Test out per credit hour</td>
<td>$75.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>Transcript Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Orientation Fee</td>
<td>Withdrawal Fee</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

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An academic transcript will not be released if the student has a balance with the institution for any reason.

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

**Academic Policies and Information**

Academic advisors and faculty are available to assist students in reaching their educational and career goals. Both walk-in and scheduled advising sessions are available throughout the year. Advisors guide students through the required academic curriculum, assist in the selection of a major based on individual interests and goals, help students prepare for advanced study, connect students with campus resources and support systems, and provide access to course registration.
Athletics
Keiser University “Seahawks” is a member of the National Association of Intercollegiate Athletics (NAIA) and The Sun Conference. The Athletic Department provides opportunities for students to compete in varsity and junior varsity intercollegiate athletics. The Seahawks offer 25 varsity sports and a number of junior varsity opportunities. For more specific information about Seahawks athletics, see www.KUSeahawks.com.
Equity in Athletics Report & Athletics Revenue and Expense Report – These reports provide information on the intercollegiate athletic programs at the University. Specifically, they disclose data on student athlete participation, coaches’ participation, recruiting expenses, athletic aid, average coaches’ salaries, operating expenses, and overall athletic revenues and expenses. These reports are available annually and can be requested in the University Title IV Compliance office and the Financial Aid office.

Bookstore
The bookstore is the major hub on campus for academic related textbooks for class and all KU merchandise. The bookstore carries apparel and accessories, gifts and collectables, and an assortment of other supplies.

Business Office
The Business Office on campus is the department to inquire and resolve any questions pertaining to student financial obligations with the University. It is also where the collection and processing of payments takes place. The Business Office role includes to work with undergraduates and graduate students and alumni who have account receivable balances

Campus Life
Events related to social activities, campus arts and culture, student organizations, safety and security, health and wellness, and the overall student experience are available. Some amenities available include a swimming pool, tennis courts, racquetball courts, indoor basketball court & fitness center and sand volleyball. The pool is open from dawn to dusk, hours may vary contingent on weather and scheduled campus events. Various intramural competitions and recreational sports are offered throughout the year.

Dining Services
A dining hall with food service is available to all students. Meals are served three times a day during the week, with Brunch and Dinner offered on the weekends. Students requiring special dietary needs are encouraged to speak with the General Manager and Chef to help accommodate their needs. All students are also encouraged to speak to the General Manager and Chef to assist with navigating the college dining experience. Informational pamphlets are available for assistance with making informed food choices. Meals plans are required for all residential students. Commuter students, faculty and staff may choose to purchase a meal plan each semester.

Learning Commons
The Learning Commons (LC) provides a variety of programs and services to help students succeed academically. All students are encouraged to participate in LC programs and services, regardless of current class status or level of achievement. The LC offers student success programs and workshops.

New Student Orientation
New student orientation takes place prior to the start of the Fall semester or upon student arrival for students enrolled during Spring semester. The new student orientation is designed to introduce students to services available, welcome students to the campus and create an atmosphere that minimizes anxiety, promotes positive attitudes and stimulates an excitement for learning.

**Pet Policy**

No pets are allowed in the residence halls with the exception of Service or approved Emotional Support Animals. The Americans with Disabilities Act define Service and Emotional Support Animals. Individuals requesting use of a Service or Emotional Support Animal should work with the campus-based contact person for Disability Services.

**Residential Life & Housing**

Living on campus is a unique opportunity. It is more than a place to eat and sleep. Opportunities exist to expand your personal horizons through involvement in numerous academic, social, educational, leadership, diversity, community and recreational programs. Living in the residence halls adds to the quality of life and to educational success.

Freshmen and sophomores are required to live on campus unless they meet a pre-approved provision. Provisions can be found in the campus student handbook. Waivers to the housing requirement are considered on an individual basis. Specifics on the criteria and process are available within the office of Residential Life & Housing or the Dean of Students.

*Each suite has two full baths, two study rooms and is equipped with access to cable and Internet access. The Residence hall has laundry rooms with coin operated washers and dryers. Assigned occupants of each room are financially responsible for keeping the room and its contents in good order. Residents are responsible for the behavior of their guests and will be liable for damage due to their own actions or the actions of their guests.*

**Soliciting, Selling or Publicizing**

No student, student organization, or outside organization shall engage in advertising or selling any goods, services, or tickets; solicit for any purpose whatsoever on Keiser University’s property or in University operated buildings; without first obtaining approval. Food that is sold on campus must be purchased or have approval through Dining Services and a Campus Administrator.

**Student Conduct**

The student judicial process is designed to ensure fair treatment of any person(s) accused of a violation of a rule, regulation or policy of the University through due process and procedure conducted with fairness to everyone. All students are expected to follow the standards of behavior outlined in the student handbook.

Any violation of the standards, rules or regulations may result in a referral to the Dean of Students. The Dean of Students manages the judicial process and is the Chief Judicial Officer (CJO) for the KU-Flagship Campus. The Dean of Students, or his/her designee, oversees processes for the administration of the campus rules and regulations, and procedural policies for Administrative Hearings and Conduct Board hearings. Specific rules, regulations and sanctions are outlined in the Student Handbook.

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

The following Bachelor of Business Administration programs are offered only at the Flagship Residential Campus as part of the teach-out Agreement with Northwood University:

**Bachelor of Business Administration**
- Accounting
- Advertising and Marketing
- Automotive Marketing and Management
- Economics
- Entrepreneurship
- Fashion Marketing and Management
- Finance
- Hospitality Management
- International Business
- Management
- Marketing
- Sports and Entertainment Management

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

Program Descriptions

BACHELOR OF BUSINESS ADMINISTRATION DEGREES

ACCOUNTING

**Bachelor of Business Administration Degree**

**Program Description**
The Accounting program prepares students for the field of accounting and prepares graduates to sit for the CPA examination in most states, and to begin a career in public or corporate accounting.

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

**Lower Division Major Courses** (18.0 credit hours)
- MGT2300 Principles of Management 3.0 credit hours
- ECN2210 Principles of Microeconomics 3.0 credit hours
- ACC2410 Fundamentals of Financial Accounting 3.0 credit hours
- MKT2080 Principles of Marketing 3.0 credit hours
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN2220</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2415</td>
<td>Fundamentals of Managerial Accounting</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Lower Division General Education Courses (32.0 credit hours)**
Credit hours in parentheses indicate the required number of credit hours in each discipline.

**Behavioral/Social Science (11 credits)**
- PSC2010  Introduction to American Government 3.0 credit hours
- HIS2100  Foundations of the Modern World I 3.0 credit hours
- HIS2150  Foundations of the Modern World II 3.0 credit hours
- FDN1100  First Year Seminar I 1.0 credit hour
- FDN1200  First Year Seminar II 1.0 credit hour

**Communication (3 credits)**
- SPC2050  Speech 3.0 credit hours

**Computers (3 credits)**
- MIS1600  Advanced Office Applications 3.0 credit hours

**English (6 credits)**
- ENG1150  Composition I 3.0 credit hours
- ENG1200  Composition II 3.0 credit hours

**Mathematics (6 credits)**
- MTH100  Finite Math or MTH1150 College Algebra 3.0 credit hours
- MTH2310  Statistics I 3.0 credit hours

**Natural Science (3 credits)**
- NSC2100  Environmental Science 3.0 credit hours

**Upper Division Major Courses (45.0 credit hours)**
- ACC3110  Intermediate Accounting I 3.0 credit hours
- ACC3115  Intermediate Accounting II 3.0 credit hours
- FIN3210  Financial Management 3.0 credit hours
- LAW3025  Business Law I 3.0 credit hours
- LAW 3050  Business Law II 3.0 credit hours
- ACC3120  Managerial/Cost Accounting 3.0 credit hours
- ACC3400  Federal Taxation 3.0 credit hours
- ACC3500  Accounting Information Systems 3.0 credit hours
- ACC    Elective 3.0 credit hours
- MGT4250  Organizational Behavior 3.0 credit hours
- ACC4010  Auditing 3.0 credit hours
- ACC4220  Advanced Accounting 3.0 credit hours
- MGT4800  Strategic Planning 3.0 credit hours
- ACC4080  Accounting Ethics 3.0 credit hours
- ACC3000/4000  Elective 3.0 credit hours
### Upper Division General Education Courses (28.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>PSY or SOC Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Natural Science or Math Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG4010</td>
<td>Communication &amp; Interpersonal Relations or Advanced Studies in English or Language Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL4100</td>
<td>Philosophy of American Enterprise</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Global Understanding Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Advertising and Marketing

#### Bachelor of Business Administration Degree

##### Program Description

The Advertising & Marketing program offers a unique curriculum. The curriculum provides an overview of marketing research, promotions, pricing, product development, and sales; along with the specific knowledge of advertising (creative or research teams and/or account management) and provides the graduate with the skills necessary to direct, control, and supervise these functions.

##### Program Outline

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

#### Lower Division Major Courses (30.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT2300</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2210</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2410</td>
<td>Fundamentals of Financial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT2080</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2220</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2415</td>
<td>Fundamentals of Managerial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ADV1100</td>
<td>Principles of Advertising</td>
<td>3.0</td>
</tr>
<tr>
<td>ADV1110</td>
<td>Copywriting</td>
<td>3.0</td>
</tr>
<tr>
<td>ADV2100</td>
<td>Advertising Sales and Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ADV2150</td>
<td>Creative Process and Design</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Lower Division General Education Courses (32.0 credit hours)

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

##### Behavioral/Social Science (11 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC2010</td>
<td>Introduction to American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS2100</td>
<td>Foundations of the Modern World I</td>
<td>3.0</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>HIS2150</td>
<td>Foundations of the Modern World II</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN1100</td>
<td>First Year Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>FDN1200</td>
<td>First Year Seminar II</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Communication (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC2050</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS1050</td>
<td>Basic Computer Applications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1150</td>
<td>Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG1200</td>
<td>Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH1100</td>
<td>Finite Math or MTH1150 College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MTH2310</td>
<td>Statistics I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC2100</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Upper Division Major Courses (30.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN3010</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW3000</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4250</td>
<td>Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4800</td>
<td>Strategic Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>ADV2310</td>
<td>New Media Strategies &amp; Tactics</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT3050</td>
<td>Consumer Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT4230</td>
<td>Marketing Research</td>
<td>3.0</td>
</tr>
<tr>
<td>ADV4100</td>
<td>Advertising Campaigns</td>
<td>3.0</td>
</tr>
<tr>
<td>ADV4790</td>
<td>Current Issues in Advertising</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Business Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Upper Division General Education Courses (31.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>PSY or SOC Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Natural Science or Math Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>NG4010</td>
<td>Communications &amp; Interpersonal Relations or Advanced Studies in English or Language Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>
PHL4100  Philosophy of American Enterprise  3.0 credit hours
3000/4000  Elective  3.0 credit hours
3000/4000  Global Understanding Elective  3.0 credit hours
MTH3340  Statistics II  3.0 credit hours

AUTOMOTIVE MARKETING AND MANAGEMENT

Bachelor of Business Administration Degree

Program Description
The Automotive Marketing and Management program focuses on the various aspects of the automotive marketing function including dealership advertising, finance and insurance, budgeting and forecasting, parts and service, and used car management. A computer simulation in which class members are challenged to rescue a troubled dealership is completed during the final semester.

Program Outline
To receive a Bachelor of Business Administration degree in Automotive Marketing and Management, students must earn 126.0 credit hours. Program requirements are as follows:

Lower Division Major Courses (30.0 credit hours)
MGT2300  Principles of Management  3.0 credit hours
ECN2210  Principles of Microeconomics  3.0 credit hours
ACC2410  Fundamentals of Financial Accounting  3.0 credit hours
MKT2080  Principles of Marketing  3.0 credit hours
ECN2220  Principles of Macroeconomics  3.0 credit hours
ACC2415  Fundamentals of Managerial Accounting  3.0 credit hours
AM1320  Role and Function of the American Automobile Dealership  3.0 credit hours
AM  Elective  3.0 credit hours
AM2640  Dealership Variable Operations  3.0 credit hours
AM2650  Dealership Fixed Operations  3.0 Credit hours

Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (11 credits)
PSC2010  Introduction to American Government  3.0 credit hours
HIS2100  Foundations of the Modern World I  3.0 credit hours
HIS2150  Foundations of the Modern World II  3.0 credit hours
FDN1100  First Year Seminar I  1.0 credit hour
FDN1200  First Year Seminar II  1.0 credit hour

Communication (3 credits)
SPC2050  Speech  3.0 credit hours

Computers (3 credits)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS1050</td>
<td>Basic Computer Applications</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>English (6 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG1150</td>
<td>Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG1200</td>
<td>Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Mathematics (6 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH1100 or MTH 1150</td>
<td>Finite Mathematics or College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MTH2310</td>
<td>Statistics I</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Upper Division Major Courses (36.0 credit hours)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN3010</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW3000</td>
<td>Business Law I</td>
<td>3.0</td>
</tr>
<tr>
<td>AM3650</td>
<td>Dealership Legal Issues/Finance and Insurance</td>
<td>3.0</td>
</tr>
<tr>
<td>AM3630</td>
<td>Dealership Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Business Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4250</td>
<td>Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4800</td>
<td>Strategic Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>AM4650</td>
<td>Dealership Financial Statement</td>
<td>3.0</td>
</tr>
<tr>
<td>AM4670 or AM4660</td>
<td>Dealership General Management or Dealership Management for International Students</td>
<td>3.0</td>
</tr>
<tr>
<td>AM</td>
<td>Electives</td>
<td>6.0</td>
</tr>
<tr>
<td>AM3990</td>
<td>Internship</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Upper Division General Education Courses (28.0 credit hours)</strong></td>
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<td></td>
</tr>
<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Psychology or Sociology Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Natural Science or Math Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>EN4010</td>
<td>Communication and Interpersonal Relations or Advanced Studies in English or Language Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL4100</td>
<td>Philosophy of American Enterprise</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Global Understanding Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ECONOMICS
Bachelor of Business Administration Degree

Program Description
The Economics program focuses on important aspects of economic theory, philosophy, and application, including courses in intermediate theory, development of economic thought, economic forecasting and research, and monetary theory.

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

<table>
<thead>
<tr>
<th>Lower Division Major Courses (18.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT2300 Principles of Management 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>ECN2210 Principles of Microeconomics 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>ACC2410 Fundamentals of Financial Accounting 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>MKT2080 Principles of Marketing 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>ECN2220 Principles of Macroeconomics 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>ACC2415 Fundamentals of Managerial Accounting 3.0 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lower Division General Education Courses (32.0 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit hours in parentheses indicate the required number of credit hours in each discipline.</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Science (11 credits)</td>
<td></td>
</tr>
<tr>
<td>PSC2010 Introduction to American Government 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>HIS2100 Foundations of the Modern World I 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>HIS2150 Foundations of the Modern World II 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>FDN1100 First Year Seminar I 1.0 credit hour</td>
<td></td>
</tr>
<tr>
<td>FDN1200 First Year Seminar II 1.0 credit hour</td>
<td></td>
</tr>
<tr>
<td>Communication (3 credits)</td>
<td></td>
</tr>
<tr>
<td>SPC2050 Speech 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>Computers (3 credits)</td>
<td></td>
</tr>
<tr>
<td>MIS1050 Basic Computer Applications 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>English (6 credits)</td>
<td></td>
</tr>
<tr>
<td>ENG1150 Composition I 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>ENG1200 Composition II 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>Mathematics (6 credits)</td>
<td></td>
</tr>
<tr>
<td>MTH100 Finite Math or MTH1150 College Algebra 3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>MTH2310 Statistics I 3.0 credit hours</td>
<td></td>
</tr>
</tbody>
</table>
Natural Science (3 credits)
NSC2100 Environmental Science 3.0 credit hours

Upper Division Major Courses (39.0 credit hours)
ECN3310 Money and Banking 3.0 credit hours
ECN3510 Development of Economic Thought 3.0 credit hours
ECN3010 Intermediate Microeconomics 3.0 credit hours
ECN3020 Intermediate Macroeconomics 3.0 credit hours
LAW3000 Business Law 3.0 credit hours
MGT4250 Organizational Behavior 3.0 credit hours
MGT4800 Strategic Planning 3.0 credit hours
FIN3010 Financial Management 3.0 credit hours
ECN4500 Introduction to Econometrics 3.0 credit hours
ECN4400 Australian Economic Theory 3.0 credit hours
ECN4890 Research Methods 3.0 credit hours
ECN4100 International Finance 3.0 credit hours
3000/4000 Business Elective 3.0 credit hours

Upper Division General Education Courses (34.0 credit hours)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>3000/4000</td>
<td>PSY or SOC Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MTH3100</td>
<td>Calculus I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MTH3200</td>
<td>Calculus II</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td></td>
<td>Communication &amp; Interpersonal Relations or</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td></td>
<td>ENG4010</td>
<td></td>
</tr>
<tr>
<td>Advanced Studies in English or Language Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHL4100</td>
<td>Philosophy of American Enterprise Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td></td>
<td>3000/4000</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td></td>
<td>3000/4000</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Global Understanding Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td></td>
<td>MTH3340</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

ENTREPRENEURSHIP
Bachelor of Business Administration Degree

Program Description
The Entrepreneurship program focuses on business enterprise models and entrepreneurial bases. By combining a rigorous academic curriculum, leadership development, experiential learning, and relationships with industry leaders, graduates prepare to become tomorrow’s entrepreneurs.

Program Outline
To receive a Bachelor of Business Administration degree in Economics, students must earn 126.0 credit
hours. Program requirements are as follows:

**Lower Division Major Courses** (30.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT2300</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2210</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2410</td>
<td>Fundamentals of Financial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT2080</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2220</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2415</td>
<td>Fundamentals of Managerial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ETR1010</td>
<td>Introduction to Entrepreneurship</td>
<td>3.0</td>
</tr>
<tr>
<td>ETR2010</td>
<td>Entrepreneurial Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ETR1200</td>
<td>Successful Business Models</td>
<td>3.0</td>
</tr>
<tr>
<td>ETR2200</td>
<td>Entrepreneurship Distribution Strategies</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Lower Division General Education Courses** (32.0 credit hours)

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

**Behavioral/Social Science** (11 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC2010</td>
<td>Introduction to American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS2100</td>
<td>Foundations of the Modern World I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS2150</td>
<td>Foundations of the Modern World II</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN1100</td>
<td>First Year Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>FDN1200</td>
<td>First Year Seminar II</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Communication** (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC2050</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers** (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS1050</td>
<td>Basic Computer Applications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English** (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1150</td>
<td>Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG1200</td>
<td>Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics** (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH100</td>
<td>Finite Math or MTH1150 College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MTH2310</td>
<td>Statistics I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science** (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC2100</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Upper Division Major Courses** (36.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW3000</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3010</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>
### Upper Division General Education Courses (28.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>PSY or SOC Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Communication &amp; Interpersonal Relations</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>(ENGS010)</td>
</tr>
<tr>
<td>Advanced Studies in English or Language Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHL4100</td>
<td>Philosophy of American Enterprise Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Global Understanding Elective</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Statistics II or 3000-4000 NSC or MTH Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### FASHION MARKETING AND MANAGEMENT

**Bachelor of Business Administration Degree**

### Program Description

The Fashion Marketing & Management (FMM) program focuses on the highly complex world of fashion marketing. Fashion courses include textiles, fashion promotions, history of fashion, buying, theory and practice, and apparel analysis. The program includes a career-related externship.

### Program Outline

To receive a Bachelor of Business Administration degree in Fashion Marketing and Management, students must earn 126.0 credit hours. Program requirements are as follows:

### Lower Division Major Courses (30.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT2300</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2210</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2410</td>
<td>Fundamentals of Financial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT2080</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2220</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2415</td>
<td>Fundamentals of Managerial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>FMM1010</td>
<td>Introduction to Fashion Merchandising</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT2010</td>
<td>Principles of Selling</td>
<td>3.0</td>
</tr>
<tr>
<td>FMM2010</td>
<td>Fashion Promotions and Visual Merchandising</td>
<td>3.0</td>
</tr>
</tbody>
</table>
### Textiles (3.0 credit hours)

#### Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

**Behavioral/Social Science (11 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC2010</td>
<td>Introduction to American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS2100</td>
<td>Foundations of the Modern World I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS2150</td>
<td>Foundations of the Modern World II</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN1100</td>
<td>First Year Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>FDN1200</td>
<td>First Year Seminar II</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Communication (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC2050</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Computers (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS1050</td>
<td>Basic Computer Applications</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**English (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1150</td>
<td>Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG1200</td>
<td>Composition II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Mathematics (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH100</td>
<td>Finite Math or MTH1150 College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MTH2310</td>
<td>Statistics I</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Natural Science (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC2100</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Upper Division Major Courses (36.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMM3020</td>
<td>History of Fashion</td>
<td>3.0</td>
</tr>
<tr>
<td>FMM3110</td>
<td>Apparel Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>FMM3990</td>
<td>Internship</td>
<td>3.0</td>
</tr>
<tr>
<td>FMM4030</td>
<td>Merchandise Buying</td>
<td>3.0</td>
</tr>
<tr>
<td>FMM4120</td>
<td>Theories and Practice of Fashion Merchandising</td>
<td>3.0</td>
</tr>
<tr>
<td>LAW3000</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3010</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4250</td>
<td>Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4800</td>
<td>Strategic Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Business Electives</td>
<td>9.0</td>
</tr>
</tbody>
</table>

#### Upper Division General Education Courses (28.0 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000/4000</td>
<td>PSY or SOC Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Bachelor of Business Administration Degree

Program Description
The Finance program focuses on course work designed to place graduates in financial service industry careers. Specialty areas include securities, banking, insurance, credit, trusts, taxes, and financial advising. Graduates are prepared to sit for the Series 7 Examination.

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

Lower Division Major Courses (24.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT2300</td>
<td>Principles of Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2210</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2410</td>
<td>Fundamentals of Financial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>MKT2080</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ECN2220</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ACC2415</td>
<td>Fundamentals of Managerial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>MTH</td>
<td>Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN1010</td>
<td>Introduction to Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN2600</td>
<td>Financial Institutions and Simulations</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (11 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC2010</td>
<td>Introduction to American Government</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS2100</td>
<td>Foundations of the Modern World I</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS2150</td>
<td>Foundations of the Modern World II</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN1100</td>
<td>First Year Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>FDN1200</td>
<td>First Year Seminar II</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Communication (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC2050</td>
<td>Speech</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Computers (3 credits)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS1600</td>
<td>Advanced Office Applications</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>(<strong>6 credits</strong>)</td>
<td></td>
</tr>
<tr>
<td>ENG1150</td>
<td>Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG1200</td>
<td>Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>(<strong>6 credits</strong>)</td>
<td></td>
</tr>
<tr>
<td>MTH100</td>
<td>Finite Math or MTH1150 College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>MTH2310</td>
<td>Statistics I</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td>(<strong>3 credits</strong>)</td>
<td></td>
</tr>
<tr>
<td>NSC2100</td>
<td>Environmental Science</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Upper Division Major Courses</strong></td>
<td>(<strong>36.0 credit hours</strong>)</td>
<td></td>
</tr>
<tr>
<td>LAW3000</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3010</td>
<td>Financial Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3750</td>
<td>Capital Markets and Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3600</td>
<td>Real Estate Finance and Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN3760</td>
<td>Applied Financial Analysis and Portfolio Mgt</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN4100</td>
<td>Chartered Financial Analyst or FIN4150 Certified</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN4550</td>
<td>Corporate Investment Decisions</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN4010</td>
<td>International Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>FIN4850</td>
<td>Corporate Financing Decisions and Valuations</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4250</td>
<td>Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>MGT4800</td>
<td>Strategic Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Business Elective</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Upper Division General Education Courses</strong></td>
<td>(<strong>28.0 credit hours</strong>)</td>
<td></td>
</tr>
<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>PSY or SOC Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG4010</td>
<td>Communication &amp; Interpersonal Relations or</td>
<td>3.0</td>
</tr>
<tr>
<td>Advanced Studies in English or Language Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHL4100</td>
<td>Philosophy of American Enterprise Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Global Understanding Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>3000-4000</td>
<td>NSC or MTH Elective</td>
<td>3.0</td>
</tr>
</tbody>
</table>
HOSPITALITY MANAGEMENT

Bachelor of Business Administration Degree

Program Description
The Hospitality Management focuses on the largest components of the highly competitive service economy. Hospitality Management courses include facilities engineering, food and beverage management, human resource management, and current hospitality industry issues. The program includes a career-related internship.

Program Outline
To receive a Bachelor of Business Administration degree in Hospitality Management, students must earn 128.0 credit hours. Program requirements are as follows:

Lower Division Major Courses (31.0 credit hours)
- MGT2300 Principles of Management 3.0 credit hours
- ECN2210 Principles of Microeconomics 3.0 credit hours
- ACC2410 Fundamentals of Financial Accounting 3.0 credit hours
- MKT2080 Principles of Marketing 3.0 credit hours
- ECN2220 Principles of Macroeconomics 3.0 credit hours
- ACC2415 Fundamentals of Managerial Accounting 3.0 credit hours
- HOS1010 Introduction to Hospitality 3.0 credit hours
- HOS1030 Sanitation 3.0 credit hours
- HOS2050 Food and Beverage Management 3.0 credit hours
- HOS2100 Facilities Engineering 3.0 credit hours
- HRM2040 Practicum I 1.0 credit hour

Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (11 credits)
- PSC2010 Introduction to American Government 3.0 credit hours
- HIS2100 Foundations of the Modern World I 3.0 credit hours
- HIS2150 Foundations of the Modern World II 3.0 credit hours
- FDN1100 First Year Seminar I 1.0 credit hour
- FDN1200 First Year Seminar II 1.0 credit hour

Communication (3 credits)
- SPC2050 Speech 3.0 credit hours

Computers (3 credits)
- MIS1050 Basic Computer Applications 3.0 credit hours

English (6 credits)
- ENG1150 Composition I 3.0 credit hours
- ENG1200 Composition II 3.0 credit hours
Mathematics (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH100 Finite Math or MTH1150 College Algebra</td>
<td>3.0 credit hours</td>
<td></td>
</tr>
<tr>
<td>MTH2310</td>
<td>Statistics I</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

Natural Science (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC2100</td>
<td>Environmental Science</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

Upper Division Major Courses (37.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW3000</td>
<td>Business Law</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MGT4250</td>
<td>Organizational Behavior</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MGT4800</td>
<td>Strategic Planning</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>FIN3010</td>
<td>Financial Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Business Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HOS3050</td>
<td>Hospitality Operations Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HOS3100</td>
<td>Resort and Club Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HOSM3400</td>
<td>Practicum II</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>HRM3990</td>
<td>Internship</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HOS4100</td>
<td>Human Resource Applications</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HOS4150</td>
<td>International Tourism</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HOS4180</td>
<td>Special Events and Meeting Planning</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HOS4500</td>
<td>Current Issues in the Hospitality Industry</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

Upper Division General Education Courses (28.0 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0 credit hour</td>
</tr>
<tr>
<td>3000/4000</td>
<td>PSY or SOC Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENG4010</td>
<td>Communication &amp; Interpersonal Relations or</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>Advanced Studies in English or Language Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHL4100</td>
<td>Philosophy of American Enterprise</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Global Understanding Elective</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>3000-4000</td>
<td>NSC or MTH Elective</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>

INTERNATIONAL BUSINESS

Bachelor of Business Administration Degree

Program Description

International Business is an interdisciplinary program that focuses on the emerging global business environment. International business courses include trade, finance, law, marketing, management, culture, world geography, and comparative economic systems.
Program Outline
To receive a Bachelor of Business Administration degree in International Business, students must earn 123.0 credit hours. Program requirements are as follows:

Lower Division Major Courses (27.0 credit hours)
- MGT2300 Principles of Management 3.0 credit hours
- ECN2210 Principles of Microeconomics 3.0 credit hours
- ACC2410 Fundamentals of Financial Accounting 3.0 credit hours
- MKT2080 Principles of Marketing 3.0 credit hours
- ECN2220 Principles of Macroeconomics 3.0 credit hours
- INB1100 Introduction to International Business 3.0 credit hours
- Foreign Language 6.0 credit hours
- ECN3410 Comparative Economic Systems 3.0 credit hours

Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (11 credits)
- PSC2010 Introduction to American Government 3.0 credit hours
- HIS2100 Foundations of the Modern World I 3.0 credit hours
- HIS2150 Foundations of the Modern World II 3.0 credit hours
- FDN1100 First Year Seminar I 1.0 credit hour
- FDN1200 First Year Seminar II 1.0 credit hour

Communication (3 credits)
- SPC2050 Speech 3.0 credit hours

Computers (3 credits)
- MIS1050 Basic Computer Applications 3.0 credit hours

English (6 credits)
- ENG1150 Composition I 3.0 credit hours
- ENG1200 Composition II 3.0 credit hours

Mathematics (6 credits)
- MTH100 Finite Math or MTH1150 College Algebra 3.0 credit hours
- MTH2310 Statistics I 3.0 credit hours

Natural Science (3 credits)
- NSC2100 Environmental Science 3.0 credit hours

Upper Division Major Courses (36.0 credit hours)
- LAW3000 Business Law 3.0 credit hours
- MGT4250 Organizational Behavior 3.0 credit hours
- MGT4800 Strategic Planning 3.0 credit hours
FIN3010  Financial Management  3.0 credit hours
3000/4000  Business Elective  3.0 credit hours
   Foreign Language  6.0 credit hours
ECN3000  International Trade  3.0 credit hours
MKT3100  International Marketing  3.0 credit hours
LAW4050  International Law  3.0 credit hours
MGT4030  International Management  3.0 credit hours
FIN4010  International Finance  3.0 credit hours

Upper Division General Education Courses (28.0 credit hours)
3000/4000  Humanities Elective  3.0 credit hours
FDN3100  Career Development  1.0 credit hour
3000/4000  PSY or SOC Elective  3.0 credit hours
PHL3100  Ethics  3.0 credit hours
3000/4000  Civic Literacy Elective  3.0 credit hours
ENG4010  Communication & Interpersonal Relations or  3.0 credit hours
Advanced Studies in English or Language Elective
PHL4100  Philosophy of American Enterprise  3.0 credit hours
3000/4000  Elective  3.0 credit hours
3000/4000  Global Understanding Elective  3.0 credit hours
3000-4000  NSC or MTH Elective  3.0 credit hours

MANAGEMENT
Bachelor of Business Administration Degree

Program Description
The bachelor’s program in Management focuses on the broad functional disciplines of management and prepares graduates with a diverse background in general management and industry who have developed strong ethics, outcomes, and who are ready to lead.

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

Lower Division Major Courses (30.0 credit hours)
MGT2300  Principles of Management  3.0 credit hours
ECN2210  Principles of Microeconomics  3.0 credit hours
ACC2410  Fundamentals of Financial Accounting  3.0 credit hours
ACC2415  Fundamentals of Managerial Accounting  3.0 credit hours
MKT2080  Principles of Marketing  3.0 credit hours
ECN2220  Principles of Macroeconomics  3.0 credit hours
   Electives  9.0 credit hours
MGT2500  Human Resource Management  3.0 credit hours

Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

**Behavioral/Social Science (11 credits)**
- PSC2010 Introduction to American Government 3.0 credit hours
- HIS2100 Foundations of the Modern World I 3.0 credit hours
- HIS2150 Foundations of the Modern World II 3.0 credit hours
- FDN1100 First Year Seminar I 1.0 credit hour
- FDN1200 First Year Seminar II 1.0 credit hour

**Communication (3 credits)**
- SPC2050 Speech 3.0 credit hours

**Computers (3 credits)**
- MIS1050 Basic Computer Applications 3.0 credit hours

**English (6 credits)**
- ENG1150 Composition I 3.0 credit hours
- ENG1200 Composition II 3.0 credit hours

**Mathematics (6 credits)**
- MTH100 Finite Math or MTH1150 College Algebra 3.0 credit hours
- MTH2310 Statistics I 3.0 credit hours

**Natural Science (3 credits)**
- NSC2100 Environmental Science 3.0 credit hours

**Upper Division Major Courses (33.0 credit hours)**
- LAW3000 Business Law 3.0 credit hours
- MGT4250 Organizational Behavior 3.0 credit hours
- MGT4800 Strategic Planning 3.0 credit hours
- FIN3010 Financial Management 3.0 credit hours
- 3000/4000 Business Electives 3.0 credit hours
- MGT3500 Operations Management 3.0 credit hours
- MGT3700 Practice of Management and Leadership 3.0 credit hours
- MGT4030 International Management 3.0 credit hours
- MGT4300 Management of Information Technologies 3.0 credit hours
- 3000/4000 Electives 6.0 credit hours

**Upper Division General Education Courses (28.0 credit hours)**
- 3000/4000 Humanities Elective 3.0 credit hours
- FDN3100 Career Development 1.0 credit hour
- 3000/4000 PSY or SOC Elective 3.0 credit hours
- PHL3100 Ethics 3.0 credit hours
- 3000/4000 Civic Literacy Elective 3.0 credit hours
- ENG4010 Communication & Interpersonal Relations or 3.0 credit hours
- Advanced Studies in English or Language Elective
MARKETING

Bachelor of Business Administration Degree

Program Description
The Marketing program focuses on the various aspects of the marketing function, including business-to-business marketing, marketing research, integrated marketing, and marketing management. Students develop a marketing plan as a capstone marketing project.

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

Lower Division Major Courses (27.0 credit hours)
- MGT2300 Principles of Management 3.0 credit hours
- ECN2210 Principles of Microeconomics 3.0 credit hours
- ACC2410 Fundamentals of Financial Accounting 3.0 credit hours
- ACC2415 Fundamentals of Managerial Accounting 3.0 credit hours
- MKT2080 Principles of Marketing 3.0 credit hours
- ECN2220 Principles of Macroeconomics 3.0 credit hours
- ADV1100 Principles of Advertising 3.0 credit hours
- MKT2010 Principles of Selling 3.0 credit hours
- MKT 2200 Sales Management 3.0 credit hours

Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (11 credits)
- PSC2010 Introduction to American Government 3.0 credit hours
- HIS2100 Foundations of the Modern World I 3.0 credit hours
- HIS2150 Foundations of the Modern World II 3.0 credit hours
- FDN1100 First Year Seminar I 1.0 credit hour
- FDN1200 First Year Seminar II 1.0 credit hour

Communication (3 credits)
- SPC2050 Speech 3.0 credit hours

Computers (3 credits)
- MIS1050 Basic Computer Applications 3.0 credit hours

English (6 credits)
ENG1150    Composition I    3.0 credit hours
ENG1200    Composition II   3.0 credit hours

Mathematics (6 credits)
MTH100 Finite Math or MTH1150 College Algebra   3.0 credit hours
MTH2310    Statistics I       3.0 credit hours

Natural Science (3 credits)
NSC2100    Environmental Science 3.0 credit hours

Upper Division Major Courses (30.0 credit hours)
LAW3000    Business Law        3.0 credit hours
MGT4250    Organizational Behavior 3.0 credit hours
MGT4800    Strategic Planning  3.0 credit hours
FIN3010    Financial Management 3.0 credit hours
3000/4000  Business Elective    3.0 credit hours
MKT 3050   Consumer Behavior    3.0 credit hours
MKT3000    E-Commerce           3.0 credit hours
MKT3100    International Marketing 3.0 credit hours
MKT4230    Marketing Research   3.0 credit hours
MKT4240    Marketing Management 3.0 credit hours

Upper Division General Education Courses (31.0 credit hours)
3000/4000  Humanities Elective   3.0 credit hours
FDN3100    Career Development    1.0 credit hour
3000/4000  PSY or SOC Elective   3.0 credit hours
PHL3100    Ethics                 3.0 credit hours
3000/4000  Civic Literacy Elective 3.0 credit hours

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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTH3340</td>
<td>Statistics II 3.0 credit hours</td>
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<tr>
<td>EN4010</td>
<td>Communication &amp; Interpersonal Relations or 3.0 credit hours</td>
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Advanced Studies in English or Language Elective

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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PH4100</td>
<td>Philosophy of American Enterprise 3.0 credit hours</td>
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<tr>
<td>3000/4000</td>
<td>Elective     3.0 credit hours</td>
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<tr>
<td>3000/4000</td>
<td>Global Understanding Elective 3.0 credit hours</td>
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<tr>
<td>3000-4000</td>
<td>NSC or MTH Elective 3.0 credit hours</td>
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SPORTS AND ENTERTAINMENT MANAGEMENT

Bachelor of Business Administration Degree
Program Description
The Entertainment, Sport & Promotion Management program focuses on the national and global expansion of entertainment and sport and its impact on cultural, social, and economic issues at regional, national, and international levels.

Program Outline
To receive a Bachelor of Business Administration degree in Sports and Entertainment Management, students must earn 127.0 credit hours. Program requirements are as follows:

Lower Division Major Courses (27.0 credit hours)
- MGT2300 Principles of Management 3.0 credit hours
- ECN2210 Principles of Microeconomics 3.0 credit hours
- ACC2410 Fundamentals of Financial Accounting 3.0 credit hours
- ACC2415 Fundamentals of Managerial Accounting 3.0 credit hours
- MKT2080 Principles of Marketing 3.0 credit hours
- ECN2220 Principles of Macroeconomics 3.0 credit hours
- ESM1010 Introduction to Sport and Entertainment Mgmt. 3.0 credit hours
- ESM1030 Sport and Entertainment Communication and PR 3.0 credit hours
- ESM2050 Sport and Entertainment Facility and Event Mgmt. 3.0 credit hours
- ESM2040 Practicum I (recommended) 1.0 credit hour

Lower Division General Education Courses (32.0 credit hours)
Credit hours in parentheses indicate the required number of credit hours in each discipline.

Behavioral/Social Science (11 credits)
- PSC2010 Introduction to American Government 3.0 credit hours
- HIS2100 Foundations of the Modern World I 3.0 credit hours
- HIS2150 Foundations of the Modern World II 3.0 credit hours
- FDN1100 First Year Seminar I 1.0 credit hour
- FDN1200 First Year Seminar II 1.0 credit hour

Communication (3 credits)
- SPC2050 Speech 3.0 credit hours

Computers (3 credits)
- MIS1050 Basic Computer Applications 3.0 credit hours

English (6 credits)
- ENG1150 Composition I 3.0 credit hours
- ENG1200 Composition II 3.0 credit hours

Mathematics (6 credits)
- MTH100 Finite Math or MTH1150 College Algebra 3.0 credit hours
- MTH2310 Statistics I 3.0 credit hours
Natural Science (3 credits)
NSC2100 Environmental Science 3.0 credit hours

Upper Division Major Courses (40.0 credit hours)
LAW3000 Business Law 3.0 credit hours
MGT4250 Organizational Behavior 3.0 credit hours
MGT4800 Strategic Planning 3.0 credit hours
FIN3010 Financial Management 3.0 credit hours
3000/4000 Business Elective 3.0 credit hours
ESM3010 Sport and Entertainment Marketing 3.0 credit hours
ESM3250 Sales and Revenue Generations 3.0 credit hours
ESM  Elective Tier 1 3.0 credit hours
ESM  Elective Tier 1 or Tier 2 6.0 credit hours
ESM3040 Practicum II 1.0 credit hour
ESM3990 Internship 3.0 credit hours
ESM4040 Governance & Legal Aspects of Sport & 3.0 credit hours
Entertainment
ESM4300 Senior Seminar in Sport and Entertainment 3.0 credit hours

Upper Division General Education Courses (28.0 credit hours)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>3000/4000</td>
<td>Humanities Elective</td>
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<tr>
<td>FDN3100</td>
<td>Career Development</td>
<td>1.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Psychology or Sociology Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>PHL3100</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>3000/4000</td>
<td>Civic Literacy Elective</td>
<td>3.0</td>
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<tr>
<td>ENG4010</td>
<td>Communication &amp; Interpersonal Relations or</td>
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<td>Advanced Studies in English or</td>
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<td></td>
<td>Language Elective</td>
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<tr>
<td>PHL4100</td>
<td>Philosophy of American Enterprise</td>
<td>3.0</td>
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<tr>
<td>3000/4000</td>
<td>Elective</td>
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<td>3000/4000</td>
<td>Global Understanding Elective</td>
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<tr>
<td>3000/4000</td>
<td>NSC or MTH Elective</td>
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The following section applies only to students at the Flagship Residential Campus in West Palm Beach, Florida:

Course Descriptions

ACC2410 (3 credits)
Fundamentals of Financial Accounting

ACC2415 (3 credits)
Fundamentals of Managerial Accounting
Prerequisite: ACC2410

ACC3110 (3 credits)  
**Intermediate Accounting I**  
The first of two intermediate accounting courses that describes accounting theory and principles for defining, measuring, and reporting financial information with an emphasis on assets. Provides an opportunity to understand the challenges and limitations of accounting standards in order to critically evaluate and understand financial accounting. This course requires the use of spreadsheets for problem solving and analysis.  
Prerequisite: ACC 2415

ACC3115 (3 credits)  
**Intermediate Accounting II**  
The second of two intermediate accounting principles courses that describes accounting theory and principles for defining, measuring, and reporting financial information with an emphasis on liabilities and equity. Additionally, accounting for investments, leases, debt, and earnings per share will be considered. Provides an opportunity to understand the challenges and limitations of accounting standards in order to critically evaluate and understand financial accounting. This course requires the use of spreadsheets for problem solving and analysis.  
Prerequisite: ACC 3110

ACC3120 (3 credits)  
**Managerial/Cost Accounting**  
The managerial use of accounting data to make business decisions, particularly in the areas of product cost, resource allocation, performance evaluation, and on the accounting systems managers use to assist them in their decisions. Concepts relating to manufacturing and service entities will be covered.  
Prerequisite: ACC 2415

ACC3400 (3 credits)  
**Federal Taxation**  
Introduces a broad range of tax concepts and types of taxpayers; emphasizes the role of taxation in the business decision-making process; provides opportunities to conduct basic tax research and tax planning; and requires preparation of basic tax returns. Coverage includes professional standards and ethics; the interrelationship and differences between financial accounting and tax accounting; taxation of individuals, corporations, and partnerships.  
Prerequisite: ACC 2415

ACC3500 (3 credits)  
**Accounting Information Systems**  
A study of accounting information systems (AIS) tracing the capture of accounting data, processing of that data into information, and reporting that information in various business environments. Areas of study include an introduction and discussion of the AIS role in management decision making; internal controls for public and private enterprises, including computer and technology controls; analysis of business processes and how they are integrated;
and systems studies, including the analysis, design, development, implementation, and operation of AIS.
Prerequisite: ACC 3110

ACC3800 (3 credits)
**Taxation of Individuals**
An in-depth study of individual taxation examining the tax rate structure and applicable federal tax laws, as well as determining income, deductions, and tax credits for a variety of different scenarios.
Prerequisite: ACC 2415

ACC4010 (3 credits)
**Auditing**
Fundamental procedures, principles, and philosophy of independent and internal auditing. Professional ethics, audit reports, audit work papers, internal controls, evidence, proper disclosure, statistical sampling and testing, and general audit procedures are emphasized. Other assurance and attestation services will be introduced, and the accountant’s professional obligations for all attestation services will be discussed in view of the accountant’s liability to clients and third parties.
Prerequisite: ACC 3500

ACC4040 (3 credits)
**Governmental and Non-Profit Accounting**
This course is a comprehensive review of the accounting principles, reporting (including tax requirements), and procedures for governmental units and not-for-profit entities. Topics covered include the study of the accounting cycle, budgeting, fund accounting, accounting for state and local governments, accounting for colleges and universities, hospital units, voluntary health and welfare organizations, and other not-for-profit entities. The Governmental Accounting Standards Board objectives of accounting and financial reporting for governmental entities and not-for-profit entities will be examined.
Prerequisite: ACC 3115

ACC4060 (3 credits)
**Fraud Examination**
Defines fraud and examines the nature of those who commit fraud, how it is prevented, detected, and investigated, the different types of fraud and their impact, and methods of resolution, legal and otherwise.
Prerequisite: ACC 4010

ACC4070 (3 credits)
**Federal Tax Research**
Students complete a series of case studies and exercises requiring the familiarization with the most important elements of Federal Tax Law and utilize the Internal Revenue Code and other resources, such as online professional research sites. Students will gain experience in locating, understanding, and interpreting source material and in communicating the results of their research. Prerequisite: ACC 3400 or ACC 3800

ACC4080 (3 credits)
Accounting Ethics
Develops students’ understanding of the accountant as a financial watchdog for the investing public. This is done through philosophical rigor and analysis of case studies. Students will explore the accounting profession’s ethical responsibilities, the accountant’s role in corporate governance, and corporate codes of conduct. Recent examples of unethical corporate behavior are examined and students offer prescriptions for preventing similar incidents. The course deliberately emphasizes the importance of personal integrity for enabling professional ethical conduct. Prerequisite: ACC3115

ACC4100 (3 credits)
Financial Statement Analysis and Valuation
This course focuses on users of financial statements and how these users evaluate and value a business based on financial information available. The objective is to use various analytical tools as well as perform other quantitative and qualitative analyses when making judgments concerning the financial condition of a company. Upon completion of this course a student should be equipped with the skills necessary to analyze financial information for decision making. Prerequisite: ACC3115

ACC4150 (3 credits)
Estate Planning Theory
This course introduces fundamental tax, financial, and legal questions encountered in estate planning; provides an overview of inter vivos planning in today’s changing environment; analyzes post mortem strategies and the administration of estates; and covers planning for medical and health related issues and incapacitation. Emphasis is placed on various planning techniques used in estate planning including the use of trusts and charitable planning. Prerequisite: ACC2415 and LAW3000 or LAW3025

ACC4220 (3 credits)
Advanced Accounting
Accounting for business combinations and consolidations, interim and segment reporting, accounting for foreign currency transactions, the translation and re-measurement of foreign currency financial statements, and an introduction to governmental and not-for-profit accounting. Prerequisite: ACC3115

ACC4250 (3 credits)
International Accounting
Course topics include the history and evolution of international accounting and the international standards used today. Students compare and contrast various countries’ accounting standards and study the harmonization efforts and standards promulgated by the International Accounting Standards Board. Current international accounting issues will be examined. The course will examine the impact on the financial reporting environment of International Financial Reporting Standard (IFRS), as well as its relationship to U.S. GAAP. Prerequisite: ACC 3115

ADV1100 (3 credits)
Principles of Advertising
An introduction to the principles of advertising and public relations as related to marketing and
business management practices in enterprise. In this course students will participate in a detailed study of the principle functioning groups of advertising professionals: advertisers/clients, advertising agencies, advertising media, and advertising suppliers of special services such as artists, photographers, talent, production suppliers, and research. Students will study how each group is interdependent and how all are vital parts of the process of commercial marketing communications. Students will also gain an understanding and appreciation of the roles of professionals in terms of strategies, tactics, execution, and results, as well as how advertising relates to the public, government, and consumers. Additionally, the course will take a comprehensive and practical look at the nature, scope, and use of public relations skills.

ADV 1110 (3 credits)

Advertising Research and Copywriting
Orients students to the purpose and role of research in making conceptual and creative recommendations. Included in this course are the development and implementation of primary and secondary research to create effective copy for printed and electronic media. This course takes an in-depth look at how research is used to build a strategy and how data are then used to create proper messaging/copywriting for ads, commercials, and promotional materials. This is a writing course, therefore, students will write advertising copy for various media. Students will also gain an orientation to the developmental steps of creative thinking, strategy, and copywriting for ads, commercials, and promotion materials.

ADV 2100 (3 credits)

Advertising Sales and Media Planning
Students examine various media available to the contemporary advertiser, including traditional media newspapers, magazines, out-of-home, radio, television, direct mail, and new media opportunities in the constantly evolving digital environment, as well as related initiatives such as viral marketing and guerrilla marketing. In addition to analysis of the message delivery platform, research techniques that support message placement including primary and secondary research methodologies are examined as students become familiar with construction of a media plan. Students will discover the relationship between financially accountable budget planning and the media mix with the goal of reaching maximum communications objectives. Students will experience what it is like to be on the other side of the table as they learn how to sell the various media outlets and media planning strategies to buyers.

ADV 2150 (3 credits)

Advertising Creative Process and Design
An examination of the nature and importance and applications of the creative process, complemented by a series of exercises, discussions, and exposure to a variety of stimuli organized and presented in such a way as to help each student maximize his/her creative abilities at work, at home, and in the community. In this course students will analyze elements of an ad including layout, fonts, color, casting, lighting, and images, and how these communicate with a target audience.

ADV 2310 (3 credits)

New Media Strategies and Tactics
The advertising field today deals with communicating with a target audience through many other advertising vehicles rather than the traditional print and broadcast. Guerilla marketing, the digital age
of advertising, and interactive and viral advertising are now considered mainstream media when communicating with a target audience. This course introduces students to the concepts and use of new media including: viral marketing, digital media, guerilla marketing, social networking, and viral advertising. Through this course students will learn forms of media and unconventional systems for communication/promotions that rely on time, energy, and imagination rather than a big marketing budget.

Prerequisite: ADV 1100

ADV4100 (3 credits)
Advertising Campaigns
Students will review historical and contemporary advertising and marketing communication campaigns, analyze consumer, business-to-business, national, and local campaigns including volunteer, not-for-profit public service advertising. Students work in team groups to create and present a completely integrated advertising campaign supporting and coordinating all strategy, creative, media, and sales promotion aspects for final recommendation. Students on each team grade the work of their teammates within the group. This is a practical knowledge and hands-on course. Prerequisites: ADV1110 and ADV2100

ADV4790 (3 credits)
Current Issues in Advertising
Examination of and discussion about major issues confronting the advertising industry—especially those issues being fueled by the dramatic changes that are sweeping over business generally and the advertising industry specifically. This is a discussion-based course that requires student to be aware of the changes happening daily in the industry.

AM1320 (3 credits)
Role and Function of the American Automobile Dealership
An introductory course for students in automotive marketing and management. Studies the role and function of the automobile dealership by examining several key factors including the relationship between the manufacturers and their dealers, possible career paths within the automotive industry, finding the right location, and facilities planning. Cash flow planning, vehicle floor planning, and marketing topics will be discussed.

AM2520 (3 credits)
Independent Dealership Operations
Focuses on the non-franchise independent automobile dealer. These dealers are essential to the long-term survival of the American automobile industry. The disposition of used vehicles is necessary to accommodate the sale of new vehicles and these dealers have unique requirements that make them important organizations to study. Among the issues that this class will consider are the role of sales and salespeople, advertising, marketing, auctions, reconditioning of vehicles for resale, wholesalers, vehicle pricing, financing - including sub-prime and dealer financing, lot location and display.

Prerequisite: AM1320

AM2540 (3 credits)
Current Issues in Dealership Technology
A study of the current trends in technology available to dealers including computer systems to retain
and utilize financial and customer data including service history; business development centers to create a stronger bond with customers and prospects; computer software to develop strong advertising campaigns using the Internet and other electronic media; and customer relationship management tools to maximize customer retention and to develop directed prospecting systems. This course examines virtual dealership models and virtual selling techniques.

Prerequisite: 30 credit hours completed

AM2560 (3 credits)

**Strategic Sales and Marketing Issues**

Automobile dealers must develop a successful market strategy for their dealership to differentiate themselves from their competitors. This course covers the differences between sales and marketing, the functions of a successful marketing campaign, creating and sustaining a brand identity, creating customer value, the differences between conquest sales and fresh sales, and a discussion of various buyer profiles.

Prerequisite: 30 credit hours completed

AM2640 (3 credits)

**Dealership Variable Operations**

Study of the vital role successful new and used vehicle departments play in the profitability of American franchise automobile dealerships. Topics covered include selection and motivation of employees, directing the sales staffs, evaluating advertising media basics, sales promotion, facilities planning, inventory control, maximizing inventory turn methods, wholesaling practices, trade-in appraising, vehicle reconditioning for retail sales, and the role of auctions in maintaining proper inventory balance. This course utilizes the ERA computer system.

Prerequisite: AM1320

AM2650 (3 credits)

**Dealership Fixed Operations**

Study of the management of the mechanical service department, the body shop department, and the parts department of American franchised automobile dealers. This class emphasizes repair order generation and control, shop utilization, scheduling of work, employee selection and motivation, technician productivity and efficiency, body shop estimating techniques, and dealing with insurance companies. This course also emphasizes the relationship between the parts and service departments, retail counter sales, wholesale parts sales, inventory ordering and turn, stock and non-stock parts numbers, level of service, stock order performance, and part phase-in/phase-out criteria. This course utilizes the ERA computer system.

Prerequisite: AM1320

AM3040 (3 credits)

**Global Automotive Issues**

An examination of the critical decision making process manufacturers go through when allocating resources for new product launches while looking for the best return on their investment. American manufacturers are entering developing markets where a large, new customer base has yet to be established. This means more new products will go to the BRIC markets (Brazil, Russia, India, and China) rather than the United States. Market strategies of the major global manufacturers and their potential in those markets are analyzed. Each market is
analyzed while concentrating on the advantages and disadvantages from a manufacturing and consumer point of view.

Prerequisite: 60 credit hours completed

AM3630 (3 credits)
**Dealership Accounting**
Focuses on the application of the basic accounting principles to the retail automobile dealership. Transactions are traced from the source documents through the accounting records into the financial statements. Students prepare and analyze all standard dealership operating and reporting documents. Included in the course is exposure to computerized accounting through the use of an ERA computer system.

Prerequisite: ACC 2415

AM3650 (3 credits)
**Dealership Legal Issues/Finance and Insurance**
A review of the many federal, state, and local regulatory agencies and laws dealerships must respond to including the Internal Revenue Service, state and local Departments of Revenue, Federal Trade Commission, Fair Labor Standards Act, Truth in Advertising, Truth in Lending, OSHA, EPA, and other agencies. Also includes an in-depth study of the dealership finance and insurance departments, with special emphasis on products offered in these departments and the profit potential.

Prerequisite: 60 credit hours completed

AM3680 (3 credits)
**Advanced Dealership Fixed Operations**
A comprehensive analysis of successful fixed operations management and its contribution to the viability and profit performance of the entire dealership. This is achieved by examining the processes and economics of the mechanical service, body shop, and parts departments of American franchised dealerships as both traditional stand-alone departments and also as a unified business unit. The investigation of operational and financial considerations underlying essential concepts includes: repair order generation, technician and shop efficiency and productivity, scheduling, body shop estimating techniques, parts inventory strategies, part phase-in/out criteria, and level of service. Special attention is given to advanced issues intended to build competitive advantage for the entire dealership in the current business environment, such as adoption of lean production techniques, sources and uses of working capital, and strategies to retain/regain market share relative to aftermarket competitors. This course includes an ERA computer lab section.

Prerequisite: AM2650

AM3980 (3 credits)
**Retail Automotive Operations Management**
A focus on workflow within the retail/wholesale value chain to achieve maximum product exposure. Students are challenged by an extensive case study requiring skills related to all value chain components. This is a highly intense class with limited enrollment.

AM3990 (3 credits)
INTERNSHIP
The internship is designed to provide the student with supervised on-the-job training. A contract between the University, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience. Prerequisite: 30 credit hours completed

AM4020 (3 credits)
**Dealership Valuation, Dealer Development, Successorship Issues**
A discussion regarding the important topics of determining the value of a business, specifically an automobile dealership, transferring ownership of that business through buy-sell agreements and the role that the manufacturers play in keeping dealerships from failing. Discusses how manufacturers have a vested interest in seeing their franchise dealerships succeed. Likewise, they are very protective of who owns and manages these dealerships. For these reasons, the manufacturers have instituted programs aimed at helping dealerships remain profitable and have incorporated into the language of the franchise agreement the right to approve successors to existing dealer principals. Prerequisite: 90 credit hours completed

AM4100 (3 credits)
**Independent Research Topics**
Requires selecting a specific, research area of interest as the project. Potential topics include: personnel issues, the heavy duty truck sector, publicly owned dealerships, global marketing strategies, or other areas as approved by the department chair. Students must have an approved abstract outlining the nature and topic of the research prior to beginning. The research project and methodology must be approved by the department chair. Prerequisite: 90 credit hours completed

AM4650 (3 credits)
**Dealership Financial Statement Analysis**
Covers the importance of employing sound business and financial practices in the operation of a profitable automobile dealership. This class will discuss topics such as sound credit practices, insurance requirements, inventory control, wholesale and retail financing practices, and budgeting and forecasting techniques. This class concentrates on studying in-depth the dealership financial statement, examining it by use of established ratios and percentages and other analytical tools, in order to make sound business decisions. Prerequisite: 90 credit hours completed

AM 4651 (3 credits)
**Dealership Accounting & Financial Statement Analysis**
This course explores ways and means of mining a dealership’s data management systems (DMS) to improve operational performance. Study begins by tracing the entry of individual transactions from source documents through the dealership’s accounting records and into the resulting management reports and financial statements. Students will prepare and analyze standard dealership operating and reporting documents with emphasis on financial statement analysis as a management tool. This course is offered in conjunction with a required lab section. Prerequisites: ACC2410 and AM 3680

AM4660 (3 credits)
Dealership Management for International Students
Designed to be a capstone course for international students studying the American franchise automobile dealership. The focus is on studying current trends and developments, doing research in relevant topics, and individual and team case studies. Experts from outside the classroom are brought in to discuss important topics of current concern. Students will also be encouraged to visit dealerships located near the campus to observe their operations.
Prerequisite: 90 credits completed and international students

AM4670 (3 credits)
Dealership General Management
A capstone course for automotive marketing and management which includes a study of current retail marketing and management enterprises, inventory control, personnel management, customer care, and financial controls, as well as a review of the function and management of each of the five basic dealership departments. This course will utilize the ERA computer system to evaluate critical dealership operational and financial performance.
Prerequisite: 90 credit hours completed

ECN2210 (3 credits)
Principles of Microeconomics
An examination of general microeconomic theory with an emphasis on supply and demand, opportunity cost, consumer choice, the firm, the market structures and regulations, allocation of resources, capital, interest, profit, labor unions, income analysis, energy, national resource economics, and public policy.

ECN2220 (3 credits)
Principles of Macroeconomics
An examination of general macroeconomics theory with an emphasis on government spending and taxation, national income accounting, economic fluctuations, macroeconomics theory, fiscal policy, monetary policy, the banking system, economic stabilization, international trade, economic growth, and comparative economic systems.

ECN2700 (3 credits)
Economics of Sustainability
Explores the relationships between economics and our natural environments and social institutions. Students study market and non-market values for environmental and enterprise services, approaches to measure sustainability, roles of business, government and non-profit sectors fostering sustainability, and the emerging role of environmental economics in strategic business planning. Fundamentals of environmental economics are applied to real-world environmental and business problems.
Prerequisites: ECN2210 and ECN2220

ECN3000 (3 credits)
International Trade
Examines the basis of trading among nations with emphasis on resources, foreign exchange, balance of payments, investments, tariffs, import quotas, export controls, nationalism, free trade, protectionism, and the institutions aiding in world trade. Prerequisites: ECN2210 and 2220
ECN3010 (3 credits)
**Intermediate Microeconomics**
A study of resource allocation, scarcity, income distribution, consumer choice; theory of the firm, market structures, factor markets, welfare economics, and general equilibrium.
Prerequisites: ECN2210, 2220, and MTH 3100

ECN3020 (3 credits)
**Intermediate Macroeconomics**
A study of income theory, employment, interest rates, and price level determination. The role of government and its influence on these variables via monetary and fiscal policies will be studied.
Prerequisites: ECN2210 and 2220

ECN3110 (3 credits)
**Economic History**
A study of significant periods and development in the evolution of economic activity in the U.S. with special emphasis on the place of the American business community and its relationship to the world economy from 1607 to date.
Prerequisites: ECN2210 and 2220

ECN3310 (3 credits)
**Money and Banking**
Examines the role of money and financial institutions in the U.S. economy. Includes an analysis of the role of the Federal Reserve and the impact of monetary policy on interest rates, exchange rates, inflation, and a comparison of different institutional arrangements in financial markets.
Prerequisites: ECN2210 and 2220

ECN3410 (3 credits)
**Comparative Economic Systems**
An analysis of the various systems of economic organization; comparison of socialist methods of economic management with the operations of the market economy; overview of the current economies of several nations.
Prerequisites: ECN2210 and 2220

ECN3510 (3 credits)
**Development of Economic Thought**
An analysis of the theories advanced from the Greeks to the contemporary schools of economic thought and their effects on present-day economic policies designed to give students an appreciation for the intellectual foundation of the discipline.
Prerequisites: ECN2210 and 2220

ECN3710 (3 credits)
**Environmental Economics**
Applies tools of economic analysis to issues of environmental pollution and resource depletion. Students will learn techniques for evaluating current resource use and compare various regulatory and incentive-based public policy alternatives for improvement. Applications include solid waste management, air and water pollution, energy, wildlife habitat, population, and trans-boundary pollution.
ECN4010 (3 credits)
**Economics of Public Policies**
A study of both the short-term and long-term economic consequences of public policies as they relate to individuals and organizations. Policies examined include public pensions, health insurance, health and safety regulation, environmental protection, energy, industrial policy, and taxation.
Prerequisites: ECN2210 and ECN2220

ECN4250 (3 credits)
**Cases and Problems in Global Entrepreneurship**
The case study method is used to analyze the global environment confronting the entrepreneur engaged in cross-border enterprise. Important course components include public policy, markets, labor, and financial forces. Prerequisite: ECN 3000

ECN4400 (3 credits)
**Austrian Economic Theory**
Provides a general overview of how a generalized understanding of human action under subjective preferences can be used to deduce a wide range of economic phenomena.
Prerequisites: ECN2210 and ECN 2220

ECN4500 (3 credits)
**Introduction to Econometrics**
Introduces students to the basics of econometrics and regression analysis to evaluate economic problems. Familiarizes students to basic applied econometrics theories and techniques that can be used with commonly available computer software. A strong emphasis is placed on applications to relevant real-world data and to the recognition and understanding of common statistical problems.
Prerequisites: 60 credits hours completed, ECN 3010, and MTH 2310

ECN4890 (3 credits)
**Research Methods**
This course is based on the belief that in order to learn economics, a student must do economics. Provides a framework within which the students learn to understand and evaluate economic research, while completing an original research paper under the supervision of the instructor.
Prerequisite: ECN 4500

ENG1150 (3 credits)
**Composition I**
Uses a variety of genres to introduce students to rhetorical awareness focusing on audience and purpose. Readings in fiction and/or nonfiction are used to support writing strategies. A researched argumentative paper using APA documentation is required during the freshman composition sequence in either Composition I or Composition II or both.
Prerequisite: ENG 0900 or minimum ACT English score of 18 or minimum SAT verbal score of 421
ENG1200 (3 credits)
Composition II
Uses analytical, interpretive readings as a basis for refining critical thinking and writing skills. Readings in fiction and/or nonfiction are used to support writing strategies. A researched argumentative paper using APA documentation is required during the freshman composition sequence in either Composition I or Composition II or both. Prerequisite: ENG 1150

ENG3110 (3 credits)
World Literature I
This course focuses on global literature from ancient times through the 1500s. Works of fiction and nonfiction from a variety of global cultures are included. Prerequisite: ENG 1200

ENG3120 (3 credits)
World Literature II
This course focuses on global literature from 1600 to the present. Works of fiction and nonfiction from a variety of global cultures are included. Prerequisite: ENG 1200

ENG3200 (3 credits)
Report Writing and Applied Business Communications
Focus on improving writing ability with various types of business communications and reports for practical purposes consistent with business norms and conventions. Enhance written communication skills including executive summaries, business correspondence and reporting, and presentation of research findings. Includes collecting, organizing, interpreting facts, and presenting the findings in a well-documented report. Professional techniques of structuring and presenting business data are emphasized. Prerequisite: ENG 1200

ENG3600 (3 credits)
Applied Communications
Students learn techniques and psychology of effective domestic and cross-cultural business communication, with emphasis on business letters, reports (oral and written), memoranda, and electronic submissions. Prerequisite: ENG 1200

ENG4010 (3 credits)
Communication and Interpersonal Relations
Examines the fundamental connection between the use of language and the way people communicate, think, and act. To understand the deeply symbolic nature of language, students study modern semantics and focus on how to interpret spoken and written words, especially by examining how the meaning of words is influenced by physical, verbal, and historical contexts. Students increase their self-awareness and their abilities to communicate, think, and act effectively and ethically. Prerequisite: ENG 1200

ESM1010 (3 credits)
Introduction to Sport and Entertainment Management
Orients students to the field of sport and entertainment management and provides an overview about how to manage sport and entertainment enterprises for the major and non-major student.

ESM1030 (3 credits)
Sport and Entertainment Communications and Public Relations
Emphasizes academic and skill development with the purpose of adding value to the organization. There is a focus on understanding the difference between interpersonal, mass communications, and public relations. Theoretical foundations of interpersonal communication including dyadic and small group communication will be explored. Theoretical foundations of mass communications and the mass media industry, including both the print and electronic media relative to the understanding of business decisions concerning market share and viewer ratings.

ESM2010 (3 credits)
Sociology of Sport and Entertainment
Explores and develops knowledge about the sociological impacts of sport and entertainment across genders, ethnicities, religions, and disabilities. Students learn to understand sociological phenomena and how they affect participation and behavior; identify and understand the internal and external factors that shape sport and entertainment in a culture; understand how sport and entertainment mirrors the society in which it exists; and develop an understanding regarding the differences between entertainment and recreational sport, as well as highly organized competitive programs in high school, college, and professional levels to a culture.

ESM2040 (1 credit)
Practicum
This is a 50 hour practicum completed on a part-time basis. The practicum includes coursework and is generally with businesses near the campus. Students will gain experience by job shadowing and/or providing assistance for the organization. Directed and evaluated by the chair with appropriate supervision by an on-site professional. Prerequisite: 30 credit hours completed

ESM2050 (3 credits)
Facility and Event Management
This course gives the student an overview of the three major components of facility management. The three components are event management, risk management, and facility management. This course surveys the working components of new facility design and planning.

ESM2550 (3 credits)
Event and Production Management
This course is designed to give students experience in planning and executing sporting events, entertainment events, corporate events, trade shows, or exhibitions with emphasis on
preplanning, budget preparation, advertising, and public relations. Designing, planning and developing an integrated marketing campaign will be explored to develop an understanding about contract negotiations and supplier agreements.

ESM3010 (3 credits)
**Sport and Entertainment Marketing**
Explores marketing principles and resources for sport and entertainment marketing. Includes how increasing attendance and revenue is achieved by developing an understanding of the how, who, what, and where to market information.
Prerequisite: MKT2080

ESM3030 (3 credits)
**Sports and Entertainment Marketing and Communications**
Integrates marketing principles specifically for the sports and entertainment marketing field. Strategic market segmentation, understanding media outlets, ratings and shares, and understanding budget and marketing constraints will be emphasized. Additional emphasis is put on the difference between interpersonal, mass communications, and public relations.

ESM3040 (1 credit)
**Practicum II**
This is a required 50 hour practicum completed on a part-time basis. The practicum includes coursework and is with businesses within close proximity to the campus. Students will gain experience by job shadowing and/or providing assistance for the organization. Directed and evaluated by the chair with appropriate supervision by an on-site professional.
Prerequisite: 30 credit hours completed

ESM3070 (3 credits)
**Applied Record & Film Industry Marketing**
This course is a unique combination of marketing theory and applied concepts specific to the record and film industry. Topics include press kit development, music and film sales and distribution, advertising and promotion, film premier public relations, sponsorship development, theater fundraising and development, and live concerts.

ESM3300 (3 credits)
**Sport and Entertainment Sponsorship and Fundraising**
Focuses on three interrelated areas: 1) Sport and entertainment sponsorship basics including marketing issues, strategic communication through sponsorship, sponsorship value, and sponsorship evaluation; 2) Various public and fundraising techniques utilized by sport and entertainment managers; and 3) Integrating sport and entertainment sponsorship marketing and public relations as a concept of value-added marketing.

ESM3520 (3 credits)
**Sales and Revenue Generation in Sports and Entertainment**
The course explores income opportunities within the sports and entertainment industry. This includes sponsorships, ticketing, tax incentives, public financing, auxiliary events, event recruiting, fundraising, non-profits, personal seat licensing, and luxury suites. Students will be introduced to selling techniques, proposal writing and presentation development.

ESM3850 (3 credits)
Special Topics 1-
Various topics in entertainment, sport, and promotion management. These may be one-time or occasional course offerings. Prerequisite: Dependent on specific course content

ESM3990 (3 credits)
Internship
The (400 hours) full-time internship is designed to provide students with valuable work experience in a sport and entertainment management industry. The experience must be directed and evaluated by the chair with appropriate supervision by the on-site professional. Final agreements for the internship are to be completed by the ESPM department chair. Prerequisite: Department chair approval

ESM4020 (3 credits)
Sport and Entertainment Economics
Provides students with an introduction to financial planning and budgeting, sport organization funding, and the fundraising process. Students analyze demand curves, supply curves, and market equilibrium curves in relation to pricing and utility or products or services. Students learn how to maximize residuals generated by product or service production. Prerequisites: ECN2210 and ECN2220

ESM4030 (3 credits)
Facilities and Operations Management
In-depth investigation of event, risk, and facility management. This course delves into the budgeting and financials of facility concession and sport merchandising. Specific attention will be given to private and public entertainment facilities and their similarities and differences. This course also surveys the working components of new facility design and planning, overall layout and traffic flow, the process of mega-shelters in catastrophic events, and the possibilities of expansion/renovations in existing venues.

ESM4040 (3 credits)
Governance and Legal Aspects of Sport and Entertainment
Students become familiar with the various agencies governing professional, collegiate, high school, and amateur level sports. This course explores various areas of law in relation to sport and entertainment industry, including both state and federal legislations. Students will investigate liability and contract law related sport and the sport industry. The course explores collective bargaining agreements in relation to labor law. Prerequisite: LAW 3000
ESM4070 (3 credits)
**Agents, Production & Artist Management**
This course focuses on the roles and activities of the music and film agent, managers, and artist representation through case studies, market research, and trend analyses. This course covers forming the artist-manager relationship, creating the artist’s career plan and image, selecting a development team, securing a contract with a record label, and handling money and success will be studied.

ESM4080 (3 credits)
**Entertainment Law**
A study of the legal issues in the film, television, and music businesses and covers the entertainment industry structure; First Amendment issues, legalities of agency/talent representation, contracts, bankruptcy, torts/defamation, copyright issues and trademarks, and unfair competition.

ESM4100 (3 credits)
**Sport and Entertainment Ethics and Leadership**
Enhances student awareness of how ethical behavior and decision-making impacts the leadership roles of the sport and entertainment manager. Leadership is explored from two different perspectives: 1) Focus on determinants and consequences of individual motivation and attitudes in organizations; 2) Theory related to those responsible for guiding people toward organizational goals. Prerequisite: 90 credits completed or department chair approval

ESM4300 (3 credits)
**Seminar in Sport and Entertainment Management**
This is a capstone course for students who have completed all of the ESM core course requirements. Students apply their internship experience and develop a sport and entertainment management project related to strategic management concepts. Prerequisites: 90 credits completed and 21 ESM credits completed

ETR1010 (3 credits)
**Introduction to Entrepreneurship**
An introduction to the creative and innovative managerial practices of successful entrepreneurship. This course reviews the significant economic and social contributions entrepreneurs provide to society, the intense lifestyle commitment, and the skills necessary for entrepreneurial success. Provides an overview of the entrepreneurial process.

ETR1200 (3 credits)
**Successful Business Models**
A survey course of successful entrepreneurial business models and the initial challenges these business models encountered. Students review and evaluate the business models of some of the world’s great entrepreneurs such as Astor, Lowell, Swift, Rockefeller, DeVos, Walton, and Gates. Explores how to use a company’s business model to identify resource requirements, focus risks, and diagram revenue streams.

ETR2010 (3 credits)
**Entrepreneurial Marketing**
This course reviews and applies entrepreneurial marketing approaches used by successful entrepreneurs. These include utilizing industry sector trends, identifying emerging customer niches, developing new products/services, using guerilla marketing strategies, and Internet and social marketing strategies. Methods to research industry sector trends, identify emerging needs, develop new product and service ideas, and evaluate their feasibility, competitive advantage, and potential profitability. Explore the relationship between a well-developed marketing plan and successfully raising start-up capital.
Prerequisite: MKT2080

ETR2200 (3 credits)

**Entrepreneurial Distribution Strategies**
This course reviews and explores the various distribution strategies available to entrepreneurs to deliver products and services in the 21st century. These include traditional distribution, franchise development and/or purchase, multi-level marketing, direct Internet, and direct distribution models including 800 numbers and advertising-based response approaches. Also included are the factors to consider when selecting a business location, deciding to build, buy or lease space, as well as tradeoffs and process of signing a lease for company space.
Prerequisite: ETR 2010

ETR3010 (3 credits)

**New Venture Finance**
The application of prerequisite accounting and finance course material to the challenges and specific needs of entrepreneurial ventures. The course emphasizes importance of managing cash flows, ratio analysis, pro forma development, and the basics of deal structure and harvesting a business venture. Students will identify and interpret sources of information from company financial reports, financial publications, industry benchmarks, the media, and web sites.
Prerequisite: FIN3010 or FIN3210

ETR3100 (3 credits)

**Entrepreneurial Leadership**
This course explores how to identify and develop solutions to the most common leadership and personal challenges faced by entrepreneurs when starting new ventures or launching new products. Promotes a deeper understanding of what is required to be a successful entrepreneur. Highlights the skills and tools necessary to start a new business and explores alternatives to common pitfalls.
Prerequisite: 60 credit hours completed

ETR3200 (3 credits)

**Risk Analysis and Business Model Creation**
This course reviews financial tools and industry benchmarks used to identify and manage start-up risks. Applies completed objectives from core finance courses to the specific needs of entrepreneurial ventures. Stresses the importance of using a company’s business model to identify resource requirements, focus risks, and diagram revenue streams. Surveys lessons from successful entrepreneurial business models used by
some of the world’s greatest entrepreneurs.
Prerequisite: FIN3010 or FIN3210

ETR3300 (3 credits)
**Business Plan Development**
An introduction to the process of researching, writing, and presenting a business plan. Students identify and screen ideas using a business feasibility study that describes the product features, market opportunity, customer profile, sales forecast, competitive advantage, and profit potential. Following a successful feasibility study students may use business plan software as each develops their own complete business plan. Exceptional students may be granted permission to identify and work with a small business owner to help them develop a business plan that potentially expands their current business.
Prerequisite: ETR3010

ETR3990 (3 credits)
**Entrepreneurship Honors Internship**
Exceptional students may apply during their junior or senior year for this real-world based internship. Students will work with an entrepreneur, CEO or executive manager, or a new business incubator or innovation project. Their supervisor must monitor and assess the student’s work.
Prerequisite: Department chair approval

ETR4010 (3 credits)
**Risk Analysis and Sources of Capital**
This problem and case-driven course applies many of the objectives from ETR 3010 and core finance courses to the specific needs of small businesses and high growth startups. Financial tools, analysis techniques, and industry benchmarks are used to evaluate, fund, manage, and value entrepreneurial ventures. Valuation options are explored, including the basic valuation techniques imbedded in ‘Crystal Ball’ or a similar commonly accepted valuation software.
Prerequisite: ETR3010

ETR4030 (3 credits)
**Entrepreneurial Business Model Creation and Evaluation**
This case-driven course applies many of the completed objectives from ETR 1200 and other management core courses. This course explores ways entrepreneurs maximize wealth and economic value.

ETR4040 (3 credits)
**Strategic Management of a Fast-Growing New Venture**
This case-based course applies techniques to design, develop, implement, monitor, and revise new enterprise business strategy. Methods to formulate, implement, and evaluate the strategic management process are analyzed. The congruity and interaction between a proposed strategy and the environment in which a new business is expected to operate are explored in detail. Heavy emphasis is placed on the venture’s core competencies, competitors, customer needs, industry, available resources, and operating constraints.
Prerequisite: ETR 3010 or Department chair approval

ETR4080 (3 credits)
**Social and Creative Arts Entrepreneurship**
Explores how entrepreneurial work habits and managerial expertise can be applied to help community service organizations to be more effective at helping to solve social problems and creative arts entrepreneurs to be able to financially support their artistic endeavors. Students create project teams that possess a strong sense of mission by participating in real-world community service activities. A mix of enterprising leaders engaged in social and creative arts enterprises will visit with the students to provide them with insights into their organizations' challenges, setbacks, and successes.

ETR4100 (3 credits)
**Entrepreneurial Management**
This course focuses on the challenges and opportunities to operate new and small businesses. Students develop an understanding of how to manage growth through planning, budgeting, and execution skills. Heavy emphasis is placed on the venture's core competencies, competitors, customer needs, industry dynamics, available resources, and operating constraints. Prerequisite: 90 credit hours completed

ETR4200 (3 credits)
**New Venture Business Case**
Students integrate course material from all completed entrepreneurship courses. Students research, prepare, and present a comprehensive business plan for a new venture idea of their choice. The plan extends the outline used in ETR 3300 by adding increased market research, complex financial analysis, detailed capitalization explanation, a fundraising plan, and potential harvest strategy. Prerequisite: ETR3300 and ETR3010

FMM1010 (3 credits)
**Introduction to Fashion Marketing and Merchandising**
This introductory class provides an exposure to merchandising terminology. Activities and operations that make up the apparel fashion work will be explored as will discussions regarding the entrepreneurs who influence the industry. Career possibilities are presented with an overview of the raw materials, designing, and manufacturing, plus the wholesale and retail markets.

FMM2010 (3 credits)
**Fashion Promotions and Visual Merchandising**
Various components of a manufacturer’s or retailer’s promotional techniques, including visual merchandising, are studied. In addition, forms of advertising and special events are studied to evaluate their applications to various situations. Prerequisite: FMM1010

FMM2050 (3 credits)
**Textiles**
A thorough study of all aspects of the textile industry including fiber, fabrics, prints, finishes, care, and legislation will take place in this course. Students will study the impact of textiles on global economies as well as environmental issues through a variety of teaching methods. Prerequisite: FMM1010

FMM3020 (3 credits)
History of Fashion
This course will survey the evolution of apparel and accessories from the Egyptian period to today’s current fashions and relationships therein. The course stresses the social, economic, and political factors which have influenced fashion throughout the ages as well as noting construction, design methods, and terminology.

FMM3110 (3 credits)
Apparel Analysis
Students conduct a thorough study of the primary and secondary levels of the industry from raw materials to the finished product and quality levels to costing of materials. Industry terminology, global, and environmental issues will be explored as they pertain to the apparel industry. Prerequisites: FMM1010 and 2050 and 3020

FMM3120 (3 credits)
Textiles and Apparel Analysis
Explores multiple factors including cost of materials, brand names, and quantities that affect the designing, manufacturing, and pricing of fashion merchandise. Students will study the processing of textiles from fibers to fabrics and processing to care and legislation. This course engages students in the overall workings of the textile industry as it relates specifically to the apparel and soft goods industries. Prerequisites: FMM1010

FMM3990 (3 credits)
Internship
The 400 hours internship is designed to provide the student with supervised on-the-job training in their area(s) of interest. A contract between the University, students, and employer as well as a complete list of goals and objectives provides the groundwork for this experience. A daily log, periodic evaluations, study of the company, and personal self-reflection are designed to provide the student with a realistic learning experience. Prerequisite: Department chair approval

FMM4030 (3 credits)
Merchandising Buying
Students will participate as a “buyer” through a buying and merchandise assortment planning experience. Students will learn to bridge the gap between the principles of retail buying and mathematical formulas and concepts. The career of a buyer and their responsibilities will be explored.

FMM4120 (3 credits)
Practices and Theories of Fashion Merchandising
Successful fashion manufacturers, wholesalers, and retailers are studied along with career
opportunities in these areas. The multiple factors, such as cost of materials, brand, names, quantities, and sourcing that affect the designing, manufacturing, and pricing of merchandise are explored. Information and experiences will come from interaction with professionals in these areas. A cumulative and thorough application of all facets of the student’s program is exhibited through a variety of projects concluding with a major business plan.

Prerequisites: FMM major with 90 credit hours completed and ACC2415

FIN1010 (3 credits)
**Introduction to Finance**
Designed to build an understanding of the various banking and finance industries through an examination of the segments of these industries and appraisals of the financial and management skills that future managers need to succeed. The course pedagogy is enhanced with student-led discussion regarding current events in global financial markets. Students gain insights into the development and characteristics of the different industries through popular trade magazines, newspapers, Internet sources, and text.

FIN2600 (3 credits)
**Financial Institutions and Simulation**
Introduction to the commercial banking function and the operations and management of state and national banks. Emphasis on the general management functions, with special attention to management of deposits, loans, investments, liquidity, trusts, and other service functions. A bank simulation is included as a practical application of banking principles, including information provided by banks, competitors, and bank regulatory agencies.
Prerequisite: ACC2410

FIN3010 (3 credits)
**Financial Management**
Study of the theoretical and conceptual framework financial managers use to reach decisions. Particular emphasis is given to the finance function and its relevance to the management of an enterprise. Analysis, problem solving techniques, and decision-making tools are emphasized. Differences between multinational and domestic financial management, such as currencies, political, and economic risks are discussed. Stocks, bonds, and interest rates are evaluated as they relate to the basic financial analysis of investments.
Prerequisite: ACC2415

FIN3210 (3 credits)
**Financial Management**
Required for students seeking a degree with a major or concentration in finance or accounting or is recommended for those students pursuing a minor in accounting or finance. Study of the theoretical and conceptual framework financial managers use to reach decisions. Particular emphasis is given to the finance function and its relevance to the management of an enterprise. Analysis, problem solving techniques, and decision-making tools are emphasized. Differences between multinational and domestic financial management, such as different currencies, political, and economic risks are discussed.
Prerequisite: ACC2415

FIN3310 (3 credits)
Economics and Finance in the Recreational Marine Industry
This course will examine some of the key economic and financial issues associated with the recreational marine industry. Topics include economic trends in boat and personal watercraft construction and sales, recreational fishing and marine tourism, and marine aftermarket and marine recreational activity, financial concepts and statements, budgeting, revenue and cost analysis, capital investments, funding development, contract management, and terms and performance measurements. Prerequisites: ECN2210, 2220, FIN 3010

FIN3600 (3 credits)
Real Estate Finance & Analysis
A comprehensive overview of the various types of real estate markets in the United States and how purchases and sales are financed. Students examine both standard and creative financing/structuring techniques used with residential real estate and income real estate properties. Purchase, sale, lease, and underwriting issues as well as real estate investment analysis techniques will be fully explored. The effects of market and economic conditions on the real estate markets are analyzed.
Prerequisite: FIN3010 or 3210

FIN3700 (3 credits)
Finance for Sustainability
This course will examine the principles of finance for effective management decision-making following a triple-bottom-line approach. The focus is on understanding and analyzing financial information including triple bottom line accounting practices, green investing, cash and capital budgeting and management, human resource management, carbon credits and other similar markets, and stakeholder issues.
Prerequisites: ACC2410, ACC2415 and FIN3010

FIN3750 (3 credits)
Capital Markets & Analysis
An introduction to the basics of investing with emphasis on equities, debt, preferred stocks, convertible securities, rights and warrants, options, mutual funds, and fixed and variable annuities. The market on which each is traded, as well as fundamental and technical analysis, will be researched.
Prerequisite or co-requisite: FIN3010 or 3210

FIN3760 (3 credits)
Applied Financial Analysis & Portfolio Management
Continuation of FIN 3750 with particular emphasis on the intricate nature of assets contained in sophisticated securities. Concentration will be on the management of portfolios with special emphasis on growth strategies, income strategies, retirement planning, tax-advantaged investing, stock brokerage trends, and overall financial planning. Prerequisite: FIN3750

FIN3990 (3 credits)
Internship
The internship (400 hours of paid employment) is designed to provide the student with supervised on-the-job training. A contract between the University, student, and employer
provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.
Prerequisite: Department chair approval

FIN4010 (3 credits)
International Finance
A comprehensive overview of the international monetary system in terms of its institutional structure, participants and their motivations, markets, and products, as well as currency exposure and techniques in risk management.
Prerequisites: FIN3010 or FIN3210 and ECN3000

FIN4100 (3 credits)
Chartered Financial (CFA) Topics
Emphasizes various finance topics contained in the course of study for the CFA designation. This designation is a rigorous 3-year graduate program of study desired by experienced financial professionals. It is considered to be the ultimate credential for the financial professional throughout the industry. Finance majors who aspire to become an analyst and/or the corporate fields should take this course.
Prerequisite: FIN3760; Co-requisite: FIN4550

FIN4150 (3 credits)
Certified Financial Planner (CFP) Topics
Emphasizes various topics contained in the course of study for the CFP designation. The CFP designation is an industry program of study that is desired by those selling financial planning services, and is usually taken soon after beginning one’s career. The CFP is a necessary credential for the financial planner throughout the financial planning industry. Students who aspire to becoming a personal financial planner should take this course. Prerequisite: FIN3010 or 3210

FIN4200 (3 credits)
Economics and Finance of Port and Terminal Operations
Ports require significant infrastructure and complex relationships with governments and private industry. This course will examine some of the key economic and financial issues associated with port and terminal operations. Topics include economics of port and terminal operations, global demand for shipping and passenger transport, commercial geography, government versus private ownership, financial concepts and statements, budgeting, revenue and cost analysis, capital investments, funding development, contract management, terms and performance measurements, risk management, and pricing and tariff structures.
Prerequisites: ECN2210, 2220, FIN3010

FIN4230 (3 credits)
Personal Financial Planning 1 -
Designed for senior level students not majoring in finance who will be graduating and leaving the University to pursue their chosen careers, this course will introduce the basic financial planning tools that are needed to acquire a comfortable financial life in the future. Skill topics will include saving, non-retirement and retirement investing, mutual fund/stock investments, house purchasing/renting, and changing the financial plan as the student’s career and family situations
Courses offered for more than one credit will delve further into the course topics based on the number of credit hours.

Prerequisite: 90 credit hours completed

FIN 4550 (3 credits)
**Corporate Investment Decisions**
Emphasizes case/discussion methods to develop an in-depth expansion on the basic concepts presented in FIN 3010/3210. This course extends the financial analysis of a business to valuing complex capital budgeting and corporate strategies. Issues such as building the financial component of a business plan and using financial management techniques to identify corporate problems/opportunities and fix or pursue them. Options for various capital structures and the financing thereof are pursued in depth.
Prerequisite: FIN3010 or 3210

FIN 4850 (3 credits)
**Corporate Financing Decisions and Valuation**
A capstone finance course that builds on the financial concepts learned in previous courses and presents an integrated approach to corporate financing decisions and corporate valuation. This is a case discussion and application course covering various financing and valuation approaches and the application of these methodologies in the contemporary business environment.
Prerequisite: FIN4550

FDN1100 (1 credit)
**First Year Seminar I**
This course prepares students to take personal responsibility for their learning and academic success at Northwood University with an emphasis on holistic factors including how to acquire and apply knowledge, critical thinking, problem-solving, and effective communication skills. Includes an overview of University resources that support student success.

FDN1200 (1 credit)
**First Year Seminar II**
Building on FDN1100, this course emphasizes the relationship between student success and institutional culture and philosophy. An introduction to the role of government, individual freedom and responsibility, property rights, and the free-enterprise system of capitalism.
Prerequisite: FDN1100 or 15 credit hours completed

FDN3100 (1 credit)
**Career Development**
Designed to provide juniors and seniors with research skills and methodology to gain information and understanding about specific industries and enterprises in which the students are interested in seeking employment. Students will learn about the importance of non-verbal interaction, interviewing techniques, resume and cover letter writing, and negotiation skills.

HIS2100 (3 credits)
**Foundations of the Modern World I**
Introduces students to the historical development of Western civilization and its traditions. Major themes include the evolution of social, economic, religious, and political systems to fit the changing conditions of each age, and the expression of changing values and beliefs through intellectual and artistic endeavors. The course traces the development of Western civilization from ancient Near Eastern cultures to the beginning of the modern era in the 1600s. Prerequisite: ENG1200

HIS2150 (3 credits)
**Foundations of the Modern World II**
Introduces students to the historical development of Western civilization and its traditions. Major themes include the evolution of social, economic, religious, and political systems to fit the changing conditions of each age, and the expression of changing values and beliefs through intellectual and artistic endeavors. The course traces the development of Western civilization from the beginning of the modern era in the 1600s to the present. Prerequisite: HIS2100

HIS2160 (3 credits)
**Foundations of the Modern World**
Introduces students to the historical development of Western civilization and its traditions. Major themes include the evolution of social, economic, religious, and political systems to fit the changing conditions of each age, and the expression of changing values and beliefs through intellectual and artistic endeavors. The course traces the development of Western civilization from the beginning of the modern era in the 1600s to the present. Prerequisite: ENG1200

HIS2175 (3 credits)
**The History of the United States of America**
The history of the United States is presented beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience. The course continues through the Civil War, Reconstruction, the 19th, 20th, and 21st centuries and the development of the United States as a world power. The study includes social, cultural, economic, intellectual, and political aspects of American life. Prerequisite: ENG1200

HIS3010 (3 credits)
**The Founding of the American Republic**
Covers the historical development of the United States from colonial times through the beginning of the 19th century, with emphasis on the historical context of the Declaration of Independence and the U.S. Constitution as examples of the unique expressions of American political, social, and economic systems. The course will focus on primary sources and on selected individuals who helped formulate these ideals. Prerequisite: HIS2150 or HIS2160

HIS3100 (3 credits)
**Africans in America 1607 to 1861**
Examines the experiences of Africans in America from the founding of the first colonies to
the Civil War as evidenced through the historical, economic, political, social, religious, and literary values of the period. The course is focused on democracy, economics, freedom, leadership, identity, race, and racism from 1607 to 1861.

HIS3130 (3 credits)
The American Civil War and Reconstruction
Examines the American Civil War, including its causes, the military, political, social and economic aspects of the war, and its continuing legacy. The course also covers Reconstruction following the war.
Prerequisite: 60 credit hours completed

HIS3150
The Era of the Vietnam War
Examines the Vietnam War, including its causes, the military, political, social and economic aspects of the war, and its continuing legacy for both Vietnam and the United States.
Prerequisite: 60 credit hours completed

HIS4020 (3 credits)
Contemporary Global Issues
An examination of the historical basis and context for contemporary global issues. Topics may include political, economic, scientific, technological, cultural, and social challenges.
Prerequisite: HIS2150, HIS2160, or HIS2175

HOS1010 (3 credits)
Introduction to Hospitality Management
Designed to build an understanding of the hospitality industry by examining the management skills needed to succeed in the industry. The student will also gain an insight in the development of the industry through popular trade magazines, guest speakers, and field trips.

HOS1030 (3 credits)
Sanitation
Provides foodservice personnel with basic sanitation principles; understanding personal hygiene; sanitizing of eating and drinking utensils; food bacteriology; emergency pathogens; prevention of illnesses; HACCP, accident prevention; employee training; sanitary and safe foodservice operation. Also includes information regarding alcohol: serving alcohol responsibly; safety of the customer, legalities of the employer, and lawsuits and violations of the state liquor code; how alcohol affects the body; the law and your responsibility; reasonable care; establishing policies and procedures; designing an alcohol responsible program; and checking age identification.

HOS1031 (1 credit)
Serve Safe Alcohol Seminar
Emphasis on alcohol law and the responsibility of the server. Includes information regarding alcohol: serving alcohol responsibly; safety of the customer, legalities of the employer, and lawsuits and violations of the state liquor code; how alcohol affects the body; the law and your responsibility; reasonable care; establishing policies and procedures; designing an alcohol
responsible program; and checking age identification. Students will have the opportunity to earn the national Serve Safe Alcohol certification.

HOS1032 (2 credits)
**Food Serve Safe Certification**
Provides foodservice personnel with basic sanitation principles; understanding personal hygiene; sanitizing of eating and drinking utensils; food bacteriology; emergency pathogens; prevention of illnesses; HACCP, accident prevention; employee training; sanitary and safe foodservice operation. Also includes information regarding alcohol: serving alcohol responsibly; safety of the customer, legalities of the employer, and lawsuits and violations of the state liquor code; how alcohol affects the body; the law and your responsibility; reasonable care; establishing policies and procedures; designing an alcohol responsible program; and checking age identification.

HOS2040 (1 credit)
**Practicum I**
Designed to provide the student with supervised on-the-job training, exposure to organizational, management, internal workings, and services offered through an approved organization. A contract between the college, student, and employer provides the beginning groundwork. Goals, evaluations, a review of skill, and a study of the organization are designed to provide a realistic learning experience. Prerequisite: 30 credit hours completed

HOS2050 (3 credits)
**Food and Beverage Management**
Designed to move the student through the various management steps involved in food service. Food production issues are studied from a managerial point of view. Standards in food production and beverage service are a focal area of the course. This course is designed to build the skills necessary to operate a successful and profitable food service operation.

HOS2100 (3 credits)
**Facilities Engineering**
Introduces students to facilities engineering and why hospitality managers need to be aware of basic engineering principles and tools to enable them to make decisions regarding the operations of their facility

HOS2980 (1 credit)
**Beverage Seminar**
Exploration of various wines/beers from around the world. Class includes beverage evaluation and tasting for serious students who will benefit professionally from this knowledge. Primarily for Hotel/Restaurant students, but others will be considered.

HOS3040 (1 credit)
**Practicum II**
Designed to provide the student with supervised on-the-job training, exposure to
organizational, management, internal workings and services offered through an approved agency. A contract between the university, the student, and the employer provides the beginning groundwork. Goals, evaluations, a review of skill and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: 30 credit hours completed

HOS3050 (3 credits)

**Hospitality Operation Management**
The class covers the study of broad-based hotel and motel management operations reviewing development, pre-opening, marketing, departmental operations, and organizational structure. Includes work in training, staffing, work improvement techniques, motivating, organizing, planning, and scheduling.

HOS3100 (3 credits)

**Resort & Club Management**
Introduces the student to these exciting and dynamic segments of the industry and the many challenges in operations. Students will explore the many career choices available after visits to various properties and the behind-the-scenes look at how they are run.

HOS3850 (3 credits)

**Special Topics 1**
Various topics in hotel, restaurant, and resort management. These may be one-time or occasional course offerings. Prerequisite: Dependent on specific course content

HOS3990 (3 credits)

**Internship**
The internship (400 hours of paid employment) is designed to provide the student with supervised on-the-job training. A contract between the University, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisites: Faculty approval and 60 credit hours completed

HOS4050 (3 credits)

**Hospitality Costing, Pricing, and Financial Management**
Designed to move the student through the various management steps involved in developing a financially successful hotel, restaurant, resort, spa or other hospitality business. This course presents methods and principles for accurately pricing goods and services, controlling costs, and maximizing profits. Hotels, restaurants, and resorts are studied from a managerial point of view to keep costs low and margins high. Budgeting and financing standards set in the hospitality industry are a focal area of the course. Prerequisite: FIN3010 or FIN3210

HOS4100 (3 credits)

**Human Resources Application**
Strong human resource management is critical for the survival of any company. This course will discuss and highlight ways that the new or even experienced manager can stay ahead of the workforce challenges. Current articles and group projects will supplement the classroom
experience.

HOS4150 (3 credits)
**International Tourism**
Focuses on the economic, social, cultural, and environmental considerations of international travel and tourism. The course is designed to create sensitivity to and an awareness of the differences in cultures in regard to a worldview of hospitality management.

HOS4180 (3 credits)
**Special Events and Meeting Planning**
Provides students with the basic understanding of the management process as it relates to planning and operation of special events and meetings. This course is designed to develop skills, strategies, knowledge, and understanding about planning, organizing, scheduling, marketing, and implementing meetings and special events for various groups.

HOS4400 (3 credits)
**Marine Tourism Management**
Focuses on the economic, social, cultural and environmental considerations of travel and tourism involving marine and coastal activities. The course will focus on marine oriented resort management, chartering and bareboating, charter fishing, SCUBA, snorkeling and underwater exploration, tour boats and tour operations, recreational marine craft rentals, personal boating instruction, and other marine orientated tourist activities.

HOS4500 (3 credits)
**Current Issues in the Hospitality Industry**
Explores the dynamics and implications of current societal and professional issues while developing leadership styles and identifying current trends. The course focuses on examining current trends that will impact the profession and help students understand the relevance of trends to their professional development.

HUM3010 (3 credits)
**Ideas that Shaped America**
Explores ideas from America’s European heritage that shaped modern America. Course taught only in the Semester in Europe Study Abroad program.

HUM3020 (3 credits)
**Survey of Western Art**
Explores Western art through first-hand visits to European cultural centers and classroom lectures during the Semester in Europe Study Abroad program.

HUM3100 (3 credits)
**Creativity**
An overview of the creative process and its relationship to both personal and professional achievement. Theories of creativity are summarized, covering such topics as the creative personality, creative problem solving, and creative team work. Students will acquire the resources and techniques for stimulating creative thinking and facilitating creative problem solving. The course will encompass both individual and group exercises to stimulate creative thinking.
Prerequisite: 60 credit hours completed
HUM3110 (3 credits)
The Search for Meaning through the Humanities
An examination of the human search for meaning through perennial questions and their possible answers as expressed in intellectual, artistic, and social endeavors. Prerequisite: 60 credit hours completed

HUM3120 (3 credits)
Introduction to Art
A survey of visual media, past and present, with particular emphasis on expressionism and realism and how they mirror society. Technique as well as theory is covered. Prerequisite: 60 credit hours completed

HUM3130 (3 credits)
Introduction to Music
The study of music from the past and present, and its impact on our culture. Included are a survey of music from historical periods and the relationship of this auditory art form to other areas of the humanities. Prerequisite: 60 credit hours completed

HUM3140 (3 credits)
Introduction to Modern Art
A chronological survey of major art movements beginning with Romanticism and culminating in the most recent developments in painting and sculpture.

HUM3150 (3 credits)
Introduction to Film Art
A survey of past and present films with particular emphasis on the elements of form and style. A history of film and survey of genres and styles is included. Prerequisite: 60 credit hours completed

HUM3200 (3 credits)
Critical Appreciation of the Arts
Focuses on the special role of the arts: painting, sculpture, architecture, literature, drama, music, dance, film, and photography as forms of human expression. Attention is given to definitions of art and various critical approaches to the arts in order to establish a foundation for critical response. Prerequisite: 60 credit hours completed

HUM3210 (3 credits)
General Humanities
Beginning with the advent of the Renaissance, this course traces the humanistic aspects of our intellectual development, as that development is manifested in painting, sculpture, architecture, music, literature, philosophy, political theory, and spiritual experience. Prerequisite: 60 credit hours completed
HUM3220 (3 credits)  
**Design Principles**  
Exploration of human reaction to visual stimuli and the role of design to solve problems and make decisions in business and personal life. The goal is that students will make better functional, practical, and economic visual judgments. Prerequisite: 60 credit hours completed

HUM3230 (3 credits)  
**Understanding Western Architecture**  
This course is a comparative examination of the built environment as a cultural, technological, and artistic achievement. Basic design and technical concepts that allow buildings to stand up will be explored. In addition, the history of architectural development in the West, from prehistoric times to the present, will be surveyed. The focus is on architecture as an expression of culture, a systematic statement of values. Prerequisites: HIS2100, HIS2150

INB1100 (3 credits)  
**Introduction to International Business**  
This is a survey course that acquaints students with the salient components of the discipline and the curriculum. It covers the various functional areas of International Business such as trade, finance, law, management, and marketing. It also examines the importance of culture and its impact on human behavior, and brings home to students the importance of understanding cultural differences for the successful pursuit of a career in international business. The course introduces students to career opportunities in the international business field.

ECN3000 (3 credits)  
**International Trade**  
Examines the basis of trading among nations with emphasis on resources, foreign exchange, balance of payments, investments, tariffs, import quotas, export controls, nationalism, free trade, protectionism, and the institutions aiding in world trade. Prerequisites: ECN2210 and 2220

ECN3410 (3 credits)  
**Comparative Economic Systems**  
An analysis of the various systems of economic organization; comparison of socialist methods of economic management with the operations of the market economy; overview of the current economies of several nations. Prerequisites: ECN2210 and 2220

FIN4010 (3 credits)  
**International Finance**  
A comprehensive overview of the international monetary system in terms of its institutional structure, participants and their motivations, markets, and products, as well as currency exposure and techniques in risk management. Prerequisites: FIN3010 or FIN3210 and ECN3000


LAW4050 (3 credits)
**International Law**
Overview of the international legal environment, including an emphasis on common and code law systems and their impact on the conduct of international business. Explores international jurisdiction, world legal agreements and bodies, treaty agreements, and treaty law.
Prerequisites: LAW3000 and ECN3000

MGT4030 (3 credits)
**International Management**
Familiarizes students with the evolution of the multi-national enterprise over the past century, and addresses the challenges today’s managers of such enterprises. Discusses the various aspects of the complex task of managing and leading a multi-national enterprise such as strategy formulation, structuring organizations, liaising with external stakeholders, ensuring ethical conduct, and providing inspirational leadership. Knowledge and skills are imparted through the use of experiential learning tools such as simulations and case discussions.
Prerequisites: MGT2300 and MKT2080

MKT3100 (3 credits)
**International Marketing**
Addresses global issues challenging today’s international marketer. Discusses the various strategic, tactical, and operational components of the international marketing function. Explores in detail the practical aspects of international marketing such as exports and imports, international marketing research, and the development of a comprehensive marketing plan.
Prerequisites: MKT2080 12 credits of Spanish or other foreign language:

SPN2010 (3 credits)
**Spanish I**
The first of a two semester sequence designed specifically for beginning university students with no previous language study. Emphasis is placed on acquisition and application of basic language skills.

SPN2015 (3 credits)
**Spanish II**
Continuation of the first year language sequence in Spanish. Course design places emphasis on development of the target language in the five goal areas of foreign language education: communication, cultures, connections, comparisons, and communities.
Prerequisite: SPN2010

SPN3010 (3 credits)
**Spanish III**
The first of a two semester sequence designed for students who have a background of at least one year of college level Spanish or its equivalent. The objective is to further acquisition and application of the target language at the intermediate level. Authentic materials in the target language reflect contemporary topics relevant to contemporary global issues.
Prerequisite: SPN2015

SPN3015 (3 credits)

Spanish IV
Completes the second year language sequence in Spanish. Course emphasis is placed on continued development of proficiency in the target language through grammar review, composition, selected readings, small group discussion, and short speeches on topics of interest.

LAW2500 (3 credits)

Environmental Regulations and Public Policy
This course will provide an overview of environmental law, regulation and international policies, focused on those areas that directly impact on commercial and industrial enterprise. The course will also help students understand the relationship between environmental protection and societal, political, economic and ethical concerns that shape regulatory policy. Prerequisites: NSC2200 and MGT2400

LAW2800 (1 credit)

Mock Trial I
Emphasis is placed on building the skills necessary to compete in American Mock Trial Association Invitational Tournaments. Each student will be a part of a team responsible for the development of a case to be tried in a court of law including opening statement, introduction of testimony, physical, and demonstrative evidence, direct and cross examination of witnesses, closing arguments, etc. Students will participate in competitions both on and off campus.

LAW2810 (2 credits)

Mock Trial II
Emphasis is on continuing development of skills necessary to compete in regional American Mock Trial Association Invitational Tournaments. Students who have taken LAW2800 will have already competed at invitational tournaments sponsored by the American Mock Trial Association. During this course, as a member of the Regional Team, students will perform the same skills introduced in the LAW 2800 course at a higher level. Students will participate in competitions both on and off campus. Prerequisite: LAW2800

LAW2820 (2 credits)

Mock Trial III
Emphasis is on continuing development of skills necessary to compete in the national American Mock Trial Association Invitational Tournament. Students who have taken LAW 2800 will have competed at Invitational Tournaments and those who have taken LAW 2810 will have competed at the Regional Tournament. During this course, as a member of the Regional, National and Championship Team(s), students will consistently perform the skills introduced in LAW 2800 and LAW2801 at a higher level reflecting their prior experience. Students will participate in competitions both on and off campus. Prerequisites: LAW2800 and 2810
LAW3000 (3 credits)
**Business Law I**
Basic principles of law applicable to the business world emphasizing ethics, the U.S. judicial system, contracts, sales, property, agency, and business organizations. The goal of the course is to provide the basic knowledge and understanding of legal theories and practical applications of rules/laws as they pertain to the decision-making aspects of administration and professional conduct in business.

LAW3025 (3 credits)
**Business Law for Accounting Majors**
The course will focus on two main areas. First, the course will undertake a critical exploration and examination of the regulation of the accounting profession. This will include research, application, and evaluation of the regulation of for-profit financial accounting, auditing of private and public entities, not-for-profit financial accounting, and taxation. Second, students will focus on specific areas of business law most applicable to the practicing accountant, including business organizations, securities law, and professional liability. Additionally, basic principles of law applicable to the business world, emphasizing contracts and sales, as well as period after sales, bailments, negotiable instruments, agency, partnerships, corporations, insurance, and real estate will be examined.

LAW3026 (1 credit)
**Business Law for Accounting Majors**
The course will focus on specific areas of business law most applicable to the practicing accountant, including business organizations, securities law, and professional liability. Additionally, basic principles of law applicable to the business world, emphasizing contracts and sales, as well as period after sales, bailments, negotiable instruments, agency, partnerships, corporations, insurance, and real estate will be examined.
Prerequisite: LAW3000

LAW3050 (3 credits)
**Business Law II**
An in-depth study of law with special emphasis on those points of law that would be of particular importance to students planning careers in accounting, especially those considering qualifying as Certified Public Accountants. Provides students with the basic knowledge and understanding of legal theories and practical applications of rules/laws as they pertain to the decision-making aspects of administration and professional conduct of business, especially in the accounting industry. Prerequisite: LAW3000 or LAW3025

LAW3500 (3 credits)
**Commercial and Real Estate Law**
This course provides an overview of real estate transactions and acquisitions for commercial real estate, including site selection, appraisals, purchase contracts, lease negotiations and contracts, mortgage financing, loan documentation, escrows and titles. Transactions related to franchise agreements will be a specific feature of the course. Prerequisite: LAW3000
LAW4050 (3 credits)
**International law**
Overview of the international legal environment, including an emphasis on common and code law systems and their impact on the conduct of international business. Explores international jurisdiction, world legal agreements and bodies, treaty agreements, and treaty law.
Prerequisites: LAW3000 and ECN3000

MGT2300 (3 credits)
**Principles of Management**
Foundation course that provides an overview of the principles, concepts, and theories underlying the management discipline. Students learn the specialized vocabulary necessary for the practice of management. Origins, history, and antecedents of the management discipline and its relationship to the other disciplines that are the components of a business education.

MGT2400 (3 credits)
**Sustainable Enterprise Strategies**
This course will allow students to gain an understanding of the decision-making process in sustainable organizations and industries, including the theories supporting sustainable management and the concepts of triple-bottom-line management. Students will apply the core management functions and practices learned in previous business core courses to sustainable organizations. A systems approach will be used to help students develop the ability to analyze whole systems. Prerequisites: MGT2300, ECN2210 and ECN2220

MGT2500 (3 credits)
**Human Resource Management**
Provides students with a broad understanding of the behavioral, structural, operational, and legal aspects of managing an organization’s human resources and the interrelationship between managerial functions and human resource policies. Examines the human resource functions of job analysis and design, recruitment, training and development, compensation and benefits, appraisal, and retention. Traces the evolution of the discipline and highlights certain landmark events that have impacted human resource management. Discusses the function of the various governmental agencies responsible for ensuring legal compliance.

MGT3200 (3 credits)
**Management Communications**
Students develop the techniques of sending and receiving skills necessary for effective communication in the global business environment. Topics covered include: writing effective business letters, memos, e-mails, and reports; group dynamics and effective meetings; nonverbal communication; listening; perception and semantics; and oral reporting.
Prerequisite: ENG1200.

MGT3500 (3 credits)
**Operations Management**
Deals with the strategic/operational activities that relate to the creation of goods and services
through the transformation of inputs to outputs. Students will be able to formulate strategies that increase productivity and quality so as to maximize a firm’s profitability in a global marketplace and for the benefit of society.

Prerequisites: MGT2300 and MTH2310

MGT 3700 (3 credits)
Practice of Management and Leadership
Builds on the foundations of management theory and concepts contained in MGT2300. It teaches students the practical elements of management and leadership through analysis, discussion, and reporting of significant trends and key issues from current literature. Examines advanced techniques in decision making and their applications in organizations. Using experiential learning tools, students learn management principles and identify important concepts related to leadership, emotional intelligence, diversity, organizational change, and sustainability.

Prerequisites: MGT2300 and MTH2310

MGT3990 (3 credits)
Internship
The internship (400 hours of paid employment) is designed to provide the student with supervised on-the-job training. A contract between the college, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: Faculty approval

MGT4030 (3 credits)
International Management
Familiarizes students with the evolution of multinational enterprises over the past century, and addresses the challenges today’s managers of such enterprises. Discusses the various aspects of the complex task of managing and leading a multinational enterprise such as strategy formulation, structuring organizations, liaising with external stakeholders, ensuring ethical conduct, and providing inspirational leadership. Knowledge and skills are imparted through the use of experiential learning tools such as simulations and case discussions.

Prerequisites: MGT2300 and MKT2080

MGT4250 (3 credits)
Organizational Behavior
Examines how the behavior of individuals and the relationships among individuals and groups within an organization impact its effectiveness. Draws upon the theories and models that constitute the core of the discipline, and also examines current topics and areas of interest. Develops the skills and tools necessary to effectively manage change within an organization and evolve into successful leaders in a complex, global environment.

Prerequisite: MGT2300

MGT4300 (3 credits)
Management of Information Technologies
Students learn how to use and manage information technologies to revitalize business
processes, improve business decision making, and gain a competitive advantage. Major emphasis is placed on the essential role of the Internet and networked technologies in order to create efficiencies that will help contribute to business success in the global economy.

Prerequisites: MGT2300 and MIS1050 or MIS1600

MGT4360 (3 credits)
**Strategic Risk Management**
Examine the risk management process in detail and its application in an organization. The course covers principled holistic risk management (pure and speculative risk) and why organizations have risk managers. Includes the administrative and strategic aspects of global strategic risk management examining how a risk manager operates within a complex organization. The application of risk management tools will be discussed such as risk mapping, loss forecasting, application of total quality management principles, integrated risk financing, financial reinsurance, captives/risk retention groups, and benchmarking. The course will also examine the specific issues of managing risk globally and other pertinent issues faced by risk managers.

MGT4800 (3 credits)
**Strategic Planning**
Integrates the various theories, concepts, and models covered in previous management courses and other courses dealing with other functional areas, and presents a comprehensive view of the competitive environment of today’s global business enterprise. Through the use of experiential learning tools such as simulations and case discussions, students learn the skills necessary to formulate and implement strategy and exercise effective leadership in diverse organizational settings and business environments.

Prerequisites: 90 credit hours completed, MGT2300, and FIN3010 or FIN3210

MGT4810 (3 credits)
**Business Seminar**
This course is utilized in study abroad programs and allows students to study a wide scope of international business practices including financial, retail, industrial, manufacturing, and service industries. Prerequisite: MGT2300

MKT2010 (3 credits)
**Principles of Selling**
Explores the psychology of selling, the customer-centric organization, the sales process, sales techniques, ethical and legal issues in sales, and career opportunities associated with selling as a professional career. Experiential learning takes place during role playing and simulated sales presentations.

Prerequisite: MKT2080

MKT2080 (3 credits)
**Principles of Marketing**
Explores the development of marketing principles and the role of marketing in an enterprise economy. Reviewing current articles and case studies develops an understanding of
marketing principles.

MKT2200 (3 credits)

Sales Management
Planning, implementing, and controlling the firm’s professional sales assets. Explores the recruitment, selection, and motivation of the internal sales force, the distributor network, and the use of manufacturing representatives. Addresses time and territory management, compensation, training, budgeting, and the evaluation of selling efforts. Emphasizes the integration of the sales function into the firm’s strategic planning and implementation processes. Case studies are used extensively to explore the concepts. Prerequisite: MKT2010

MKT3000 (3 credits)

E-Commerce
Discusses the rapid evolution of the marketplace because of the emergence of e-commerce and the tools facilitating this evolution, such as the Internet. Covers the impact of these tools and the changes they invoke on organizations, careers, and in general, on the conduct of business in the global marketplace. Use of these tools with special emphasis on utilization in value chain integration and enterprise resource planning. The development of an e-commerce strategic plan is a capstone element of this course. Prerequisites: MKT2080

MKT3050 (3 credits)

Consumer Behavior
Consumer behavior theory, including the introduction of behavioral models to investigate the consumer psychology. Application of consumer behavior principles to customer satisfaction, market planning, and merchandise mix decisions. Ethical, diversity, and international issues are also explored. Prerequisite: MKT2080

MKT3100 (3 credits)

International Marketing
Addresses global issues challenging today’s international marketer. Discusses the various strategic, tactical, and operational components of the international marketing function. Explores in detail the practical aspects of international marketing such as exports and imports, international marketing research, and the development of a comprehensive marketing plan. Prerequisites: MKT2080 and MGT2300

MKT3350 (3 credits)

Lean Distribution
Lean distribution is based on the Toyota Production System and is a philosophy of a set of methods for dramatically reducing time from customer order to building and shipping a product that costs less, uses less space, and is of superior quality. Covers the history, philosophy, and core methodologies of lean distribution. Prerequisite: MKT2080
MKT3450 (3 credits)

**Logistics**
Provides a management guide to the flow of products from suppliers to manufacturers, manufacturers to distributors, distributors to retailers, and manufacturers to retailers. Logistics will be discussed and described in all phases of the transportation system including rail, truck, air, and water borne shipments. Help engage students in the overall workings of logistics including an overview of employment opportunities in logistics management.
Prerequisite: MKT2080

MKT3990 (3 credits)

**Internship**
The internship is designed to provide the student with supervised on-the-job training. A contract between the college, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.
Prerequisite: Department chair approval

MKT4220 (3 credits)

**Marketing Research Seminar**
Examines the role of research in the solution of marketing problems. Development of research and survey instruments and use of a software computer package to analyze data. Student teams will identify a research problem, gather and analyze data, and integrate results in a research report.
Prerequisites: MTH2310 and MKT2080

MKT4230 (3 credits)

**Marketing Research**
Examines the role of research in the solution of marketing problems, with emphasis on available data analysis, non-parametric statistical procedures, sampling, variable analysis, and field research methodology. Development of research and survey instruments and use of a software computer package to analyze data. Student teams will identify a research problem, gather and analyze data, and integrate results in a research report presented in class. Prerequisites: MTH3340 and MKT2080

MKT4240 (3 credits)

**Marketing Management**
A case-based, capstone course that builds upon previous classes in marketing principles and marketing research. Course includes development of a market plan and managerial analysis of marketing policy, strategy, organization, administrative structures to facilitate the marketing function, procedures in demand analysis, product planning policy, pricing, and physical distribution. Emphasizes the integration of these marketing activities and their planning and direction.
Prerequisite: MKT4220 or MKT4230

MKT4490 (3 credits)

**Advanced Marketing Strategies**
An integrative, dynamic view of advanced marketing strategies across a broad spectrum of theories and concepts designed to prepare the CEO, president, executive, and business owner entrepreneur for critical thinking and action. Involves critical selection for a framework of developing marketing strategies to yield a distinctive competitive and comparative advantage, brand strategy, pioneering growth, analysis of markets, and defensive marketing strategies. Strategic-level marketing topics and tools emphasis will be on the role of marketing capabilities in creating, leveraging, and appropriating value in the marketplace. Prerequisites: MKT3100 and MKT4220

MTH0980 (3 credits)
**Developmental Mathematics**
A developmental math course for students who have not been placed directly in college algebra or finite math. This course is delivered in modules, each module focusing on a different required competency. Students will be required to complete each module at an 80 percent (80%) mastery level in order to complete this course. Students not completing all modules successfully in one semester will be required to enroll in the course the following semester until all modules have been mastered. Prerequisite: ACT Math score of 23 or less or equivalent SAT Math score

MTH1100 (3 credits)
**Finite Mathematics**
Uses elementary functions to explain mathematical models. Quadratics, systems of equations, and mathematical models of business finance are used to facilitate understanding mathematical techniques used in business and other applications. Additional topics are selected to prepare students for the statistical and quantitative reasoning used by professionals. Probability concepts and summation notation are explored to provide a strong basis for statistics. Also covered are the logic and set theory concepts used in quantitative reasoning.
Prerequisite: Minimum ACT Math score of 24 or minimum SAT Math score of 550 or MTH 0980 or successful completion of the placement examination

MTH1150 (3 credits)
**College Algebra**
Completes the sequence of algebraic topics necessary for a mathematically literate person. An understanding of the Real Number System is extended to complex numbers required to solve quadratic equations. Students will learn how to solve quadratic equations using the quadratic formula, how to solve logarithmic and exponential equations, how to solve systems of equations in two or more variables using matrix operations, how to solve a system of linear inequalities, and how to apply the notation and principles of sequences and series. A modeling approach is used with an emphasis on functions and applied problem solving.
Prerequisite: Minimum ACT Math score of 24 or minimum SAT Math score of 550 or MTH 0980 or successful completion of the placement examination

MTH2310 (3 credits)
**Statistics I**
A thorough treatment of descriptive statistics; an introduction to the concepts of probability,
probability distributions, and sampling distributions; and an introduction to inference through estimation by confidence intervals. Students will determine which statistical technique is appropriate depending on the data type and level of measurement, analyze the data, and then interpret the results. Appropriate technology and/or software will be required.

Prerequisites: MIS1050 or MIS1600 and MTH1100 or MTH1150

MTH3100 (3 credits)
**Calculus I**
The basics of differential and integral calculus and its application in solving problems. Linear and nonlinear functions are reviewed; the concepts of limits and continuity, derivatives of functions and their applications, finding maxima and minima, and definite and indefinite integrals are covered.
Prerequisite: MTH1100 or MTH1150 or ACT Math score of 29 or higher or equivalent SAT Math score

MTH3200 (3 credits)
**Calculus II**
Understanding and utilization of multivariable calculus and matrix algebra techniques commonly used in business, economics, and the social sciences.
Prerequisite: MTH 3100

MTH3340 (3 credits)
**Statistics II**
A continuation and expansion of concepts covered in MTH 2310. It includes hypothesis testing of proportions, means and variances of one and two populations, including matched pairs, correlation, simple linear regression, chi-square tests, multiple regression, forecasting, statistical process control, and analysis of variance. Appropriate technology and/or software will be required.
Prerequisite: MTH 2310

NSC1100 (3 credits)
**Introduction to Ecological Principles**
Course Description: this course is designed as an introductory course presenting the main concepts of ecosystem function and ecological interrelationships. Students will develop an understanding of the complex relationships between physical, chemical and biological components of ecosystems. This understanding will provide the basis for later application of human interaction and sustainability concepts to the natural world.

NSC2100 (3 credits)
**Environmental Science**
Designed to give an overview of basic environmental principles. Concepts central to the biological and physical sciences will be covered to provide a background for understanding the environment. The basic environmental issues of human population growth, biodiversity, natural resources and energy use, and their role in the wellbeing of the environment will be highlighted. Ethical, social, economic, and political interrelationships will also be discussed. This material will provide a good foundation for sound decisions regarding environmental...
issues.

NSC2200 (3 credits)

**Current Topics in Environmental Science**

This course will familiarize students with the current and predicted environmental issues facing the human population and the global ecosystem. Emphasis will be placed on the ecosystem approach to environmental problem-solving, highlighting the interrelationships between scientific, social, political, economic and ethical viewpoints. Emphasis will be placed on critical and global thinking. This course will provide the basis for current environmental issues and problems, and prepare students for more in-depth analysis of global sustainability topics in later courses.

Prerequisite: NSC1100

NSC3100 (3 credits)

**Climate Change**

Examines the current scientific knowledge of climate change and its implications for society as a whole. Specific topics include: energy balance, components of climate, measuring climate, and modeling climate. The consequences of climate change from biological, social, and economic perspectives will be examined, as well as political, corporate, and individual responses to this issue.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3200 (3 credits)

**Understanding Biotechnology**

Biotechnology is the latest technological revolution to transform many facets of our society. Its impacts on the environment, agriculture, nutrition, industry, and health will advance social and individual health and technology beyond anything imaginable. This course reviews the science behind biotechnology including cell biology, genetics, genetic behavior, and genetic manipulation. It presents the technologies and laboratory processes that enable biotechnology discovery and development. Finally, it explores specific applications of biotechnology including food, human health, industrial, and environmental applications.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3250 (3 credits)

**Biodiversity**

Examines the three components of biodiversity: species diversity, genetic diversity, and ecosystem diversity, including the implications and impacts that human activities are having on each of them. Specific concepts of evolution, speciation, adaptive radiation, biogeography, and ecology are also addressed. The value of biological diversity is examined from both an economic as well as an ecological perspective. Prerequisites: NSC2100 and 60 credit hours completed

NSC3330 (3 credits)

**Tropical Natural History**

Examines the various tropical ecosystems of the world with a primary focus on the neotropical
rainforests. Examines the climate, geology, geography, ecology, biodiversity, economic potential, and environmental concerns of these ecosystems. Their values, including ecological, economic, and cultural, will be examined in order to establish a framework to understand the urgent need for their conservation for future generations and the health of the planet in general.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3400 (3 credits)
**Environmental Study in Mexico**
A broad presentation of environmental science, integrating technical and social concepts and issues as they relate to the Mexican environment. The ecological, economic, social, and ethical aspects of current issues are scrutinized from a scientific base.

Prerequisites: NSC2100 and 60 credit hours completed

NSC3450 (3 credits)
**Environmental Study in Southeast Asia**
A broad presentation of environmental science, integrating technical and social concepts and issues in the Southeast Asian environment. The ecological, economic, social, and ethical aspects of current issues are scrutinized from a scientific base. Prerequisites: NSC2100 and 60 credit hours completed

NSC4020 (3 credits)
**Oceanography**
A broad presentation of oceanographic concepts and processes, including exploration, physical, chemical, and biological aspects. Current societal issues pertaining to the world’s oceans will also be covered.

Prerequisites: NSC100 and 60 credit hours completed

NSC4030 (3 credits)
**Field Ornithology**
An overview of the scientific study of birds and the important contributions to the field made by amateur birders. The course focuses on the field identification of local and regional species plus an overview of worldwide groups. In addition, this course includes ecological, behavioral, and biological topics including anatomy, territoriality and nesting ration, trophic interactions, and conservation. The recreational and economic impacts of bird watching and feeding are addressed. Prerequisites: NSC2100 and 60 credit hours completed

NSC4040 (3 credits)
**Ecology**
Students study and become familiar with the geology, indigenous plants, animals, and various ecosystems representative of the region, and identify the relationships involved between the living and nonliving factors in their environment.

Prerequisites: NSC2100 and 60 credit hours completed
NSC4060 (3 credits)
Science and Technology
A science course aimed at the non-science major. An overview of various scientific disciplines and processes, the creation and commercialization of scientific knowledge, and the impact of scientific discovery on business and society. The course provides students with basic information necessary to work in a technology-based environment.
Prerequisites: NSC2100 and 60 credit hours completed

PHL3000 (3 credits)
Philosophy of Religion
Essence and meaning of religion as a pervasive phenomenon in human societies; faith and reason, nature of divinity, arguments for and against God’s existence, religious knowledge and experience, morality, and the problem of evil.
Prerequisite: 60 credit hours completed

PHL3100 (3 credits)
Ethics
Study of moral decision making and theories that define our responsibilities. This course will examine sources for moral value e.g. law, authority, culture, tradition, religion, the problems associated with ethical subjectivism, as well as prominent historical approaches to ethics in the West. Prerequisite: 60 credit hours completed

PHL3300 (3 credits)
Logic
Entails a thorough study of traditional Aristotelian logic, propositional logic, induction, informal fallacies, and scientific method. Topics discussed include: use and misuse of statistics, tools of basic economic analysis, memory training, fundamental principles of formal deductive reasoning, and rules of argumentation. Prerequisite: 60 credit hours completed

PHL4100 (3 credits)
Philosophy of American Enterprise
Examines the role of freedom, individual responsibility, property rights, entrepreneurship, and free markets in moral, intellectual, and economic development. Course materials draw on philosophical arguments, economic theory, and historical examples to demonstrate how these factors work together to create civil society.
Prerequisites: 90 credit hours completed, ECN2210, ECN2220

PHL4105 (3 credits)Critical Philosophical Problems
Critical philosophical problems of civilization with emphasis on their current status are explored. Problems include the relationship of the increase of knowledge and the use of science and technology in our societies, human rights, war, peace, poverty, prosperity, private property, government control, religion, and other selected philosophical problems with international significance, implications, and relationships. Prerequisite: 60 credit hours completed
PSC2010 (3 credits)
**Introduction to American Government**
A survey of the institutions of American government including: legislative, executive, and judicial branches; interpretation of the Constitution and the Bill of Rights; federalism; political parties; the federal bureaucracy; elections; and interest groups.

PSC3000 (3 credits)
**Political Philosophy**
A philosophical examination of major social and political concepts such as freedom, authority, justice, law, obligation and rights. Emphasis on important philosophers and ideologies in the history of political philosophy.
Prerequisite: 60 credit hours completed

PL1010 (1 credit)
**Prior Learning Assessment**
A writing course that explores learning styles, the writing process, and portfolio development to verify college-level learning. A portfolio with the following elements will be produced: autobiography, resume, areas of study, documentation/verification items, and evaluation breakdown from the prior learning assessment evaluator(s). Graded pass (P)/fail (F) only.
Prerequisite: Approval of advisor

PSY3000 (3 credits)
**Principles of Psychology**
Provides students the opportunity to analyze their own personalities, interpersonal relationships, and values by reviewing major psychological theories. Experiential exercises are integrated throughout the course to apply theory to “real life” situations.

PSY3010 (3 credits)
**Applied Psychology**
An overview of major psychological concepts and techniques that is relevant to the application of organized knowledge about human behavior to improve productivity and personal satisfaction on the job. Classical theories of human behavior are summarized covering such topics as perception, learning, personality, conflict, motivation, team work, empowerment, and wellness. Business psychology is applicable in any work setting, such as a company, government agency, hospital, hotel/restaurant, or educational institution.

SOC3000 (3 credits)
**Principles of Sociology**
Introduces students to the field of sociology and the sociological perspective. Provides students with three important tools: a basis for understanding how society operates; an understanding of the core sociological concepts, methods, and theories; and the ability to understand society from an objective point of view. Topics for this course include sociological theory, groups, family, bureaucracies, social class, power, deviance, interaction, inequality, organization, socialization minority relations, community, and social change.

SOC3010 (3 credits)
World Culture and Customs
Designed to give students a global perspective by examining cultural regions of the world. Students will explore and analyze geography, economics, history, religion/philosophies, and value system, as well as cultural factors such as language, art, and music. The rationale for this course is to prepare students for the ever-growing interdependence of the world in which they live and work, and to help prepare them to be responsible and participating citizens of the 21st century global society.

SOC3020 (3 credits)
Women in American Culture
Examines the changing image of women—women as seen by other women, women as seen by men, and individual women as they see themselves.

SOC 3450 (3 credits)
Culture of Leadership
An analysis of organizational factors that influence leadership and management skills. Key aspects include formal and informal groups, norms, sanctions, organizational change, morale, function of committees and teams, role of unilateral decisions, teamwork, empowerment, and ethical philosophy. Includes a self-appraisal of leadership and management strengths and areas for development.

SOC3500 (3 credits)
Cultural Anthropology
Study of how humans are affected by and can change culture. Topics include ethnography, language and communication, ecology and subsistence, kinship and family, identity, roles and groups, globalization and culture change, and applied anthropology. Theoretical and historical analysis will build upon or serve as a foundation for SOC 3010 which has a more contemporary focus.

SPN2010 (3 credits)
Spanish I
The first of a two semester sequence designed specifically for beginning university students with no previous language study. Emphasis is placed on acquisition and application of basic language skills.

SPN2015 (3 credits)
Spanish II
Continuation of the first year language sequence in Spanish. Course design places emphasis on development of the target language in the five goal areas of foreign language education: communication, cultures, connections, comparisons, and communities.
Prerequisite: SPN2010 (3 credits)

SPN2010SPN3010 (3 credits)
Spanish III
The first of a two semester sequence designed for students who have a background of at least one year of college level Spanish or its equivalent. The objective is to further acquisition and application of the target language at the intermediate level. Authentic materials in the target language reflect contemporary topics relevant to contemporary global issues.
Prerequisite: SPN2015
SPN3015 (3 credits)
**Spanish IV**
Completes the second year language sequence in Spanish. Course emphasis is placed on continued development of proficiency in the target language through grammar review, composition, selected readings, small group discussion, and short speeches on topics of interest. Prerequisite: SPN 3010

SPC2050 (3 credits)
**Speech**
Introduces students to the basics of public speaking. How can stage fright be handled? What techniques are necessary to engage an audience? How can the needs of different audiences be considered? How can visuals be designed and used effectively? What can be done so that verbal and nonverbal delivery is fluent? Addressing these questions requires students to examine their personal presentations in order to set improvement goals. The study will help engage students in the overall workings of public speaking. The course requires strict attendance, formal presentations, and impromptu presentations.

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

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**Academic Calendar**

**Term Calendar 2019-20**

*Please be aware that 4-week classes may follow a different schedule within some semesters. Students are advised to pay careful attention to these differences if they are enrolled in courses delivered by other campuses (their Academic Calendars may be found elsewhere in the University’s Undergraduate Catalog and Graduate Catalog at: [https://www.keiseruniversity.edu/catalog/](https://www.keiseruniversity.edu/catalog/)).*

Undergraduate Academic Calendar (Revised 6/1/2018)

**2019**

**Fall Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/27-8/28</td>
<td>Early Move-In for Residence Halls</td>
</tr>
<tr>
<td>8/29/19</td>
<td>Residence Halls Open for Move-In</td>
</tr>
<tr>
<td>8/30/19</td>
<td>New Student Orientation (ground)</td>
</tr>
<tr>
<td>8/31/19</td>
<td>Campus Dining Opens</td>
</tr>
<tr>
<td>09/02/19-12/22/19</td>
<td>New Student Orientation (online)</td>
</tr>
<tr>
<td>09/02/19-09/29/19</td>
<td>Term A Classes Begin (4 weeks and 8 weeks)</td>
</tr>
</tbody>
</table>

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Term Calendar 2019

September 2019
9/2/2019 Labor Day (no classes)
9/3/2019 Return
09/30/19-10/27/19 Term B Classes Begin (4 weeks)
10/18/19 Faculty Convocation (no classes)
10/21/19-10/27/19 Fall Break (no classes)
10/26/19 New Student Orientation (online)
10/28/19-11/24/19 Term C Classes Begin (4 weeks and 8 weeks)
11/11/19 Veterans Day (no classes)
11/12/19 Return
11/25/19-12/22/19 Term D Classes Begin (4 weeks)
11/28/19-12/01/19 Thanksgiving Break (no classes)
12/2/2019 Return
12/18/19-12/20/19 Final Exams
12/23/19-01/12/20 Holiday

Spring Semester
/1/20 New Year’s Day
01/10/20 Residence Halls Open
01/11/20 New Student Orientation
01/13/20-05/03/20 Winter Semester
01/13/20-02/09/20 Term A Classes Begin (4 weeks and 8 weeks)
01/20/20 Martin Luther King Jr. Day
01/21/20 Return
02/10/20-03/08/20 Term B Classes Begin (4 weeks)
02/17/20 President’s Day
02/18/20 Return
03/07/20 New Student Orientation (online)
03/09/20-3/13/20 Spring Break (no classes)
03/09/20-04/05/20 Term C Classes Begin (4 weeks and 8 weeks)
04/06/20-05/03/20 Term D Classes Begin (4 weeks and 8 weeks)
04/10/20-04/13/20 Easter Break
04/14/20 Return
04/27/20-4/29/20 Final Exams
05/01/20 Commencement
05/04/20-05/10/20 Spring Break for other KU Campuses

Summer Semester
05/09/20 New Student Orientation
05/11/20-08/30/20 Summer Semester
05/11/20-06/07/20 Term A Classes Begin (4 weeks and 8 weeks)
05/25/20 Memorial Day (no classes)
05/26/20 Return

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>06/08-07/05</td>
<td>Term B Classes Begin (4 weeks)</td>
</tr>
<tr>
<td>07/03</td>
<td>New Student Orientation (online)</td>
</tr>
<tr>
<td>07/04</td>
<td>Independence Day (no classes)</td>
</tr>
<tr>
<td>07/06-08/02</td>
<td>Term C Classes Begin (4 weeks and 8 weeks)</td>
</tr>
<tr>
<td>07/06</td>
<td>Return</td>
</tr>
<tr>
<td>08/03-08/30</td>
<td>Term D Classes Begin (4 weeks)</td>
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</tbody>
</table>

**Fall Semester**

<table>
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<tr>
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<td>8/28</td>
<td>New Student Orientation (online)</td>
</tr>
<tr>
<td>08/31-12/20</td>
<td>Term A Classes Begin (4 weeks and 8 weeks)</td>
</tr>
<tr>
<td>09/07</td>
<td>Labor Day (no classes)</td>
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<tr>
<td>09/08</td>
<td>Return</td>
</tr>
<tr>
<td>09/28-10/25</td>
<td>Term B Classes Begin (4 weeks)</td>
</tr>
<tr>
<td>10/19-10/25</td>
<td>Fall Break (no classes)</td>
</tr>
<tr>
<td>10/24</td>
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<tr>
<td>10/26-11/22</td>
<td>Term C Classes Begin (4 weeks and 8 weeks)</td>
</tr>
<tr>
<td>11/11</td>
<td>Veterans Day (no classes)</td>
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<tr>
<td>11/12</td>
<td>Return</td>
</tr>
<tr>
<td>11/23-12/20</td>
<td>Term D Classes Begin (4 weeks)</td>
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<tr>
<td>11/26-11/29</td>
<td>Thanksgiving Break (no classes)</td>
</tr>
<tr>
<td>11/30</td>
<td>Return</td>
</tr>
<tr>
<td>12/16-12/18</td>
<td>Final Exams</td>
</tr>
<tr>
<td>12/21-01/10</td>
<td>Holiday (no classes)</td>
</tr>
</tbody>
</table>
Supplement to the 2019-2020 Keiser University Undergraduate Catalog, Latin American Campus, San Marcos, Nicaragua
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, 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, and the New Auditorium. The equipment used at Keiser University is comparable to industry standards and effectively meets program objectives.

Location
Keiser University, San Marcos
Gasolinera UNO, 2 c al sur
San Marcos, Carazo, Nicaragua
Local (505) 2535-2314 / 2535-2312
Toll Free (800) 969-1685
Website: www.keiseruniversity.edu.ni

History
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.

Accreditation
- Keiser University Latin American Campus is a member of/accredited by the Nicaraguan Council of National Universities (CNU) to award bachelor’s 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).

Admissions
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
• 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.
• 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.

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. 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.

Immigration
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®**

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper-based:</td>
<td>500 or higher</td>
</tr>
<tr>
<td>Computer-based:</td>
<td>173 or higher</td>
</tr>
</tbody>
</table>
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 in 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.

English proficiency will be assessed throughout the student’s tenure at the LAC. Students will be required to maintain a specific English proficiency score every year until they graduate.

**Financial Aid**

**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 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, or school leadership organizations, and artistic or athletic ability.

**The Faith in Action 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 opened 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
assessments of the student’s potential to enhance community service. Pastoral Scholarships are renewable for up to four years and will cover up to an equivalent of 80% of tuition and fees and room and board.

**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 86%. 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 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
- 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.

**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 and Fees (Effective Fall Semester 2019)**

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.

**Initial Fees**
- Application Fee (one-time charge) $50.00

*All Charges are due no later than the first day of class for each semester. Tuition and Fees are Charged by the semester.*

**Undergraduate Tuition Charge Per Semester**
- Tuition for Students attending Full Time (12 to 18 credits) $7,856.00
- Tuition for Students attending Three Quarter Time (9 to 11.99 credits) $5,892.00
- Tuition for Students attending Half Time (6 to 8.99 credits) $3,928.00
- Tuition for Students attending Less Than Half Time (0 to 5.99 credits) $1,964.00
- Tuition for Students attending Over Full Time (18.1 to 24 credits) $9,820.00

*Late Registration Fee $200.00 will be charged to students not registered by May 15, 2019 for Fall 2019 and October 1, 2019 for Spring 2020.*

**Undergraduate Education Fee per Semester**
- Technology Fee $75.00
- Medical Fee $25.00
- Insurance Fee $10.00
- Retreat Fee $10.00
- Gym Fee $30.00
- Career Service Fee $20.00
- Library Fee $30.00
- Student Activity Fee Undergraduate Program $45.00
- Total Education Fee per Semester Undergraduate Program $245.00
Graduate 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 (12 to 18 credits) | $12,336.00 |
| Tuition for Students attending Half Time (6 to 8.99 credits) | $ 6,168.00 |
| Tuition for Students attending Over Full Time (18.1 to 24 credits) | $ 13,364.00 |

*Students may petition for 18.0 to 24 credit hours. Requires Dean’s approval. Must have a minimum CGPA of 3.0.*

Late Registration Fee - for all students not registered by May 15, 2019 (Fall 2019) and October 1, 2019 (Spring 2020) $ 200.00

Application Fee (one-time charge) $  55.00

**Education Fee Per Semester Graduate Program**

| Education Fee | $ 600.00 |

**Tuition Charge per Semester for Life Experience Credit** is 25% of full-time tuition for a semester.

<table>
<thead>
<tr>
<th>Charge for</th>
<th>Room</th>
<th>Board</th>
<th>Per Semester Total (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan A per semester charge (Monday – Friday)</td>
<td>$744.00</td>
<td>$1,117.00</td>
<td>$1,861.00</td>
</tr>
<tr>
<td>Plan B per semester charge (Monday – Sunday)</td>
<td>$842.00</td>
<td>$1,265.00</td>
<td>$2,107.00</td>
</tr>
<tr>
<td>Plan C per semester charge (Monday – Friday)</td>
<td>$625.00</td>
<td>$938.00</td>
<td>$1,563.00</td>
</tr>
<tr>
<td>Plan D per semester charge (Monday – Friday)</td>
<td>$525.00</td>
<td>$788.00</td>
<td>$1,313.00</td>
</tr>
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</table>

**Other Fees**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Card</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Drop/Add Fee</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>Official Transcript</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Charge for Return Check</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>Duplicate Dormitory Key</td>
<td>$ 16.00</td>
</tr>
<tr>
<td>Diploma Fee</td>
<td>$850.00</td>
</tr>
<tr>
<td>Re-entry Fee</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee (Continued)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Card Replacement Fee</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>Dormitory Reservation Fee</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Business Office Clearance (each additional copy)</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>Vehicle Registration (including decal)–Per Semester</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>Delayed Payment Charge</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Stamps for CNU Accreditation</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>Withdrawal Fee</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

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

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, 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.

Delayed Payment charge for students who have Cash Payments, the late fee charge is **$30.00** 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. Proration of tuition upon withdrawal is explained in the catalog. An academic transcript will not be released if the student has a balance with the institution for any reason.

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.ni.

Campus safety
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’s goal is to maintain 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.

Privacy policies
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.

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

Add and Drop Period
Students must be in attendance by the end of the Add/Drop period in order to begin a course. 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
Students who have completed at least one semester as a full-time student may take additional credits beyond 15 credits but not exceed 18 credits per semester with the approval of the Dean of Academic Affairs if their Cumulative GPA is 3.0 or higher (subject to per credit tuition rates).

English Proficiency Assessment Policy
The Latin American Campus will assess juniors’ and seniors’ English proficiency as part of their graduation requirements.
   a. We will assess the students’ four linguistic skills (Listening, Speaking, Reading, and Writing), and grammar skills.

Methodology
a. All seniors will be tested every fall semester starting in 2019 using the Pearson Versant Test (https://www.pearson.com/english/versant/tests.html), and the Writing Proficiency Exam (WPE).
   b. Students should be able to reach the C1 Standard according to the Common European Framework of Reference for Languages (CEFR) scale (https://www.examenglish.com/CEFR/cefr.php), which is equivalent to Advanced Mid-High, according to the ACTFL Guidelines (https://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012).
   c. If a student does not meet the Standard, the student will take a mandatory 120-hour English Proficiency Workshop prior to graduation. This mandatory 120-hour English Proficiency Workshop will be run by the Language Institute.
   d. All juniors will be tested every fall semester starting in 2019, using our in-house TOEFL test.
   e. The standard to meet will be 550 points on the TOEFL Test equivalent to B2 on the CEFR scale.
   f. If a student does not meet the standard, then the student will take a mandatory 60-hour English Proficiency Workshop.
   g. This mandatory 60-hour English Proficiency Workshop will be run by the Language Institute
   h. The English Proficiency Workshops will be offered on Saturdays, Weekdays evenings, and in the Summer.

Cost
a. The Versant test costs US$ 30.00 per student (proctored by the Language Institute) and it will be paid by the student.
   b. The Writing Proficiency Exam will be proctored by the Dean’s Office at no cost to the students.
   c. The English Proficiency Workshop will cost US$150.00 per student and will be paid by the students.

Scholastic Honors
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. The Dean’s List and the President’s List are published at the end of each semester. The Dean’s Lists includes all the students who have completed an entire semester with a GPA of 3.75 - 3.85. The President’s List includes those students who have completed an entire semester with a GPA of 3.86 - 4.00.

Mandatory Convocation Events
Convocation events are part of the educational program at Keiser University Latin American Campus. These events bring to the campus speakers and scholars, on a variety of subjects to enlarge the intellectual, aesthetic, and educational dimensions of campus life. Convocation events also serve to inform the student body, faculty, and personnel about the state of affairs of the university. These are experiences for
students, faculty, and staff alike that build and sustain the search for knowledge and should serve to intellectually challenge the academic community. Convocation events make available information and insights on important topics likely to be considered in academic courses, and/or work experiences.

There will be several Convocation Events during an academic year, at least two in each semester. All Convocation Events are mandatory for students and faculty alike. Convocation Events will count for graduation purposes as part of the academic load, and each student should have accumulated attendance to at least 16 convocations during their academic life at the Latin American Campus. Failure to comply with this policy will incur the following penalty: The student will write a 3,000-word research paper, per missed event, assigned by the Department Chair as requisite for graduation.

When attending a convocation event, we ask all participants, to be on time, stay during the entire program, and act courteously toward the speaker(s) and members of the audience.

A Special Note on Why Philosophy and Theology Are Required Courses at the Latin American Campus:
Keiser University seeks to advance human knowledge through her various sciences: business, psychology, international relations, and others. Yet it is only philosophy that comprehends all of these disciplines and offers an integrated understanding of the universe. As Aristotle wrote: if we philosophize, we philosophize; if we reject philosophy, we are still doing philosophy—so the only path forward is to do philosophy and to do it well. Doing philosophy well necessitates recognizing the limits of the reach of reason. Aristotle argued and Goedel proved that it is not possible to give reasoned proofs for everything. So, the role of faith is opened up precisely by the critical understanding of reason. At Keiser University Latin American Campus, we look especially at how the Bible and the Catholic faith have impacted and informed the development of human civilization.

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**Academic Calendar – Latin American Campus**

**FALL 2019 SEMESTER CALENDAR**
(September 2 - December 21, 2019)

- **Institutional Workshop**
  - August 28 – 30
- **Student Life Orientation begins**
  - August 29-30
- **Dormitories Open**
  - August 29
- **Academic Orientation / Registration for New Students**
  - August 29
- **Academic Advisement / Registration for Returning Students with Surcharge Fee**
  - August 30
- **First day of Classes – Fall Semester 8:00 a.m.**
  - September 2
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Proficiency Examination at 11:00 a.m. – Room SB116</td>
<td>September 10</td>
</tr>
<tr>
<td>Last day to Drop or Add classes (Becomes an “F” after this date)</td>
<td>September 13</td>
</tr>
<tr>
<td><strong>Central American Independence Holidays</strong></td>
<td>September 14 - 15</td>
</tr>
<tr>
<td><strong>Campus Closed</strong></td>
<td>September 16</td>
</tr>
<tr>
<td>Academic Honor Assembly Mass</td>
<td>September 26</td>
</tr>
<tr>
<td>Campus Wide Field Day (Shortened Classes)</td>
<td>October 17</td>
</tr>
<tr>
<td>Mid Term Examination Week</td>
<td>October 21-25</td>
</tr>
<tr>
<td><strong>Campus Wide Spiritual Retreat I</strong></td>
<td>October 25 – 27</td>
</tr>
<tr>
<td>Mid Term grades due to Record Office</td>
<td>October 28</td>
</tr>
<tr>
<td><strong>Thanksgiving Holidays</strong></td>
<td>November 28 -29</td>
</tr>
<tr>
<td>Purísima Celebration on Campus (No classes after 4:00 p.m.)</td>
<td>December 5</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>December 5</td>
</tr>
<tr>
<td><strong>Feast of the Immaculate Conception Holiday</strong></td>
<td>December 8</td>
</tr>
<tr>
<td><strong>Campus Closed</strong></td>
<td>December 9</td>
</tr>
<tr>
<td>Final Examinations Week</td>
<td>December 10- 16</td>
</tr>
<tr>
<td>Final Grades Due to Records Office at 12m – No Exception</td>
<td>December 18</td>
</tr>
<tr>
<td>Last Day Administration offices are open</td>
<td>December 20</td>
</tr>
</tbody>
</table>

**SPRING 2020 SEMESTER CALENDAR**
(January 2 – May 16, 2020)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Offices open</td>
<td>January 2</td>
</tr>
<tr>
<td>Student Life orientation begins</td>
<td>January 9-10</td>
</tr>
<tr>
<td>Dormitories Open</td>
<td>January 10-12</td>
</tr>
</tbody>
</table>
Academic Orientation / Registration only for new students

January 9

Academic Advisement / Registration for Returning Students with Surcharge Fee*

January 10

First Day of Class –Spring Semester 8:00 a.m.

January 13

Writing Proficiency Examination at 11:00 a.m. – Room SB116

January 21

Last Day to drop/add classes (Becomes an “F” after this date)

January 24

Campus Wide Spiritual Retreat I**

February 7-8

Academic Honors Assembly Mass (11:00 – 1:30 p.m.)

February 27

Mid-Term Grades due to Record Office

March 6

Registration for Fall 2018 and Spring 2019

March 9 to April 3

Campus Wide Field Day (Shortened Classes)

March 10

Easter Week

April 6-13

Registration for Summer 2019

April 20 - April 24

Job Fair

April 24

Last day of classes

April 30

Labor Day Holiday

May 1

Final Examinations Week

May 4-May 8
Grades due to Records Office  May 13
Baccalaureate Mass and Lunch  May 14
Practice for Graduation  May 15
Graduation  May 16

Late registration surcharge fee is $100.00

** Mondays and Tuesdays after every campus wide retreat:

• No exam or quizzes will be scheduled,

• No homework will be due, and

• No lengthy amount of reading material will be required from students

All dates are subject to changes by Keiser University