HODGES
U N I V E R S I T Y

Earl and Thelma Hodges

HODGES UNIVERSITY
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Hodges University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor's and Master's Degrees

GENERAL INFORMATION

<u>HISTORY OF THE UNIVERSITY</u>

Hodges University is a comprehensive institution of higher learning named after its benefactors, Earl and Thelma Hodges. Founded in January 1990 as International College, the College changed its name to honor the Hodges in May 2007 and moved to university status. Policies concerning the University are formulated by the Board of Trustees.

The University offers associate, baccalaureate, and master-level degree programs in a variety of disciplines. In addition to granting degrees, the University offers Continuing Education Programs such as English as a second or foreign language and lifelong learning classes for senior citizens. Specifically designed programs and special courses are also available to businesses and professional firms seeking instruction or personalized seminars.

The University is a non-profit, tax exempt institution, whose purpose is to provide post secondary education opportunities to students from the general Southwest Florida community. The main campus of the University is located at 2655 Northbrooke Drive, Naples, Florida 34119 (telephone 239-513-1122).

An additional campus center was opened for classroom instruction in nearby Fort Myers in 1992. This campus, now located at 4501 Colonial Boulevard, Fort Myers, Florida 33966 (telephone 239-482-0019) is easily accessible from I-75, the main artery between Naples and Fort Myers. Currently, the University also operates learning sites at Manatee Technical Institute in Bradenton, at the University Centers of Edison College in Lee and Charlotte counties, at Pasco-Hernando Community College in Pasco and Hernando Counties, and at the Cape Coral Interim Academic Village.

<u>ACCREDITATION AND LICENSURE</u>

Hodges University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Associate, Bachelor's and Master's Degrees.

The Accounting, Business Administration, Management, and Public Administration Programs are accredited by the International Assembly for Collegiate Business Education (IACBE) to award Associate, Bachelor's and Master's Degrees.

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (1361 Park Street, Clearwater, FL 33756: Telephone number (727) 210-2350) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment.

Hodges University is licensed in accordance with the Florida Statutes.

MEMBERSHIP

Hodges University is a member of the Independent Colleges and Universities of Florida (ICUF), which is comprised of 28 private colleges and universities, varying in classification from small liberal arts colleges to major research universities.

Hodges University is also a member of the Alliance of Educational Leaders, which is comprised of the chief executive officers of regionally accredited public or private colleges or universities chartered or licensed in the State

of Florida and operating in Southwest Florida, and the superintendents of the school systems of Lee, Charlotte, Collier, Glades, and Hendry counties.

The University or members of the University hold membership in many other organizations related to the programs of study or student services offered at the University, as well as civic organizations that support institutions of higher learning in Southwest Florida.

RECOGNITIONS

The University is recognized by various Federal and State agencies that require official documentation for the recognition of student academic achievement. The University or the University's accreditation is recognized officially by the following agencies:

> Bureau of Citizenship and Immigration Services, Department of Homeland Security
> Florida Board of Accountancy
> Bureau of Educator Certification
> Florida State Approving Agency for Veterans Affairs

<u>BENEFACTORS</u>

In 2007, International College was renamed Hodges University in honor of its main benefactors, Earl and Thelma Hodges. The Hodges have been long-time residents of Naples, and long-time supporters of Hodges University.

The contributions of Earl and Thelma Hodges are significant, spanning nearly 50 years of service in Southwest Florida. Their generous gifts of time, effort and funds have strengthened the business environment, the role of charitable organizations, and families.

The Hodges are perhaps best recognized as owners of the Earl G. Hodges Funeral Chapel in Naples, which provided more than 40 years of business and service to the local community. The Hodges have had a number of other successful business interests both in and out of state and have been actively involved in a countless number of local causes.

<u>ENDOWMENTS</u>

The Lavern Norris Gaynor President's Chair

Lavern Norris Gaynor, a member of the Hodges University Foundation Board of Directors and the initial recipient of the Hodges University Humanitarian of the Year Award, has generously established the Lavern Norris Gaynor President's Chair. Mrs. Gaynor is well known in the Naples Community for her philanthropy, as was her late husband, George Gaynor, whose name appears on the first building established at the Naples Campus. This is the first President's Chair to be endowed in the State of Florida. This endowment will provide continuing support for unique visionary opportunities established by the Office of the President.

The Kenneth Oscar Johnson School of Business and the Kenneth O. Johnson Endowed Professorship Fund

Through a generous gift from Kenneth O. Johnson, the School of Business at Hodges University has been named the Kenneth Oscar Johnson School of Business. Mr. Johnson is a founding member of the Hodges University Foundation Board and the American Military Veterans Educational Fund Committee, which provides scholarships to military veterans. Prior to his retirement, Mr. Johnson was a senior level executive in the Texas Oil Industry and he continues to advise energy companies on business strategy. Mr. Johnson has also provided funding for the Kenneth O. Johnson Endowed Professorship Fund. This endowment will provide perpetual funding to facilitate faculty scholarly research and professional development in a variety of areas for faculty within the School of Business.

The Frances Pew Hayes Center for Lifelong Learning

The late Frances Pew Hayes, the 2002 recipient of the Hodges University Humanitarian of the Year Award, was well known for her philanthropic support of children, the arts and education. Her legacy continues today through the Frances Pew Hayes Family Foundation, which has generously endowed the Center for Lifelong Learning, now named The Frances Pew Hayes Center for Lifelong Learning. This endowment will provide continuing support for exceptional lifelong learning programs.

PHILOSOPHY AND OBJECTIVES OF HODGES UNIVERSITY

Hodges University is a private, non-profit, coeducational institution dedicated to the development of students as fully self-actualized persons and to providing education for students of all faiths, ages and life circumstances. Hodges University seeks to foster in its students measurable objective educational outcomes as a result of meeting its mission. These educational outcomes are:

> * Critical Thinking
> * Effective Communication
> * Initiative
> * Leadership Ability
> * Research Ability

Hodges University provides a learning environment that promotes an appreciation for:

> * Adaptability to Change
> * Social Responsibility
> * A Global Perspective
> * Excellence
> * Lifelong Learning

Hodges University bases its educational programs on the following philosophy:

That Hodges University, as an open, creative and community-conscious educational institution, must fulfill its mission in the climate of a changing world. That each student, as a unique person, deserves a program of studies and varied experiences for personal growth without regard to race, color, gender, sexual orientation, religion, creed, national origin, political opinions or affiliations, disabled veteran status, disability, or age as provided by law and in accordance with the University's respect for personal dignity.

That Hodges University can best serve its students and the community by providing professional programs of study that afford life and career enrichment.

MISSION

The Mission of Hodges University is to offer Associate, Baccalaureate and Graduate degrees as well as other programs which enhance the ability of students to achieve life or career objectives.

MISSION PRINCIPLES

To achieve its Mission, Hodges University supports the following principles:
- Hodges University is a teaching institution which emphasizes the practical application and advancement of knowledge in career programs.
- Hodges University encourages scholarly activity among its faculty.
- Hodges University primarily focuses on the needs of adult learners.

- Hodges University provides contemporary and experiential delivery systems, including distance learning.
- Hodges University is an educational resource for the Southwest region of Florida by providing programs and services to the community.
- Hodges University encourages cultural diversity.

NOTICE OF NONDISCRIMINATION

Hodges University does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to Hodges University. Inquiries concerning Title IX, Section 504, or the Americans with Disabilities Act should be directed to the ADA Coordinator, Dr. Micki Erickson, Hodges University, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122. Charges of violations of this policy should also be directed to the ADA Coordinator, Dr. Micki Erickson, Hodges University, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122.

ADMISSIONS REQUIREMENTS

GENERAL ADMISSIONS REQUIREMENTS
ASSOCIATE AND BACCALAUREATE PROGRAMS

Hodges University seeks students who desire professional education in accounting, business administration, criminal justice, management, computer technology, allied health, legal studies, psychology and interdisciplinary studies. Motivation, interest, and career advancement requirements are as equally important as are academic qualifications. The University has arranged its programs to accommodate ambitious students to be successful in their chosen careers. Each applicant is requested to visit the school, meet for a personal interview with one of the University admissions coordinators, and discuss plans and career goals. Applicants interested in taking only online classes are requested to visit the Hodges University website and follow the online student instructions. An assessment test is required of all undergraduate degree and non-degree seeking applicants who do not have at least an associate degree or its equivalent (60 semester credits).

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a regular secondary school diploma will be considered for admission on the basis of the General Education Development (GED) test or equivalent, or in accordance with secondary school dual enrollment agreements. If an applicant received a Certificate of Completion or other special high school diploma, he/she must successfully complete the GED exam offered through the Florida Board of Education.

All applicants for residency classes/programs must have legal status in the United States either by birth, citizenship, or appropriate INS documentation. All applicants for online programs must have legal status in the country in which they reside.

The University reserves the right to deny admission to an applicant when such action is deemed to be in the best interest of the applicant or the University.

APPLICATION FOR ADMISSION

After the interview process is complete, an application for admission needs to be filed with the University along with a non-refundable application fee. Transcripts of previous education must be obtained. Transcript request forms are available from the admissions coordinator. Those applicants living a great distance from the University who are unable to attend an interview session should mail their applications to the University as soon as possible and make their requests for high school and other prior learning transcripts. It is the responsibility of the applicant to have all transcripts sent to the Registrar's Office.

Official transcripts from all colleges or universities attended prior to applying for admission at Hodges University must be requested and sent to the University as soon as possible so that the admission process will not be delayed. Application may be made at any time and applicants will be informed of their acceptance status shortly after all required information is received and the applicant's qualifications are reviewed.

If the high school transcript and/or other documents required for enrollment are not available at the time of application, students may be accepted for one term to allow time for receipt of official transcripts from each college attended, CLEP scores, certificates of completion from military schools, high school transcripts, GED records, and other required documents. If all documentation is not provided prior to the student's second semester, unless there are extreme mitigating circumstances, the student will not be permitted to continue until all documents are received and admissions requirements are met in full. Course work completed satisfactorily during the interim will count toward graduation.

ASSESSMENT EXAMINATION

All students making application to enter Hodges University will be required to complete an assessment examination or provide proof of at least an associate degree or its equivalent from an accredited institution. The assessment examinations include SAT scores of 450 in Critical Reading, 450 in math; ACT scores of 17 in English, 18 in reading, 19 in math; CPAt scores of 60 in language, 60 in math, with an overall score of 130, or COMPASS Test scores of 65 in language, 50 in math, 35 in reading, with an overall score of 150. Students scoring less than 60 in language or math but with an overall score of 130 or better on the CPAt, and students scoring less than 65 in language and 50 in math on the COMPASS Test with an overall score of 150 will be required to take English 0991 and/or ENG0992 and/or Math 0998. These courses will not be used to fulfill graduation requirements. Students applying for online programs must score the minimum scores in language and in math on the CPAt, COMPASS, or Hodges University Online Entrance Exam to be considered for admission. The CPAt (Career Placement Assessment Test) and the COMPASS Test are the only tests administered at the University; all other tests must be taken at another site within the past five years, and official scores must be received by Hodges University prior to the class start. In addition, a writing sample will be required of all applicants during the admissions process to determine placement in English classes. Students with documented ADA concerns should contact the Director of Counseling to address these concerns.

FAMILIARITY WITH UNIVERSITY REGULATIONS

On or before entrance, each student is given the University catalog and various brochures and other publications which set forth the policies and regulations under which the University operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

TUITION AND FEES

Please refer to the Tuition and Fees section of this catalog.

ASSOCIATE AND BACHELOR OF SCIENCE IN HEALTH STUDIES ADMISSION REQUIREMENTS

Please refer to the Program description for additional admission requirements for these Programs.

GRADUATE ADMISSION REQUIREMENTS

Please refer to the current Graduate Bulletin for specific requirements.

STUDENT ACCOUNTS

All students' accounts are due and payable at the time such charges are incurred. University regulations prohibit registration, graduation, granting credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent.

REFUND POLICY

The operating budget of the University provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The University anticipates its budget upon the collection of tuition charges for the full academic term from all accepted students. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. In many cases, classes may have been closed to other students due to capacity. The refund policy has been established so that the student who registers for a class and then withdraws will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow.

STUDENT RESPONSIBILITY

It is the responsibility of the student to notify the Registrar's Office in writing if the student wishes to cancel or withdraw. Examples of the application of the following refund policy are available upon request in the Business Office. If the student wishes to appeal the calculation of a refund, the appeal is to be filed in writing with the Executive Vice President of Finance and Student Services.

CANCELLATION POLICY

Within 3 days of the date the student executes an enrollment agreement, he/she may cancel this contract and receive a full refund of any tuition or fees paid, less the application fee, which is non-refundable.

FAILURE TO ENTER - If the student does not enter classes, the full amount of any prepaid tuition is refundable. (Application fees are non-refundable). A student is considered to have entered a class if he/she attends a classroom session or participates in an online assignment.

DROP/ADD

The first week of each term is the drop/add period. If the student wants to add or drop a class, the desired change must be communicated to the Registrar's Office by the end of the first week of the term. At the end of the first week of the term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

WITHDRAWAL

The student must report to the Registrar's Office to withdraw from the University. The date the student notifies the Registrar's Office of withdrawal is considered the date of withdrawal. Tuition and fees will be charged on a pro-rata basis (rounded up to the nearest 10%) through 50% of the trimester, plus an administrative fee of $100. After 50% of the trimester, 100% of tuition and fees will be charged.

PROCESSING OF REFUNDS

Students who have received Title IV Federal Student Financial Assistance will also be subject to the Federal Return of Funds Policy. Students who withdraw during a term may owe the University after funds have been returned to Federal programs, and may in some cases owe refunds directly to the Federal programs.

Refunds of tuition and/or other refundable charges due students will be made within forty-five (45) calendar days of the student's official date of withdrawal. Refunds for the student who fails to notify the University of withdrawal will be processed within the earlier of forty-five (45) calendar days from the day the University determines that the student has withdrawn, or forty-five (45) calendar days from the end of the trimester. Refunds to students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations, and will be allocated in the following order:

a.   To eliminate outstanding balances on unsubsidized Federal Stafford loans received by the student for the period.
b.   To eliminate outstanding balances on subsidized Federal Stafford loans received by the student for the period.
c.   To eliminate outstanding balances on Federal PLUS loans received on behalf of the student for the period.
d.   To eliminate any amount of Federal Pell Grants awarded to the student for the period.
e.   To eliminate any amount of Federal Supplemental Educational Opportunity Grant awarded to the student for the period.
f.   To eliminate any amount of Academic Competitiveness Grant awarded to the student for the period.
g.   To eliminate any amount of National SMART Grant awarded to the student for the period.
h.   To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
i.   To repay other Federal, State or private institutional student financial assistance received by the student.
j.   To the student.

RESERVATIONS AS TO PROGRAMS AND CHARGES

The University reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may only be changed or waived by the Executive Vice President of Academic Affairs upon written request from the student for reasonable cause. Course substitutions may be made by the Executive Vice President of Academic Affairs or by the University Academic Committee. The total hours specified in each area of the degree, or the program total, are the minimum requirements for completion.

TRANSFER TO OTHER COLLEGES

The University neither implies nor guarantees that credits completed at the University will be accepted by other institutions. Each institution has policies which govern the acceptance of credit from other institutions since rules and grade requirements vary from school to school. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Therefore, if the student anticipates a transfer of credits earned at Hodges University or enrollment in advanced studies, the student must inquire with those institutions from which recognition of academic work at Hodges University will be sought and independently determine whether or not the program, course, or courses of study will be accepted by those institutions into which future enrollment is intended.

INTERNATIONAL STUDENTS

When international students apply for admission in a program approved by U.S. Citizenship and Immigration Services (USCIS), official transcripts of completed secondary and applicable post secondary credits are required along with an evaluation by a professional agency and/or translation if necessary. The expense for this service is the responsibility of the student. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, credit hours and grades received from each course. All international students enrolling in any program must provide evidence of a successful command of English as determined by the following: a minimum score of 61 on the TOEFL iBT or a passing score on any assessment examination used by Hodges University. A Form I-20 (Certificate of Eligibility for Non-immigrant (F-1) Student Status for Academic and Language Students), issued in SEVIS, will be sent to the applicant upon acceptance, receipt of a notarized

Affidavit of Support, and pre-payment of full-time fees and tuition for at least one academic term. The international student should first contact the University for approved programs of training since certain listed programs may not be available for foreign applicants. A non-refundable application fee of $20 is required for international applicants. With the above exceptions, the conditions for admission of international students are identical to those for United States citizens.

TRANSIENT STUDENTS

Students in good academic standing attending other post secondary institutions may enroll at Hodges University for specific course work. The regulations of the primary college will apply and verification of credit acceptance should be obtained prior to enrollment. Transient students should provide a statement of good standing from their primary institution along with a letter granting permission to enroll in certain courses.

HONOR LISTS

At the end of each session, the Office of Academic Affairs will publish a Dean's List of all full-time students with a grade point average (GPA) of 3.5 or above and a part-time Honor Roll of all part-time students with a grade point average of 4.0. A full-time student must be enrolled in at least twelve semester hours and a part-time student must be enrolled in at least six semester hours per semester to be eligible for honor lists.

ACADEMIC INTEGRITY

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing term papers are serious offenses, contrary to policy and could result in cause for dismissal.

STUDENT RECORDS

All educational records of students enrolled at the University are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, public Law 93-380, as amended. Students may inspect their educational records at any time; however, signed official transcripts from other schools become the property of the University and are not released to the student or a third party. A student desiring a copy of his/her former school records must contact the former school and request a student copy.

Student consent is required for the release of records covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e., university officials, federal educational and auditing officials, and requests related to the application for, or receipt of financial assistance). Release of directory information does not require student consent and includes the name, email address, address, and telephone number of the student, date of birth, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the Act should be directed to the Registrar's Office.

ADVANCED STANDING

In-school residency may be time-shortened through transfer credit, standardized testing, exemption examinations, and/or life experience validation, provided or accepted in transfer. Credit for life experience validation may not exceed 25% of the total required credits for graduation in the program selected for study. Previous educational training will be evaluated and credit granted, if appropriate, with training shortened proportionately and the student and the Veterans Administration so notified. **Methods of achieving advanced standing are described in the following:**

TRANSFER STUDENT

Students with earned college credit from other accredited colleges or universities or recognized U. S. military academies may apply to have these credits transferred into their program at the University. Approval will be given for the maximum number of credits already completed with a grade of "C" or better that are compatible with the student's chosen objective. Computer Application courses must be taken within the past 5 years to be considered for transfer, with a grade of "B" or better. Science courses for transfer into the Associate and Bachelor of Science in Health Studies programs must also be taken within the past 5 years with a grade of "B" or better. A student presenting transfer credits must have an official transcript of those credits mailed directly to the Office of the Registrar for evaluation.

STANDARDIZED TESTING

The University accepts appropriate credit recognitions established by the College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or DANTES subject testing, and professional certification examinations recognized by the American Council of Education (ACE). Official test scores must be sent to the Office of the Registrar of the University one trimester prior to the student's anticipated graduation date.

IN-HOUSE CREDIT BY EXAMINATION

Enrolled students who wish their special qualifications or developed skills to be evaluated may also earn credit through application, paying of required fees, and by passing, with a grade of "B", final examinations in designated subject areas that are part of the University curricula. The student must file a request for each specific subject with the Office of the Registrar.

LIFE EXPERIENCE EVALUATION

This process is designed to translate personal and professional experiences into academic credit either by recommendation by a professional evaluation agency or by a formal orientation seminar where students will evaluate their backgrounds for learning experiences that are appropriate for equivalent college credit. This seminar will identify the courses for which credit may be earned and the validating process. The maximum academic credit allowed for validated learning is 25% of the total credits required for graduation in the program pursued by the student. Credit is awarded only in areas which fall within the regular curricular offerings of the University and must be appropriately related to the student's program of study. A reduced credit fee is charged for life experience credit (see Tuition and Fees Schedule).

Technology students who have passed CIT Department approved IT related certifications are eligible to have those certifications translated into college credit. These certifications must be completed prior to enrolling in Hodges University. A maximum of 24 college credit can be awarded for approved IT related certifications upon successful completion of an in-house examination to validate content knowledge and the submission of certification attainment documentation.

CLASS AUDIT REFRESHER EDUCATION (CARE)

CARE-Class Audit Refresher Education is a program designed to upgrade undergraduate students who have successfully completed courses taken at Hodges University or are graduates of the University. CARE allows a former undergraduate student to take refresher courses in subjects studied at Hodges University with no tuition charge. Book charges and fees remain in place. The courses allow students to sharpen or enhance skills and to remain current in new technologies in a changing world. To qualify, a student must have successfully completed the course he or she wishes to audit. As technology and new theories of management are constantly changing, this will be a benefit to both students and to their current employers. There is no time limit or limit to the number of courses that a student may take. Students interested in taking refresher classes should contact the Registrar's Office.

ACADEMIC ACHIEVEMENT SERVICES

Academic Achievement Services is Hodges University's formal academic support program, supporting classroom instruction by offering math, writing, and study skills tutoring to any student matriculating toward an undergraduate degree. Peer tutoring, virtual tutoring (via the Blackboard Learning System^{TM}), computer-based tutorials, and other resources are available to students through an instructor-initiated request or by students voluntarily signing up to see a tutor at the AAS tutoring lab on either the Naples or Ft. Myers campus. AAS is sensitive to the needs of the adult learner, the primary student at Hodges University; consequently the AAS tutoring labs maintain convenient hours for math and English peer tutoring, including evenings and weekends. For more information about the range of services offered through AAS, please contact the Dean of Academic Services.

LIBRARY

The Hodges University Library is a learning and teaching environment embracing the pursuit of knowledge, intellectual and ethical integrity, respect for inquiry and diverse points of view. The Library works collaboratively with faculty to ensure students achieve the University's educational outcomes.

The libraries at the Naples and Ft. Myers campuses provide a physical and virtual library support system to all students and faculty whether they are attending classes on campus, at a learning site or taking courses online. Students at learning sites or taking courses online are supported through the Distance Education Librarian.

The library's online catalog serves as a central access search tool for print and electronic resources, including e-journals, e-books, electronic government documents, DVD's and print materials. Catalog entries may include descriptive summaries, tables of contents, book reviews, topical headings and images of book covers, making it very convenient for the researcher to determine which title is appropriate.

The library subscribes to an extensive list of premier resources, both print and electronic, including over 9,000 e-journals from such publishers as Thomson-Gale, LexisNexis, EBSCO and ProQuest. In addition to general resources, the Library has program specific online databases such as those for business, management and accounting students who have access to The Conference Board, MarketResearch.com, Standard & Poor's NetAdvantage, CCH Tax Research Network, Dun & Bradstreet and Hoover's Company Records. Available for criminal justice students are LexisNexis, Criminal Justice Periodicals and PsycArticles. Computer information programs are supported with IEEE, ACM, Safari Technical Books online and Faulkner's Advisory for IT Studies.

As a result of the emphasis on electronic delivery of information, high priority is placed on training by the Library faculty. Information literacy programs and training in new technologies are offered through scheduled classes, pathfinders, online tutorials, drop-in sessions, personal appointments or chat sessions through Ask a Librarian.

INFORMATION TECHNOLOGY DEPARTMENT

The IT Department is dedicated to the development of technology and the practical application of knowledge in career programs, while providing technology based delivery systems conducive to learning. This includes both the equipment and personnel. Software and hardware at the University are constantly being upgraded to provide current technologies for the student. Lab Managers and IT staff at each campus ensure that students receive personal assistance.

It is each student's responsibility to read, understand, and abide by the University Network and Communication Policies. These policies are part of the student registration packet and are available on the University website. These policies are strictly enforced and are subject to change without notice.

All students receive Hodges University email accounts their first semester. University faculty and staff email students exclusively through these accounts.

DISTANCE EDUCATION

Distance Education initiatives at the University are supervised by the Director of Distance Education who monitors the integration of online delivery methodology with the academic process. Selected courses and degree programs are offered online using the Blackboard Learning System^{TM}. Students taking online courses are required to take the Blackboard tutorial before they begin their courses.

STUDENT SERVICES INFORMATION

STUDENT DEVELOPMENT SERVICES

Student Development Services include educational, career, personal and social counseling; career and personality assessment; orientation; alumni relations; judicial affairs; job placement; student activities; and disability support services. Student Development is a branch of the Student Services of Hodges University, including the offices of the Vice President of Student Development/Dean of Students, Assistant Dean of Students, Career Development and Counseling. The Vice President of Student Development/Dean of Students and the Assistant Dean of Students administer the Student Development services, which are designed to address student concerns, adjustments to college, and the enhancement of student life.

CAREER DEVELOPMENT SERVICES

The Office of Career Development provides a wide range of services to students and graduates. The staff offer both one-on-one and group advisement on topics such as career decision-making, career assessment, resume and cover letter preparation, interviewing skills and techniques, and job search strategies. Job placement assistance is also available in that the office maintains information on current full-time and part-time employment opportunities and serves as a resource for both employers and job seekers.

Students with a criminal record may not be eligible to apply for certain jobs, such as criminal justice positions or positions in the medical field. The University will not provide placement assistance for students convicted of a felony.

Outreach services include participation in local career fairs, presentations in classes, and meetings with prospective employers. Office hours of staff are posted at each campus. While students are seen on a walk-in basis, appointments are strongly encouraged. Services provided by the Office of Career Development are available at no cost to all registered students and graduates.

COUNSELING SERVICES

Counseling Services are available to address student needs in career, academic, social, and/or personal areas through information services, group workshops or seminars, and individual counseling. The Director of Counseling also maintains a list of area resources and occasionally refers individuals to outside agencies for assistance. A Florida licensed mental health professional is available to all students with offices at both campuses; office hours are posted at each location. Walk-in services are available, but appointments are recommended. Services are offered at no cost to Hodges University students. Students may schedule a confidential counseling appointment directly with the Counselor by telephone or e-mail. Voice mail is also available and student requests receive a prompt response.

DISABILITY SUPPORT SERVICES

Recognizing its commitment to providing equal access and equal opportunity, Hodges University provides disability support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the Director of Counseling to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. The Office of Counseling also helps individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the Director of Counseling four weeks prior to scheduled activities.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the University after one term or more of nonattendance, are required to participate in an orientation program. Attendance is mandatory. This program is designed to acquaint students with the policies of the University.

MENTOR PROGRAM

The University promotes the concept of mentoring as a valuable resource for student success. Hodges University students have the opportunity of participating in the mentor program by contacting the Assistant Dean of Students who will facilitate a "mentor/mentee" match with a Hodges University administrator, faculty member, alumni, upper classmate, or staff advisor. A first-time freshman program as part of the orientation process encourages mentor connections and the Hodges University Diversity Committee (HUDC) is also available as mentors to interested students.

STUDENT ACTIVITIES

The Student Development Office has general responsibility for student activities, organizations, and services, and administers all extracurricular activities. All student social events and organized extracurricular activities are designed to encompass student interests and to enhance the philosophy and objectives of Hodges University, and events and activities must be registered with the Vice President of Student Development/Dean of Students. Events must be sponsored by recognized student organizations with approval and support of the appropriate faculty advisor and the Dean of Students. All fund-raisers and sales by vendors must be authorized by the Dean of Students. University guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed. The University reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to University operation or will endanger persons or property.

STUDENT CLUBS AND ORGANIZATIONS

Belonging to a club or organization enriches the university experience. Extracurricular activities foster leadership development and improve people skills. Students play an important role in the institutional decision making process by participation in the clubs and organizations. At times, a club or organization may become inactive due to lack of student involvement. However, each student is encouraged to bring interests, issues, and ideas to the attention of the administration through the Vice President of Student Development/Dean of Students. As deemed appropriate by the University administration, students may be invited to join institutional committees.

ALUMNI ASSOCIATION

Membership in the Alumni Association is open to all former graduates of Hodges University. The Alumni Association serves the needs of the graduates by providing contact with friends and connections made at the University. The Alumni Association helps pool resources, broadens the professional network, and supports currently enrolled students, in addition to supporting the University. Contact for the Alumni Association is through the Office of Student Development.

THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

Hodges University is dedicated to the principle of equal opportunity for qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in its educational programs.

The term disability means with respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life activities, (b) a record of such impairment, or (c) being regarded as having such impairment (42 USC 12102(2)). The University does not discriminate against qualified individuals who, with or without reasonable accommodation, can perform the requisite and essential functions of the educational activities.

Reasonable accommodations will be made available unless doing so would present undue hardship to the University. It is the responsibility of the student with special access needs to inform the University of these special needs and to provide the requisite supporting documentation.

Notification to students of Hodges University compliance with the ADA appears herein and in the Student Handbook. The ADA Coordinator for the University is the Director of Counseling who is responsible for the coordination of compliance efforts and the investigation of complaints. If a student feels he/she has been discriminated against based upon a disability or in violation of ADA guidelines, he/she may file a grievance in accordance with the grievance policies outlined in the Student Handbook. Copies of the University ADA Policies and Procedures are available in the Office of the Registrar and the Admissions Offices.

STUDENT CONDUCT AND GRIEVANCE POLICY

Each student is held responsible for conforming to local, state and federal laws and for behaving in a manner consistent with the best interest of the University and of the student body. The student conduct and grievance policy in its entirety appears in the Student Handbook.

The University reserves the right to suspend or dismiss from the University any student at any time for misconduct or when such action is deemed to be in the best interest of the student or the student body of the University.

At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension the student may apply in writing for readmission to the University. Should the University have evidence of further misconduct, the right to dismiss the student is reserved.

Dismissal is a terminal action. A student who has been dismissed from the University is not permitted to reenter.

Students who feel their rights have been violated are entitled to due process in the format of a hearing. A student wishing to request such a hearing should contact the Vice President of Student Development/Dean of Students. All such requests must be in writing. Hearings may not be tape recorded. If a student wants a permanent record of the hearing, he/she may provide a court reporter at the student's expense. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings.

APPEALS PROCESS

Any appeals of the actions described above must be made in writing to the University President who will consider the appeal. The President will have the final authority over the matter.

STUDENT FINANCIAL AID

The institution is in compliance with all requirements for eligibility to award Student Financial Aid under Title IV, Federal Higher Education Act (Financial Assistance). Currently, students may be eligible for Federal Pell Grants, Federal Stafford Student Loans, Federal PLUS Loan Program, Federal Supplemental Educational Opportunity Grant (FSEOG) Program, Federal Work-Study Program, Florida Resident Access Grant, and Florida Student Assistance Grant.

Certain kinds of financial aid are available to eligible students. If the student is eligible, an appropriate award package will be developed. Prior to the actual disbursement of any financial aid, a student may have to complete a verification process which will document certain information provided. Students selected for verification will be contacted by telephone, letter, or email within two weeks of submission of the student's financial aid paperwork. The Financial Aid Office will not disburse any financial aid funds to a student's account until the required documentation is received. The required documentation has to be received by the Financial Aid Office within 30 days of the student being notified. Failure to comply will make the student ineligible for financial aid until the paperwork is received.

If information on a financial aid application is in error, the student will be notified to correct the paper FAFSA or the FAFSA on the web. Students are not eligible for financial aid and no aid will be disbursed until these corrections are made.

Students are cautioned that all awards are made based on the availability of program funds to the University and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the University has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress toward completion of their respective program. (See "Standards of Academic Progress" listed herein).

No students may receive financial aid if they owe a refund on any grant, are in default on any loan, or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution or are enrolled in either an elementary or secondary school.

Students who request additional funds to cover educationally related living expenses must be able to document attendance beyond the drop/add period for the minimum number of courses required to establish eligibility for the receipt of federal financial aid. Normally, the student must document attendance in at least two sessions of at least two courses each term before any student funds can be disbursed.

FEDERAL PELL GRANT

The Pell Grant is designed to assist students in continuing their education beyond high school and also to attempt to provide students with a basis of financial assistance to help defray the cost of postsecondary education. The amount of the grant, which need not be repaid, is determined by the student's need and the cost of attendance at the University. Students already holding a bachelor's degree are not eligible for this grant.

FEDERAL STAFFORD STUDENT LOAN PROGRAM

The Federal Stafford Student Loan Program, available to eligible students, is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association to help pay for the cost of education. Maximum loan limits, set by Federal law, are applied based upon the student's yearly progress at the University. Repayment of the Stafford Loan generally begins six months after the students have graduated, left school, or dropped below a half-time class schedule.

There are two types of Stafford Loans:

1. Subsidized - Federal government pays the interest to the lender while the student is in school.
2. Unsubsidized - Interest accrues from the date of origination and is the responsibility of the borrower.

Eligible students who are enrolled at least on a half-time basis may borrow funds under this program.

FEDERAL PLUS LOAN PROGRAM (Parent Loan for Undergraduate Students)

Eligibility for a PLUS Loan is limited to parent borrowers. Parents may borrow for dependent students. The maximum amount of PLUS loan is the difference between the Cost of Education and other aid already available.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM

This program provides grants to undergraduate students with exceptional need to help pay for their postsecondary education.

THE FEDERAL WORK-STUDY (FWS) PROGRAM

This program provides part-time employment opportunities to students who need the income to help meet the costs of postsecondary education.

THE ACADEMIC COMPETITIVENESS GRANT

This program provides grants to undergraduate students in their first and second years of post-secondary education. The student must have completed a rigorous high school program of study as defined by the U. S. Department of Education. The student must not have previously attended a program of undergraduate education if a first year student. First year students must have graduated from high school after January 1, 2006. Second year students must have graduated from high school after January 1, 2005 and have maintained at least a 3.0 GPA during the first year of college. The student must be eligible for the Pell Grant, must be a U. S. Citizen, and must be a full-time student.

NATIONAL SMART GRANT

This program provides grants to undergraduate students during their third and fourth years of post-secondary education. The student must major in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language. The student's major must be approved by the U. S. Department of Education as falling into one of these categories. The student must be eligible for the Pell Grant, must be a U.S. citizen, and must be a full time student.

FLORIDA RESIDENT ACCESS GRANT (FRAG)

This program provides tuition assistance to full-time Florida undergraduate students attending an eligible independent, non-profit Florida college or university. A minimum of one year Florida residency is required. Students already holding a bachelor's degree are not eligible for this grant.

FLORIDA STUDENT ASSISTANCE GRANTS (FSAG)

This program is for full-time undergraduate students with financial need, who are attending an eligible public or private institution. A minimum of one year Florida residency is required.

THE HODGES UNIVERSITY SCHOLARSHIP PROGRAM

Hodges University offers private and institutional scholarships to assist and reward students financially. The goal of the Hodges University scholarship program is to supplement the resources of students to the extent possible to enable them to begin or to continue university studies. **All Hodges University students, at current Catalog tuition rate, may apply for a scholarship.** Students who receive reduced tuition due to an agreement between the University and their employer are not eligible for scholarships administered by the University. Donors may specify additional stipulations regarding eligibility.

For additional information on scholarships, students should contact the Financial Aid Offices for application information. The Vice President of Student Development/Dean of Students serves as the Chairman of the Hodges University Scholarship Committee; students may also contact the Dean of Students for personal advice concerning the scholarship process.

Institutional Scholarships
The Florida Independent College Fund (FICF)
The Upper Division Scholarship
The Local High School Graduate Scholarship
The Local Employers Scholarship

The Chance Scholarship
The Boys and Girls Club of Naples Scholarship
The Esperanza Scholarship
The Immokalee High School Leaders of Tomorrow Scholarship

Private Scholarships
Jerry L. and Barbara J. Burris Foundation Scholarship
Lavern N. Gaynor Scholarship
The Schoen Family Scholarship
The American Military Veterans Educational Fund
Dellora and Lester Norris Educational Support Scholarship
The Esprit de Noel Scholarship
"Friends of Hodges University" Educational Support Scholarship
The Michael and Susan London Scholarship
Moorings Park Foundation
James Oscar Rawles Memorial Scholarship
Neno J. Spagna Scholarship
Douglas F. Devaux, Sr. Scholarship
The Florida Institute of Certified Public Accountants (FICPA) Scholarship
The Southwest Florida Chapter of the FICPA Scholarship
The Naples/Collier SCORE Chapter #573 Scholarship

GRADUATE PROGRAM SCHOLARSHIPS
Please refer to the current Graduate Bulletin for specific details.

ACADEMIC INFORMATION

PROGRAMS OF STUDY

The Programs of Study offered at Hodges University are assigned according to discipline to a School within the University as follows:

> Kenneth Oscar Johnson School of Business
>> Accounting
>> Business Administration
>> Management
> School of Allied Health
>> Health Administration
>> Health Information Technology
>> Health Studies
>> Medical Assisting
> School of Professional Studies
>> Applied Psychology
>> Criminal Justice
>> Interdisciplinary Studies
>> Legal Studies
>> Paralegal Studies
> School of Technology
>> Computer Information Technology
>> Design and Drafting
>> Information Systems Management

BACCALAUREATE and ASSOCIATE DEGREE PROGRAMS

BACHELOR OF SCIENCE

- Accounting
- Applied Psychology
- Business Administration
- Computer Information Technology
  A specialty area can be chosen in one of the following fields:
  > Database Systems and Knowledge Management
  > Management Information Systems
  > Networking and Security
  > Software Development
  > Web Application Design & Development
- Criminal Justice
- Health Administration
- Health Studies
  A Health Studies specialty may be chosen for one of the following:
  > Occupational Therapy
  > Pharmacy
  > Physical Therapy
  > Physician Assistant

- Information Systems Management
    A specialty track can be chosen in one of the following fields:
        Design and Drafting
        Information Security Management
        Technology Management
- Interdisciplinary Studies
- Legal Studies
- Management
    An emphasis may be chosen from one of the following fields:
        Executive Management
        Criminal Justice Management
        Entrepreneurship
        Health Services Management
        Human Resources Management
        Public Services Management
        Sales and Marketing Management

ASSOCIATE IN SCIENCE

- Accounting
- Business Administration
- Computer Information Technology
- Criminal Justice
- Design and Drafting
- Health Administration
- Health Information Technology
- Health Studies
- Interdisciplinary Studies
- Management
- Medical Assisting
- Paralegal Studies

CONTINUING EDUCATION PROGRAMS

- English as a Second Language
- Frances Pew Hayes Center for Lifelong Learning
- Certificate in Financial Planning

BACCALAUREATE DEGREE PROGRAMS

The Baccalaureate Degree Programs are comprised of four areas:

Area I	contains subject specific courses
Area II	contains liberal arts courses
Area III	contains approved elective courses
Area IV	contains courses to fulfill minor requirements

MINORS

Students may elect to fulfill minor requirements by completing 16 credits at the 3000-4000 level as part of the elective courses currently specified for their degree. Students may select one of the following minors with the approval of their Program Chair:

Accounting
Business Administration
Computer Information Technology
Criminal Justice
Economics
Entrepreneurial Management
Diversity
Humanities
International Business
IT/Technology
Legal Studies
Literature
Management
Marketing
Math
Organizational Management & Leadership
Psychology
Sociology

BACHELOR OF SCIENCE IN ACCOUNTING

The principal objective of the Bachelor of Science in Accounting degree program is to provide students with accounting, business, and technical knowledge which will serve as a basis for positions in industry, government, non-profit organizations and public accountancy. The curriculum is designed to give students a firm foundation in liberal arts as well as in the practical and theoretical aspects of accounting principles. Upon successful completion of the program, students will have acquired skills in the five major subject areas of accounting; namely, finance, information systems, management, taxation, and auditing.

Area I   **Accounting Component**

A.	**Business Core**	**Semester Hour Credit**	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
MKT2014	Principles of Marketing	4	
ECO2013	Macroeconomics	4	
ECO2032	Microeconomics	4	
BUL3111	Business Law I	4	
BUL3112	Business Law II	4	
FIN3403	Principles of Finance	4	
ISM4021	Management Information Systems	4	
	Total Business Core		**36**

B.	**Accounting Core**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
ACG3011	Federal Income Taxation I	4	
ACG3101	Intermediate Financial Reporting and Analysis I	4	
ACG3121	Intermediate Financial Reporting and Analysis II	4	
ACG3362	Cost Accounting and Control	4	
ACG4011	Federal Income Taxation II	4	
ACG4201	Advanced Financial Reporting and Analysis I	4	
ACG4632	Independent Auditing I	4	
ACG4391	Special Topics in Accounting	4	
	Total Accounting Core		**40**

Area II   **Liberal Arts Component**

CAP1000	Computer Applications	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
POS2050	American National Government	4	
PSY2100	Critical Thinking	4	
STA3014	Statistics	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics **or** Philosophy	4	
IDS2001	Introduction to Assessment and Evaluation	1	
IDS4001	The Learning Portfolio	1	
	One English/Communication Elective	4	
	Total Liberal Arts Component		**38**

Area III   <u>**Approved Elective Component**</u>

To be selected in consultation with the Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.

Total Approved Elective Component   **8**

Total Semester Hours Required for Graduation   **122**

Area IV   <u>**Minors**</u>

Accounting majors may elect to fulfill minor requirements in lieu of the elective component by completing 16 credits in a specific area of approved study.

Selection of a minor increases the total credit hours required for graduation from 122 to 130.

BACHELOR OF SCIENCE IN APPLIED PSYCHOLOGY

This program is designed to provide students with a thorough understanding of the human psyche to facilitate interpersonal interaction in the workplace. Students are exposed to personality traits, social issues, and intercultural dynamics. Students completing this degree may find job opportunities in human relations, social institutions, and businesses looking for employees with "soft" business skills.

Area I   **Psychology Component**

A.   **Psychology Core**   **Semester Hour Credit**
PSY2012   General Psychology   4
PSY3006   Abnormal Psychology   4
PSY3550   Experimental Psychology   4
PSY4000   Personality Theory   4
PSY4400   Tests and Measures   4
              Total Psychology Core   **20**

B.   **Business Component**

GEB1012   Introduction to Business   4
MAN2010   Principles of Management   4
MAN4997   Business Ethics   4
CITXXXX   Computer Elective   4
              Total Business Component   **16**

Area II   **Liberal Arts Component**

CAP1000   Computer Applications   4
ENG1101   English Composition   4
MAC1132   College Math   4
SOC2000   Principles of Sociology   4
POS2050   American National Government   4
PSY2100   Critical Thinking   4
STA3014   Statistics   4
COM3015   Professional Communication   4
PHI3601/3301   Ethics or Philosophy   4
PHI4101   Logic   4
ENG4210   Professional Writing   4
IDS2001   Introduction to Assessment and Evaluation   1
IDS4001   The Learning Portfolio   1
              Total Liberal Arts Component   **46**

Area III   **Approved Elective Core**

Electives to be chosen from Psychology courses listed in the catalog.
Total Approved Elective Core   **24**

Area IV   **Minor Component**

Students select a minor consisting of 16 credits at the 3000-4000 level.
Total Minor Component   **16**

Total Semester Hours for Graduation   **122**

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The principal objective of the four year program in Business Administration is to prepare students for a wide range of management positions in business and government or other public service organizations. The curriculum is designed to give students a firm foundation in liberal arts as well as the applied and theoretical aspects of business related principles. Upon successful completion of the program, students will have acquired skills in decision making, problem solving, and leadership in addition to fundamental business and management procedures. Students must complete the program's comprehensive exam as a part of the capstone, Strategic Management course, in order to graduate.

Area I **Business Administration Component**

A.	**Business Core**	**Semester Hour Credit**	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
MKT2014	Principles of Marketing	4	
ECO2013	Macroeconomics	4	
ECO2032	Microeconomics	4	
BUL3111	Business Law I	4	
BUL3112	Business Law II	4	
	Total Business Core		**28**

B.	**Business Specialty Core**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
MAN3302	Human Resource Management	4	
FIN3403	Principles of Finance	4	
ISM4021	Management Information Systems	4	
MAN4061	Strategic Management	4	
ACG4410	Accounting & Tax for Entrepreneurs	4	
MAN4720	Multi-National Business	4	
	Total Business Specialty Core		**32**

Area II **Liberal Arts Component**

CAP1000	Computer Applications	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
POS2050	American National Government	4	
PSY2100	Critical Thinking	4	
STA3014	Statistics	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics **or** Philosophy	4	
IDS2001	Introduction to Assessment and Evaluation	1	
IDS4001	The Learning Portfolio	1	
	Three electives to be chosen from the following:	12	
	One English/Communication		
	One Humanities or Fine Arts		
	One Natural or Physical Science		
	Total Liberal Arts Component		**46**

Area III   <u>**Approved Elective Component**</u>

To be selected in consultation with the Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.
Total Approved Elective Component   **16**

Total Semester Hours Required for Graduation   **122**

Area IV   <u>**Minors**</u>

Business Administration majors are encouraged to fulfill minor requirements in lieu of the elective component by completing 16 credits in a specific area of approved study.

BACHELOR OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY

The objective of this program is to prepare students for the development and support of computer information systems. The program utilizes a combination of skill sets to assist the student in developing an area of expertise. Specialty areas include Management Information Systems (MIS), Networking, Web/Database Management and Software Development. The curriculum is designed to give students a solid foundation in liberal arts as well as the practical and theoretical aspects of business. Several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, Net+, MOUS, CCNA, MCP, MCSA, and ICCP)*.* Additionally, the program offers a parallel work option for the CIT core courses whereby students have the opportunity to work in field as part of their course completion requirements. Completing an exit assessment certification exam is a requirement for graduation.

Area I   **Computer Information Technology (CIT) Component**

A.	**CIT Core**	**Semester Hour Credit**	
CIT1015	Hardware Support Essentials	4	
CIT2310	Introduction to Web Design	4	
CIT2410	Introduction to Database Management Systems	4	
CIT2510	Program Design & Problem Solving	4	
CIT2515	Visual BASIC Programming	4	
ISM3102	User Support & Help Desk	4	
CIT3215	Fundamentals of IP Networking	4	
CIT3220	Network Operating Environments	4	
CIT4999	CIT Exit Assessment (required)	0	
	Total CIT Core		**32**

B.	**Advanced CIT Core**		
ISM4110	Project Management	4	
CIT4260	Fundamentals of System & Network Security	4	
	Total Advanced CIT Core		**8**

C.	**Business Core**		
GEB1012	Introduction to Business	4	
CAP2000	Advanced Computer Applications	4	
	Select one elective from the following:	4	
ACG2001	Principles of Accounting I		
MAN2010	Principles of Management		
MKT2014	Principles of Marketing		
	Select one elective from the following:	4	
ISM4021	Management Information Systems		
ISM4310	E-Commerce		
	Total Business Core		**16**

D.	**CIT Specialty Area (select one)**	
	Management Information Systems	**Semester Hour Credit**
ISM4021	Management Information Systems	4
ISM4115	Advanced Project Management	4
ISM4120	IT Policy and Strategy	4
CIT4521	System Analysis & Solutions Architecture	4
CIT/ISM3/4xxx	CIT/ISM Approved Electives	8

	Networking and Security	
CIT4220	Local Area Network Routing & Switching	4
CIT4230	Internetwork Routing and Switching	4
CIT4245	Windows System and Security Administration	4
CIT4270	Linux System and Security Administration	4
CIT4521	Systems Analysis and Solutions Architecture	4
	Select one elective from the following:	4
CIT4255	Advanced Windows System and Security Administration	
CIT4275	Advanced Linux System and Security Administration	

	Web Application Design & Development	
ISM4310	E-Commerce	4
CIT4311	Web Applications	4
CIT4411	Advanced Database Management Systems	4
CIT4521	Systems Analysis & Solutions Architectures	4
CIT4595	Enterprise Applications	4
CIT/ISM3/4xxx	Approved Elective	4

	Database Systems and Knowledge Management	
CIT4211	Advanced Database Management	4
CIT4521	Systems Analysis & Solutions Architecture	4
CIT4311	Web Applications	4
CIT4595	Enterprise Applications	4
CIT/ISM3/4xxx	Approved Elective	4
	Select one elective from the following:	4
CIT4415	Database Warehouse & Decision Support Systems	
CIT4425	Database Systems for the Web	

	Software Development	
CIT3510	Object-Oriented Programming with C++	4
CIT4505	Comparative Programming Languages	4
CIT4521	Systems Analysis & Solutions Architectures	4
CIT4531	Software Engineering	4
CIT4595	Enterprise Applications	4
	Select one elective from the following:	4
CIT3520	Advanced Visual BASIC	
CIT3525	Java Programming	
CIT4311	Web Applications	
	Total CIT Specialty Area	**24**

Area II	**Liberal Arts Component**	
CAP1000	Computer Applications	4
ENG1101	English Composition	4
POS2050	American National Government	4

		Semester Hour Credit
PSY2100	Critical Thinking	4
MAC2102	College Algebra	4
STA3014	Statistics	4
COM3015	Professional Communication	4
PHI3601/3301	Ethics **or** Philosophy	4
IDS2001	Introduction to Assessment and Evaluation	1
IDS4001	The Learning Portfolio	1
	Select <u>two</u> *electives from the following:*	8
	One Humanities or Fine Arts	
	One Liberal Arts Elective	
	Total Liberal Arts Component	**42**

Total Semester Hours for Graduation Requirement   **122**

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

The principal objective of the Criminal Justice Program is to deliver a comprehensive program of teaching and research to support the criminal justice system and the agencies and personnel who are delegated the task of public safety and service. The goal of the program is to ensure that potential and current criminal justice personnel have the opportunity to study the most comprehensive and contemporary methods and policies dealing with administration, management, human resources, intelligence, terrorism, and cultural diversity. The program is designed to prepare students with no prior related work experience for entry level positions within the criminal justice system as well as similar positions in the private sector. For criminal justice personnel, both sworn and civilian, the program prepares them for middle and senior management positions, building upon previous experience and training.

The program is developed around a core curriculum of required courses within the range of subjects applicable to criminal justice. In addition, each student is required to complete a series of liberal arts courses to assure the broadest based educational experience and to support the general education goals of the University. Further, the student will have the opportunity to select from an approved list of elective courses to develop an area of interest.

The course work is provided in two formats. The first represents the standard class attendance and traditional methods of instruction. The second method is identified as a grouping of three courses, offered in a fifteen-week format, and requires extensive outside study as preparation to comprehensive in-class development of the material. The student must commit to the entire program for a minimum of 15 week terms, and must complete and pass all courses each term or repeat the entire term.

In order for students to begin the criminal justice component of the program, they must have an associate degree or completed 60 semester college credit hours from an accredited institution. The student must present for review an official transcript of previous academic work which must include a course in English Composition, Computer Applications, Criminal Justice Systems, and Criminology, and an overall GPA of 2.5 or better.

Area I	Criminal Justice Component	

A.	Criminal Justice Core	Semester Hour Credit	
CCJ4001	Criminal Justice Management	4	
CCJ4201	Law Enforcement and Society	4	
CCJ4401	Corrections and Penology	4	
CCJ4500	Investigative Techniques	4	
CCJ4520	Studies in Forensics	4	
CCJ4540	Analysis of Evidence	4	
CCJ4710	Strategic Intelligence	4	
CCJ4720	Terrorism and the Criminal Justice System	4	
CCJ4740	Comparative Criminal Justice Systems	4	
CCJ4999	Exit Assessment Exam	0	
	Total Criminal Justice Core		**36**

B.	Legal Component		
LEA3603	Criminal Law and Procedure	4	
LEA4040	Constitutional Law	4	
	Total Legal Component		**8**

Area II	Liberal Arts/General Education Component	

CAP1000	Computer Applications	4
ENG1101	English Composition	4
MAC1132	College Mathematics	4
CCJ1400	Introduction to Criminal Justice Systems	4

		Semester Hour Credit
PSY2012	General Psychology	4
POS2050	American National Government	4
CCJ2101	Criminology	4
PSY3007	Psychology of Deviance	4
STA3014	Statistics	4
COM3015	Professional Communication	4
CCJ3131	Crime and Delinquency	4
PHI3301/3601	Philosophy **or** Ethics	4
IDS2001	Introduction to Assessment and Evaluation	1
IDS4001	The Learning Portfolio	1
	Total Liberal Arts/General Education Component	**50**

Area III   **Approved Elective Component**

Credit for courses taken under approved electives may be granted through either advanced standing credit (transfer credits), or classes taken at Hodges University as approved in consultation with the Faculty advisor, Registrar, or the Executive Vice President of Academic Affairs. Students intending to continue in the MCJ Program under the behavioral science track must have at least 12 credits in upper level psychology courses, and should therefore elect upper level psychology courses as part of this elective component.

Total Approved Elective Component   **28**

Total Semester Hours for Graduation Requirement   **122**

BACHELOR OF SCIENCE IN HEALTH ADMINISTRATION

The purpose of the Bachelor's of Health Administration is to provide interested students a quality undergraduate program in health administration and management through an innovative curriculum. The program strives to offer an outstanding experience for adult learners to engage in active learning to enhance their knowledge of the business of healthcare in today's society. Graduates of the program will be prepared to fulfill management and leadership roles and responsibilities in a variety of healthcare fields.

The program is developed around a core curriculum of required courses within healthcare, along with a series of liberal arts courses to assure the broadest based educational experience for the student. Students have the opportunity to select from an approved list of electives courses to complete their degree.

The course work for the Bachelor's of Science in Health Administration is provided in two formats. The first format is designed so that the student attends a weekly comprehensive session to learn, access and analyze the progress made toward program objectives. The student must commit to the three courses taught in this comprehensive manner each term and must complete and pass all courses each term or repeat the entire term. The second format is a challenging and innovative online delivery format offered in the traditional fifteen week per course format.

In order for students to begin the health administration component of the program, they must have completed an associate degree or completed 60 semester college credit hours from an accredited institution with a cumulative GPA of 2.5 or higher. Each student is expected to present a course in English Composition or its equivalent, six to eight academic credit hours of math and knowledge of computer applications or word processing as evidenced by the student's transcripts.

Area I	**Health Administration Component**	
	Health Administration Core	**Semester Hour Credit**
HSA3111	United States Healthcare System	4
HSA3129	The Healthcare Professional as Manager	4
HSA3145	Human Resource Management in Healthcare	4
HSA3166	Issues and Trends in Healthcare	4
HSA4130	Healthcare Regulation and Law	4
HSA4165	Healthcare Policy	4
HSA3125	Financial Management in Health Services	4
HSA4149	Twenty-First Century Leadership in Healthcare	4
HSA4202	Research Methods in Healthcare	4
	Total Health Administration Core	**36**

Area II   **Liberal Arts Component**

Required within the minimum of 42 hours of general education are the following: 9-12 semester hours of English to include English Composition and a communications theory course, 6-8 hours in Mathematics, 6-8 semester hours in Humanities or Fine Arts, 3-4 semester hours in social/behavioral sciences, 6-8 hours from humanities, social/behavioral sciences, interdisciplinary studies, basic sciences or computer applications, and IDS2001 and IDS4001.
Total Liberal Arts Component   **42**

Area III   **<u>Approved Elective Component</u>**

Students must complete 44 semester credit hours in health care related courses. Credit for courses taken under approved electives may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with the Program Chair, Dean of the School of Allied Health, or the Executive Vice President of Academic Affairs.

Total Approved Elective Component   **44**

Total Semester Hours for Graduation Requirement   **122**

BACHELOR OF SCIENCE IN HEALTH STUDIES

This curriculum is designed to prepare students for entry-level positions in the health professions or to matriculate into graduate programs offered by Nova Southeastern University. The specific specialties outlined below will prepare the student for Nova Southeastern University's programs in physician assistant, physical therapy, occupational therapy or pharmacy. The basic science, liberal arts and general health studies requirements provide the student with a strong foundation to continue advanced studies that lead to becoming an allied healthcare provider.

Students applying for this program must meet the general admission requirements of Hodges University and the specific program admission requirements of Nova Southeastern University. Students must also provide a descriptive narrative, two letters of recommendation and be interviewed by the Program Chair or Dean of the School of Allied Health.

Area I	**Basic/Clinical Sciences Component**	**Semester Hour Credit**	
Students select courses according to specialty, with a minimum of 20 credits required.			
CHM1010	Fundamentals of Chemistry	4	
HSC1500	Medical Terminology for Clinical Studies	2	
BSC1121	Biology I w/ Lab	4	
BSC1122	Biology II w/ Lab	4	
BSC2021	Anatomy and Physiology I w/ Lab	4	
BSC2022	Anatomy and Physiology II w/ Lab	4	
PHY2021	Physics I w/ Lab	4	
PHY2022	Physics II w/ Lab	4	
CHM2145	General Chemistry I w/ Lab	4	
CHM2146	General Chemistry II w/ Lab	4	
CHM2310	Organic Chemistry I w/ Lab	4	
CHM2311	Organic Chemistry II w/ Lab	4	
MCB3121	Microbiology w/ Lab	4	
HSC3554	Pathophysiology	4	
	Total Basic/Clinical Sciences Component (minimum)		**20-42**

Area II	**Liberal Arts Component**		
Students select courses according to specialty, with a minimum of 18 credits required.			
CAP1000	Computer Applications	4	
ENG1101	English Composition I	4	
MAC1132	College Math	4	
MAC2102	College Algebra	4	
MAC2344	Calculus I	4	
PSY2100	Critical Thinking	4	
STA3014	Statistics	4	
COM3015	Professional Communication	4	
IDS2001	Introduction to Assessment and Evaluation	1	
IDS4001	The Learning Portfolio	1	
	Additional required courses in Liberal Arts are listed in the individual specialties.		
	Total Liberal Arts Component		**18-30**

Area III	**Approved Elective Component**

Students select courses according to specialty. Required credit hours vary based on the selected specialty.

Total Elective Component   **30-46**

<u>Health Studies Specialty:</u>
Students completing their degree at Hodges University complete 24 credits from Area I, 26 credits from Area II, 42 credits from Area III, and 30 credit hours from related coursework at Hodges University as approved by the Program Chair or Dean of the School of Allied Health.

Total Semester Hours for Graduation Requirement   **122**

The specific specialties outlined below will prepare the student for the graduate programs of occupational therapy, pharmacy, physical therapy, or physician assistant at Nova Southeastern University.

<u>Occupational Therapy:</u> Students must complete the following courses:

Area I: Total Credits – 20-24*
Anatomy & Physiology I & II plus labs
Biology I & II plus labs
Fundamentals of Chemistry plus lab*
Physics I plus lab

Area II: Total Credits – 26
College Math
Computer Applications
Critical Thinking
English Composition
Introduction to Assessment and Evaluation
Professional Communication
Statistics
The Learning Portfolio

Area III: Total Credits – 46
At least one course (4 credits) in English
At least one course (4 credits) in Social Sciences
At least three courses (12 credits) in Humanities
At least four courses (16 credits) in Behavioral Sciences
The last eight-ten credits (2-3 courses) in Area III may be any elective course approved by the Program Chair or Dean of the School of Allied Health.

<u>Pharmacy:</u> Students must complete the following courses:

Area I: Total Credits – 28-32*
Anatomy & Physiology I & II plus labs
Biology I plus lab
Fundamentals of Chemistry plus lab*
General Chemistry I & II plus labs
Organic Chemistry I & II plus labs

Area II: Total Credits – 18
Calculus
College Algebra
English Composition
Introduction to Assessment and Evaluation
The Learning Portfolio
Statistics

Area III: Total Credits – 44
Macroeconomics & Microeconomics
At least two courses (8 credits) in English with one course in Communications
At least one course (4 credits) in Humanities
At least two courses (8 credits) in Behavioral Sciences
At least one course (4 credits) in Social Sciences

The last twelve credits (3 courses) in Area III may be any course listed for Area III except English, as approved by the Program Chair or Dean of the School of Allied Health.

Physical Therapy: Students must complete the following courses:

Area I: Total Credits – 32-36*
Anatomy & Physiology I & II plus labs
Biology I & II plus labs
Fundamentals of Chemistry plus lab*
General Chemistry I & II plus labs
Physics I & II plus labs

Area II: Total Credits – 30
College Algebra I
College Math
Computer Applications
Critical Thinking
English Composition
Introduction to Assessment and Evaluation
Professional Communication
The Learning Portfolio
Statistics

Area III: Total Credits – 30
A Human Growth and Development course is required. Students select upper division courses in the social/behavioral sciences or other liberal arts with Program Chair or Dean of the School of Allied Health approval.

Physician Assistant: Students must complete the following courses:

Area I: Total Credits – 38-42*
Anatomy & Physiology I & II plus labs
Biology I & II plus labs
Essentials of Organic Chemistry plus lab
Fundamentals of Chemistry plus lab*
General Chemistry I & II plus labs
Microbiology plus lab
Pathophysiology
Medical Terminology for Clinical Studies

Area II: Total Credits – 18
College Algebra I
Statistics
Computer Applications
English Composition
Introduction to Assessment and Evaluation
The Learning Portfolio

Area III: Total Credits – 36
At least two courses (8 credits) in English to include one Literature class
At least one course (4 credits) in Humanities
At least three courses (12 credits) in Social/Behavioral Sciences
The remaining 12 credit hours may be any elective course approved by the Program Chair or Dean of the School of Allied Health.

* Students with no previous College credit in Chemistry must take Fundamentals of Chemistry.

Requirements to be recommended to Nova Southeastern University Programs as a member of the Hodges University cohort:
- Ninety two (92) credits for entry into NSU's School of Allied Health & Nursing (physician assistant, physical therapy and occupational therapy programs)
- Ninety (90) credits for entry into NSU's School of Pharmacy (Pharm.D.)
- Students must have a minimum of 30 appropriate upper division credits to be considered for recommendation by Hodges University to Nova Southeastern University's graduate programs. Upper division courses are those courses with a 3000 or 4000 level course number from the institution where the course was completed.
- Students must have a cumulative GPA of 3.0 and a cumulative science GPA of 3.0 to be considered for recommendation by Hodges University to Nova Southeastern University's graduate programs. In the calculation of GPA for this recommendation, there is no grade forgiveness.

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS MANAGEMENT

This degree contains a rapid yet thorough opportunity for students who have previously demonstrated academic success and who now wish to include Technology Management, Design and Drafting, or Information Security Management as a specialty track. All students who possess at a minimum an Associate degree or its equivalent (60 credits) or those who possess up to and including a Bachelor's degree in any acceptable area of study from a recognized institution may apply. The objective of this program is to prepare students for the development, support, and management of information systems or professional opportunities in the areas of design and drafting. The curriculum is designed to give students a solid foundation in liberal arts, business, and management as well as the practical and theoretical aspects of technology and its related fields. Additionally, several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, Net+, MOUS)**.**

Area I   **Track Component (select one)**

A.	**Technology Management Track**	**Semester Hour Credit**	
CIT1015	Hardware Support Essentials	4	
CIT2310	Introduction to Web Design	4	
CIT2410	Introduction to Database Management Systems	4	
CIT2510	Program Design & Problem Solving	4	
CIT3215	Fundamentals of IP Networking	4	
CIT3220	Network Operating Environments	4	
ISM4021	Management Information Systems	4	
ISM4110	Project Management	4	
CIT4260	Fundamentals of System & Network Security	4	
	Total Technology Management Track		**36**

B.	**Design and Drafting Track**		
CDD1000	Introduction to Visual Communications	4	
CDD1010	Introduction to CAD	4	
CDD2000	Computer Essentials for Digital Media	4	
CIT2310	Introduction to Web Design	4	
CDD2600	Civil Drafting	4	
CDD2610	Architectural Drafting	4	
CDD3000	Multimedia Portfolio	4	
ISM4021	Management Information Systems	4	
ISM4110	Project Management	4	
	Total Design and Drafting Track		**36**

C.	**Information Security Management Track**		
CIT2310	Introduction to Web Design	4	
CIT2410	Introduction to Database Management Systems	4	
CIT2510	Program Design & Problem Solving	4	
CIT3215	Fundamentals of IP Networking	4	
CIT3220	Network Operating Environments	4	
ISM4021	Management Information Systems	4	
ISM4110	Project Management	4	
CIT4260	Fundamentals of System & Network Security	4	
CIT/ISM3/4xxxx	CIT/ISM Elective	4	
	Total Information Security Management Track		**36**

Area II	**Liberal Arts Component**		**Semester Hour Credit**
CAP1000	Computer Applications		4
ENG1101	English Composition		4
MAC1132	College Math		4
POS2050	American National Government		4
MAC2102	College Algebra		4
STA3014	Statistics (for Tracks A & C)	OR	4
MAC3300	College Geometry (for Track B)		
IDS2001	Introduction to Assessment and Evaluation		1
IDS4001	The Learning Portfolio		1
	Select *three* electives from the following:		
	One Humanities or Fine Arts		4
	Liberal Arts Electives		8
	Total Liberal Arts Component		**38**

Area III	**Approved Elective Core (select one based on Track)**

A.	**Technology Management Electives**	
GEB1012	Introduction to Business	4
CAP2000	Advanced Computer Applications	4
MAN2010	Principles of Management	4
ISM4115	Advanced Project Management	4
CIT4415	Data Warehouse & Decision Support Systems	4
___XXX	Approved Electives	28
	Total Technology Management Elective Core	**48**

B.	**Design and Drafting Elective Core**	
GEB1012	Introduction to Business	4
CAP2000	Advanced Computer Applications	4
MAN2010	Principles of Management	4
MKT2014	Principles of Marketing	4

Design and Drafting Specialty Area (select one)

	Construction Technology	
BCM3101	Materials and Process	4
BCM3102	Introduction to GIS	4
BCM3103	Occupational Safety	4
BCM4104	Engineering Surveying	4
BCM4107	Senior Project	4
BCM4201	Construction Cost Management	4
BCM4301	Value Engineering and Building Economics	4
	Select one elective from the following:	4
EVR3011	Environmental Studies	
BUL3111	Business Law	

	Graphics & Multimedia	
CDD3101	Video Production	4
CDD3102	Multimedia Production	4
CDD3105	3D Modeling	4
CDD4101	Advanced Graphic Communication	4
CDD4107	Senior Project	4

	Select <u>two</u> electives from the following:	8
MMC3000	Mass Media	
MKT4103	Professional Selling	
MKT4156	International Marketing	
MKT4996	Advanced Advertising and Promotion	
	Select <u>one</u> elective from the following:	4
IDS4180	Professional Communication	
ENG4210	Professional Writing	

Pre-Approved Electives for Design & Drafting Track   32

To be selected in consultation with the Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.

Total Design and Drafting Elective Core   **48**

C.	**Information Security Management Elective Core**		
GEB1012	Introduction to Business	4	
CAP2000	Advanced Computer Applications	4	
MAN2010	Principles of Management	4	
ISM4115	Advanced Project Management	4	
ISM4120	IT Policy & Strategy	4	
ISM4130	Computer Forensics	4	
ISM4310	E-Commerce	4	
ISM4140	Principles of Information Security	4	
ISM4145	Policy and Administration in Information Systems Security	4	
ISM4150	Incident Response, Disaster Recovery and Contingency Planning	4	
CIT/ISM3/4xxx	CIT/ISM Elective	8	
	Total Information Security Management Elective Core		**48**

Total Semester Hours for Graduation Requirement   **122**

BACHELOR OF SCIENCE IN INTERDISCIPLINARY STUDIES

The Bachelor of Science in Interdisciplinary Studies provides students the opportunity to obtain a degree by combining their previous college studies with courses that will prepare them for today's changing work environment. The program is designed so that the student attends a weekly comprehensive session to learn, access, and analyze the progress made toward the program objectives. The student must commit to the entire program for a minimum of three 15-week terms, and must complete and pass all courses each term or repeat the entire term. Students share their experiences with each other and the professor. Each weekly session will cover the assigned course work and the student will apply this knowledge to his/her personal and professional growth.

The qualified student for the Bachelor of Science in Interdisciplinary Studies must have completed an associate degree or its equivalent from an accredited program with a 2.5 or better GPA. The prospective student is expected to have the background necessary to successfully complete this program. Each student is expected to present a course in English Composition or its equivalent and knowledge of Computer Applications or Word Processing as evidenced by the student's transcripts. Students must be employed to benefit from this program of study. Exceptions must be approved by the Program Chair.

In order to graduate from Hodges University with a Bachelor of Science Degree in Interdisciplinary Studies, students must complete the interdisciplinary studies courses (36 credits) through Hodges University, as well as IDS2001 and IDS4001. Students may transfer in the liberal arts and elective courses in accordance with University transfer policies.

Area I	Interdisciplinary Studies Component	Semester Hour Credit	
IDS4110	Professional Ethics and Social Responsibility	4	
IDS4150	A Society of Laws	4	
IDS4130	Leadership Theories and Practice	4	
IDS4120	Issues in Diversity	4	
IDS4160	Contemporary Global Issues	4	
IDS4140	Cognitive Processes	4	
IDS4190	Applied Research Methodologies	4	
IDS4180	Professional Communication Concepts	4	
IDS4170	Strategic Planning and Evaluation	4	
IDS4999	Exit Assessment Exam	0	
	Total Interdisciplinary Studies Component		**36**

Area II   **Liberal Arts Component**

Required within the minimum of 42 credit hours of general education are at least 3 credits in each of the following: English, Math or Science, Humanities or Fine Arts, Social or Behavioral Sciences to include POS2050 American National Government, Computer Applications, and IDS2001 and IDS4001.

Total Liberal Arts Component   **42**

Area III   **Approved Elective Component**

Credit for courses taken under approved electives may be granted through either advanced standing credit (transfer credits), or classes taken at Hodges University as approved in consultation with the Faculty advisor, Registrar, or the Executive Vice President of Academic Affairs.

Total Approved Elective Component   **44**

Total Semester Hours for Graduation Requirement   **122**

BACHELOR OF SCIENCE IN LEGAL STUDIES

The principal objective of the Legal Studies program is to offer a curriculum of law, liberal arts, and business which meets the needs of the legal community and the individual student who may want to advance to law school, as well as prepare a student for a successful career in legal assisting. The Bachelor of Science in Legal Studies is designed to prepare students for professional and management positions in legal settings, assisting attorneys and other legal professionals with legal research, collection of evidence, document and litigation preparation, law office management, and other duties of the daily practice of law.

The course work is provided in two formats. The first represents the standard class attendance and traditional methods of instruction. The second method is identified as a grouping of three courses, offered in a fifteen-week format with required extensive outside study as preparation to comprehensive in-class development of the material. The student must commit to the entire program for a minimum of 15 week terms, and must complete and pass all three courses each term or repeat the entire term.

In order for students to begin the accelerated legal component of the program, they must have completed an associate degree or completed 60 semester college credit hours from an accredited institution with a cumulative GPA of 2.5 or higher. Each student is expected to present a course in English Composition, Computer Applications or word processing, and Introduction to Law as evidenced by the student's transcripts.

Area I   **Legal Component**

	Legal Core	**Semester Hour Credit**
LEA1000	Introduction to Law	4
LEA1001	Civil Procedure	2
LEA1002	Torts	2
LEA1003	Contracts	2
LEA1004	Property	2
LEA2014	Legal Research and Writing	4
LEA3010	Legal Reasoning	4
LEA3020	Legal Strategies	4
LEA3030	Law Office Management	4
LEA3100	Legal Analysis of United States History	4
LEA3603	Criminal Law and Procedure	4
LEA4040	Constitutional Law	4
LEA4014	Legal Writing	4
LEA4015	Advanced Legal Research	4
LEA4016	Evidence	4
LEA4300	Senior Seminar	4
	Total Legal Core	**56**

Area II   **Liberal Arts**

CAP1000	Computer Applications	4
ENG1101	English Composition	4
MAC1132	College Mathematics	4
PSY2100	Critical Thinking	4
COM3015	Professional Communication	4
PHI3601/3301	Ethics **or** Philosophy	4
PHI4101	Logic	4
ENG4210	Professional Writing	4
	One English Elective	4

		Semester Hour Credit
IDS2001	Introduction to Assessment and Evaluation	1
IDS4001	The Learning Portfolio	1
	Total Required Liberal Arts	**38**

Area III   **Approved Elective Component**

Electives to be chosen with approval of the student's advisor and preferably in subjects related to law.

Total Approved Elective Component   **28**

Total Semester Hours Required for Graduation   **122**

BACHELOR OF SCIENCE IN MANAGEMENT

This program is designed to work with the student's interest and specialization. It prepares students with broad-based managerial skills which enable them to be successful in a variety of occupations. BSM graduates are employed in numerous industries where they can showcase their managerial and leadership talents.

There are several options for the student depending upon the management emphasis or minor sought. Some emphases may be offered in an online format. The BSM program develops the student's talent in management through interactive learning and work experience. The program is designed so that the student attends a weekly comprehensive session to learn, assess, and analyze the progress made toward the career objective that the student desires. The student must commit to the entire program for three (3) 15-week terms and must complete and pass all three courses each term or repeat the entire term. Students share their experiences in class. Each weekly session covers the assigned course work, and the student may apply this knowledge to her or his personal life and/or occupation.

The qualified student for the Bachelor of Science in Management program must have completed an associate degree or its equivalent (60 semester hours) from an accredited program with a 2.5 or better GPA. The prospective student is expected to have the background necessary to successfully complete this program, including an employment history. Each student is expected to present a course in English Composition or its equivalent and knowledge of Computer Applications or Word Processing as evidenced by the student's transcripts. Any exceptions to the above must be approved by the Program Chair.

Area I   **Management Component**

A.	**Management Core**	**Semester Hour Credit**
MNA4000	Management Applications	4
MNA4200	Organizational Behavior in the Workplace	4
MNA4400	Human Resource Processes	4
MNA4325	Finance for Managers	4
MNA4360	Leadership for Managers	4
MNA4610	Diversity in a Contemporary Organization	4
MNA4999	Exit Assessment Exam	0
	Total Management Core	**24**

	Emphasis Component (select one)	
B.	**Executive Management**	
MNA4100	Economics for Managers	4
MNA4425	Marketing for Managers	4
MNA4480	The Strategic Planning Process	4
C.	**Criminal Justice Management**	
CCJ4001	Criminal Justice Management	4
CCJ4201	Law Enforcement and Society	4
CCJ4401	Corrections and Penology	4
D.	**Entrepreneurship**	
ENT4001	The Entrepreneurship Process	4
ENT4101	Marketing and Entrepreneurship	4
ENT4201	Finance and New Venture Funding for Entrepreneurs	4

E.	**Health Services Management**	**Semester Hour Credit**
HSA4010	Marketing in Health Services	4
HSA3166	Issues and Trends in Health Services	4
HSA4166	Health Services Policies	4
F.	**Human Resource Management**	
HRM4000	Equal Employment Opportunity Practices	4
HRM4200	Managing HR Issues in a Global Environment	4
HRM4400	Strategic Benefits Planning	4
G.	**Public Services Management**	
MNA4220	Contemporary Community Issues	4
MNA4240	Critical Incident Planning and Leadership	4
MNA4260	Managing Public Service Organizations	4
H.	**Sales and Marketing Management**	
MNA4310	Selling and Sales Management	4
MNA4330	Advertising for Managers	4
MNA4350	Marketing Behavior	4
	Total Emphasis Component	**12**

Area II   **Liberal Arts Component**

Required within the minimum of 42 hours of general education are the following: 9 - 12 semester hours of English to include English Composition and Professional Communication, 6 - 8 semester hours in Mathematics, 6 - 8 semester hours in Humanities or Fine Arts, 6 - 8 semester hours in Social or Behavioral Sciences to include POS2050 American National Government, a Computer Applications Course, and IDS2001 and IDS4001.

Total Liberal Arts Component   **42**

Area III   **Approved Elective/Minor Component**

Credit for courses taken under approved electives may be granted through either advanced standing credit or residence classes as approved in consultation with your Program Chair, Academic Advisor, Registrar, or Executive Vice President of Academic Affairs.

Total Approved Elective Component   **44**

Area IV   **Minors**

Management majors may elect to fulfill minor requirements in lieu of a portion of their elective component by completing 16 credits in a specific area of approved study.

Total Semester Hours Required for Graduation   **122**

ASSOCIATE DEGREE PROGRAMS

The Associate Degree Programs are comprised of two areas:

Area I   contains subject specific courses
Area II contains liberal arts courses

ASSOCIATE IN SCIENCE IN ACCOUNTING

The primary objective of the Associate in Science in Accounting degree program is to prepare students for entry-level positions as accountants in business, public and private accounting, government, and other non-profit organizations. The curriculum is designed to give students a firm foundation in liberal arts as well as in the practical and theoretical aspects of accounting principles. Upon completion of the program, students will have a working knowledge of the preparation and interpretation of financial statements, computer applications, basic business, management and legal concepts applicable to the accounting profession, economics, and federal income tax procedures. All credits earned from this degree are acceptable toward the Hodges University's Baccalaureate Degree in Accounting.

Area I   **Accounting Component**

A.	**Business Core**	**Semester Hour Credit**	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
ECO2013	Macroeconomics	4	
BUL3111	Business Law I	4	
	Total Business Core		**16**

B.	**Accounting Core**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
ACG3011	Federal Income Taxation I	4	
ACG3101	Intermediate Financial Reporting and Analysis I	4	
ACG3121	Intermediate Financial Reporting and Analysis II	4	
	Total Accounting Core		**20**

Area II   **Liberal Arts Component**

CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

The primary objective of the Associate in Science in Business Administration program is to prepare students for entry-level supervisory positions in business and public service organizations. The curriculum is designed to give students a firm foundation in liberal arts as well as the practical and theoretical aspects of business related principles. Upon successful completion of the program, students will have a working knowledge of business functions and procedures, accounting, legal concepts applicable to business professions, economics, computer applications, marketing and management applications. All credits earned from this degree are acceptable toward the Hodges University's Baccalaureate Degree in Business Administration.

Area I   **Business Component**

A.	**Business Core**	**Semester Hour Credit**	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
ECO2013	Macroeconomics	4	
ECO2032	Microeconomics	4	
GEB2999	Exit Assessment Exam	0	
	Total Business Core		**16**

B.	**Business Specialty Core**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
MKT2014	Principles of Marketing	4	
BUL3111	Business Law I	4	
BUL3112	Business Law II	4	
	Total Business Specialty Core		**20**

Area II   **Liberal Arts Component**

CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
EVR3011	Environmental Studies	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**

	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION TECHNOLOGY

The Associate in Science in Computer Information Technology (CIT) program is designed to prepare students for entry-level positions in the use, development, and support of computer systems. The curriculum also gives the student an introduction to liberal arts and business concepts while primarily focusing on obtaining the necessary skills to achieve success and employability in a computer related field. Upon completion of the program, the student will have achieved a working knowledge of widely used office application packages, database management tools, website design techniques, networking/hardware essentials, and programming and problem solving skills. Additionally, several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, MOUS, MCP, and ICCP). All credits earned from this degree are acceptable toward the Hodges University's Baccalaureate Degree in Computer Information Technology.

Area I	Computer Component	
A.	**Business Core**	**Semester Hour Credit**
GEB1012	Introduction to Business	4
CAP2000	Advanced Computer Applications	4
	Total Business Core	**8**
B.	**Computer Information Technology Core**	
CIT1015	Hardware Support Essentials	4
CIT2310	Introduction to Web Design	4
CIT2410	Introduction to Database Management Systems	4
CIT2510	Program Design & Problem Solving	4
CIT2515	Visual BASIC Programming	4
ISM3102	User Support Help Desk	4
CIT3215	Fundamentals of IP Networking	4
CIT3220	Network Operating Environments	4
CIT2999	Comprehensive Exam	0
	Total Computer Information Technology Core	**32**
Area II	Liberal Arts Component	
CAP1000	Computer Applications	4
PSY1100	Strategic Thinking	4
ENG1101	English Composition	4
MAC1132	College Mathematics	4
PHI3601/3301	Ethics **or** Philosophy	4
	Total Liberal Arts Component	**20**
	Total Semester Hours for Graduation Requirement	**60**

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE

The Associate in Science in Criminal Justice Program is designed to prepare students for entry-level positions within the criminal justice system. The curriculum focuses on the critical areas within the discipline, as well as relevant liberal arts courses, to provide students with the skills necessary to function within the profession. The core criminal justice courses of the curriculum are offered in an accelerated format which requires extensive outside study as preparation to comprehensive in-class development of materials. Students must complete CAP1000, ENG1101, CCJ1400 and PSY1100 and have an overall 2.5 GPA before they begin the Criminal Justice Core courses. Three core criminal justice courses are offered each term and students must register for and successfully complete all three courses or repeat the entire term. All credits earned from this degree are acceptable and apply towards the Hodges University Baccalaureate Degree in Criminal Justice.

Area I   **Criminal Justice Component**

Criminal Justice Core		**Semester Hour Credit**	
CCJ1600	Violent Crime	4	
CCJ2250	Victimology	4	
CCJ2500	Cultural Diversity in Criminal Justice	4	
CCJ2000	Intelligence Community	4	
CCJ2010	Law Enforcement Intelligence	4	
CCJ2020	Intelligence and the Law	4	
CCJ2101	Criminology	4	
CCJ2400	Drug Abuse & Crime Control	4	
CCJ3101	Crime and Delinquency	4	
	Total Criminal Justice Core		**36**

Area II   **Liberal Arts Component**

CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
CCJ1400	Introduction to Criminal Justice Systems	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**

Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN DESIGN AND DRAFTING

The Associate in Science in Design and Drafting (CDD) program is designed to prepare students for entry level positions in the design and computer generated arts fields. This program blends practical and theoretical issues to ensure robustness and mastery of essential design and drafting skills. The required program courses solidify and build upon the student's practical experience, emphasizing leading edge knowledge and current issues. The degree will prepare students for a number of current and new fields needed in areas such as graphics, multimedia, marketing, advertising, animations, and construction technology.

Area I — **Design and Drafting Component**

A.	**Business Core**	**Semester Hour Credit**	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
MKT2014	Principles of Marketing	4	
	Total Business Core		**12**

B.	**Design and Drafting Core**		
CDD1000	Intro to Visual Communication	4	
CDD1010	Introduction to CAD	4	
CDD2000	Computer Essentials for Digital Media	4	
CIT2310	Web Design	4	
CDD2600	Civil Drafting	4	
CDD2610	Architecture Drafting	4	
CDD3000	Multimedia Portfolio	4	
	Total Design and Drafting Core		**28**

Area II — **Liberal Arts Component**

CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Math	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**20**

Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN HEALTH ADMINISTRATION

The primary objective of the Associate in Science in Health Administration program is to prepare students for entry level management positions in the outpatient healthcare setting and to provide the students with a firm foundation for the Bachelor of Science in Health Administration program. The program emphasizes not only the quantitative skills such as coding and financial management, but also provides the student with the fundamental knowledge of the health sciences along with the administrative knowledge to begin their careers in healthcare.

Area I   **Health Administration Component**

A.	**Health Administration Core**	**Semester Hour Credit**	
HSA1245	Introduction to Healthcare Services	4	
MEA1462	Medical Office Administrative Procedures	4	
HSC1531	Medical Terminology	4	
BSC2000	Essentials of Anatomy and Physiology	4	
HSA2000	Medical Law and Ethics	4	
HSC2204	Human Disease, Diagnosis & Treatment	4	
MEA2480	Medical Office Coding & Reimbursement	4	
HSA2990	Finance and Practice Management	4	
	Total Health Administration Core		**32**

B.	**Business Core**		
GEB1012	Introduction to Business	4	
	Total Business Core		**4**

Area II   **Liberal Arts Component**

CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition I	4	
MAC1132	College Mathematics	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**

	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN HEALTH INFORMATION TECHNOLOGY

Health Information (Medical Record) Technology is the science of managing and designing health information systems. The Health Information Technology associate degree program will prepare the student to perform information management services that directly impact the quality of patient care. These functions include organizing, analyzing and technically evaluating health information; compiling various administrative and health statistics; coding diseases, operations, procedures and therapies; maintaining and using health information indexes; creating disease data registries; facilitating storage and retrieval of health data; utilizing computerized health data; and controlling the use and release of health information. Graduates of the program may find employment in acute care hospitals, rehabilitation facilities, clinics, nursing homes, physician's offices, home health care, insurance companies, and health departments in various roles from technical support to supervision of day-to-day operations of the health information department. Health Information Technology program graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT). The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students must earn a "C" or better in all Health Information Core courses. This course of study is available in both the traditional and online delivery format.

Area I   **Health Information Component**

A.	**Health Information Core**	**Semester Hour Credit**	
HSC1500	Medical Terminology for Clinical Studies	2	
BSC2000	Essentials of Anatomy and Physiology	4	
MRE2001	Health Records	4	
PHA2050	Essentials of Pharmacology	2	
MRE2203	Outpatient Coding and Reimbursement	4	
MRE2204	Human Disease, Diagnosis and Treatment	4	
MRE2206	Inpatient Coding	4	
MRE2209	Health Data Management	4	
MRE2211	Internship I	2	
MRE2410	Fundamentals of Health Care Quality Management	2	
MRE2501	Healthcare Information Systems	4	
MRE2503	Management Principles for Health Professionals	4	
MRE2800	Internship II	2	
	Total Health Information Core		**42**

B.	**Business Core**		
CAP2000	Advanced Computer Applications	4	
CIT2410	Introduction to Database Management	4	
	Total Business Core		**8**

Area II   **Liberal Arts Component**

CAP1000	Computer Applications	4	
PSY1100/2010	Strategic Thinking/Introduction To Psychology & Social Processes	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**20**

	Total Semester Hours for Graduation Requirement		**70**

ASSOCIATE IN SCIENCE IN HEALTH STUDIES

This curriculum is designed to prepare students for entry level positions in the health professions or to matriculate into the Bachelor of Science in Nursing program offered by Nova Southeastern University.

Students may be considered for matriculation into the Nova Bachelor of Science in Nursing program after completing 48 credits at Hodges University, designated by an asterisk below. Nova will make the final decision on student acceptance into the Nursing Program. Students completing their degree at Hodges University must complete all 60 credits.

Area I	**Clinical Sciences/Medical Component**	**Semester Hour Credit**	
CHM1010	Fundamentals of Chemistry w/ Lab	4*	
BSC1121	Biology I	4*	
HSA1245	Introduction to Healthcare Services	4	
HSC1531	Medical Terminology	4	
BSC2021	Anatomy & Physiology I w/ Lab	4*	
BSC2022	Anatomy & Physiology II w/ Lab	4*	
MCB3121	Microbiology w/ Lab	4*	
	Total Clinical Sciences/Medical Component		**28**

Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4*	
PSY1100	Strategic Thinking	4*	
ENG1101	English Composition	4*	
MAC1132	College Math	4*	
MAC2102	College Algebra I	4*	
PSY3004	Human Growth & Development	4*	
COM3015	Professional Communication	4	
PHI3601	Ethics	4*	
	Total Liberal Arts Component		**32**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN INTERDISCIPLINARY STUDIES

The primary objective of the Associate in Science in Interdisciplinary Studies is to prepare students for entry-level positions in a variety of areas as specified by the individual student's needs. The curriculum is designed to give students a firm interdisciplinary foundation in the liberal arts as well as other disciplines offered by the University. Upon successful completion of the program, students will develop an understanding of several disciplines including computer, business, law and psychology in addition to applied knowledge from the individually planned selected studies core. All credits earned from this degree are acceptable toward the Hodges University's Baccalaureate Degree in Interdisciplinary Studies.

Area I　　　**Interdisciplinary Component**

A.	**Interdisciplinary Core**	**Semester Hour Credit**
IDS1000	Introduction to Interdisciplinary Studies	4
LEA1000	Introduction to Law	4
GEB1012	Introduction to Business	4
EVR3011	Environmental Studies	4
	Total Interdisciplinary Core	**16**

B.　　　**Selected Studies Core**

To be selected in consultation with the Program Chair, Faculty Advisor, Registrar, or Executive Vice President of Academic Affairs, to meet the personal and career objectives of the student.
Total Selected Studies Core　　**20**

Area II　　　**Liberal Arts Component**

CAP1000	Computer Applications	4
PSY1100	Strategic Thinking	4
ENG1101	English Composition	4
MAC1132/2102	College Mathematics **or** College Algebra I	4
POS2050	American National Government	4
PHI3601/3301	Ethics **or** Philosophy	4
	Total Liberal Arts Component	**24**

Total Semester Hours for Graduation Requirement　　　**60**

ASSOCIATE IN SCIENCE IN MANAGEMENT

The primary objective of the Associate in Science in Management program is to prepare students for entry-level positions in any arena requiring management skills and/or to provide students with a firm foundation for the Bachelor of Science in Management Degree Program. The program emphasizes quantitative skills such as accounting and finance as well as qualitative skills such as critical thinking and writing. All credits earned in this degree are acceptable and apply toward the Hodges University Baccalaureate Degree in Management.

Area I	**Management Component**	**Semester Hour Credit**	
GEB1012	Introduction to Business	4	
CAP2000	Advanced Computer Applications	4	
MAN2010	Principles of Management	4	
ECO2013	Macroeconomics	4	
MKT2014	Principles of Marketing	4	
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
FIN3403	Principles of Finance	4	
	Total Required Management Component		**32**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition	4	
MAC1132/2102	College Math **or** Algebra	4	
COM3015	Professional Communication	4	
PHI3301/3601	Ethics **or** Philosophy	4	
ENG4210	Professional Writing	4	
	Total Required Liberal Arts Component		**28**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING

The Medical Assistant program is designed to provide education, instruction and training in the Allied Health disciplines, within the curriculum guidelines of the American Association of Medical Assistants (AAMA). This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRC & AAMA), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. Students receive instruction on the administrative and clinical aspects of patient care in the outpatient office and clinical setting. Graduates of the program will have a comprehensive foundation of knowledge in the basic medical sciences, and will have demonstrated the competencies requisite to successful entry into the medical assisting professional community. Upon successful completion of the program, graduates will be eligible to sit for the Certificate in Medical Assisting (CMA). Students must earn a "C" or better in all Medical Assisting Core courses.

Area I   **Medical Assisting Component**

	Medical Assisting Core	**Semester Hour Credit**	
BSC2000	Essentials of Anatomy and Physiology	4	
HSA2000	Medical Law and Ethics	4	
MEA1462	Medical Office Administrative Procedures	4	
HSC1531	Medical Terminology	4	
PHA2151	Pharmacology	4	
MLS2400	Clinical Perspectives I	4	
MLS2410	Clinical Perspectives II	4	
MEA2941	Medical Assisting Internship I	2	
MEA2952	Medical Assisting Internship II	2	
HSC2204	Human Disease, Diagnosis and Treatment	4	
	Total Medical Core		**36**

Area II   **Liberal Arts Component**

CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN PARALEGAL STUDIES

The primary objective of the Paralegal Studies Program is to offer a curriculum of law, the legal profession and practice, and liberal arts which meet the needs of the legal community and the individual student; courses and resources to fulfill that curriculum; classes which convey the necessary information of the curriculum to each student; and counseling to prepare each student for a successful career in legal assisting. The Associate in Paralegal Studies Program is designed to prepare students for entry-level positions assisting attorneys and other legal professionals with legal research, evidence collection, communications, document and litigation preparation, and other general duties of the daily practice of law. All credits earned from this degree are acceptable and apply toward the Hodges University's Baccalaureate Degree in Legal Studies.

Area I	**Paralegal Component**	**Semester Hour Credit**	
LEA1000	Introduction to Law	4	
LEA1001	Civil Procedure	2	
LEA1002	Torts	2	
LEA1003	Contracts	2	
LEA1004	Property	2	
LEA2014	Legal Research and Writing	4	
LEA2020	Computer Programs for Law	4	
LEA2700	Accounting for Legal Professionals	2	
LEA2999/2900	Practicum **or** Paralegal Seminar	2	
	Total Required Paralegal Core		**24**

Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100	Strategic Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Math	4	
PHI3601/3301	Ethics or Philosophy	4	
	Total Required Liberal Arts Component		**20**

Area III   **Electives**

Electives to be chosen with approval of the student's advisor and preferably in subjects related to law.

Total Required Electives   **16**

Total Semester Hours for Graduation Requirement   **60**

CONTINUING EDUCATION PROGRAMS

- ENGLISH AS A SECOND LANGUAGE

- FRANCES PEW HAYES CENTER FOR LIFELONG LEARNING

- CERTIFICATE IN FINANCIAL PLANNING

ENGLISH AS A SECOND LANGUAGE

The program is designed to provide English as a Second Language instruction to enhance a student's existing knowledge, training, or skills and his/her ability to assimilate into an English speaking culture.

The courses run for 15 weeks and are at three levels of proficiency: beginning, intermediate, and advanced, based on a placement test given at registration.

A non-credit college preparatory English course is also offered at the advanced level. The course is designed for international students, graduates, and professionals who need to improve their usage of Standard English for college entrance exams (TOEFL) and/or professional licenses and certifications.

THE FOCUS OF THE PROGRAM

The focus of the program is on a) public speaking and listening comprehension; b) vocabulary and reading comprehension; c) grammar and writing skills. Computer assisted language learning with state-of-the-art software allows students to reinforce their English skills.

Students attend classes five days a week for a total of 24 hours per week. There is a total of 360 class hours of instruction in each 15 week term. A Certificate of Attendance is issued to students who complete one term. A Certificate of Completion is issued to students who complete the requirements for all three terms.

ESL Courses

ENI 0100: Intensive English I (Beginning Level)	12 Credits
ENI 0200: Intensive English II (Intermediate Level)	12 Credits
ENI 0300: Intensive English III (Advanced Level)	12 Credits
ENI 0400: College Preparatory English	No credit

ADMISSION REQUIREMENTS

Applicants must have a high school diploma or a GED to enter the program. In order to receive federal or state financial aid funds, students must have legal status in the United States. The only financial aid funds available for students in this program are Federal Pell Grant funds.

STUDENT VISA (for students not having legal U.S. status)

Upon receipt and approval of the student's application for admission into the ESL Program and upon receipt of full payment for the first term, the University will forward to the applicant a Certificate of Eligibility, Form I-20. This form enables the applicant to apply for an F-1 Student Visa at the nearest U.S. Consulate or Embassy.

COMPLETION REQUIREMENTS

Classes are graded on a pass/fail basis. Students must attend at least 70% of the classes and demonstrate a minimum understanding of the objectives listed for each course in order to receive a passing grade.

FRANCES PEW HAYES CENTER FOR LIFELONG LEARNING

The Frances Pew Hayes Center for Lifelong Learning, operating under Continuing Education, is a peer-led educational center for senior citizens designed to offer lifelong learning opportunities. The curriculum has a strong academic bias and focuses on areas such as literature, arts, history, current and world events, and computer technology. Courses are offered in the Fall, Winter and Summer terms and run from 4-6 weeks. The Center for Lifelong Learning is an Elder Hostel affiliate.

CERTIFICATE IN FINANCIAL PLANNING

The Kenneth Oscar Johnson School of Business offers a Certificate in Financial Planning program for individuals who wish to complete course work to qualify them to sit for the CFP® Certified Financial Planner examination. Courses are offered at the Naples Campus on a non-credit basis as part of a Financial Planning Certificate program. The program of study has been registered by the Certified Financial Planner Board of Standards, Inc. and fulfills the education requirement to sit for the National CFP® Certification Examination.

In order to earn the Certificate in Financial Planning, an individual must successfully complete the following courses:

FFP0001	Financial Planning Process and Insurance
FFP0002	Income Tax Planning
FFP0003	Investment Planning
FFP0004	Retirement Planning & Employee Benefits
FFP0005	Estate Planning

Hodges University does not certify individuals to use the CFP®, Certified Financial Planner™ marks. CFP® Certification is granted only by the Certified Financial Planner Board of Standards, Inc. to those persons who, in addition to completing an educational requirement such as this CFP® Board-registered program, have met its ethics, experience and examination requirements.

COURSE DESCRIPTIONS

All courses are listed in Semester Hours of Credit.

ACCOUNTING & FINANCE

ACG2001   **Principles of Accounting I**   4 Credits
This introductory financial accounting course is the first of a two course sequence dealing with the information needs of a variety of stakeholders.   Topics include the accounting cycle and bookkeeping process, assets, liabilities, owner's equity, income measurement, cash flowsd analysis and fundamental financial statements.   Specific emphasis is on the sole proprietorship and partnership entities. Prerequisite: MAC1132 or permission of Program Chair

ACG2021   **Principles of Accounting II**   4 Credits
The second introductory financial accounting course deals with a continuation of financial accounting concepts.   In addition, a significant portion of the course focuses on managerial accounting concepts.   Topics covered include break-even analysis, cost accounting models, performance measures and internal marginal analysis. Prerequisite: ACG2001

FIN2100   **Personal Finance**   4 Credits
A study of personal financial management including income, budgeting, consumer credit, real estate, stock investments, mutual funds, insurance and taxes.   Prerequisite: MAC1132 or permission of the Program Chair

FIN3010   **Investment Management**   4 Credits
A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy, timing, selection, and investment values. Prerequisites: FIN3403, MAC1132

ACG3011   **Federal Income Taxation I**   4 Credits
This is the introductory Federal income taxation course dealing with the taxation of individuals. Topics include tax research and procedure, gross income, exclusions, deductions, credits, net operating, passive, and hobby losses, cost recovery allowances, employee expenses, alternative minimum tax, capital gains and losses and nontaxable exchanges. Prerequisite: ACG2021 or permission of Program Chair

ACG3101   **Intermediate Financial Reporting and Analysis I**   4 Credits
This is the first of two intermediate financial reporting and analysis courses. It focuses on the theory, measurement and reporting standards of generally accepted accounting principles (GAAP). Topics include accounting concepts, pronouncements, process, income measurements, present value concepts, cash, receivables, inventories, non-current assets, and current liabilities. Prerequisite: ACG2021

ACG3121   **Intermediate Financial Reporting and Analysis II**   4 Credits
The second intermediate financial reporting and analysis course deals with a continuation of GAAP as applied to financial reporting. Areas covered include stockholders' equity, earnings per share, investments, revenue recognition, accounting for income taxes, pensions, leases, cash flows, and financial reporting disclosures.   Prerequisite: ACG3101

ACG3362 **Cost Accounting and Control** 4 Credits

The introductory cost accounting course analyzes the cost principles used to accumulate costs for inventory valuation and pricing purposes. Topics include cost accounting models, activity based costing, CVP analysis, budgets, and standard costing variances. Prerequisite: ACG2021

FIN3403 **Principles of Finance** 4 Credits

Development of the financial management of business enterprises, focusing on financial analysis, working capital management, short and long term financing, capital budgeting, and the cost of capital. Prerequisites: ACG2001, ACG2021 or Permission of Program Chair

FIN3430 **Finance for Entrepreneurs** 4 Credits

This course develops decision making skills in the areas of projecting, securing, and control of long-term assets and funding, including analysis of the cost of capital.

ACG3931 **Advanced Cost Accounting** 4 Credits

A continuation of cost accounting and control focusing on the use of cost information for decision making purposes. Topics include Statements on Management Accounting, environmental accounting, operations research techniques, target costing and inventory models. Prerequisite: ACG3362

ACG4011 **Federal Income Taxation II** 4 Credits

This course focuses on the taxation of corporations, partnerships, S Corporations, and sole proprietorships. The general topics of income recognition, business deductions, and property transactions precede the discussion of the taxation of these business entities. The tax consequences of the formation, operation, reorganization and liquidation of the various business forms are addressed. Prerequisites: ACG2021 or permission of the Program Chair. **Accounting majors are required to take ACG 3011 before taking this course.**

ACG4135 **Financial Accounting Theory** 4 Credits

The theoretical and historical perspective of the development of financial accounting standards and their application to financial statements. Prerequisites: ACG3121, ACG3011 or permission of the Program Chair

ACG4201 **Advanced Financial Reporting and Analysis I** 4 Credits

This is the first of two advanced financial reporting and analysis courses. It focuses on complex organizations and the application of generally accepted accounting principles (GAAP) to corporations as investors and investees. Topics include business combinations, stock investments, consolidated financial statements and inter-company transactions. Prerequisite: ACG3121

ACG4221 **Advanced Financial Reporting and Analysis II** 4 Credits

The second advanced financial reporting and analysis course deals with a variety of topics as impacted by generally accepted accounting principles (GAAP). Areas covered include accounting for branch operations, foreign currency concepts and financial statements, segment and interim financial reporting, and the formation, operation, dissolution, and liquidation of partnerships. (This course may be taken independent of ACG4201). Prerequisite: ACG3121

ACG4391 **Special Topics in Accounting** 4 Credits

This course provides a capstone culminating experience to integrate various accounting and business competencies. Core functional, personal and broad business perspective competencies that are universally applicable to a diverse and growing array of accounting career options are emphasized. The focus of this class is skill based learning and contemporary accounting topics with an emphasis on research and application. Prerequisites: ACG3362, ACG4011, ACG4201, and ACG4632 or permission of the Program Chair

ACG4400   **Accounting Information Systems**   4 Credits
Development of the analysis, synthesis, design, operation, control, and evaluation of manual and computerized accounting information systems. Prerequisites: CAP1000 and ACG4632

ACG4401   **Financial Statement Analysis for Managers**   4 Credits
Topics include financial statement ratio analysis, private and public reporting requirements, generally accepted accounting principles (GAAP), earnings per share, budgeting, cash flows, CVP analysis and decision analysis. (This course is designed for non-accounting majors and does not meet Florida CPA requirements). Prerequisite: Permission of the Program Chair

ACG4410   **Accounting & Tax for Entrepreneurs**   4 credits
This course is an in-depth study of accounting concepts and the required standards for the presentation of the financial statements of the balance sheet, income statement and cash flow statement. Financial ratios will be formulated and analyzed as to their meaning. Students will compare the various business form alternatives of a sole proprietor, partnership, C corp., S-corp. and the LLC and the LLP alternatives. Federal tax comparisons of the alternative forms will be explored. Prerequisites: ACG2001, ACG2021

ACG4501   **Governmental & Not-for-Profit Accounting**   4 Credits
Applications of financial accounting principles to governmental and non-profit entities including GASB pronouncements, budgets, fund accounting, and combined financial statements. Prerequisite: ACG3121 or permission of the Program Chair

FIN4603   **Money, Banking, and Monetary Policy**   4 Credits
This course provides the students with an advanced understanding of the banking system, money supply and monetary policy. It connects macroeconomic theory to real-world policy and business applications. Prerequisites: ECO2013, ECO2032

FIN4604   **International Finance & Economics**   4 Credits
Analytical study of foreign financial markets and economics systems, including currency markets, financial investments, capital budgeting, cash management, international bond and equity markets, and an examination of Eurocurrency. Prerequisites: ECO2013, ECO2032, FIN3403

ACG4632   **Independent Auditing I**   4 Credits
This course deals with the development of an appreciation of the challenges that confront the independent auditor in the private sector. Emphasis is on the auditor's role, AICPA-Code of Professional Responsibility, auditing standards, evidence, and procedures. Prerequisites: ACG3011, ACG3121, ACG3362

ACG4640   **Independent Auditing II**   4 Credits
This course deals with specific topics generally not covered in an independent auditing course (ACG4632). Topics include governmental and operational auditing, reviews, compilations, SSAE and similar auditing standards, international auditing standards and current areas emphasized in the auditing section of the Uniform CPA Examination. Prerequisite: ACG4632

ACG4645   **Internal Audit**   4 Credits
This course deals with the role of the internal auditor as it is expressed in the internal audit function. Topics include the nature of internal auditing, internal audit department, IIAS standards, CIA examination, and auditing of internal financial, operational and corporate functional areas. Students will be required to participate in a clinical experience by performing an actual internal audit of an existing business. Prerequisite: ACG4632

ACG4701-4   **Directed Study in Accounting**   Variable Credit

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

ACG4991-4   **Internship in Accounting**   Variable Credit

As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the University. Arrangements for the internship training provide for assignment of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

ALLIED HEALTH

HSA1245   **Introduction to Healthcare Services**   4 Credits

This introductory course focuses on the various elements and stakeholders in the US healthcare system. Students will gain an understanding of the system as a whole and how the industry is both a public and a private enterprise. The healthcare industry trends as well as the major players in the various parts of healthcare are covered.

MEA1462   **Medical Office Administrative Procedures**   4 Credits

This course provides an overview of the basic procedures in the administrative operations of a medical office or other ambulatory care setting. Topics include communicating with patients and staff, records management, business correspondence, outpatient coding and reimbursement, basic bookkeeping and accounting functions and computer technology.   Prerequisite: CAP1000

HSC1500   **Medical Terminology for Clinical Studies**   2 Credits

This course is designed to provide the student with a working knowledge of medical vocabulary using a systems approach. The course provides the student with an overview of words that pertain to body systems, anatomic structures, medical processes and procedures, and a variety of diseases. This course is designed for students enrolled in the HIT or BHS program and is offered only in the online format.

HSC1531   **Medical Terminology**   4 Credits

Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. The organs and systems of the body, as well as medical specialty, diagnostic and therapeutic nomenclature are also addressed.

BSC2000   **Essentials of Anatomy and Physiology**   4 Credits

Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, urinary, endocrine, integumentary, nervous, sensory, and reproductive systems are studied. The course includes an analysis of the structure and function of the individual organ systems.

HSA2000   **Medical Law and Ethics**   4 Credits

The legislation affecting healthcare is provided, along with a review of issues such as professional liability, informed consent, privacy laws and workplace legalities. Additionally, many of the ethical issues facing healthcare providers are covered.

MRE2001   **Health Records**   4 Credits

This course will provide an introduction to Health Information Management. Topics will include the health information management profession, health care delivery systems, health care settings, health record content, accreditation and standards, numbering, filing, storage and circulation methods, indexes, registers, statistics, confidentiality, financing and classification systems. Prerequisites: PSY1100 or PSY2010, ENG1101, CAP1000

PHA2050   **Essentials of Pharmacology**   2 Credits

This course is designed to introduce the student to the topic of pharmacology. Basic information regarding drug classification, names, routes of administration, effects and references, and interpretation of the drug prescription will be studied. Enrollment limited to HIT students.

PHA2151   **Pharmacology**   4 Credits

This course is designed to introduce the student to the role and responsibilities of the allied health professional in the preparation and administration of medications; the pharmacological basis of therapeutics and the prototypical pharmacological management of selected disease-states; calculation of dosages; recognition of adverse drug reactions and substance abuse; the use of drug information sources; proper interaction with the patient; and the applicable regulatory requirements for drugs within the scope of the medical office practice.   Prerequisites: BSC2000, HSC1531, MAC1132

MRE2203   **Outpatient Coding and Reimbursement**   4 Credits

A study of outpatient coding and reimbursement systems with an emphasis on CPT-4 coding classification and an overview of the Ambulatory Patient Classification system and physician fee schedule methodology.   Prerequisites: BSC2000, HSC1500

MRE2204   **Human Disease, Diagnosis and Treatment**   4 Credits
HSC2204   This course will provide an overview of the basics of human disease by body system, the tests used to diagnose disease and the interventions used to cure common diseases and injuries. This course is designed for the student seeking an associate degree in either Health Information Technology or Medical Assisting.   Prerequisites: HSC1531 or HSC1500 and BSC2000

MRE2206   **Inpatient Coding**   4 Credits

A study of the format, structure, guidelines and application of the ICD-9-CM coding classification system. Prerequisites: MRE1500, BSC2000, MRE2204.

MRE2209   **Health Data Management**   4 Credits

This course will present an overview of reimbursement methods, billing systems, and insurance. Prerequisites: MAC1132, CAP1000, CAP2000, MRE2001, MRE2203, MRE2206

MRE2211   **Internship I**   2 Credits

Planned and supervised professional practice experience in a health information department with an emphasis on the data collection and verification functions of the health information technology profession. Students must complete a minimum of 90 hours of internship. Prerequisite: MRE2001and permission of the Program Chair

MLS2400   **Clinical Perspectives I**   4 Credits

This is one of two courses where students learn the clinical skills necessary to perform as a medical assistant. The clinical skills taught in this course will focus on preparing patients and assisting with examinations, medication administration and pharmacology. Prerequisites: MEA1462, HSC1531, BSC2000 and PHA2151 (Lab Fee required)

MLS2410 **Clinical Perspectives II** 4 Credits

This course provides students with the skills necessary to perform the laboratory and diagnostic testing done in the outpatient setting. OSHA and CLIA regulations, electrocardiography, specialty exams and minor office surgery assisting will be covered. Students will be introduced to venipuncture and the various laboratory testing done in the physician's office. First Aid certification and Cardiopulmonary Resuscitation (CPR) certification are included in this course. Prerequisites: MEA1462, HSC1531, BSC2000 and PHA2151 (Lab Fee required)

MRE2410 **Fundamentals of Health Care Quality Management** 2 Credits

Introduction to methods of quality management, performance measurement, assessment, and improvement, resource management, risk management and the institutional review board process. Prerequisistes: MRE2001, MRE2203, MRE2206

MEA2480 **Medical Office Coding & Reimbursement Procedures** 4 Credits

This course will provide an overview of the American Medical Association's Current Procedural Terminology (CPT) system and the International Classification of Diseases (ICD) current edition and their use in the billing process. Reimbursement methods in the medical office will be covered. Prerequisites: HSC1531 and MEA1462

MRE2501 **Health Care Information Systems** 4 Credits

This course is intended to provide the health information student with an introduction to healthcare information system applications, functions, components, and security considerations. The features and functionality of an electronic health record will also be explored. Prerequisites: CAP1000, CAP2000, MRE2001

MRE2503 **Management Principles for Health Professionals** 4 Credits

This course is intended to provide instruction in the classic functions of a manager. Topics will include planning, organizing, decision making, staffing, leading or directing, communicating and motivating. Prerequisites: CAP1000, MRE2001, MRE2410

MRE2800 **Internship II** 2 Credits

Planned and supervised professional practice experience in a health information department with an emphasis on the data analysis, medical coding, quality assessment, and management functions of the health information technology profession. Students must complete a minimum of 90 hours of internship. Prerequisites: MRE2001, MRE2203, MRE2206, MRE2209, MRE2410 and permission of the Program Chair

MEA2941 **Medical Assisting Internship I** 2 Credits

This course will provide the student with the opportunity to receive on-the-job experience as a medical assistant in an active physician's office or other outpatient health care setting and to apply the various clinical and administrative skills that have been taught in the classroom. A minimum of 90 hours of internship is required. Students failing to complete their internships within one semester of completing their other course work must repeat MLS2400, MLS2410 and MEA1462 before internships may be scheduled or have permission of the Dean of the School of Allied Health. Prerequisite: MLS2400, MLS2410, and physical examination required

MEA2952 **Medical Assisting Internship II** 2 Credits

This course will provide the student with the opportunity to receive on-the-job experience as a medical assistant in an active physician's office or other outpatient health care setting, and to apply various clinical and administrative skills that have been taught in the classroom. A minimum of 90 hours of internship is required. Students failing to complete their internships within one semester of completing their other course work must repeat MLS2400, MLS2410 and MEA1462 before

internships may be scheduled or have permission of the Dean of the School of Allied Health. Prerequisite: MLS2400, MLS2410, and physical examination required

HSA2990   **Finance and Practice Management**   4 Credits
This course will provide a study of the basic management of both people and money in a physician's office or other outpatient setting. Students will become familiar with financial statements and management of financial resources, along with the general management skills necessary to run a physician practice. The unique credentialing and licensing issues in management will also be covered. Prerequisite: HSA2000, MEA2480, GEB1012

HSA3111   **United States Healthcare System**   4 Credits
This course provides an overview of the U.S. healthcare system, identifying the various stakeholders. Particular emphasis is placed on the effects the political, social, economic and technological environments have on the US health care system. The role of the three branches and three levels of government are introduced. Prerequisite: Permission of the Program Chair

HSA3125   **Financial Management in Health Services**   4 Credits
This course is devoted to the practical aspects of finance in healthcare, examination of recent developments in financial management of healthcare organization, and applications of financial management techniques to specific problems facing healthcare managers. Topics include: 1) healthcare economics; 2) healthcare financial statements; 3) healthcare budgeting. Prerequisite: Permission of the Program Chair

HSA3129   **The Healthcare Professional as Manager**   4 Credits
Managing the healthcare professional requires a special set of knowledge and skills. This course offers a practical, skill-based approach to healthcare management. It is designed to facilitate the acquisition and mastery of the management skills necessary to excel in the healthcare field and focuses on the development of specific managerial competencies. Prerequisite: Permission of the Program Chair

HSA3145   **Human Resource Management in Healthcare**   4 Credits
This course examines the complexities and multiple issues unique to the human resources management function in healthcare. Individual employee issues from hiring, compensation, benefits, performance appraisals, promotions and terminations are discussed as well as the credentialing process unique to healthcare. Prerequisite: Permission of the Program Chair

HSA3166   **Issues and Trends in Healthcare**   4 Credits
This course identifies current issues and trends which will have major impacts on the US healthcare system. By reviewing current healthcare forecasts and demographics trends, students will be exposed to the various scenarios and explore how the US healthcare system may evolve. Prerequisite: Permission of the Program Chair

HSA3252   **Transcultural Healthcare**   4 Credits
This course will examine the demographic revolution in American society and its implications for healthcare. Focus will be on the discussion of healthcare as a cultural process and the role multicultural healthcare can play in restructuring healthcare to meet the challenges of the future.

HSA3262   **Healthcare Ethics**   4 Credits
This course explores ethical issues in healthcare. Students will learn to identify, analyze and assess ethical difficulties arising in specific healthcare contexts and cases. Students will be asked to address and resolve ethical problems occurring in healthcare and to defend their solutions.

HSA3272   **The Dynamics of Aging**   4 Credits

This course looks at a variety of issues affecting the elderly and the aging process. Using an interdisciplinary approach, students will first look at the contributions of history, biology, and psychology as they relate to the study of aging. The changes in social roles, relationships, living arrangements and work that occur as people age will be considered. The healthcare needs and the aspects of aging at the societal level will also be addressed.

HSC3554   **Pathophysiology**   4 Credits

This course will take an in-depth look at the pathology and general health management of disease and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. This course is designed for students preparing for an advanced degree in a clinical area. Prerequisites: BSC2021, BSC2022

HSA4120   **Long Term Care Administration**   4 Credits

The growing aging population and its need for a continuum of health care services are explored in this course. The continuum includes home health, ambulatory care, extended care, long-term care and hospice care. The course focuses on administration of a skilled nursing facility emphasizing key components of effective management and the impact of federal regulations and reimbursement on daily operations and resident care.

HSA4130   **Healthcare Regulation and the Law**   4 Credits

This course covers a broad range of topics affected by law and regulation ranging from patient rights to the "business" of healthcare. Various regulatory agencies, both federal and state, are examined. The Joint Commission of Healthcare Organizations (JCAHO) accreditation process is also examined. A variety of legal issues including, but not limited to, confidentiality, malpractice, informed consent, corporate medicine and risk management are covered. Prerequisite: Permission of the Program Chair

HSA4140   **Healthcare Marketing**   4 Credits

This course presents a comprehensive look at the concepts and techniques of modern day marketing as applied to healthcare organizations. Students will develop a marketing/ communication plan for a healthcare entity as a part of this course.

HSA4149   **Twenty-first Century Leadership in Healthcare**   4 Credits

Leading organizations and people in the healthcare industry present a special set of complex challenges. This course focuses on the unique organizational principles present in healthcare, and the specialized qualities and knowledge required of leaders in the healthcare industry. The course also explores the strategic planning and evaluation process in the healthcare environment. Prerequisite: Permission of the Program Chair

HSA4165   **Healthcare Policy**   4 Credits

This course examines the formation, implementation and evolution of healthcare policy in the United States. The role of the federal, state and local government in the development of healthcare policy for both the public and the private sector is reviewed. Prerequisite: Permission of the Program Chair

HSA4202   **Research Methods in Healthcare**   4 Credits

This course is an overview of the theories and principles of research design used in the social sciences approach. The objective of this course is to provide a forum for students to develop a comprehensive study of an issue in healthcare, including literature review and statistical analysis leading to the completion of a research paper. Prerequisite: Permission of the Program Chair

HSC4232   **Epidemiology**   4 Credits

This course presents the principles, concepts and applications of epidemiology as they relate to the health professions and health policy. Emphasis is on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The US public health system is reviewed. Prerequisite: STA3014

HSA4241-4   **Directed Study in Healthcare**   Variable Credit

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission of the Program Chair or Dean of the School of Allied Health

HSA4272   **Healthcare Economics**   4 Credits

The application of microeconomic tools to the study of health and medical care issues is the focus of this course. Medical care as a commodity, health and medical care services demand, and the economic explanations for the behavior of medical care providers, the functioning of insurance markets, and the role technology plays in healthcare economics will be discussed. The role of government in influencing medical economic decisions will be examined.

BUSINESS ADMINISTRATION

GEB1012   **Introduction to Business**   4 Credits

A survey course in the principles of business as practiced in the market system economy. Topics include introductory studies in marketing, economics, human resources, forms of business ownership, global dimensions, organizational structure, management, business ethics, and financial terminology.

MAN2010   **Principles of Management**   4 Credits

A study of management processes, resources and various organizational structures. Special emphasis is placed on human resources, leadership styles, and motivational practices. Prerequisite: GEB1012

MKT2014   **Principles of Marketing**   4 Credits

A survey course of the marketing of goods and services within the economy. This course covers both the consumer and managerial viewpoints and clarifies the role of marketing within a free enterprise system. Prerequisite: GEB1012

BUL3111   **Business Law I**   4 Credits

A survey of business law including the sources of law, the civil litigation system, tort law including product liability, criminal law, contract law, real property, personal property, and intellectual property. Prerequisites: GEB1012, ENG1101

BUL3112   **Business Law II**   4 Credits

A survey of business law including the law of sales, negotiable instruments, secured transactions and bankruptcy, employment law, agency, business organizations, administrative law and government regulation, international law, and wills and trusts. Prerequisites: GEB1012, ENG1101, BUL3111

MAN3210   **Organizational Leadership**   4 Credits

This is a study of the leadership and leadership behavioral effects on followers' motivation, job satisfaction, performance, competitive advantage and ethics. Prerequisites: MAN2010

MAN3220   **Organizational Development**   4 Credits

A study of the system wide process of data collection, diagnosis, action planning, intervention, and evaluation aimed at the development of the organization. Organization development is a planned process of change in an organization's culture through the utilization of behavioral science technology, research, and theory. Prerequisites: MAN2010

MAN3230   **Organizational Change**   4 Credits

The students will study the triggers of change in the temporal, external and internal environments of organizations. The external environments of socio-cultural, technological, economic, ecological, demographic, and political dynamics will be studied as well as internal human capital issues. Prerequisites: MAN2010

MAN3240   **Organizational Behavior**   4 Credits

A study of the behavioral effects of organization, structure, leadership, and authority, motivation, and communication. Prerequisite: MAN2010

MAN3302   **Human Resource Management**   4 Credits

An analysis of personnel functions, planning, organizing, selection, recruitment, evaluation of work, training and development, and salary. Prerequisite: MAN2010

MAN3410   **Principles of Entrepreneurship**   4 Credits

A course aimed at introducing students to the world of the start-up enterprise and the nuances of working for themselves through the art of entrepreneurship and all that the term entails. The one word synonymous with being self-employed is risk-taking. This will be discussed at length via case analysis of many successful entrepreneurs such as Thomas Edison, Henry Ford, Coco Chanel, J. Paul Getty, Bill Gates, Ted Turner, Mary Kay, Berry Gordy, Walt Disney, Martha Stewart, Michael Dell, and Jeff Bezos and Donald Trump. Prerequisites: GEB1012

MKT3420   **Marketing for Entrepreneurs**   4 Credits

This course is aimed at introducing the small business student to the importance and nuances of marketing for a small start-up adventure. The student will learn how to develop a target market segment for a fictional or real firm and then design a Marketing Mix (Executive Summary & 4 P's – Product, Place, Promotion, and Price) to reach target customers in the identified segment. Low budget, small business oriented marketing methods will be the focus of the project. Prerequisites: MKT2014

ISM4021   **Management Information Systems**   4 Credits

A study of the analysis and application of information systems. Data, business information and knowledge management, hardware and software tools, and personnel issues are the central management considerations in this course of study. (Lab Fee required)

MAN4061   **Strategic Management**   4 Credits

A senior-level capstone course of study of the processes used to analyze a firm's business environment, utilizing those analyses to establish business objectives and implement strategic management plans. Prerequisites: GEB1012, MAN2010, MKT2014, FIN3403, ACG2021, ECO2013, ECO2032, and MAN4720

MKT4103   **Professional Selling**   4 Credits

This course is designed to provide a thorough examination of the professional selling process which involves a series of interrelated activities. Particular emphasis is placed on planning and delivery of sales presentations. The six "steps-of-sale" are examined: prospecting, qualifying, presenting, answering objections, closing, and after-sale service. Students will demonstrate effective sales techniques through simulation and role planning analysis. Prerequisite: GEB1012

BUL4130   **International Legal Environment**   4 Credits

A study of comparative legal practices in various regions and foreign countries, as they apply to business operations. Special emphasis is placed on comparative business law issues that require the adjustment of company policy to engage in a foreign environment. Prerequisites: BUL3111, BUL3112

MKT4156   **International Marketing**   4 Credits

Course of study in the variations in foreign marketing strategies and policies as compared to domestic practices. Prerequisite: MKT2014

MAN4220   **Operations Management for Service Organizations**   4 Credits

This is a course that introduces the student to the principles of operations management as practiced in the service sector of the economy. Topics include operations management in strategic positioning, in design and execution of new services, enhancement of existing services, matching supply and demand, and tools for managing services. Prerequisites: GEB1012, MAN2010

MAN4230   **Organizational Change**   4 Credits

The students will study the triggers of change in the temporal, external and internal environments of organizations. The external environments of socio-cultural, technological, economic, ecological, demographic, and political dynamics will be studied as well as internal human capital issues. Prerequisites: MAN2010

MAN4420   **Business Planning for Entrepreneurs**   4 Credits

The student in this course will learn to understand the importance and nuances of entrepreneurship. The student will understand the foundations of entrepreneurship and how an entrepreneur takes ideas to reality. The students will learn the strategic planning roadmap for entrepreneurial planning and study the forms of business and legal implications and requirements. Prerequisites: GEB1012

MAN4600   **Managing in a Global Environment**   4 Credits

A study of foreign management practices and the procedures required for firms to engage in overseas operations, as viewed from the human resource and business perspective. Prerequisite: MAN2010

MAN4720   **Multi-National Business**   4 Credits

A study of the foundations of trade, finance and investment in an international context. A discussion on theory and history of international trade and what has been done in multi-national integration. Prerequisite: MAN2010

GEB4901-4   **Directed Study in Business**   Variable Credit

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

MAN4991-4   **Internship in Management**   Variable Credit

As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business, and industrial organizations, or government agencies acceptable to the University. Arrangements for the internship training provide for assignments of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisite: MAN2010, permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

MKT4991-4   **Internship in Marketing**   Variable Credit

As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organizations acceptable to the University. Arrangements for the internship training provide for assignments of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: MKT2014, permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

MKT4996   **Advanced Advertising & Promotion**   4 Credits

This course will develop the student's skills in current advertising concepts, issues and practices. Areas of concentration include effective utilization of media providers to implement a balanced advertising campaign and methods to capitalize on public relations opportunities for promotion of product and the firm. Prerequisite: MKT2014

MAN4997   **Business Ethics**   4 Credits

A special study of contemporary issues in managerial ethics that the student is likely to encounter in the workplace. This course acquaints the student with the means to deal with issues that are complicated by ethical dilemmas or social responsibility expectations. Prerequisite: MAN2010

MKT4997   **Marketing Strategies**   4 Credits

This course examines marketing strategies, with a focus on well known contemporary cases that the student will be able to relate to in the learning process. By examining case studies that describe marketing mistakes experienced by credible institutions, the student will develop skills in strategic market planning, recognition of success/failure signals, and exploitation of market opportunities. Prerequisite: MKT2014

MAN4998   **Topics in Management**   4 Credits

A special study of current topics which are of interest and relevance to the student involved or preparing for a career in management. Prerequisite: MAN2010

MKT4998   **Topics in Marketing**   4 Credits

A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisite: MKT2014

COMMUNICATIONS

COM3015   **Professional Communication**   4 Credits

This course provides students with methods of subject development, research, and organization for oral presentation of information. Emphasis is placed on the practical application of skills in a professional setting. Students are required to use presentation software.

COM4015   **Interpersonal Communication**   4 Credits

A study of the foundational concepts of all forms of interpersonal communication and relationships, verbal and non-verbal communication, and the types and stages of interpersonal relationships. Prerequisite: ENG1101 or permission of the Program Chair

COM4016   **Gender Communication**   4 Credits

This course will review the differences in communication patterns between the sexes. Topics examined include language, language usage differences, communication interaction patterns, and perceptions of men and women generated through communication. Prerequisite: ENG1101 or permission of the Program Chair

COM4017   **Intercultural Communication**   4 Credits
This course will investigate the cultural components that influence communication ranging in settings from corporate and educational to social and familial. The course will explore how communication can serve to bridge gaps in a multicultural environment. Prerequisite: ENG1101 or permission of the Program Chair.

COMPUTER INFORMATION

CAP1000   **Computer Applications**   4 Credits
This is a computer literacy course designed to familiarize the student with basic computer concepts and applications. The course emphasizes email, Internet, and the current Microsoft Office suite (Word, Excel, and PowerPoint) in a Windows environment. This is a prerequisite for all computer classes. (Lab Fee required)

CDD1000   **Introduction to Visual Communications**   4 Credits
Visual Communications is an exploration into the idea that memorable visual messages with text have the greatest power to inform, educate, and persuade an individual. This course will include the study of visual elements and principles of line, plane, shape, form, pattern, texture, gradation, color, symmetry, order, balance, unity, contrast, mass, and proportion. Additionally, spatial relationships and compositions in 2 and 3 dimensional space will be explored. Prerequisite: CAP1000 (Lab Fee required)

CDD1010   **Introduction to CAD**   4 Credits
Upon the completion of this course, the student will be able to work with and identify the commands required to work with AutoCAD and the basic drawing setup, scale factors, and plot scales for modeling. The student will learn concepts of layering, lineweights, linetypes, 2D drawing, editing, display, drawing aids, object selection, groups, calculation strategies and text commands. Lectures will include the information for the student to be able to demonstrate architectural standards for lettering, line work, sketching, orthographic projection, geometric constructions, and area and volume calculation for basic geometric shapes. Prerequisite: CAP1000. (Lab Fee required)

CIT1015   **Hardware Support Essentials**   4 Credits
This course is designed to provide a student with the skills and knowledge needed to successfully address the most common PC hardware concerns. Hardware topics include basic functionality, and the selection, installation, and maintenance of PC components. Hands-on hardware projects coupled with essential lecture concepts provide support in preparation to take the A+ certification exam. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisite: CAP1000 (Lab Fee required)

CAP2000   **Advanced Computer Applications**   4 Credits
This course is a continuation of CAP1000. It provides a more in-depth coverage of the current Microsoft Office suite (Word, Excel, Access, and PowerPoint). This is a required course for all CIT majors, but will also be open to other students desiring further computer experience as an elective course. Students completing both CAP1000 and CAP2000 will be prepared to take the MS Office Specialist (MOUS) certification exam. Prerequisite: CAP1000 (Lab Fee & Certification Exam Fee required)

CDD2000   **Computer Essentials for Digital Media**   4 Credits
An introduction to media concepts featuring digital media hardware and software, tools and techniques, survey of digital media applications, and issues relating to the use of digital media. Students conceptualize a media-based project using text, graphics, audio, video, animation, and

interactivity and follow a development process to project delivery. Prerequisite: CDD1000 (Lab Fee required)

CIT2310   **Introduction to Web Design**   4 Credits
This course is designed to teach students the proper procedures to create and post web pages suitable for course work, professional purposes, and personal use. Topics include basic skills of FTP, search engines, browsers and Internet literacy. The HTML language is stressed as the tool for web site creation. Also investigated are popular GUI interfaces such as FrontPage and Dreamweaver. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisite: CAP2000 (Lab Fee required)

CIT2410   **Introduction to Database Management Systems (DBMS)**   4 Credits
This course presents the concepts of managing data and information in databases with a focus on the Relational Database Model. Database design using entity/relationship diagrams is covered. Students will be introduced to Structured Query Language (SQL) and to client-server computing using Microsoft SQL Server. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisite: CAP2000 (Lab Fee required)

CIT2510   **Program Design & Problem Solving**   4 Credits
An introductory course that introduces students to the four basic steps common to all programming: Problem Analysis, Algorithm Design, Coding and Testing. The course is designed to enforce good style and logical thinking. Programming mechanics and proper use of control structures are emphasized. The C++ programming language is used to implement key topics. At course end, students will be able to plan the logic for complete business programs. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisite: CAP1000 (Lab Fee required)

CIT2515   **Visual BASIC Programming**   4 Credits
This course introduces the student to programming using the Visual BASIC language. Fundamentals of graphical user interfaces are covered along with event driven programming. The processes of design, coding, testing, and debugging are also covered. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisite: CIT2510 (Lab Fee required)

CDD2600   **Civil Drafting**   4 Credits
This course includes an introduction to civil drafting, symbols, terminology, standards, and development of an engineering drawing from survey notes to its inclusion into a set of construction plans or an engineering report. Other topics covered include structural details for concrete, steel, and wood for light commercial, residential, and heavy commercial building, and framework using CAD software. Prerequisite: CDD1010 (Lab Fee required)

CDD2610   **Architectural Drafting**   4 Credits
This course is an overview of basic concepts of residential construction to include site planning, floor plans, room planning, wall sections, roof types, and elevation of single-story and multi-story structures. This course will explore residential drafting techniques, commands, and terminology, color matching, shadow development, and cabinet detailing using CAD software. Pre/Corequisite CDD1010 (Lab Fee required)

CIT2991-4   **Internship in Computer Information Technology**   Variable Credit
As part of the preparation for a career in computer information systems, the student is permitted to serve an internship in the computer department of a financial, business, medical, industrial organization, or government agency acceptable to the University at either a Sophomore or Senior level.   Arrangements for the internship training provide for assignment of duties, hours of

employment, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs (Lab Fee required)

ISM2991-4   **Internship in Information Systems Management**   Variable Credit

As part of the preparation for a career in information systems management, the student is permitted to serve an internship in the information systems department of financial, business, medical, industrial organization, or government agency acceptable to the University at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs (Lab Fee required)

CIT2999   **Associate CIT Exit Assessment Exam**   0 Credit

This is a comprehensive exam covering topics studied in the CIT, Liberal Arts, and Business cores. Additional certification from ICCP is possible.

CDD3000   **Multimedia Portfolio**   4 Credits

Students will learn about portfolios: how to plan and design them; how to display art work by reproducing it both graphically and photographically; how to organize and physically assemble portfolios; and finally, how to use them as an integral portion of their resume for interviews and employment opportunities. Prerequisites: CDD2000, CDD2600, CDD2610 (Lab Fee required)

BCM3101   **Materials and Process**   4 Credits

This is a course about commonly used materials such as concrete, masonry, timber, steel, reinforcing bars, prestressing tendons, plastics, glass, and soils. The students do not only get to know the essential properties of materials but also the advantages and the disadvantages, the strengths and the weaknesses of each material in terms of workability, strength, maintenance, thermal effects. Prerequisite: Completion of Associate Degree in Design and Drafting or Program Chair approval. (Lab Fee required)

CDD3101   **Video Production**   4 Credits

In this course students will use video production software to create storyboards, films, and edit short video segments incorporating three-dimensional computer generated visual effects. The course will culminate in a presentation of student videos. Prerequisite: Completion of Associate Degree in Design and Drafting or Program Chair approval. (Lab Fee required)

BCM3102   **Introduction to GIS**   4 Credits

This course will introduce the fundamental concepts underlying computerized geographic information systems (GIS). It contains basic GIS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System hand-held units, base stations, and rover units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. Prerequisites: Completion of Associate Degree in Design and Drafting and MAC3300 or Program Chair approval. (Lab Fee required)

CDD3102   **Multimedia Production**   4 Credits

This course is intended to give students an introduction to multimedia systems and an understanding of the multimedia data types, how to handle, store, and transmit multimedia data. Topics related to multimedia operating and communication systems will also be covered. It is also aimed to give the participants a chance to build a multimedia application using a multimedia application development tool. Prerequisite: Completion of Associate Degree in Design and Drafting or Program Chair approval. (Lab Fee required)

ISM3102 **User Support and Help Desk Operations** 4 Credits

This course is designed to provide the student with the skills and knowledge needed to successfully address the most common end-user PC hardware and software concerns. This course will cover a wide range of topics the entry-level user support specialist is expected to know, and provides examples and insights into how previous training can be put to practical use. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisites: CAP1000, CIT1015 (Lab Fee required)

BCM3103 **Occupational Safety** 4 Credits

This course imparts the knowledge essential to safe practices in the construction industry. Included in the course are an examination of current industrial safety management methods and the major provisions of the Occupational Safety and Health Act. Prerequisite: Completion of Associate Degree in Design and Drafting or Program Chair approval. (Lab Fee required)

CDD 3105 **3D Modeling** 4 Credits

The 3D Modeling course is a complete overview of the concepts of three-dimensional CAD. It focuses on rapid prototyping using software, creation and editing of 3D wireframe modeling, and 3D solid modeling. It also includes programming 3D toolpaths from 3D wireframe models. This course provides a broad overview of the theory and practice of rendering realistic simulations of machines in motion. Prerequisite: CDD2610

CIT3215 **Fundamentals of IP Networking** 4 Credits

This course presents a broad overview of computer networking from LANs to WANs to the Internet. Basic networking functions, features, and protocols are discussed. Students will participate in the installation and set up of IP networks. The various aspects of network administration are presented. Students completing this course are partially prepared to take the CompTIA Net+ certification exams and may also take the second portion of the CompTIA A+ (Operating Systems) certification exam. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisite: CIT1015 (Lab Fee and Certification Exam Fee Required).

CIT3220 **Network Operating Environments** 4 Credits

Students will extend their skills and knowledge of basic network technology through an examination of more complex network environments. Topics include client/server configurations, remote access, wide-area networking, and network management. Emphasis will be on practical implementation of these concepts in modern network operating systems. Students will compare and contrast several network operating systems. This course, together with CIT3215 Fundamentals of IP Networking, will help to prepare students for the CompTia Network + Examination. Students are expected to take this exam at the conclusion of this course. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisite: CIT3215 (Lab Fee & Certification Exam Fee required)

CIT3510 **Advanced C++ w/OOP (Object Oriented Programming)** 4 Credits

This course covers advanced C++ constructs, with emphasis on object-oriented programming (OOP). Object-oriented (OO) concepts to be covered include objects, classes, methods, inheritance, operator overloading, virtual functions, encapsulation, and polymorphism. OO problem solving and program design concepts are integrated into the instruction. Other topics include pointers, templates, and exception handling. Certification (ICCP) opportunities exist upon course completion. Prerequisite: CIT 2510 (Lab Fee & Certification Exam Fee required)

CIT3520   **Advanced Visual BASIC**   4 Credits

This course covers Advanced Visual BASIC topics, such as use of ADD controls, Windows common controls, class modules, Activex controls, and Visual BASIC Internet applications. In addition, topics investigating the design and implementation of component based applications and the creating and use of class modules in Visual BASIC will be covered. Prerequisites: CIT2410, CIT2515 (Lab Fee required)

CIT 3525   **Java Programming**   4 Credits

This course uses Java to cover advanced programming concepts with an emphasis on graphical user interfaces, abstract data types, and object-oriented design. Other topics to be covered include event-driven programming, user-defined classes and methods, inheritance, polymorphism, searching and sorting, memory allocation, and exception handling. Prerequisite: CIT3510 or CIT2515

ISM4021   **Management Information Systems**   4 Credits

A study of the analysis and application of information systems. Data, business information and knowledge management, hardware and software tools, and personnel issues are the central management considerations in this course of study. (Lab Fee required)

CDD4101   **Advanced Graphic Communication**   4 Credits

Students will continue to develop their creative conceptualization skills and practice using advanced-level techniques as they create a number of visually compelling images. Topics include methods for color management, capturing an expressive illustrative style, and portraying different moods or messages. They will deal with areas such as logo design, publication design, interactive screen design, direct mail projects, corporate identity systems, poster design, and more. Prerequisite: Completion of Associate Degree in Design and Drafting or Program Chair approval. (Lab Fee required)

BCM4104   **Engineering Surveying**   4 Credits

A comprehensive study in the acquisition of spatial data through the use of conventional surveying equipment and global position system (GPS). The course elements include measurement theory, precision and accuracy determinations, traditional and present day measurement systems, GPS theory, acquisition of spatial data through the use of total station and electronic data collectors, self-leveling and digital levels and hand-held code phase GPS receivers. Specific tasks include traversing for purpose of property boundary location, establishing horizontal and vertical control for aerial photography and topographic mapping. Prerequisite: Completion of Associate Degree in Design and Drafting and MAC3300 or Program Chair approval. (Lab Fee required)

BCM4107   **Senior Final Project**   4 Credits
CDD4107

In this course, students will develop a final project that will document mastery of the topics covered in their area of specialty. Prerequisite: Completion of Specialty Area course work or Program Chair approval. (Lab Fee required)

ISM4110   **Project Management**   4 Credits

Managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project. Topics include project integration, scope, time, cost, quality control, and risk management; managing the changes in organizations resulting from introducing or revising information systems; identifying project champions, working with user teams, training, and documentation; and the change management role of the IT specialist. This course has a parallel work option. For information about this option, contact the Program Chair. (Lab Fee required)

ISM4115   **Advanced Project Management**   4 Credits

This course will focus on some of the more advanced and challenging topics in project management including: procurement, human resource management, risk identification and mitigation, and managing outsourced projects and off-shore staff. Prerequisite: ISM4110 (Lab Fee required)

ISM4120   **IT Policy and Strategy**   4 Credits

This course focuses on the activities of organizations in relation to the use, creation, and exploitation of technology, and considers many key theories and tools that CIO's may use. It examines well-established information technologies as well as emerging technologies and the evolving reality of technological innovation in leading companies and industries by the use of case studies. Prerequisite: ISM4021 (Lab Fee required)

ISM4130   **Computer Forensics**   4 Credits

This course introduces students to the field of digital forensics. It involves the study of the prevention, detection, apprehension, and prosecution of cybersecurity violators and cybercriminals. Students will examine the various categories and manifestations of cybercrime. They will also consider the issues involved in using the computer for illegal or inappropriate activities in a business environment. After gaining an increased understanding of the problems, students will be introduced to some of the "best practice" techniques used by corporate security personnel and law enforcement officials to discover and investigate possible cybercrime activity. Finally, students will learn about some of the specific technical and legal issues involved in the collection, and preservation of digital evidence so that it can be used in a court of law or to support corporate decisions. Prerequisite: Permission of Program Chair (Lab Fee required)

ISM4140   **Principles of Information Systems**   4 Credits

Examination of current standards of due care and best business practices in Information Security. Includes examination of security technologies, methodologies and practices. Focus is on evaluation and selection of optimal security posture. Topics include evaluation of security models, risk assessment, threat analysis, organizational technology evaluation, security implementation, disaster recovery planning and security policy formulation and implementation. (Lab Fee required)

ISM4145   **Policy and Administration in Information Systems**   4 Credits

Detailed examinations of a systems-wide perspective of information security, beginning with a strategic planning process for security. Includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in the organization. Subjects include security practices, security architecture and models, continuity planning and disaster recovery planning. (Lab Fee required)

ISM4150   **Incident Response, Disaster Recovery and Contingency Planning**   4 Credits

This course is about being prepared for the unexpected, being ready for events such as incidents and disasters. Businesses depend heavily on information systems; this course will help students learn the knowledge and skills necessary to effectively plan and manage disaster recovery and contingency planning for information systems. (Lab Fee required)

BCM4201   **Construction Cost Management**   4 Credits

This course covers cost principles and cost analysis of construction projects, including classification of work, quality survey techniques, construction operations cost, and the preparation of bid proposals. Prerequisite: Completion of Associate Degree in Design and Drafting or Program Chair approval. (Lab Fee required)

CIT4220   **Local Area Network Routing and Switching**   4 Credits

Students will review network fundamentals, including the OSI and DOD network models. The physical and logical components of local area networking, including the principles of structured

wiring and IP subnetting are studied in some detail. Students will learn how to do the basic setup and configuration of workgroup routers and switches. The Cisco 2514 router and the Cisco Catalyst 1900 switch will be used. Prerequisite: CIT3220 (Lab Fee required)

CIT4230   **Internetwork Routing and Switching**   4 Credits
Students gain the knowledge and skills necessary to configure Cisco routing protocols. The design and management of larger networks, the configuration of virtual private networks, and router security are among the topics covered in this course. The students will also learn the fundamentals of the design and management of larger networks in a Cisco environment. This course, together with CIT 4511, helps prepare the student to pass the Cisco CCNA network certification examination. Students are expected to take the CCNA exam at the end of this course. Prerequisite: CIT 4220 (Lab Fee & Certification Exam Fee required)

CIT4245   **Windows System & Security Administration**   4 Credits
Students learn to install, configure and manage a client/server network. Students will install, configure and administer a modern network operating system. They will also learn to trouble-shoot a variety of common problems. Emphasis will be on concepts and skills needed to become a successful local-area network administrator. Interoperability with other network operating systems will also be introduced. Prerequisite: CIT3220 (Lab Fee & Certification Exam Fee required)

CIT4255   **Advanced Windows System & Security Administration**   4 Credits
This course helps students gain the knowledge and skills necessary to administer larger networks using the Windows network operating system. Topics include network management and problem solving, DNS, DHCP, Active Directory, and the technical challenges of system integration in a multi-vendor enterprise network environment. Prerequisite: CIT4245 (Lab Fee required)

CIT4260   **Fundamentals of System and Network Security**   4 Credits
The main goal of this course is to provide students with a fundamental understanding of computer system and network security principles and implementation. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. This course has a parallel work option. For information about this option, contact the Program Chair. Prerequisites: At least a "B" in CIT3215 and CIT3220 or permission from the Program Chair (Lab Fee & Certification Exam Fee required)

CIT4270   **Linux System and Security Administration**   4 Credits
Students will learn how to set up and manage user accounts, how to manage other resources such as disk space, CPU usage, and user access to shared resources with maximization of security in mind. Students will explore topics in networking, network configuration, security and interoperability. Prerequisite: At least a "B" in CIT 3220 (Lab Fee required)

CIT 4275   **Advanced Linux System and Security Administration**   4 Credits
This course has been designed to help students gain the knowledge and skills needed to become a Linux administrator. This in-depth, hands-on course covers a variety of topics: installing and configuring a Linux Enterprise Server, managing users and groups, securing the system and more. The students will be able to practically apply course concepts and strengthen proficiency in Linux administration. Prerequisite: CIT 4270 Linux System Administration and Security (Lab Fee required)

BCM4301   **Value Engineering and Building Economics**   4 Credits
This course covers value engineering principles and methodologies, economic principles and theories on how to apply the methods of economics to decisions about location, design and construction of buildings, and the basic design principles dealing with steel, wood and concrete

buildings. Prerequisite: Completion of Associate Degree in Design and Drafting or Program Chair approval. (Lab Fee required)

ISM4310   **E-Commerce**   4 Credits
Broad survey of theory and practices of conducting business over the Internet and World Wide Web. Topics include electronic commerce fundamentals, web auctions, supporting infrastructure, software selection, security, electronic payment, business strategies, legal, taxation, and ethical issues. Prerequisite: ISM4021 (Lab Fee required)

CIT4311   **Web Applications**   4 Credits
This course provides students with familiarity and hands-on experience in developing web applications. Students carry out projects that expose them to languages and key components of Web applications such as server-side and client-side scripting, cookies and database connectivity. Subject to approval by the instructor, students have latitude to select topics of interest and to develop group projects with their chosen applications. Prerequisites: Completion of Associate Computer Core, CIT2310 and CIT3215 (Lab Fee required)

CIT4411   **Advanced Database Management**   4 Credits
The course presents in detail the concepts of advanced database design & implementation, transaction management and concurrency control, distributed DBMS, database warehousing, and object-oriented databases. Special emphasis is placed on a project implementation approach to reinforce selected topics. Advanced topics in SQL and Crystal Reporting are also examined. Prerequisite: CIT2410 (Lab Fee required)

CIT 4415   **Data Warehouse and Decision Support Systems**   4 Credits
An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment, and maintenance issues. Prerequisites: CIT 2410 and CIT 4411 (CIT 4411 can be Corequisite) (Lab Fee required)

CIT4425   **Database Systems for the Web**   4 Credits
This course utilizes three case databases to teach the concepts and techniques of using MySQL. Students will gain the skills to build professional quality MySQL databases, using a real-world approach. Hands-on exercises offer students the opportunity to problem-solve based on what they've previously learned. Prerequisites: CIT 2410 and CIT 4411 (CIT4411 can be Corequisite) (Lab Fee required)

CIT4505   **Comparative Programming Languages**   4 Credits
This course builds upon the basic programming skills and constructs presented in the prerequisite courses. Additional programming languages to be studied include Java, Ada, Assembler, COBOL, LISP, PROLOG, and/or Smalltalk. Alternative paradigms, such as the functional and logic approaches, are compared and contrasted with the procedural and object-oriented approaches. A programming language-independent approach to problem solving is stressed so that the student will be prepared to work in a variety of languages. Prerequisites: CIT3510 and CIT3515 (Lab Fee required)

CIT4521   **Systems Analysis and Solutions Architectures**   4 Credits
This course covers the analysis of business requirements and the definition of technical solutions architectures. Topics include security, performance, maintenance, extensibility, integration into existing applications, data models, and conceptual and logical designs. Certification (MS, ICCP) opportunities exist upon course completion. Prerequisites: Completion of CIT Core (Lab Fee required)

CIT4531   **Software Engineering**   4 Credits
This course addresses the classic issues of software engineering, including hardware considerations, system life cycle, project planning, metrics for software productivity and quality, requirement analysis, design, and language selection. Alternative approaches, including object-oriented, prototyping, data flow, and data structures, are compared. Certification (ICCP) opportunities exist upon course completion. Prerequisite: CIT4521 (Lab Fee & Certification Exam Fee required)

CIT4595   **Enterprise Applications**   4 Credits
This is a capstone course for the Software Development and Web/Database Management emphasis areas. A project-oriented course, students will complete a major project by carrying a problem statement through the entire system development process. The lecture/discussion component of the course will cover the design, development, debugging, deployment, and maintenance of enterprise applications utilizing Graphical User Interfaces (GUI), Web interfaces, and DBMS access. Prerequisite: CIT4521 (Lab Fee required)

CIT4901-4   **Directed Study in Computer Information Technology**   Variable Credit
This course is designed for students who desire to do an elective research project as part of the course of study. Students will meet with the assigned faculty member at least one hour per week during the semester. Number of credits may vary. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs (Lab Fee required)

ISM4901-4   **Directed Study in Information Systems Management**   Variable Credit
This course is designed for students who desire to do an elective research project as part of the course of study. Students will meet with the assigned faculty member at least one hour per week during the semester. Number of credits may vary. Prerequisites: Permission of Program Chair and approval o the Executive Vice President of Academic Affairs (Lab Fee required)

CIT4991-4   **Internship in Computer Information Technology**   Variable Credit
As part of the preparation for a career in computer information systems, the student is permitted to serve an internship in the computer department of a financial, business, medical, industrial organization, or government agency acceptable to the University at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs (Lab Fee required)

ISM4991-4   **Internship in Information Systems Management**   Variable Credit
As part of the preparation for a career in information systems management, the student is permitted to serve an internship in the information systems department of financial, business, medical, industrial organization, or government agency acceptable to the University at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs (Lab Fee required)

CIT4999   **Bachelor CIT Exit Assessment Exam**   0 Credit
This is a comprehensive exam covering topics studied in the CIT, Liberal Arts, and Business cores. Additional certification from ICCP is possible. (Certification Exam Fee required).

COOPERATIVE EDUCATION

COE3913   **Parallel Work Course I**   4 Credits
This course is not taken independently, but in conjunction with classroom enrollment. The student is part of a parallel instruction plan of school attendance concurrent with a prearranged and pre-approved on-the-job educational experience which relates to each student's academic program and career objectives simultaneously. Students who select a cooperative education course must obtain approval from the Program Chair and the Executive Vice President of Academic Affairs. This course requires the cooperation of the student's employer and supervision by a University faculty member.

COE3914   **Parallel Work Course II**   4 Credits
This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.

COE4915   **Parallel Work Course III**   4 Credits
This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.

COE4916   **Parallel Work Course IV**   4 Credits
This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.

CRIMINAL JUSTICE

CCJ1400   **Introduction to Criminal Justice Systems**   4 Credits
The course represents an introductory level of study in the areas of criminal justice. The course will provide an overview of police, courts, and corrections, both from the historic and contemporary perspective. The study will include local, state, and federal systems, legal basis, and jurisdiction. This course is a prerequisite to all upper level CCJ courses.

CCJ1600   **Violent Crime**   4 Credits
This course is a thorough study of the problems and types of violent crime occurring in the United States. Course analysis includes youth gang violence, homicide, domestic violence, sexual battery, school and workplace violence. Law enforcement, prosecution and correctional efforts aimed at curtailing violent crime is also included.

CCJ2000   **Intelligence Community**   4 Credits
The purpose of this course is to provide the student with an understanding of the structure of the U.S. intelligence community, focusing on individual agencies and their specific jurisdictions. Intelligence collection, analysis and dissemination will be discussed to understand how intelligence analysis is unique and to what extent the September 11 terrorist attacks were an analytical failure. This course provides an introduction to the scope, concepts, methods and theory of the intelligence analytical process.

CCJ2010   **Law Enforcement Intelligence**   4 Credits
The purpose of this course is to define and illustrate law enforcement intelligence with respect to state, local, and tribal law enforcement agencies. Turning information into intelligence by using information technology, software, networking and all-source information will provide students with a better understanding of intelligence requirements produced by the FBI and threats posted to different critical structures. New intelligence products from the Department of Homeland Security, counterterrorism initiatives and programs and the National Intelligence sharing plan will be examined.

CCJ2020   **Intelligence and the Law**   4 Credits
The various components of intelligence will be discussed and how oversight and laws are needed to protect national security and civil liberties as well as the future role of intelligence given the creation of the Department of Homeland Security and a Director of National Intelligence. Foreign intelligence services and crime networks will be addressed to examine judicial issues dealing with intelligence matters such as the Patriot Act and to what extent the ongoing war against terrorism blurs the line between law enforcement and intelligence operations.

CCJ2101   **Criminology**   4 Credits
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the rationale of crime-centered treatment. Prerequisite: Permission of the Program Chair

CCJ2250   **Victimology**   4 Credits
This course will focus on the analysis of crime, delinquency, and victimization within various demographic areas of society. The historical role of victims of crime, as well as recent reforms designed to assist victims of crime in coping with the immediate and latent effects of their victimization will be examined.

CCJ2400   **Drug Abuse & Crime Control**   4 Credits
A comprehensive examination of the interaction between illegal drugs and the criminal justice system. This course examines drug pharmacology, drug laws, public policy and the roles of police.

CCJ2500   **Cultural Diversity in Criminal Justice**   4 Credits
This course will examine current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is a cross-cultural communication, implementing cultural awareness training, multi-cultural representation in law enforcement, and criminal justice interaction with various racial and ethnic groups.

CCJ3131   **Crime and Delinquency**   4 Credits
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Prerequisite: Permission of the Program Chair

The following courses require permission of the Program Chair.

CCJ3510   **Federal Law Enforcement Systems**   4 Credits
The course will provide the student with a description of the various law enforcement agencies at the federal level, their spheres of authority, jurisdiction, and relationship with state, local, and other federal authorities. Personal qualifications, education, physical condition, age, and background investigations will be examined.

CCJ3520   **Federal Correctional Systems**   4 Credits
The course will provide a detailed review and examination of the Federal Bureau of Prisons, all levels of care and custody and federal probation and parole functions. Personal qualifications, education, physical conditions, age, and background investigations will be examined.

CCJ3530   **Federal Court Systems**   4 Credits
The course will provide a thorough discussion of the Federal Courts Systems, legislative and judicial authority, oversight and governance within the system, and the appellate process. Personal qualifications, education, physical condition, age, and background investigations will be examined.

CCJ4001   **Criminal Justice Management**   4 Credits
Overview and examination of the various management systems that are employed within the agencies identified in the criminal justice system. Emphasis will be placed on entry requirements, training, means of evaluation and promotion, and disciplinary actions.

CCJ4201   **Law Enforcement and Society**   4 Credits
A survey of the interaction of law enforcement with society in general. A discussion of investigative procedures, taking witness statements, interviewing and reports. In addition, discussion will be held on alternative methods of correction such as probation and parole. Emphasis will be placed on the criminal justice professional.

CCJ4401   **Corrections and Penology**   4 Credits
The course provides the student with a detailed analysis of the corrections component of the criminal justice system and a review of the levels of care and custody, security, and personal and personnel issues of the correctional system. Organization and administration represent a major focus of the course.

CCJ4500   **Investigation Techniques**   4 Credits
The purpose of this course is to provide the student with a practical working knowledge of criminal investigation principles, techniques, law and procedure. The investigation process is studied from basic theoretical concepts to the appreciation of elements for prosecution of specific criminal offenses.

CCJ4520   **Studies in Forensics**   4 Credits
Introduction to basic crime scene investigation techniques, covering in detail all aspects of forensic science, the organization of a crime lab, and how evidence is treated from the crime scene to the courtroom.

CCJ4540   **Analysis of Evidence**   4 Credits
This course is designed to be a continuation of the investigative process to establish a basis for a determination of fact. It brings together the fragmented portions of criminal investigation and criminalistics to provide a comprehensive product. It serves as a foundation for predicting what future facts will be through the use of reconstructing the past and the formal decision making process of the various agencies.

CCJ4710   **Strategic Intelligence**   4 Credits
This course will define and critique the concepts of strategic intelligence by examining the U.S. intelligence community and exploring various means of intelligence analysis and collection, including both technical and human sources. The transition of the intelligence community from the cold war era to the present war on terrorism will be examined. Students will develop an understanding of intelligence gathering and assessment concerning information on covert and overt collection of intelligence, counterintelligence, and threats presented by today's era of globalization. Current intelligence gaps and needs of the 21st Century will be examined.

CCJ4720   **Terrorism and the Criminal Justice System**   4 Credits
This course will provide the student with a comprehensive overview of the many faces of terrorism. Historical foundations are examined to allow the student to understand how the various terrorist groups function and why. Political, economical, religious and cultural aspects will be considered as

fundamental to the terrorists' agendas. The various types of terrorism–international and domestic–create unusual situations for the criminal justice practitioner.

CCJ4740   **Comparative Criminal Justice Systems**   4 Credits
This course provides the student with an understanding of Criminal Justice as a system, across international borders. Various countries are selected to provide an adequate base of reference for evaluative purposes. The knowledge is critical in the quest for understanding how criminal justice systems are created and modified because of religious, political and cultural demands. The historical approach is the vehicle used to accomplish this.

CCJ4800   **Sex Crimes and Paraphilia**   4 Credits
PSY4800   This course will examine the various criminal aspects of sexual activity within our society. Students will be introduced to the investigation of such crimes both within the crime scenes themselves and in general, as well as the use of computers and other types of technology for this type of criminal activity. Issues of psychological impulses, situational demands and related court cases will also be discussed. Prerequisites: CCJ1400, CCJ2101 or Permission of the Program Chair.

CCJ4901-4   **Research Methods in Criminal Justice**   Variable Credit
Overview of the methods and procedures used in the context of a social science approach to researching issues in the broad area of criminal justice. It reviews the primary forms of research used in social science and provides standards for research, compiling data, and reporting on the research conducted. Prerequisites: STA3014 and Senior Status

CCJ4999   **Criminal Justice Exit Assessment Exam**   0 Credits
This is a comprehensive exam covering topics studied in Criminal Justice and must be taken after completing all wheels.

ECONOMICS

ECO2013   **Macroeconomics**   4 Credits
A basic study of economics and cultural changes with research into the economics system; its development by free competition under the capitalistic system; the nature and evolution of money; the banking system; price determination and wages; a consideration of monopoly; the laws of supply and demand; public production control. Prerequisites: GEB1012, MAC1132

ECO2032   **Microeconomics**   4 Credits
This course includes a study of the tools for economics analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO2013

ECO3601   **History of Economic Theory**   4 Credits
An advanced study of the history of economics and philosophies that drive the economic way of thinking. This course stresses the importance of understanding contemporary economics, explains the ideas of the economic thinkers and their connections to the United States and the world economy in the past, today, and tomorrow. Prerequisites: ECO2013, ECO2032

ECO3602   **Economics for Managers**   4 Credits
This course covers how to use microeconomic theory to analyze business decisions and explores the current market forces that create both opportunities and constraints for business enterprises.

ENGLISH

ENI0100 **Intensive English I (15 weeks)**   12 Credits
A beginning pre-academic course in listening, speaking, reading and writing for non-English speakers who are interested in learning the English language.

ENI0200 **Intensive English II (15 weeks)**   12 Credits
A basic pre-academic course in grammar, speaking, reading, and writing for non-English speakers who are interested in improving their language skills. This course also includes practice in listening skills.

ENI0300 **Intensive English III (15 weeks)**   12 Credits
An intermediate pre-academic course focusing on developing verbal communication skills and writing skills such as short essays and other non-research related compositions. This course includes intensive vocabulary expansion and academic reading.

ENI0400 **College Preparatory English (15 weeks)**   No Credit
This advanced course in intensive English focuses on listening comprehension and lecture note taking, verbal presentation, and panel discussions. The writing component will include advanced grammar and paragraph development leading to the research paper. Included in the curriculum are exercises for accent reduction. This course can be taken more than one time upon recommendation by the Director of the ESL Program.

ENG0991 **English Fundamentals and College Reading Skills I**   4 Credits
This course will focus on assisting students with a variety of learning styles, levels, and needs in developing strategies for paragraph development and short essay creation. Grammar usage, punctuation, and sentence structure will be addressed during the course through review, exercises, and the writing process. (May not be used as a liberal arts requirement or counted towards credits required for graduation). A grade of at least a "C" is required. Students required to take this course must complete the course by the end of their second semester.

ENG0992 **English Fundamentals and College Reading Skills II**   4 Credits
This course builds on English Fundamentals and College Reading Skills I and provides additional instruction for those students needing a second basic course before enrolling in an English Composition course. The course will focus on assisting students with a variety of learning styles, levels, and needs in developing strategies for paragraph development and short essay creation. Grammar usage, punctuation, and sentence structure will be addressed during the course through review, exercises, and the writing process. (May not be used as a liberal arts requirement or counted towards credits required for graduation). A grade of at least a "C" is required. Students required to take this course must complete the course by the end of their third semester.

ENG1101 **English Composition**   4 Credits
This course is designed to encourage students to self-consciously evaluate their own writing practices, learn strategies to make their writing more effective, and then apply their understanding to expository and research writing. Students must pass this course with a grade of C or better or repeat the course. Prerequisite: A score of 60 or better, or its equivalent on the language skills section of the CPAt test, a score of 65 or better on the language section of the COMPASS test, or ENG0991 and/or ENG0992 with at least a grade of "C".

LIT2000 **Introduction to Literature**   4 Credits
This course is designed to acquaint students with a diverse selection of classic literature texts in English which have historically garnered attention because of their topics and/or because of the acclaimed writing styles of authors. Meant as an introductory level class, students will learn to

critically read and actively participate in classroom discussion. Additionally, students will apply their understanding through essays, and as such they will learn the techniques involved in such analysis, including a brief overview of prominent literary theories. Prerequisite: ENG1101

LIT2010   **American Literature**   4 Credits
This course is designed to introduce students to a diverse selection of American literature texts. Through critical reading and writing assignments, students will develop an appreciation of the American cultural experience from the moments of European encounter with the New World to the present. Prerequisite: ENG1101

LIT2600   **British Literature**   4 Credits
This course surveys the literature of Britain through representative works of major and minor writers. Prerequisite: ENG1101 or permission from the Program Chair

LIT3000   **Leadership and Literature**   4 Credits
This course analyzes literary texts pertinent to leadership. The texts selected represent leadership themes and literary genres such as the letter, novel, play, poem, and autobiography. Prerequisite: ENG1101

MMC3000   **Mass Media**   4 Credits
This course is an analysis of print and electronic media, including evaluation of their roles, their influences on the individual, and their impact on society as a whole. Prerequisite: ENG1101

LIT3005   **World Literature**   4 Credits
This course is designed to provide the student with a knowledge of the ideas and literary conventions present in the literature of the world from the 1700's to present. The purpose is to introduce the student to the various literary genres, major and minor authors, and historical background of the time.   Prerequisite: ENG1101

LIT3100   **The Analysis of Literature**   4 Credits
This course will introduce students to the principles of literary creation. Students will explore, develop, and increase their knowledge of fiction, poetry, and drama through readings, group discussion, and writing short stories. Prerequisite: ENG1101

ENG3200   **Creative Writing**   4 Credits
This course will focus on the development of skills necessary to compose in various genres (fiction, nonfiction, and creative). Prerequisites: ENG1101 or permission of the Program Chair

LIT3200   **Introduction to Drama & Film**   4 Credits
This course is a study of the elements and conventions characteristic of drama and film. Students will read a diverse selection of drama from classical times to the present, with particular emphasis on those texts that have been adapted to film. Prerequisite: ENG1101 or permission from the Program Chair

LIT3301   **The Novel**   4 Credits
This course is an analysis of select novels by major authors in either American or British literature. Emphasis is on literary history and conventions. Prerequisite: ENG1101

LIT3401   **Commerce in Literature**   4 Credits
The purpose of this course is to introduce students to literature of and about business. Selected texts will emphasize themes pertinent to the business community. The class will provide an overview of when business-related topics first became common subject matter for literary artists, and how the subject has evolved up to and including the present. Prerequisite: ENG1101

LIT3500   **The Short Story**   4 Credits
This course focuses on the study of the short story genre. Students will gain a historical appreciation for the development of the genre, and will read selections from world literature, with emphasis on American and British forms. Prerequisite: LIT2000 or permission from the Program Chair

LIT4200   **Literary Theory**   4 Credits
This course is a study of the terminology and techniques required for advanced study of literature. Critical and theoretical methodologies, including psychoanalytic, feminist, cultural, and historical criticism, will be applied to the reading of select texts. Prerequisite: LIT2000 or permission from the Program Chair

ENG4210   **Professional Writing**   4 Credits
This course provides instruction in audience analysis and expectations for writing in professional situations. Students will use various rhetorical devices and strategies as they compose such forms as letters, memos, reports, and proposals. Prerequisite: ENG1101 or permission from the Program Chair

LIT4300-2   **Advanced Topics in Literature**   4 Credits
This course is designed to broaden students' knowledge of themes, authors, periods, and genres in literature through selected readings. A specific topic of study is offered each semester on a rotating basis. This course requires prior experience in research-based writing and familiarity with APA style guidelines. Prerequisite: LIT2000 or permission from the Program Chair

ENG4901-4   **Directed Study - A Written Senior Research Project**   Variable Credit
This course requires an original research project leading to the completion of a formal paper that is appropriate to the student's major. Students will meet with the assigned faculty member at least one hour per week during the semester. This project is conducted under faculty supervision. Registration is for senior term students. Prerequisite: Permission from the Program Chair, Liberal Arts Chair and approval of the Executive Vice President of Academic Affairs

FINANCIAL PLANNING

These courses are non-credit and require approval of the Program Chair.

FFP0001   **Financial Planning Process and Insurance**
This course introduces the student to the fundamental issues of personal financial planning, insurance planning and risk management. It is based on the learning objectives specified by CFP Board of Standards, Inc. The course provides an overview of the field of financial planning processes, ethical considerations related subjects, principles of insurance and the fundamentals of risk exposure. Topics include legal and regulatory issues, the business and economic environment, technology applications, and insurance fundamentals (life, health, homeowners, auto, property, and liability risk exposure). The fundamentals of risk exposure will be explored as an important element of individual and corporate financial plans.

FFP0002   **Income Tax Planning**
This course introduces students to income tax planning as an integral part of achieving an individual's financial goals. The course is based on the learning objectives of the CFP™ Board of Standards. This course emphasizes specific knowledge of tax calculation, the tax implications of various type businesses and tax-advantaged investments.

FFP0003   **Investment Planning**
This course introduces students to investment planning in the personal financial planning process. The course is based on the learning objectives specified by the CFP™ Board of Standards. This course focuses on the design and integration of different investment vehicles in to a portfolio intended to meet client needs and objectives. Topics include environment and financial markets, sources of financial information, investment theory and regulation and portfolio theory.

FFP0004   **Retirement Planning and Employee Benefits**
This course introduces the student to the fundamental issues of retirement planning and employee benefits. The course is based on the learning objectives specified by the CFP™ Board of Standards. This course will instruct the student in the use of employee benefit and retirement plans as an integral part of the financial planning process for individual and corporate clients. Topics include retirement savings need analysis, qualified retirement plan design, Social Security and Medicare in addition to commonly provided employee benefits.

FFP0005   **Estate Planning**
This course introduces the student to the process of developing an estate plan. The course is based on the learning objectives specified by the CFP™ Board of Standards. Topics include federal and state estate tax systems, taxes on transfers of wealth, gifts and bequests, trusts and charitable transfers.

GOVERNMENT/HISTORY

AMH2010   **U.S. History to 1877**   4 Credits
An examination of United States history from the discovery of North America through the American Civil War and Reconstruction. Emphasis is placed on the Revolutionary Period, Western Expansion, and the developments that led to the American Civil War.

AMH2020   **U.S. History 1877 to Present**   4 Credits
A study of the history of the United States from Reconstruction to the present. Emphasis is placed on the changing structure of American society and the emergence of the United States as a world power.

POS2050   **American National Government**   4 Credits
The purpose of this course is to survey the organization, structure and function of the three branches and levels of government in the United States. The course will trace the evolution of the American governmental system including the institutions and processes that are in place to govern the United States of America.

POS3050   **American State and Local Government**   4 Credits
This course surveys the development, organization, structure, function, and politics of American states and local governments. The course will trace the evolution of American states and their respective local governments from the colonial experience to present day governance. Prerequisite: POS2050

POT3204   **Modern Political Thought**   4 Credits
A study of the inquiry into the political thinking in modern America and its accompanying social movements and modern variations. Prerequisite: POS2050

POT4000   **International Politics and Economics**   4 Credits
An in-depth review of the impact of economic movements, world market development, nationalization of public utilities and private enterprise on world and regional politics and political movements. A secondary focus will be on the rise of socialism, communism, fascism, global empire building, and nationalism. Prerequisite: Permission of the Program Chair

LAH4000 **Latin American History** 4 Credits

A study of the discovery, colonization, and development of Latin America. The influence of Spain, the United States, and other nations on the course of events in Latin America is examined.

HUMANITIES AND FINE ARTS

HUM1120 **Conversational Spanish I** 4 Credits

A basic course for students who wish to develop the ability to speak and understand the Spanish language. Emphasis is placed on phrasing, idioms, and everyday vocabulary. This course is for non-native speakers.

HUM1121 **Conversational Spanish II** 4 Credits

An advanced course for students who wish to develop a broad competence in Spanish. Emphasis is placed on the oral-aural aspects of the language, and more sophisticated use of subjunctive clauses and sentence structure. This course is for non-native speakers. Prerequisite: HUM1120 or permission of the Program Chair

MUH3011 **Music Appreciation** 4 Credits

A course designed to improve the student's knowledge of and appreciation for music.

HUM3022 **Humanities: Trends and Issues** 4 Credits

The combined study of human civilization encompassing art, history, music, architecture, philosophy, and literature. Emphasis is placed on written communication and cultural enrichment.

HUM3030 **World Religions** 4 Credits

World religions is intended to better inform students about the principles of the major faiths of the world, ancient and modern, and within this context to attain a better understanding of the human community.

PHI3301 **Philosophy** 4 Credits

The course acquaints the student with the most significant directions of philosophical thought to the end that the student may have the ability to formulate questions, arrive at reasonable answers, and evaluate those of others. Prerequisite: Completion of 30 semester hours of credit

PHI3401 **Aesthetics: The Philosophy of Art Appreciation** 4 Credits

The philosophical analysis of art and beauty includes various theories focusing on standards of taste, art criticism, and the logic behind concepts of form and expression. The course includes material on the psychology of illusion and human artistic comprehension.

PHI3601 **Ethics** 4 Credits

Ethics is a branch of philosophy that explores both the theory and application of virtues and vices in all areas of our lives. The course investigates current issues and events in the light of various moral principles that justify, clarify, explain, and direct our actions and attitudes. Prerequisite: Completion of 30 semester hours of credit

PHI4101 **Logic** 4 Credits

This course instructs the learner in important skills related to the practical uses of both inductive and deductive logic. The course also focuses on the analysis and evaluation of formal and informal arguments and of fallacies as encountered in everyday discourse.

HUM4901-4 **Directed Studies in Humanities** Variable Credit

This course is designed for students who desire to do an elective research project encompassing the combined study of human civilization including art, history, music, architecture, philosophy and

literature. Emphasis is placed on written communication and cultural enrichment. Students will meet with an assigned faculty member at least one hour per week during the semester. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs

INTERDISCIPLINARY STUDIES

IDS1000   **Introduction to Interdisciplinary Studies**   4 Credits
This course is designed to enable students to integrate and synthesize various academic disciplines and explore both their interdependence and independence. It will prepare the learner for further studies of an interdisciplinary nature, stressing the interconnected pursuit of knowledge. Prerequisites: PSY1100 and ENG1101

IDS2001   **Introduction to Assessment and Evaluation**   1 Credit
This course provides students with an overview of the five educational outcomes expected of all Hodges University graduates: Critical Thinking, Effective Communication, Initiative, Leadership Ability, and Research Ability. Students will be introduced to the Blackboard Learning System^{TM}, library resources, APA format, as well as the Academic Honesty Policy and the Writing and Oral Communication requirements of the University. Students seeking a bachelor's degree are required to take this course their first semester with the University. This course is graded on a pass/fail basis.

IDS 4001   **The Learning Portfolio**   1 Credit
In this course, students are required to produce an electronic portfolio that demonstrates their mastery of the five educational outcomes expected of all Hodges University graduates: Critical Thinking, Effective Communication, Initiative, Leadership Ability, and Research Ability. Students in bachelor degree programs are required to take this course their last semester with the University and must successfully complete the course in order to graduate. This course is graded on a pass/fail basis.

These courses require permission of the Program Chair.

IDS3272   **Dynamics of Aging**   4 Credits
This course looks at a variety of issues affecting the elderly and the aging process. Using an interdisciplinary approach, students will first look at the contributions of history, biology and psychology as they relate to the study of aging. The changes in social roles, relationships, living arrangements and work that occur as people age will be considered. The healthcare needs and the aspects of aging at the societal level will also be addressed.

IDS4110   **Professional Ethics and Social Responsibility**   4 Credits
A course of study in professional ethics and behavioral expectations in contemporary society. The course reviews the historical and philosophical bases of ethics, incorporating modern day changes in mores and laws that affect professional behavior in the private and public sectors. Organizational and individual ethics and social responsibility are examined.

IDS4120   **Issues in Diversity**   4 Credits
Issues in Diversity examines both overt and more subtle forms of human stereotyping, prejudice and discrimination. Special attention is paid to how these perceptions and behaviors currently play out in popular culture as well as in the global workplace. The course endeavors to lay the groundwork for development of skills for use of diversity management in the workplace. Finally, the student is encouraged to look beyond the stereotypes of particular groups in order to more accurately evaluate the strengths and weaknesses of people on an individual basis.

IDS4130   **Leadership Theories and Practice**   4 Credits
This course examines the traditional theories of leadership and the new paradigm as described by stewardship and servant leadership theories. Particular attention is placed on analyzing formal leadership and corporate governance. The course also explores personal leadership and followership behaviors.

IDS4140   **Cognitive Processes**   4 Credits
A multi-disciplinary survey of the political, economic, legal, familial, religious, educational, and cultural institutions and how they impact our psychological and cognitive processes. Particular attention is placed on how these institutions influence our thinking and decision-making.

IDS4150   **A Society of Laws**   4 Credits
This course is designed to provide students with an overview of the legal and political structures within society. Special attention will be focused on how government conducts business and how decisions are made.

IDS4160   **Contemporary Global Issues**   4 Credits
This course engages students in global thinking concerning such topics as worldwide hunger and healthcare, population trends, distribution of wealth and resources, intercultural and international disputes and warfare, and other current worldwide issues. Students will research topics utilizing US and non-US media.

IDS4170   **Strategic Planning and Evaluation**   4 Credits
A study of how organizations identify their strategic intent, plan and implement structure, and monitor outcomes. Particular emphasis is placed on understanding mission statements, vision statements, organizational goals and objectives, values and culture, and tools used to measure outcomes.

IDS4180   **Professional Communication Concepts**   4 Credits
A course of study incorporating and integrating paradigms of written and oral communications. Emphasis is placed on the ability of the learner to competently communicate in social and professional contexts. Students learn how to produce effective business documents and presentations.

IDS4190   **Applied Research Methodologies**   4 Credits
This course introduces students to the research process through an applied research project. The student learns how to refine a research question and conduct comprehensive library research. Particular focus is on the evaluation, incorporation, and documentation of relevant data.

IDS4800-2   **Topics in Interdisciplinary Studies**   4 Credits
This course provides students with the opportunity to critically analyze topics in interdisciplinary studies. Students must have prior experience in research-based writing. Topics will rotate each semester and students may take this course up to three times. Prerequisite: Permission from the Program Chair or Completion of at least one IDS wheel

IDS4901-4   **Directed Study in Interdisciplinary Studies**   Variable Credit
Designed for students who desire to do an in-depth project as part of their course of study in the interdisciplinary program. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission from the Program Chair or Completion of at least one IDS wheel

IDS4999   **Interdisciplinary Studies Exit Assessment Exam**   0 Credits

This is a comprehensive exam covering topics studied in Interdisciplinary Studies and must be taken after completing all wheels.

MANAGEMENT

The following courses require permission from the Program Chair.

MNA4000   **Management Applications**   4 Credits

A study of history, theories, and effective application of management principles. This course includes applying contemporary management theories and practices to the workplace. Students will complete a trimester project which aligns the concepts of this course to the chosen emphasis.

MNA4130   **Management of Intellectual Capital**   4 Credits

This course provides a foundation for understanding the growing cadre of intellectual capital present in today's increasingly innovative and global environment where many employees are considered knowledge workers. Topics covered will include intellectual property, organizational culture, organizational partnerships, and knowledge management.

MNA4200   **Organizational Behavior in the Workplace**   4 Credits

An analysis of organizational behavior focused on motivation, perception, communication, and change. Cases and problems are examined according to theories of individual and group behavior and then applied to the individual workplace. Students will complete a trimester project which aligns the concepts of this course to the chosen emphasis.

MNA4230   **Communication, Research, and Writing for Managers**   4 Credits

This course addresses effective communication and is aimed at improving proficiency in writing, speaking, listening, research, and presentation skills within a managerial setting. The focus of the course is on managerial communication as a dynamic process basic to individuals and organizational life.

MNA4325   **Finance For Managers**   4 Credits

The applied applications of finance and accounting functions necessary to make decisions in the workplace. Examines financial statements, ratio analysis, accounting systems, and the financial aspects of the organization, and how each affect the individual organization.

MNA4360   **Leadership for Managers**   4 Credits

This course focuses on the responsibilities of leadership and the skills which must be developed to successfully lead in today's changing environment.

MNA4400   **Human Resource Processes**   4 Credits

Designed to contribute to a student's understanding of the techniques for developing human resources. Topics applied to the workplace include HR strategy; recruitment, selection, and retention; the evaluation process; training; and group dynamics. Students will complete a trimester project which aligns the concepts of this course to the chosen emphasis.

HRM4600   **Organizational Culture and Change Management**   4 Credits

This course examines corporate culture: what it is, how it is assessed, why it is an important element in global competition, and how organizations can use it to create and sustain a competitive advantage. The focus is on models for planned organizational change. The roles of leaders and other stakeholders are examined.

MNA4610   **Managing Diversity in a Contemporary Organization**   4 Credits

This course addresses the challenging and diversified environment faced by managed and employees in the contemporary workplace. Areas addresses include global and domestic demographics and cultural, gender, age, and race diversity and their inherent challenges. Strategies and recommended solutions are analyzed and developed.

MNA4701-4   **Directed Study in Management**   Variable Credit

Each student will conduct a research project or study in thesis form on a relevant topic relating to the field of management. The student must possess a solid foundation in formal research methodology as demonstrated by the completion of at least one trimester of core or emphasis component classes in the BSM Program. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

MNA4800   **Issues in Contemporary Management**   4 Credits

Each student will conduct a special research project which is of interest and relevant to preparation for a career in management. This course may be taken twice with different topics. Prerequisite: Permission from the Program Chair.

MNA4999   **Management Exit Assessment Exam**   0 Credits

This is a comprehensive exam covering topics studied in Management and must be taken after completing all wheels.

MANAGEMENT EMPHASIS

The following courses require permission from the Program Chair.

Executive Management

MNA4100   **Administrative Economics**   4 Credits

The application of economic principles in society. Reviews the elements of micro and macro economics. Applies selected topics such as fiscal and monetary policy, consumer behavior, and behavior of the firm.

MNA4425   **Marketing for Managers**   4 Credits

This course covers planning, implementing, and controlling marketing functions in public and private organizations. The applied decision making process for product, price, promotion, and distribution and how these functions affect the organization are emphasized through the construction of a marketing plan for a good or a service.

MNA4480   **The Strategic Planning Process**   4 Credits

An application-oriented study of the strategic management process and the formulation of organizational policy. Emphasis is placed on the S.W.O.T. technique of analyzing the internal and external environments and the use of cases to apply the learning to the workplace.

Criminal Justice

Prerequisite: CCJ2101 Criminology or permission from the Program Chair**.**

CCJ4001   **Criminal Justice Management**   4 Credits

Overview and examination of the various management systems that are employed within the agencies identified in the criminal justice system. Emphasis will be placed on entry requirements, training, means of evaluation and promotion, and disciplinary actions.

CCJ4201   **Law Enforcement and Society**   4 Credits

A survey of the interaction of law enforcement with society in general. A discussion of investigative procedures, taking witness statements, interviewing and reports. In addition, discussion will be held on alternative methods of correction such as probation and parole. Emphasis will be placed on the criminal justice professional.

CCJ4401   **Corrections and Penology**   4 Credits

The course provides the student with a detailed analysis of the corrections component of the criminal justice system and a review of the levels of care and custody, security, and personal and personnel issues of the correctional system. Organization and administration represent a major focus of the course.

Entrepreneurship

ENT4001   **The Entrepreneurial Process**   4 Credits

This course presents a detailed background on entrepreneurship in America and familiarizes students with the vagaries of new business start-ups. The personality characteristics of the entrepreneur are considered as well as the development of business plans.

ENT4101   **Marketing and Entrepreneurship**   4 Credits

This course focuses on the nuances of the entrepreneurial process with emphasis on the marketing aspects of launching a new business venture. Primary emphasis is placed on the disciplines and principles that constitute the starting and operating of a small-to-medium sized business.

ENT4201   **Finance and New Venture Funding for Entrepreneurs**   4 Credits

This course is designed to provide a detailed study of the various processes and sources of seed and venture capital for funding a new enterprise. Planning for the funding aspect of a new venture is critical and emphasis is placed on alternative sources of funds for carrying out the mission of the venture.

Health Services Management

HSA4010   **Marketing in Health Services**   4 Credits

This course examines the foundations and principles of marketing of healthcare and the unique effects of the environment, targets the changing landscape of health care in America and its implications for health care marketing and marketers, analyzes health care plans and systems as products, and emphasizes the importance of marketing concerns.

HSA3166   **Issues and Trends in Health Services**   4 Credits

This course identifies current issues and trends which have major impacts on the US Healthcare System. By reviewing current healthcare forecasts and demographic trends, students will explore how the US Healthcare system evolved and how the organizational complexities affect the delivery of health services in today's environment.

HSA4166   **Health Services Policies**   4 Credits

This course examines the formation, implementation, and evolution of health policy in the United States with comparisons to other European countries and Canada. Students examine planning, developing, and analyzing the policy process as well as influential factors to lead in future health policy development.

Human Resource Management

HRM4000   **Equal Employment Opportunity Practices**   4 Credits

This course addresses equal employment opportunity issues and how they apply to certain organizational situations. It addresses equal employment opportunity regulations and protections at the federal, state, and local levels which are related to sexual harassment, disabilities, medical

leaves, privacy issues, workplace violence, termination, and others.

HRM4200   **Managing HR Issues in a Global Environment**   4 Credits
This course provides an understanding of the unique role, opportunities, and challenges faced by Human Resource managers in an international context. Topics covered include an examination of international HR practices in the areas of employment, compensation and benefits, expatriation, outsourcing/offshoring, employee and management development, and the added value that HR can have when aligned with multinational strategy and environment.

HRM4400   **Strategic Benefits Planning**   4 Credits
This course examines contemporary employee benefit program strategies in private-sector settings and is closely attuned to today's benefits issues and challenges. A foundation is provided for all strategic aspects of employee benefits, including health and welfare benefits as well as retirement benefits, cost containment, and future trends.

Public Services Management
MNA4220   **Contemporary Community Issues**   4 Credits
This course examines a number of contemporary community issues. Students identify, analyze, confront, and solve specific contemporary community problems. Case studies, group presentations, in-class discussions, and structured research are designed to enhance the learning environment. The role and use of power in problem solving by community and/or governmental leaders will be discussed. A secondary goal of this course is for each student to develop an understanding of how she or he can become a community problem solver.

MNA4240   **Critical Incident Planning and Leadership**   4 Credits
This course examines the principles of emergency planning, selection of leaders, specialized planning, mutual aid, and leadership theories. It provides a basic foundation of the development and implementation of a critical incident plan.

MNA4260   **Managing Public Service Organizations**   4 Credits
This course examines how public safety leaders find solutions to major issues confronting their organizations or community operating systems through environmental analysis and contingency planning. It adapts classic management techniques and negotiation principles to public safety administration. The concepts of first-planner and first-responder are examined.

Sales and Marketing Management
MNA4310   **Selling and Sales Management**   4 Credits
This course emphasizes both principles of personal selling and how management concepts apply to sales. Topics include the sales processes in common use today and their application to various goods, services, buyers, and industries. Students examine individual sales and sales management issues.

MNA4330   **Advertising for Managers**   4 Credits
This course provides an understanding of the components of advertising and explains its contribution to and place within the broader marketing context. Subjects covered include advertising campaigns and the related planning, research, creative processes, production, media usage, and management.

MNA4350   **Marketing Behavior**   4 Credits
This course examines the application of the behavioral sciences to both consumer and organizational decision making. It explores the relationship to and impact of the behavioral sciences on marketing, organizational strategy, and management.

MATHEMATICS

MAT0998   **Basic Mathematics**   4 Credits
This course is designed to improve basic mathematical skills. Topics include addition, subtraction, multiplication, division of real numbers, decimals, and fractions. Other topics will include exponents, ratios, proportions and percents. Arithmetical manipulative skills will be emphasized. All topics will be related to every day activities. (May not be used as a liberal arts requirement or counted toward credits required for graduation). A grade of at least a "C" is required. Students required to take this course must complete the course by the end of their second semester.

MAC1132   **College Mathematics**   4 Credits
This course will provide the student with a firm understanding of college level mathematics as it relates to the contemporary world. Topics include critical thinking, set theory, logic, number systems, and an introduction to probability. Other topics include an introduction to Algebra and Geometry, solving linear equations, ratios, proportions, variation, percents and interest, measurement, and the metric system. Modern applications are emphasized with the above topics. Prerequisite: A score of 60 or better, or its equivalent on the mathematics section of the CPAt test, a score of a 50 or better on the mathematics section of the COMPASS Test, or a grade of "C" or better in MAT0998

MAC2102   **College Algebra I**   4 Credits
This course provides the student with an introduction to algebra, including properties of real numbers, solving linear equations and inequalities, operations with polynomials, factoring, and operations with rational expressions, operations with radicals, solving quadratic equations, graphing and working with linear equations and inequalities in two variables, working with the concept of a function; graphing and working with quadratic functions, graphing and operations of exponential functions, graphing and operations of logarithmic functions, and solving systems of two linear equations. Prerequisite: MAC1132

MAC2344   **Calculus I**   4 Credits
This course is designed to introduce students to the concepts and practical application of calculus. It provides a review of equations and inequalities and their applications, functions, and graphs. Major topics will include exponential and logarithmic functions, differentiation, and integration of algebraic functions. Prerequisite: MAC2102 with a grade of "C" or better or Permission from the Program Chair.

STA3014   **Statistics**   4 Credits
This course introduces the students to statistical techniques in descriptive and inferential statistics including measures of central tendency and variation, hypothesis testing, and confidence intervals. Prerequisites: MAC1132 and CAP1000

MAC3300   **College Geometry**   4 Credits
This course will cover topics mainly in Euclidean geometry. It will provide a thorough review of the essentials of geometry and then expand those concepts to advanced Euclidean geometry. Additional topics in non-Euclidean geometries such as fractals or hyperbolic space will be included. Prerequisite: MAC2102

MAT3700   **Topics in Mathematics**   4 Credits
This course covers various topics in mathematics including theory of elections and power distributions, methods of solving problems involving organization and management of complex activities, patterns in growth and symmetry, and the basic elements of statistics. Prerequisite: MAC1132

MAC4133   **Applied Calculus**   4 Credits
This course covers topics in basic calculus for students majoring in business, the social sciences, or the liberal arts. The general concepts of functions, limits, derivatives, and integrals will be discussed numerically, graphically, and algebraically. Focus on real work applications will demonstrate the importance and relevance of the calculus in the work place. The graphing calculator will be used in the course. Prerequisite: MAC2102 or its equivalent

MAC4200   **Linear Algebra**   4 Credits
This course provides an introduction to linear mathematics including linear systems of equations, matrices, determinants, vector spaces, bases and dimension, function spaces, linear transformations, eigen values and eigen vectors, inner products, and applications. Prerequisites: MAC2102

MHF4404   **History of Mathematics**   4 Credits
This course will cover special topics chosen from the history of mathematics. A look at how historical viewpoints have shaped the ideas of the mathematical sciences throughout history will be studied. In comparison to the historical viewpoint, selected contemporary problems and contributions will also be introduced. Prerequisite: MAC2102 or permission of the instructor.

PARALEGAL/LEGAL

LEA1000   **Introduction to Law**   4 Credits
An introduction to the legal system including the United States Constitution, sources of law, state and federal court systems, administrative agencies, basic legal research, and various areas of common law including briefing cases and terminology common to those areas of law. This course is a prerequisite to all LEA courses.

LEA1001   **Civil Procedure**   2 Credits
This course provides a study of basic procedural due process including complaints, answers, crossclaims, discovery, various pre-trial motions, and basic trial procedures. Prerequisite: LEA1000 or permission of the Program Chair.

LEA1002   **Torts**   2 Credits
A general overview of tort law including types of torts such as: intentional, negligence, strict liability, product liability, and non-physical injury. Also covered are the limits and defenses to liability, and research and writing on the subject. Prerequisite: LEA1000 or permission of the Program Chair.

LEA1003   **Contracts**   2 Credits
This course provides a study of basic contract elements, breach of contract, remedies, various types of common contracts and their usage, including terms and clauses often contained in contracts. Prerequisite: LEA1000 or permission of Program Chair

LEA1004   **Property**   2 Credits
A study of basic property possession, ownership, and transfer theory through an examination of common and statutory law as each affects real property. The student is introduced to property descriptions, title examination, encumbrances, easements, licenses, real estate financing, title insurance, closings, condominiums and cooperatives, surveys and descriptions, and leases. Prerequisite: LEA1000 or permission of the Program Chair

LEA2014   **Legal Research and Writing**   4 Credits
A study of the various tools and methods used to perform legal research and a study of legal writing formats and techniques, and the preparation of briefs, memoranda, and other legal documents. Prerequisite: LEA1000 or permission of the Program Chair

LEA2020 **Computer Programs for Law** 4 Credits
This course is designed to teach students the software and programs commonly used in law offices, case management, and docket control. Prerequisite: LEA1000 or permission of the Program Chair

LEA2502 **Family Law** 4 Credits
In this course students are instructed on Florida's laws governing marriage, divorce (dissolutions), property settlements, child custody, support obligation, adoption proceedings, and in drafting the various pleadings and papers. Prerequisite: LEA1000 or permission of the Program Chair

LEA2531 **Legal Ethics** 2 Credits
A study of the American Bar Association Rules of Professional Conduct and the National Association of Legal Assistants, Inc. Code of Ethics and Professional Responsibility, including practical applications in professional and social contacts with employers, clients, co-workers, and the public outside the office. Prerequisite: LEA1000 or permission of the Program Chair

LEA2604 **Bankruptcy** 4 Credits
An in depth study of Federal law and rules for Chapter 7, 11, and 13 Bankruptcy. Emphasis is on the procedure and practical experience in the preparation and filing of papers. Prerequisite: LEA1000 or permission of the Program Chair

LEA2700 **Accounting for Legal Professionals** 2 Credits
A study of accounting concepts, terminology, and procedures including balance sheets, income statements, and bookkeeping; accounting applications within the law office including attorney-client accounting and legal considerations; federal, state, income, estate, and payroll taxes; and preparation of various returns. Prerequisite: LEA1000 or permission of the Program Chair

LEA2900 **Paralegal Seminar** 2 Credits
A review of the course work, skills, and knowledge used by a successful paralegal, based on the competencies designated by the National Association of Legal Assistants. Prerequisite: 20 credit hours in LEA courses or permission of Program Chair

LEA2999 **Practicum** 2 Credits
This course is designed to give the student practical experience in performing basic duties of a paralegal regarding office administration, client and employer relationships, legal reasoning, and professional demeanor. Prerequisite: 20 credit hours in LEA courses or permission of Program Chair

LEA3002 **Environmental Law** 4 Credits
The study of federal and state laws regulating the environment, land and water use, and the corresponding administrative agencies. Prerequisite: LEA1000 or permission of the Program Chair

LEA3010 **Legal Reasoning** 4 Credits
This course is designed to develop skills in the legal methods of case law analysis and statutory interpretation, and develop critical and legal thinking. Prerequisite: 60 credit hours including LEA2014 or permission of the Program Chair

LEA3015 **Administrative Law** 4 Credits
Students will be introduced to laws as they are carried out in rules and regulations and the administration of the law as it occurs from various government agencies. Prerequisite: LEA1000 or Permission of Program Chair

LEA3020   **Legal Strategies**   4 Credits
This course provides a study of the basic principal remedies and solutions to problems regularly presented in the practice of law. Prerequisite: LEA2014 and permission of the Program Chair

LEA3030   **Law Office Management**   4 Credits
This course provides a study of the basic management of a typical law office, and gives the student a real-world familiarity with the operations of a law firm. Prerequisite: 60 credit hours including LEA2014 or permission of the Program Chair

LEA3040   **Alternative Dispute Resolution**   2 Credits
A comprehensive study of the alternative dispute resolution process as it applies to all aspects of business, professional, and personal life. The history, rationale, law, methodology and application of ADR procedure are studied and reviewed relevant to application and participation by the student.

LEA3050   **Seminar on Contracts**   2 Credits
A study of contracts with practical applications and drafting. Prerequisite: LEA1000 or permission of the Program Chair

LEA3060   **Seminar on Property**   2 Credits
A study of property law with practical applications and drafting. Prerequisite: LEA1000 or permission of the Program Chair

LEA3070   **Law, Film, & Literature**   4 Credits
Using film, fiction and non-fiction, this course examines ways law, lawyers, judges, trials, juries, and other aspects of the legal system have been depicted by creative works. Law and the legal system are often used as metaphors for other aspects of life. A variety of social issues are reflected in creative literature and film. This course analyzes selected examples of literature and film that use law and the legal system in these ways.

LEA3100   **Legal Analysis of United States History**   4 Credits
A study of events in American History which affected the law and legal developments in the United States. Prerequisite: LEA 1000 or permission of the Program Chair

LEA3116   **Business and Corporate Organizations**   2 Credits
A study of business organizations, partnerships, and corporations relating to their creation and operations. Prerequisite: LEA1000 or permission of the Program Chair

LEA3200   **A Legal Approach to Ethics**   4 Credits
This course will familiarize the student with the complexities of ethical issues in Law Enforcement. The corruption of the "Noble Cause" will be examined and evaluated. The student will be expected to resolve issues of situational ethics that may arise in the normal course of his/her duty.

LEA3400   **Immigration Law**   4 Credits
This course examines issues involving immigrants and the law. Starting with the historical origins of United States immigration law and a consideration of the laws and policies of other nations, the course initially focuses on family and employer sponsored petitioning laws; United States and international refugee and asylum guidelines; and naturalization, exclusion, and deportation.

LEA3450   **Qualified Domestics Relations Orders**   4 Credits
This course covers the basics of creating a QRDO (Qualified Domestic Relations Order) and other related court orders.

LEA3603   **Criminal Law and Procedure**   4 Credits
A study of Criminal Procedure and substantive law including the Bill of Rights and associated cases, investigation, arrest, bail, procedural hearings, trial, and post trial proceedings. Prerequisite: LEA 1000 or permission of the Program Chair

LEA3700   **Estate Planning**   4 Credits
A study of probate law as it relates to wills, trusts, and estates including instruction and practical application in drafting wills and planning estates. Prerequisite: LEA1000 or permission of the Program Chair

LEA3731   **Uniform Commercial Code**   4 Credits
A study of selected parts of the Uniform Commercial Code, especially negotiable instruments, secured transactions, and sales. Prerequisite: LEA1000 or permission of the Program Chair

LEA3800   **Estate Administration**   4 Credits
After taking this course, the student will be able to understand the terminology of probating and state, understand the differences between testate and intestate succession, draft documents needed to administer an estate, and prepare tax returns.

LEA4001   **Labor Law**   2 Credits
The study of the legal relationship between business management and labor and the federal and state regulation of that relationship. Prerequisite: LEA1000 or permission of the Program Chair

LEA4003   **International Law**   4 Credits
The study of the treaties and law regulating the relationships and trade between the United States and foreign countries, and agreements between other countries affecting American society. Prerequisite: LEA1000 or permission of the Program Chair

LEA4005   **Real Estate Transactions**   4 Credits
A detailed study of the procedures used in real estate closings, including: (1) performing title searches, name searches, tax searches; (2) preparing title commitments, policies, and endorsements; (3) preparing deeds, closing affidavits, non-foreign affidavits, closing statements, bills of sale, and IRS Forms 1099-S; (4) performing loan closing and post-closing procedures; (5) learning several types of real estate closing software, including ATIDS (title search software) and Double-Time (closing software) and ProPel (document delivery software). Prerequisite: LEA1000 or permission of the Program Chair

LEA4013   **Legal Research and Writing II**   4 Credits
This course is an intensive study of the correct and persuasive use of the English language in legal writings, the development of legal research and analysis skills, and an exploration of the use of CR ROM technology and the Internet as legal research tools. Prerequisite: 60 credit hours including LEA2014 and permission of the Program Chair

LEA4014   **Legal Writing**   4 Credits
This course is designed to improve the student's crafting skills of legal documents, including the nuts and bolts of construction of common practice documents and sophisticated legal writing. Prerequisite: LEA2014 or permission of the Program Chair

LEA4015   **Advanced Legal Research**   4 Credits
This course is designed to improve the students' skills in legal research, including international research, administrative law research, and research in various substantive legal fields. Prerequisite: LEA2014 or permission of the Program Chair

LEA4016 **Evidence** 4 Credits
This course provides a study of the basic principles and practical application of the law of evidence, with a focus on the Federal Rules of Evidence and the Florida Evidence Code, with emphasis on the importance of such rules in the evaluation and analysis of legal representation of clients, civil or criminal.

LEA4040 **Constitutional Law** 4 Credits
The study of the allocation of governmental powers, the relationship of the government and the individual, and the judicial function in constitutional law cases. Prerequisite: LEA 1000 or permission of the Program Chair

LEA4100 **Intellectual Property** 2 Credits
This course provides a study of the basic legal issues of the law of intellectual property, including an examination of the statutory and common law of patents, trademarks, service marks, copyrights, as well as the emerging issues of internet law.

LEA4201 **Civil Liability** 2 Credits
A study of civil liability of police, policy agencies, and other government officials for misconduct and other violations of civil rights under 42 U. S. C. 1883.

LEA4300 **Senior Seminar** 4 Credits
A capstone course which examines current developments and events in the legal profession and includes a study of legal logic, analytical reasoning, and comprehensive fact analysis. Prerequisite: 96 credit hours and permission of the Program Chair

LEA4500 **Construction Law** 4 Credits
This course covers lien law and forms, statutory requirements, notice of commencement, notice of termination, AIA documents, contracts, OSHA requirements, insurance requirements and licensing requirements.

LEA4901-4 **Directed Study in Legal Studies** Variable Credits
Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission of the Program Chair and approval of the Executive Vice President of Academic Affairs

PSYCHOLOGY

PSY1100 **Strategic Thinking** 4 Credits
This course focuses on personal effectiveness in higher education as well as in a complex society. Critical thinking, self-esteem, goal setting, decision-making, and rational problem solving are emphasized. Written and oral communications are also emphasized in this course. Students in associate degree programs are required to take this course their first semester with the University. Students who receive transfer credit for this course must take IDS2001.

PSY2010 **Introduction to Psychological and Social Processes** 4 Credits
Basic concepts and methods of contemporary psychological learning, development, methods of contemporary psychology motivation, coping, emotion, personality theory, abnormal behavior, individual and group behavior, and social interaction are explored. Written and oral communications are a focus of this course.

PSY2012   **General Psychology**   4 Credits
A comprehensive survey of the diverse and rapidly expanding field of psychology, with emphasis on the measurement and behavior of humans, the nervous system, abnormal and deviant behavior, mental illness, psychological impairment due to the aging process, and related research in the field of study.

PSY2100   **Critical Thinking**   4 Credits
This course prepares students to critically interpret, synthesize, analyze, and evaluate information. Emphasis will be placed on accurate comprehension and use of language and research.

PSY3004   **Human Growth and Development**   4 Credits
This course deals with the changes in the life cycle, from birth to death and the major transitions most individuals are likely to encounter. The emphasis in this course deals with rearing children, understanding adolescents, and dealing with death. Prerequisite: PSY1100 or PSY2012 or PSY2100

PSY3005   **Psychology of Adjustment**   4 Credits
This course focuses on problems typically encountered by working adults, the general nature of human behavior, and effective procedures to deal with common problems. Some topics include: physical health and fitness, stress and coping, and interpersonal relations. Prerequisite: PSY1100 or PSY2012 or PSY2100 or permission of the Program Chair

PSY3006   **Abnormal Psychology**   4 Credits
To provide specific instruction in the varieties of human behavior as identified with mental disorders and deviant behavior. To develop a better understanding of such behavior as it relates to effective personal and social adjustment. Prerequisite: PSY1100 or PSY2012 or PSY2100 or permission of the Program Chair

PSY3007   **Psychology of Deviance**   4 Credits
To provide an analysis and to identify deviance associated with that behavior which is identified as criminal. The course objectives include a clear demonstration of the range of criminal behavior that has its origins in choice and/or compulsion and it is best characterized as patterns or serial offenses. The course provides alternative views to normative behavior and the related sociological bases for behavior outside of the accepted norms established by society. Criminal deviance is the focus of the course and specific attention is given to crimes that are exceptional in terms of violence and defy traditional means of prediction and deterrence. Prerequisite: PSY1100 or PSY2012 or PSY2100 or permission of the Program Chair

PSY3300   **Educational Psychology**   4 Credits
This course focuses on variables that affect learning in the educational setting. Among the topics to be covered are cognition, motivation, individual differences, development, classroom evaluation and classroom control. Prerequisite: PSY2012 or permission of the Program Chair

PSY3500   **Social Psychology**   4 Credits
This course will review topics including impression formation, attribution of cause, social influence and personal control, attitudes and attitude change, affiliation and attraction, antisocial and pro-social behaviors, prejudice and discrimination, sex-role behaviors, and social ecology. Prerequisite: PSY1100, PSY2100, SOC2000 or permission of the Program Chair

PSY3550   **Experimental Psychology**   4 Credits
This course covers the logic and design of experimental and other research methods in psychology. Topics will include an introduction to the scientific method, an overview of   experimental design,

survey research, unobtrusive research, hypothesis testing, data collection and analysis and interpretation of results. Prerequisites: PSY2012, STA3014

PSY3700   **Assessment and Case Management**   4 Credits
This course will acquaint the student with the assessment methodology needed to perform a bio-psycho-social assessment of clients in the human services field. A strong emphasis will be to help the student develop skilled interviewing techniques and artful methods for eliciting information. Students will also learn decision-making and referral skills involved with case management. Prerequisite: PSY2012 or permission of the Program Chair

PSY4000   **Personality Theories**   4 Credits
This course will examine a number of theories of personality, from Sigmund Freud's psychoanalysis to Viktor Frankl's logotherapy. It will include biographies; basic terms and concepts; and therapies associated with specific personality theories. Prerequisite: PSY 2012 or permission of the Program Chair

PSY4100   **Psychology of Conflict Management**   4 Credits
A course of conflict management at the individual, corporate and multicultural levels. Students will study conflict resolution models and develop skills to manage conflict in their personal and professional lives. Prerequisite: PSY2012 or permission of the Program Chair

PSY4300   **Organizational Psychology**   4 Credits
A course of study of organizational psychology that addresses issues of study such as employee motivation and satisfaction, group processes and leadership, decision making in organizations, and organizational change and development. Prerequisite: PSY1100 or PSY2012 or PSY2100 or permission of the Program Chair

PSY4400   **Tests and Measures**   4 Credits
This course focuses on the appraisal of psychological tests. Topics include history of assessment methods, principles of test construction and standardization, strategies for use of assessment measures, interpretation of assessment measures, and ethics as it relates to testing. Prerequisite: STA3014 or permission of the Program Chair

PSY4500   **Cognitive Psychology**   4 Credits
A survey of theories and research in Cognitive Psychology, covering topics in perception, attention, memory, representation of knowledge, language, reasoning and problem solving, judgment and decision making, and consciousness. Students will be required to think critically about the assumptions and methods underlying research on class topics. Prerequisite: PSY2012 or permission of the Program Chair

PSY4901-4   **Directed Study - A Written Senior Research Project**   Variable Credit
This course requires an original research project leading to the completion of a formal paper. The project is conducted under faculty supervision. This course is for senior term students. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

SCIENCE

CHM1010   **Fundamentals of Chemistry with Lab**   4 Credits
This is a one semester course that provides an introduction to general, organic and biochemistry. It includes basic concepts of matter and measurements, atomic structure and bonding, gases, liquids and solids, chemical reactions and acids, bases and buffers. The major classes of organic and

biochemical compounds, their structures and chemical reactivity will be examined. Prerequisites: MAC2102 with a grade of "C" or better (Lab Fee required)

BSC1121   **Biology I with Lab**   4 Credits
The course is the first of a two-course sequence and provides an introduction to the basic principles of biological science. It includes the scientific process, the chemistry of life, structure and function of cells, cellular metabolism, cell division, Mendelian and molecular genetics, and broad overview of the higher taxonomic classification. (Lab Fee required) Prerequisite: CHM1010 with a grade of "C" or better

BSC1122   **Biology II with Lab**   4 Credits
This course is the second of a two-course sequence and provides a review of the general concept of the evolutionary process, a survey of the major prokaryote and eukaryote phyla, population dynamics, communities and ecosystems, and conservation biology. Prerequisite BSC1121 with a grade of "C" or better (Lab Fee required)

BSC2000   **Essentials of Anatomy and Physiology**   4 Credits
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, urinary, endocrine, integumentary, nervous, sensory, and reproductive systems are studied. The course includes an analysis of the structure and function of the individual organ systems.

BSC2021   **Anatomy & Physiology I with Lab**   4 Credits
This course if the first of a two course sequence designed for students in the health related fields. The structure and function of the human body will be investigated. The course will cover the structure and function of the integumentary, skeletal, muscular and nervous systems and how these systems integrate with other systems. Prerequisites: BSC1121, CHM2145 (Lab Fee required)

BSC2022   **Anatomy & Physiology II with Lab**   4 Credits
This course is the second of a two-course sequence designed for students in the health related fields. The course covers the structure and function of the endocrine, respiratory, digestive, urinary and reproductive systems and how these systems integrate and function with other systems. Prerequisite: BSC2021 with a grade of "C" or better (Lab Fee required)

PHY2021   **Physics I with Lab**   4 Credits
This course is the first of a two course sequence, and provides an in depth introduction to the principles of physical science. It includes the laws and forces which govern matter and energy in nature and natural phenomena. Topics covered include kinematics, dynamics, fluids, thermal physics, gas laws and kinetic theory, thermodynamics, periodic motion, vibrations, waves and sound. (Lab Fee required)

PHY2022   **Physics II with Lab**   4 Credits
This course is the second of a two course sequence, and provides an in depth introduction to the principles of physical science not covered in PHYSICS I. Topics covered include electric forces, electric fields, electric current, resistance, magnetic fields, optics and quantum theory. Prerequisite: PHY2021 with a grade of "C" or better (Lab Fee required)

CHM2145   **General Chemistry I with Lab**   4 Credits
This course is the first of a two course sequence, and provides an introduction to the basic principles of chemistry. It includes the scientific method and measurements; components of matter; stoichiometry; chemical reactions; gases and kinetic theory; thermochemistry; quantum theory and atomic structure; chemical periodicity and bonding; covalent bonding; liquids, solids and phase changes; and the properties of mixtures, solutions and colloids. Prerequisites: MAC2102 and CHM1010 with a grade of "C" or better (Lab Fee required)

CHM2146   **General Chemistry II with Lab**   4 Credits
This course is the second of a two course sequence, and provides an in depth introduction to the content of general chemistry not covered in CHM1145. Topics covered include a review of the properties of the elements, periodic patterns in main group elements, organic compounds, kinetics, equilibrium, acids, bases, thermodynamics, electrochemistry, elements in nature and industry, transition elements and nuclear reactions. Prerequisite: CHM1145 with a grade of "C" or better (Lab Fee required)

CHM2310   **Organic Chemistry I with Lab**   4 Credits
This is the first semester of a two-semester sequence in organic chemistry. The fundamental aspects of bonding, structure and reactivity of hydrocarbon compounds and their derivatives will be examined. The correlation of molecular structure including stereochemical aspects with physical properties and chemical reactivity will be studied. Emphasis will be on functional group chemistry including preparation, isolation, purification, synthesis, reactivity and reaction mechanisms. Prerequisite: CHM2146 with a grade of "C" or better (Lab Fee required)

CHM2311   **Organic Chemistry II with Lab**   4 Credits
This is a continuation of CHM2310. This course will focus on the reactions and mechanisms of aromatic, carbonyl and polyfunctional substances including the major classes of biological compounds and will examine modern methods of organic synthesis and qualitative organic analysis. The use of spectroscopic techniques (UV, IR, MS, and NMR) in elucidating structure and identification of compounds will be studied. Prerequisite: CHM2310 with a grade of "C" or better (Lab Fee required)

EVR3011   **Environmental Studies**   4 Credits
This course explores man's interdependence with the environment and responsibility for it. Many aspects of environmental crises, such as pollution, urbanization, population trends, and changes in lifestyle are investigated, along with present and projected solutions to current problems.

MCB3121   **Microbiology with Lab**   4 Credits
This course covers the morphology, physiology, behavior, taxonomy, pathogenicity, and the human interactions with bacteria, viruses, and selected protozoa, algae and fungi. Human/microbe interactions and how they may be either beneficial or cause disease are covered in this course. Prerequisite: BSC1121 (Lab Fee required)

EVR4020   **Ecology**   4 Credits
A study of ecology at population, community, ecosystem, and landscape levels as they apply to environmental problems, including major terrestrial and aquatic ecosystems of Florida. Prerequisite: EVR3011 or permission of Program Chair

SOCIOLOGY

SOC2000   **Principles of Sociology**   4 Credits
Study covers cultural origins, cultural diversity, social interaction, stratification, class and cast systems, race, gender, religion, heritage, and social order.

SOC2402   **Cultural Anthropology**   4 Credits
An examination of the nature of cultural institutions and their influence on people with special emphasis on such variables as economic structure, art, religion, language, and others. Prerequisite: SOC2000

SOC3100   **Technology and Social Change**   4 Credits
This course will examine how society influences technological developments, and how society is

influenced by technology. It will focus on the unifying features of technology ranging from earliest historical times to present day. Prerequisite: SOC2000 or permission of Program Chair

SOC3200   **Race, Class, and Gender**   4 Credits

This course examines the social significance of race, class, and gender in contemporary society. Students will explore how individuals develop in the context of their race, class, and gender location in society.

SOC3502   **Marriage and Family**   4 Credits

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment. Prerequisite: SOC2000

SOC3740   **Women in Modern America**   4 Credits

This course explores the historic and contemporary role of women in American society; the progression of changes in the status of women; economic, legal, cultural gender issues; and contributions to society. Prerequisite: SOC2000 or permission of the Program Chair

SOC4100   **Contemporary Social Problems**   4 Credits

This course will focus on the complex problems that challenge our social structure and its resources. Fundamental sociological theories and perspectives will be used to examine such issues as poverty, alcohol and drug abuse, crime, healthcare concerns, racism, educational issues, pressures on the family, terrorism and rapid technological growth. Emphasis will be placed on teaching the student to develop a more objective and complete view of the social issues that surround us daily. Prerequisite: SOC2000 or Permission or the Program Chair

SOC4201-4   **Social Institutions: Services, Organization, Management**   Variable Credit

This is a senior research course that focuses on the development of social institutions, the services they provide, organization, and management. Emphasis is on public assistance, health and human services, referral resources, and legal basis. The written research is under faculty supervision and must be appropriate to the student's major. Students will meet with an assigned faculty member at least one hour per week during the semester. Prerequisites: SOC2000 and approval of the student's Program Chair and the Liberal Arts Program Chair

SOC4901-4   **Directed Study in Sociology**   Variable Credit

This course is designed for students who desire to do an in-depth project as part of their course of study in sociology. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: SOC2000 and permission from the Program Chair

GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE EVALUATION		GRADE POINTS PER CREDIT HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
WF	Withdrawal (after 1st six weeks)	0
WP	Withdrawal (within 1st six weeks)	Not Calculated
P	Pass	Not Calculated
S	Satisfactory	Not Calculated
U	Unsatisfactory	Not Calculated
AU	Audit	Not Calculated
CR	Credit	Not Calculated
CL	CLEP exam	Not Calculated

CALCULATION OF GRADE POINT AVERAGE

Hodges University uses two grade point average calculations to determine a student's academic progress. The cumulative grade point average (CGPA) is used to calculate a student's progress for his/her entire collegiate academic performance. The institutional grade point average (IGPA) is used to calculate a student's academic progress while attending Hodges University. A student's IGPA is used to determine academic status, probation, suspension and dismissal. Application of the Repeat Policy may change the GPA calculation.

To compute grade point average, take the number of semester credit hours per course and multiply that number by the equivalent grade points listed above. A 4 credit hour course times the 4 grade points received for an A will earn a total of 16 grade points. A 4 credit course in which a C grade (grade point value of 2) has been accomplished will earn a total of 8 grade points. The total grade points earned is 24 and is divided by the 8 credit hours taken to date and produces a grade point average of 3.0. To compute cumulative grade point average (CGPA), use the total number of courses taken during a student's collegiate academic performance, calculate the corresponding grade points earned, and divide the grade points by the number of credits earned. To compute the institutional grade point average (IGPA), use the total number of courses taken during each term at Hodges University, calculate the corresponding grade points earned, and divide the grade points by the number of credits earned at Hodges University.

GRADE CHANGES

Grade changes are approved by the Executive Vice President of Academic Affairs upon recommendation of the faculty. Grade changes must be resolved and recorded during the term immediately following the term the original grade was earned. No grades will be changed following graduation.

ACADEMIC ADVISEMENT

Registration occurs prior to the beginning of each term. New students receive academic advisement and register with the Registrar's Office. Continuing students register with their Program Chair or Academic Advisor in the Registrar's Office approximately one month in advance of the last day of the semester. It is the responsibility of the student to follow the correct course of study as listed herein. Students who do not register during posted registration dates may be subject to a late registration fee.

SCHEDULE CHANGES/ADD-DROP

There is a one-week add/drop period.

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class.

If a student does not attend the first two weeks of a class, he/she will be automatically dropped from that class by the Registrar's Office.

The University is in session throughout the year except for holidays and vacations as listed on the Academic Calendar. Summer class offerings are available for students who choose to attend and accelerate their program.

ACADEMIC CALENDAR DEFINITION

The University operates on a trimester calendar, i.e., three 15-week semesters (terms) each calendar year. The University may also offer mini-terms at the middle point of each term (7 ½ weeks).

SEMESTER HOUR OF CREDIT

A semester hour of credit is equivalent to approximately 15 lecture class hours of instruction with appropriate out-of-class study. Laboratory hours count a minimum of 30 class hours as equal to one semester hour of credit and internships count 45 class hours to equal one semester hour credit. A class hour of instruction is a 50 minute period.

ACADEMIC LOAD

An undergraduate student taking twelve or more credit hours in an appropriate program is defined as a full-time student. A normal course load for full-time students is three to four courses (12-16 credits). Students wishing to take additional courses must obtain permission from the Executive Vice President of Academic Affairs.

DUAL ENROLLMENT AT ANOTHER COLLEGE OR UNIVERSITY

A currently enrolled student at Hodges University may not attend another college or university without written permission obtained from the Executive Vice President of Academic Affairs.

Without permission, credit will not be granted at Hodges University for courses taken in another college during dual enrollment.

GRADUATION

Commencement exercises are held once a year. All students completing their course work are included in the graduating class of that year. All graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. All students must pay the graduation fee in order to receive their transcript or degree. It is each student's responsibility to notify the Registrar's Office by filling out an "Intent to Graduate" form at the beginning of his/her last semester.

GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the required credits for graduation with the following grade point averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude.

GRADUATION REQUIREMENTS

BACCALAUREATE DEGREE

To qualify for the Bachelor of Science Degree, students are required to accomplish the following:
1. Present a minimum of 122 semester hours (advanced standing credits included) with an average of C" (Grade Point Average of 2.0) or higher for all work taken at the University, with a minimum of 48 identified semester hours in the 3000 and 4000 level or higher. The final 32 semester hours must be completed at the University. Exceptions must be approved by the Executive Vice President of Academic Affairs.

2. Meet the specified minimum graduation requirements, including the following area semester hour requirements.

Area I	Major Component	64
Area II	General Education Component	42
Area III	Approved Elective Component	16

OR

complete all course requirements as listed in the catalog under the specific Baccalaureate Degree program chosen.

Total Semester Hours Required	122

3. Successfully complete IDS 4001, The Learning Portfolio.

All students seeking the degree stated above must abide by all University rules and regulations, including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the University prior to graduation.

The student is responsible for meeting the requirements of the University Catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new Catalog and then must meet all requirements of the new edition. Students are required to complete a graduation audit review with the Registrar's Office after completing 90 credit hours.

ASSOCIATE DEGREE

To qualify for the Associate in Science Degree, students are required to accomplish the following:

1. Present a minimum of 60 semester hours (advanced standing credits included) with an average of "C" (Grade Point Average of 2.0) or higher for all work taken at the University, with a minimum of 28 identified

semester hours in the 2000 level or higher. The final 20 semester hours must be completed at the University.

2.   Meet the specified minimum graduation requirements, including the following area semester hour requirements:

Area I	Major Component	40-50
Area II	General Education Component	16-20
OR		

complete all course requirements as listed in the catalog under the specific Associate Degree program chosen.

Total Semester Hours Required	60-70

All students seeking the degree stated above must abide by all University rules and regulations, including satisfactory progress, attendance, and conduct, pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the University prior to graduation.

The student is responsible for meeting the requirements of the University Catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new Catalog and then must meet all requirements of the new edition. Students are required to complete a graduation audit review with the Registrar's Office after completing 40 credit hours.

DEGREE PROGRAMS

All students seeking the degree stated above must abide by all University rules and regulations, including satisfactory progress, attendance, and conduct; and pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the University prior to graduation.

TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the degree requirements of two majors, a student will be awarded only ONE degree unless a minimum of 32 appropriate credit hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

TWO DEGREES

Two baccalaureate degrees may be awarded simultaneously when the following conditions have been met:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 32 appropriate credit hours in addition to the requirements of the first degree have been earned.

Two associate degrees may be awarded simultaneously when the following conditions have been met:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 16 appropriate credit hours in addition to the requirements of the first degree have been earned.

ACADEMIC DEFICIENCIES

Following the conclusion of each grading period, the grades of each student will be audited by the Office of Academic Affairs. As a result of this audit, it may be necessary to reschedule the student or to place the student on a status of Academic Probation, Final Academic Probation, Academic Suspension, or Academic Dismissal. The

Office of Academic Affairs will notify and counsel each student to ensure that all steps are being taken to assist the student in reaching a clear academic status.

STANDARDS OF ACADEMIC PROGRESS

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled. Unless waived, all required courses in a program or approved substitutes, must be successfully completed by that student in order to graduate.

MAXIMUM PROGRAM LENGTH

A student must complete the entire Associate degree program (60 semester hour credits) while attempting no more than 90 semester hour credits. The Bachelor's program (122 semester hour credits) must be completed before the student attempts 180 semester hour credits. Failure to complete the program within 150% of the total required credit hours will result in dismissal of the student.

EVALUATION POINTS

At a minimum, each student will be evaluated at least once every academic year. In addition, those pursuing an Associate degree and those in the first two years of a Bachelor's program will be evaluated after having attempted 22, 45, and 67 credits and before attempting 90 credit hours.

MINIMUM ACADEMIC ACHIEVEMENT

The evaluation occurring at 22 credit hours will result in probation if the student does not have a cumulative grade point average of 1.25 and/or has not successfully completed at least 55% of the credits attempted.

An Associate degree student must achieve the following institutional grade point average (IGPA) at specified evaluation points in order to remain enrolled in the University:

Hours Attempted	Minimum CGPA
22	1.25**
45	1.50**
67	1.75**
90	2.00**

Those students who have earned 60 or more credits must maintain a 2.00 IGPA.

**   Failure to meet standard will result in dismissal.

SUCCESSFUL COURSE COMPLETION

A student must successfully complete the following percentages of credit hours attempted to remain an active student:

Hours Attempted	Minimum Completion Rate
22	55%*
45	60%**
67	65%***
90	67%***

Those students who have earned 60 or more credits must maintain a 2.00 IGPA.
*   Failure to meet standard will result in academic probation
**   Failure to meet standard will result in final academic probation.
*** Failure to meet standard will result in dismissal.

INSTITUTIONAL GRADE POINT AVERAGE

Academic Progress will be calculated each term using the Institutional Grade Point Average (IGPA). The first term the academic record of a student attending Hodges University falls below a 2.0 IGPA, he/she will be placed on Academic Probation. If the IGPA is not raised to a 2.0 at the end of the next term, the student will be placed on Final Academic Probation. If a student on Final Academic Probation does not raise his/her IGPA to a 2.0 by the end of the term, he/she will be placed on Academic Suspension. A student unable to achieve an IGPA of 2.0 upon return from Academic Suspension may be dismissed from the University.

PROBATION

Even though a student exceeds the minimum standards of academic achievement and successful course completion for the Associate degree program and the first two years of a Bachelor's program, the student will be placed on probation should progress be less than the 2.0 IGPA required for graduation.

All students placed on probation will be notified and counseled by the Office of Academic Affairs and will be given remedial work and/or tutoring if requested.

A student on probation who fails to progress as stipulated above during the grading period of probation will, regardless of grades received for that term, result in the student being placed on final academic probation. Should the student during the term of final probation still fail to remedy the situation, the student will be suspended or dismissed.

Students on probation or final probation, if otherwise eligible, may receive state and federal financial aid.

ACADEMIC SUSPENSION

A student placed on academic suspension may not return for further study for at least one trimester, during which time a written request to reenter must be submitted to the Executive Vice President of Academic Affairs. Only upon written confirmation or a signed reentry from the Executive Vice President of Academic Affairs may the student resume training for one trimester with a status of final academic probation. Only those students whose grade point averages and course completion rates are above the mandatory dismissal points shown above, may reapply for admission providing it is possible for that student to improve his or her cumulative grade point average to a 2.0 or above. The student must achieve an IGPA of 2.0 or better in this term of final academic probation or the student may be dismissed.

DISMISSAL

Dismissal is a final action and a student who has been dismissed based on the standards above is not permitted to reenter the University.

REPETITIONS AND WITHDRAWALS

An undergraduate student may repeat a course taken at the University in which he/she received a grade of D or F in order to improve the cumulative grade point average. The student may only repeat the same course two times for the forgiveness policy to apply and credit will automatically be given for the last grade earned when repeating a course. Students may repeat courses up to 12 semester credit hours (typically, this is three 4-credit courses). Repeated courses will appear on the student's academic transcript. Repeated grades will be substituted for previous course grades of D or F in the calculation of the student's cumulative grade point average for the equivalent of 12 semester hours. All courses receiving grades (including repeated courses) will be counted as credits attempted for calculating percentage completion rates. A student may not extend as a regular active student beyond one and one half time (150%) the normal length of a program in order to complete that program.

Withdrawals may receive either a "WP" or "WF" grade. A "WP" grade may be issued for withdrawals within the first six weeks of a trimester and does not carry a grade point value. "WP" grades may also be issued for documented extenuating or mitigating circumstances that have been approved by the Academic Committee or the Executive Vice President of Academic Affairs. A "WF" grade is given to a student who withdraws from a course after the sixth week of the trimester and carries a grade point value of "0".

The credit values of "WP" and "WF" grades will be counted as part of the credits attempted at each of the evaluation points in the Successful Course Completion scale.

MITIGATING CIRCUMSTANCES

The Academic Committee or the Executive Vice President of Academic Affairs may waive interim satisfactory progress standards for occurrences beyond the control of the student. Documentation of the extenuating or mitigating event and the demonstration by the student of the adverse effect on the student's academic progress must be provided.

TRANSCRIPT INFORMATION

Upon written application by the student to the Registrar's Office, the University will furnish transcripts of each student's scholastic record. These transcripts will state, "issued to student". No transcript may be issued for a student who is in arrears. Official transcripts requested by students to be sent to other educational institutions, are not given to students but are mailed directly to the institutions.

During peak periods, particularly at the end of each semester there may be a two week delay. Transcripts are processed in the order in which applications are received.

FACULTY ASSISTED COURSES

Courses listed in the University Catalog may be offered in a tutorial setting when approved by the Program Chair. Weekly sessions are held with an assigned faculty member with a minimum of a midterm and final evaluation required.

PARALLEL WORK COURSES

These courses combine traditional on-campus residence classes with an off-campus work experience related to the student's academic program of study. Students are supervised and evaluated by the sponsoring company's supervisor and the corresponding University Program Chair. These courses are also referred to as cooperative education courses.

DIRECTED STUDY COURSES

Under the supervision of an assigned faculty member, students complete extensive research projects appropriate to their academic program of study.

INTERNSHIPS/EXTERNSHIPS

Internships/externships are a required component of some programs offered at the University and a voluntary component of others. The purpose of an internship/externship is to provide the student with on-the-job experience in his/her chosen field of study. The faculty member assigned to supervise a student's internship/externship is responsible for ensuring that a student is acquiring the necessary learning objectives of the internship/externship experience.

AUDITING COURSES

Students who wish to take a course purely for information or enrichment and do not wish credit, may do so at Hodges University if they agree to attend the regularly scheduled class sessions, though assignments and examinations will be waived. The tuition rate for audited courses is the same as for classes taken for academic credit.

COURSE DELIVERY OPTIONS

Students may take courses at Hodges University in a traditional classroom setting, online, or a combination thereof. Combination classes typically alternate meeting times and places and include an online component.

NON-DEGREE COURSES

The University recognizes that in the community there may be educational needs for many of the residents and the various business enterprises, industrial, and governmental organizations that are part of the geographical area. Both regular and special courses and programs may be utilized to fulfill this community demand.

In-service courses, such as corporate-sponsored courses taught on the corporate site rather than a University classroom, and other courses on campus may be developed specifically to cover these needs. Both degree and non-degree seekers may participate in taking any of these courses offered by Hodges University. All students taking courses will take them at a credit hour value. Students who wish to achieve a degree must apply for admission to a degree program and clear any special courses desired with the University Registrar to make sure that the course will be included as part of the degree program. Courses will be taught by University faculty.

A non-degree seeking student wishing to take a class at the University must pay all tuition and fees prior to entry into the class.

Any individual, group, company, or agency wishing to have the University teach a course or program should contact the University's Executive Vice President of Academic Affairs.

ACADEMIC CALENDAR

FALL TERM 2007

September 10	Fall Term Begins
September 17	Last Date to Register
October 31	Mini-term Begins
November 22-25	Thanksgiving Holiday
December 22	Fall Term Ends
December 23-January 1	Winter Holiday

WINTER TERM 2008

January 2-13	Winter Break
January 14	Martin Luther King Holiday
January 15	Winter Term Begins
January 22	Last Date to Register
March 6	Mini-term Begins
March 21-23	Spring Holiday
April 28	Winter Term Ends

SUMMER 2008

May 12	Summer Term Begins
May 19	Last Date to Register
May 26	Memorial Day Holiday
July 2	Mini-Term Begins
July 4	Independence Day Holiday
August 23	Summer Term Ends

FALL TERM 2008

September 8	Fall Term Begins
September 15	Last Date to Register
October 22	Mini-term Begins
November 27-30	Thanksgiving Holiday
December 20	Fall Term Ends
December 21-January 1	Winter Holiday

WINTER TERM 2009

January 2-18	Winter Break
January 19	Martin Luther King Holiday
January 20	Winter Term Begins
January 27	Last Date to Register
March 10	Mini-term Begins
April 10-12	Spring Holiday
May 4	Winter Term Ends

SUMMER 2009

May 18	Summer Term Begins
May 25	Memorial Day Holiday
May 26	Last Date to Register
July 6	Mini-Term Begins
July 4	Independence Day Holiday
August 29	Summer Term Ends

HODGES UNIVERSITY SCHOLARSHIP CALENDAR

FALL 2007
September 10 (Mon)   Fall 2007 Institutional Scholarship Deadline
November 9 (Fri)   Winter 2008 Private Scholarship Deadline
December 4 (Tues)   Naples Scholarship Interviews*
December 5 (Wed)   Fort Myers Scholarship Interviews*

WINTER 2008
January 15 (Tues)   Winter 2008 Institutional Scholarship Deadline
March 7 (Fri)   Summer 2008 Private Scholarship Deadline
April 1 (Tues)   Naples Scholarship Interviews*
April 2 (Wed)   Fort Myers Scholarship Interviews*

SUMMER 2008
May 12 (Mon)   Summer 2008 Institutional Scholarship Deadline
July 11 (Fri)   Fall 2008 Private Scholarship Deadline
August 5 (Tues)   Naples Scholarship Interviews*
August 6 (Wed)   Fort Myers Scholarship Interviews*

FALL 2008
September 4 (Tues)   Fall 2008 Institutional Scholarship Deadline
November 7 (Fri)   Winter 2009 Private Scholarship Deadline
December 4 (Tues)   Naples Scholarship Interviews*
December 5 (Wed)   Fort Myers Scholarship Interviews*

WINTER 2009
January 13 (Tues)   Winter 2009 Institutional Scholarship Deadline
March 6 (Fri)   Summer 2009 Private Scholarship Deadline
April 7 (Tues)   Naples Scholarship Interviews*
April 8(Wed)   Fort Myers Scholarship Interviews*

SUMMER 2009
May 4 (Mon)   Summer 2009 Institutional Scholarship Deadline
July 10 (Fri)   Fall 2009 Private Scholarship Deadline
August 11 (Tues)   Naples Scholarship Interviews*
August 12 (Wed)   Fort Myers Scholarship Interviews*

*Scholarship interview dates are subject to change. Scholarship applicants are notified in advance of interview date and have the opportunity to schedule specific interview times.

TUITION AND FEES SCHEDULE

<u>TUITION</u>   <u>SEMESTER HOUR CREDIT</u>

Basic Tuition for all Credit Hour Courses.. $425.00 per credit hour
Intensive English Courses ....$2,400.00 per 15 week term
(Special group tuition rates are available upon request and approval)

<u>OTHER FEES AND CHARGES:</u>

Application Fee (Non-Refundable) $20.00
Laboratory Fee...$60.00
DANTES Test Fee..$125.00
Proctoring for outside agencies/colleges $50.00

Please refer to catalog course descriptions for specific course fees.

Portfolio Evaluation Fee..$25.00
Portfolio Seminar Fee..$40.00
Advanced Standing Tuition Due Upon Validation of
Life Experience credits through Portfolio Preparation...½ of current tuition rate
                                                        per credit hour
In-House Examination Fee (per Each Exam) $50.00
Advanced Standing Tuition Due Upon Passing the Exam ....½ of current tuition rate
                                                         per credit hour
<u>Student Services Fees Payable Each Semester</u>
Library..$75.00
Registration Fee...$30.00
Student Service Fee $35.00
Technology Fee $50.00

Promissory Note Fee $50.00
Graduation Fee $100.00
Late Registration Fee...$25.00
Catalog Fee..$ 3.00
Return Check Fee $50.00

A liability insurance fee will be charged students enrolled in the following courses:

<u>Health Information Technology</u>
MRE2211 Internship I...$20.00
MRE2800 Internship II..$20.00
<u>Medical Assisting</u>
MEA2941 Medical Assisting Internship I...$20.00
MEA2952 Medical Assisting Internship II $20.00

Withdrawal Fee
An administrative withdrawal fee of $100.00 will be charged to a student withdrawing from the University as described in the catalog under the published University refund policy.

Books and supplies are sold as needed and are available in the University bookstore or may be purchased from other bookstores. There is no requirement to purchase books and supplies in the University bookstore.

NAPLES PRESIDENT'S COUNCIL MEMBERS

Joseph M. Wheeler, Chairman	Claude Haynes	Elaine Reed
Penny Briant	Howard Isaacson	Orlando Rosales
Bud W. Brunker	Jan Kantor	Ronald Salvagio
Reg Buxton	Nancy P. Keefer	Peter Sharkey
Courtney Curatolo	Randy Keys	Theodore Soliday
Joseph Donahue	George Lange	Dan Thompson
Regina Driesbach	Ronald McSwiney	Joseph M. Trachtenberg
Thomas J. Falciglia	Barry Nicholls	Michael J. Volpe
Patt Franciosi	Jerry F. Nichols	Fred Weinman
Joseph Frazier	Tim Parry	David E. Weston
Sue Goby	David N. Pfaff	Scott Whitney
Robert Halman	Richard Pignataro	Casey Wolff
	Michael J. Prioletti	

FORT MYERS PRESIDENT'S COUNCIL MEMBERS

Joseph P. D'Alessandro, Chairman	Randall P. Henderson, Jr.	Steve Personette
Steve Greenstein, Vice-Chairman	Thomas P. Hoolihan, Jr.	Michael Reitmann
Diana Black	Stephen Kolody	Scott D. Robertson
Tina Chaphe	Nancy McGovern	John W. Steakley
Marianne deVargas	Russ Ogan	Theodore D. Steele
Richard Durnwald	Joe Paterno	Sandra Stilwell
Michael P. Geml	Cole Peacock	William P. Valenti, Sr.
Thad Gentleman		David S. Vargas

ADMINISTRATION

President .... Terry P. McMahan
Executive Vice President of Academic Affairs and Secretary .... Jeanette Brock
Executive Vice President of Finance and Student Services and Treasurer .... John W. White
Vice President of Information Technology & Facilities Management .... David Rice
Vice President of Institutional Advancement .... Louis J. Traina
Vice President of Student Development/Dean of Students .... Ron Bowman
Vice President of Student Enrollment Management.. Rita Lampus
Vice President of Student Financial Assistance .... Joseph Gilchrist
Vice President of Student Records Management .... Carol Morrison
Dean of Academic Services... Scott Kemp
Dean of the Kenneth Oscar Johnson School of Business.. Frederick Nerone
Dean of the School of Allied Health .... Carlene Harrison
Dean of the School of Technology.. Donald G. Cole

ACADEMIC DEPARTMENT CHAIRS

UNDERGRADUATE ACADEMIC PROGRAMS

Accounting Program Chair.. Thomas Nohl
Applied Psychology Program Chair .... Elsa Rogers
Business Administration Program Chair .... Joseph Heinzman
Computer Program Chair.. Donald G. Cole
Criminal Justice Program Chair.. Joseph Kibitlewski
Health Administration Program Chair.. William Griz
Health Information Technology Program Chair... Deborah Howard
Health Studies Program Chair .... Carlene Harrison
Interdisciplinary Studies Program Chair .... Karen Locklear
Legal Studies Program Chair... James Hodge
Management Program Chair.. Nancey Wyant
Medical Assisting Program Chair.. Carlene Harrison

GRADUATE ACADEMIC PROGRAMS

MBA/MPA Program Director .... Donald Forrer
MCJ Program Chair... Joseph Kibitlewski
MCT/MIS Program Director .... Michael Nelson
MPS Program Director .... Karen Locklear
MSM Program Chair .... Nancey Wyant

STAFF

Academic Advisor .... Jenna Kaiser, Fort Myers/Christine Scanlin-Mitchell, Naples
Assistant Dean of Students.. Marcia Brooks
Assistant Director, Library .... Akos Delneky
Assistant Director of Distance Education & Distance Education Librarian................................... Peter Van Leeuwen
Assistant Director of Financial Aid .... Dorene Carlucci, Fort Myers/Ellen Ashley, Naples
Assistant Director of IT for Network Services... Michael O'Brien
Assistant Director of IT for Software Services .... Wendy Gehring
Assistant Registrar... Renee Conti
Assistant to the President.. Tamara Karwat
Associate Director of Admissions .... Gail Downham, Fort Myers/Gary Watson, Naples
Bookstore Manager .... Steven Bopp, Fort Myers/Kathleen Cook, Naples
Cashier... Nadia Roman, Fort Myers/Jimmy Rodriguez, Naples
Career Development Coordinator.. Molly Grubbs

Career Development Placement Officer ....Eve Kosciusko
Computer Lab Manager..Dale Mori, Fort Myers/Carlos Padilla, Naples
Director of Counseling and ADA Coordinator.. Micki Erickson
Director of Development...Philip Memoli
Director of Distance Admissions... Jane Trembath
Director of English as a Second Language ....Leisha Klentzeris
Director of High School Relations ....Theresa Garratt
Director of Institutional Effectiveness..Diane Ball
Director of Library .... Carolynn Volz
Director of Student Accounts ....Veda Christiano, Fort Myers/Gail Williams, Naples
Employer Relations Coordinator ....Kevin Anderson
Financial Aid Officer, Fort Myers...Sheri Escarra, Patrick Hoffman, Tanya Speid
Financial Aid Officer, Naples... April May-Carper, Shirley Neumann
Francis Pew Hayes Center for Lifelong Learning Director...Christine Wheeler
Librarian ....Debbie Lewis
Public Relations Coordinator...Joe Turner
Registrar ....Lydia Porter, Fort Myers/Kimberly Morehouse, Naples
Registrar for Student Records Integration .... Kelly Miller
Senior Librarian...Jan Edwards
Student Accounts Coordinator ....Sharlee Denny-Smith, Fort Myers/Adriana Buitrago, Naples
Tutoring Lab Supervisor...Suzanne Ponicsan

Learning Sites Personnel

Edison University Center Admissions Coordinator ....Robin Gudites
Learning Site Student Financial Coordinator .... Tracy Parker
Manatee Technological Institute Learning Site Coordinator..Deanna Burton
Learning Site Registrar...Becky Richards
Pasco-Hernando Community College Learning Site Administrator .... Michael Smith
Pasco-Hernando Community College Learning Site Coordinator... Lisa Jensen

HODGES UNIVERSITY FACULTY

Accounting & Finance
Blix, William (Full-time)
    MBA   Regis University
    BS   Florida State University
Chancy, Melinda (Full-time)
    Ph.D.   Walden University
    MBA   Nova University
    BS   University of Florida
Clark, Janis (Part-time)
    MBA   Jacksonville University
    BS   Hodges University
D'Amore, Anthony (Part-time)
    MBA   New York University
    BS   St. Peter's College
Kest, Ray (Full-time)
    Ph.D.   Walden University
    MBA   University of Toledo
    BBA   University of Toledo
Nohl, Thomas (Program Chair - Full-time)
    MS   University of Wisconsin-Milwaukee
    BBA   University of Wisconsin-Milwaukee
Royes-Sterling, Genevieve (Part-time)
    MBA   Florida Gulf Coast University
    BS   Florida Memorial College
Steakley, John (Part-time)
    MIM   American Graduate School of
            International Management
    BA   Eckerd College
Tomin, Carolynn (Part-time)
    BS   University of Bridgeport

Allied Health
Avola, Anna (Full-time)
    DMD   Tufts University
    BS   Northeastern University
Batiato, Dolores (Part-time)
    DBA   Argosy University
    MPA   Golden Gate University
    BA   Eckerd College
Casey, Susan (Part-time)
    MBA   Hodges University
    BSN   University of Iowa
Chizea, Dora (Part-time)
    MD   Temple University
    AB   Bryn Mawr College
Comer, Kenneth (Full-time)
    MS   Florida State University
    BS   Florida Southern College
Conena, Thomas (Full-time)
    MS   Syracuse University
    BA   Syracuse University

Featherstone, Elizabeth (Part-time)
    MMS   Nova Southeastern University
    AS   Miami Dade College
    AA   Edison College
Fitzgerald, Sharon (Part-time)
    AS   Hodges University
Griz, William (Program Chair-Full-time)
    Ph.D.   Michigan State University
    BS   Michigan State University
Harrison, Carlene (Dean-Program Chair - Full-time)
    Ed.D.   Argosy University
    MPA   University of Colorado
    BS   University of Colorado
Howard, Deborah (Program Chair - Full-time)
    MA   Florida Gulf Coast University
    BS   SUNY at Utica
Junchnowicz, Jean (Part-time)
    MBA   Argosy University
    BA   Rowan University
Norris, Christopher (Full-time)
    Ph.D.   University of Colorado
    BA   Cornell College
Plant, Keith (Part-time)
    BS   Excelsior College
    RN   Massachusetts General Hospital
Riker, Virginia (Part-time)
    BBA   Davenport University
Soucek, Mary (Part-time)
    MS   University of Wisconsin
    BS   Western Illinois University
Smith, Greg (Part-time)
    Ph.D.   University of South Florida
    BA   University of South Florida
St. Amand, Dotty (Part-time)
    MSW   Western Michigan University
    BA   Hope College
Trevino , Marcela (Part-time)
    Ph.D.   New Mexico State University
    MS   New Mexico State University
    BS   Universidad Nacional Avtonoma de
            Mexico
Weiss, Valerie (Full-time)
    MD   Brown University
    MS   Medical College of Georgia
    BA   Brown University
White, Robert (Part-time)
    Ph.D.   University of Florida
    BA   Vanderbilt University
Whitmer, Elizabeth (Part-time)
    AS   Hodges University

Business Administration

Adkins, James (Part-time)
JD   University of Wisconsin
BA   Lake Superior State College

Clark, Janis (Part-time)
MBA   Jacksonville University
BS   Hodges University

Dew, Katherine (Full-time)
Ph.D.   Walden University
MBA   Babson College
BA   Colby College

Forrer, Donald (Director, MBA/MPA - Full-time)
DBA   Nova University
MS   Central Michigan University
BA   Capital University

Fulchino, Ralph (Part-time)
Ph.D.   Georgetown University
MA   Columbia University
AB   Boston College

Ginsberg, Kenneth (Full-time)
JD   Seton Hall
BS   Fairleigh Dickinson

Heinzman, Joseph (Program Chair, Full-time)
DBA   Nova Southeastern University
MBA   Florida Tech
BS   Weber State University

Karastamatis, Peter (Vice-Chair - Full-time)
MBA   Nova Southeastern University
BS   Old Dominion University

Kest, Ray (Full-time)
Ph.D.   Walden University
MBA   University of Toledo
BBA   University of Toledo

Landrum, Gene (Full-time)
Ph.D.   Walden University
BBA   Tulane University

Mongiardini, Gene (Part-time)
Ed.D.   Temple University
MBA   NYU-Temple
BS   New York University

Nerone, Frederick (Dean - Full-time)
Ph.D.   Union Institute and University
MA   Central Michigan University
BS   Wayne State University

Timur, Aysegul (Full-time)
Ph.D.   University of South Florida
MBA   University of Istanbul
BS   University of Istanbul

Computer Information Technology

Ball, Albert (Full-time)
MS   Hodges University
BS   Hodges University

Ball, Diane (Full-time)
MA   Johnson & Wales University
BA   University of Lowell

Bass, James (Full-time)
BS   Hodges University

Carter, Paul Stewart (Part-time)
BS   Hodges University

Cole, Donald (Dean-Full-time)
Ed.D.   Nova University
MS   Montclair State College
BA   Montclair State College

Faris, Paral Vin (Full-time)
M.Ed.   University of South Florida
BS   Southern Illinois University

Feliciano, Joe (Full-time)
DPS   Pace University
MS   Long Island University
BS   Hawaii Pacific University

Grinberg, Arkady (Full-time)
MS   Hodges University
MS   Donetsk Polytechnic Institute
BS   Hodges University

Long, Daniel (Part-time)
MIS   Hodges University
BS   Columbia College

Mahmoud, Haytham (Full-time)
Ph.D.   University of Central Florida
MS   Florida Institute of Technology
BS   Alexandria University

Mirville, Wilfrid (Full-time)
MS   Hodges University
BS   Hodges University

Mori, Dale (Part-time)
BS   Hodges University

Muzyka, Katherine (Part-time)
BS   Hodges University

Nelson, Michael (Director, MCT/MIS - Full-time)
Ph.D   University of Central Florida
MS   Florida Institute of Technology
BS   Southeast Missouri State University

Shapiro, David (Part-time)
BS   Pennsylvania State University

Watts, Jake (Full-time)
Ph.D.   University of Alabama
MA   London University
MLS   University of Texas
BA   University of Miami

Criminal Justice

Baer, David (Part-time)
    BS   Hodges University
Kibitlewski, Joseph (Program Chair - Full-time)
    Ph.D.   Clark Atlanta University
    MA   Mississippi State University
    BS   University of Texas
Krzycki, Leonard (Full-time)
    Ph.D.   Florida State University
    MS   University of Nebraska
    BS   University of Nebraska
Long, John (Part-time)
    MS   Hodges University
    BA   Bloomfield College
Mosser, Marian (Full-time)
    Ph.D.   Walden University
    MS   Command & General Staff College
    MS   Youngstown State University
    BA   Thiel College
Parke, Patricia (Full-time)
    JD   College of William and Mary
    MA   Webster University
    BA   Old Dominion University
    BGS   Roosevelt University
Rawles, Warren (Full-time)
    Ed.D.   New Orleans Baptist Seminary
    M.Ed.   New Orleans Baptist Seminary
    GSED   New Orleans Baptist Seminary
Slapp, Jeff (Part-time)
    MA   University of South Florida
    BA   St. Leo University

ESL

Archer, Clare (Part-time)
    BA   Laurentian University
    B.Ed.   University of Western Ontario
Barnes, Lynette (Full-time)
    MA   Farmingham State College
    BA   University of California
Cheser, Nancy (Full-time)
    MS   Massachusetts College of Art
    MAT   Rhode Island School of Design
    BFA   Rhode Island School of Design
Chilson, Luz (Part-time)
    MA   University of Kansas
    BA   Universidad del Valle
Crittenden, Stanislava (Part-time)
    BA   University of Presov
Diaz, Efrain (Part-time)
    MS   Florida International University
    BA   University of Puerto Rico

Jackreece, Patricia (Part-time)
    BS   Mississippi University for Women
Klentzeris, Leisha (Program Director - Full-time)
    MA   CUNY Herbert Lehman College
    BA   SUNY at Oswego
Sparker, Olga (Part-time)
    MA   Tobolsk Teachers Training University
    BA   Tobolsk Teachers Training University

Interdisciplinary Studies

Benson, Marilyn (Part-time)
    MS   Troy State University
    BS   Colorado Christian University
Cooney, William (Full-Time)
    Ph.D.   Marquette University
    MA   Northern Illinois University
    BA   Trinity College
Ginsberg, Kenneth (Full-time)
    JD   Seton Hall
    BS   Fairleigh Dickinson
Hofmann, Thomas (Full-time)
    MSW   University of Wisconsin
    BS   University of Wisconsin
Johnson, Meredith (Full-time)
    MSM   Hodges University
    BS   Hodges University
Kolva, Judith (Full-time)
    Ph.D.   Saybrook Graduate School
    MS   Wright State University
    BS   Michigan State University
Landrum, Deidre (Part-time)
    Ed.D.   Nova Southeastern University
    MA   Rider College
    BA   San Jose State University
Locklear, Karen (Program Chair-Full-time)
    Ph.D.   Union Institute and University
    M.Ed.   National Louis University
    BS   Florida Metropolitan University
Poniscan, Suzanne (Full-time)
    BS   Hodges University
Ramsey, Theresa (Part-time)
    Ed.D.   University of Sarasota
    MS   Troy State University
    BA   Old Dominion University
Sutter, Leslie (Full-time)
    Ed.D.   University of Sarasota
    MA   California State University
    BS   University of the State of New York
Wrench, Phyllis (Part-time)
    MS   Hodges University
    BS   Hodges University

Legal Studies

Breiden, Jack (Part-time)
| JD | Nova University |
| BA | Florida Atlantic University |

Dellutri, Carmen (Part-time)
LLM	Tulane University
JD	Loyola University
MBA	Florida Gulf Coast University

Hardt, Frederick (Part-time)
| JD | University of Wisconsin |
| BA | University of Wisconsin |

Hodge, James (Program Chair - Full-time)
| JD | University of Akron |
| BS | University of Akron |

Mancini, Richard (Part-time)
| JD | St. Thomas University School of Law |
| BA | University of South Florida |

Oates, Marc (Part-time)
LLM	The John Marshall Law School
JD	Capital University
BS	West Virginia University

Pepe, Susan (Part-time)
| JD | Nova Southeastern University |
| BA | University of South Florida |

Pivacek, Lawrence (Part-time)
| JD | University of Buffalo |
| BA | Union College |

Rocuant, Paul (Part-time)
| JD | New England School of Law |
| BA | University of Connecticut |

Voit, Timothy (Part-time)
| BBA | University of Wisconsin Waukesha |

Wendel, Charlene (Full-time)
JD	Northeastern University
M.Ed.	Boston University
BA	SUNY Albany

Weyl, Andrew (Full-time)
| JD | Hamline University |
| BA | Gustavus Adolphus College |

Liberal Arts

Bair, George (Part-time)
Ed.D.	Nova University
MA	Governors State University
BA	Governors State University

Blackwood, Michelle (Part-time)
| MA | Nova Southeastern University |
| BA | Hodges University |

Boozer, Wesley (Full-time)
Ph.D.	Indiana University of Pennsylvania
M.Ed.	Wesley College
BA	Wagner College

Bowman, Ron (Full-time)
DM	Florida State University
MM	University of Tennessee
BA	Georgia State University
BM	Georgia State University

Brown, David (Full-time)
Ph.D.	United States International University
MA	John Carroll University
BS	Otterbein College

Cooney, William (Full-time)
Ph.D.	Marquette University
MA	Northern Illinois University
BA	Trinity College

Caron, Janice (Part-time)
Ed.D.	University of Sarasota, FL
M.Ed.	Salem State College
BS	University of New Hampshire

Erickson, Micki (Full-time)
Ed.D.	Nova Southeastern University
MA	Northeastern Illinois University
BA	Northeastern Illinois University

Farhadi, Asfaneh (Full-time)
| MA | Northeastern University |
| BA | Wheaton College |

Ferenz, Leonard (Full-time)
| Ph.D. | Georgetown University |
| BA | University of Denver |

Gallagher, Michael (Full-time)
| MS | University of Northwestern Ohio |
| BA | University of Wisconsin - Madison |

Jackreece, Telemate (Full-time)
Ph.D.	Mississippi State University
MPA	Grambling State University
BPA	Grambling State University

Kemp, Scott (Full-time)
Ph.D.	University of Denver
MA	University of Alabama
BA	Frostburg State University

Kimble, Lodovic (Part-time)
| MS | Tennessee State University |
| BS | Tennessee State University |

Nimmo, Dianna (Full-time)
| MA | University of Arkansas |
| BA | University of Arkansas |

Nocher, Anne Morag (Full-time)
| MA | Texas Women's University |
| BA | University of Texas at Arlington |

Northcutt, Minnette (Part-time)
| MA | University of South Florida |
| BA | University of South Florida |

Nuttall, Clifford (Part-time)
| MA | Bucknell University |
| BA | Bucknell University |

Purdy, Charles (Part-time)
    MA   Glassboro State College
    MA   University of Delaware
    AB   Villanova University
Reboletti, Tracy (Part-time)
    MA   Governors State University
    BA   Eastern Illinois University
Richter,Keith (Part-time)
    BA   University of South Florida
Rogers, Elsa (Program Chair - Full-time)
    Ph.D.   University of Lousiana at Layfayette
    MA   University of Memphis
    BA   University of the West Indies
Russell, Harold (Full-time)
    Ph.D.   Union Institute & University
    MS   Long Island University
    MS   City University of New York
Smith, Greg (Part-time)
    Ph.D.   University of South Florida
    BA   University of South Florida
Sutter, Leslie (Full-time)
    Ed.D.   University of Sarasota
    MA   California State University
    BS   University of the State of New York
Swiersz, Thomas (Full-time)
    Ph.D.   Florida State University
    M.E.   University of Illinois Urbana
    BS   Illinois State University
Tagliasacchi, Fabio (Full-time)
    BA   University of South Florida
Zamor, Terry (Part-time)
    MA   Nova Southeastern University
    BS   The City College of New York

Library
Delneky, Akos (Assistant Director - Full-time)
    MLIS   University of Pittsburgh
    BA   Stetson University
Edwards, Janet (Full-time)
    MS   Louisiana State University
    BA   Memphis State University
Lewis, Debbie (Full-time)
    MA   University of Toledo
    BA   University of Toledo
VanLeeuwen, Peter (Full-time)
    MA   Florida State University
    BA   Florida State University
Volz, Carolynn (Director - Full-time)
    MA   University of South Florida
    BA   Douglas College at Rutgers University

Management
Ahern, Jo (Full-time)
    MS   Hodges University
    BS   Hodges University
Harbour, Ronald (Part-time)
    MBA   Franklin Pierce College
    BS   Daniel Webster College
Meyer, John (Vice-Chair, Full-time)
    MBA   Hodges University
    BS   Hodges University
Smith, Michael (Full-time)
    MBA   Nova Southeastern University
    BS   University of Alabama
Wyant, Nancey (Program Director- Full-time)
    Ph.D.   Walden University
    MS   LaRoche College
    BS   LaRoche College