



HODGES

UNIVERSITY

Undergraduate Catalog

2011-2013

Volume 22

September 8, 2011

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Hodges University

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

GENERAL INFORMATION

HISTORY OF THE UNIVERSITY

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 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 postsecondary education opportunities to students from the general Southwest Florida community in a traditional classroom setting, and online educational opportunities for students in any location. 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 highway artery between Naples and Fort Myers. The University also establishes learning sites as the need arises. Currently, the University operates learning sites at South Florida Community College in Avon Park, the University Centers of Edison State College in Lee and Charlotte counties, Pasco-Hernando Community College in New Port Richey, Brooksville, and Spring Hill, Immokalee at Jubilation and Florida Keys Community College in Key West.

ACCREDITATION AND LICENSURE

Hodges University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to Award Associate, Bachelor's, and Master's Degrees. For questions about the accreditation of Hodges University, contact the Commission of Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501. All other inquiries regarding Hodges University's educational programs, admissions requirements, financial aid, etc., should be directed to Hodges University and not to the Southern Association of Colleges and Schools Commission on Colleges.

Hodges University has received specialized accreditation for its business and business-related programs through International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas. The following degree programs are accredited by the IACBE: Bachelor of Science degrees in Accounting, Business Administration, and Management and the Master of Business Administration, Master of Public Administration, and Master of Science in Management.

The Health Information Management 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, 727-210-2350) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Hodges University is licensed in accordance with the Florida Statutes Title XLVIII, K-20 Education Code, Ch. 1000-1013. For further information about Hodges University, contact the Department of Education in Tallahassee, Florida.

MEMBERSHIP

Hodges University is a member of the Independent Colleges and Universities of Florida (ICUF), which is comprised of 29 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:

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

BENEFACTORS

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.

ENDOWMENTS AND MAJOR GIFTS

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.

Hodges University

The Johnson School of Business and the Johnson Endowed Professorship Fund

Through a generous gift from the late Kenneth O. Johnson, the School of Business at Hodges University has been named the Johnson School of Business. Mr. Johnson was 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 throughout his retirement, he continued to advise energy companies on business strategy. Mr. Johnson also provided funding for the 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 Nichols School of Professional Studies

Through a generous gift from Jerry and Arlene Nichols, the School of Professional Studies has been named the Nichols School of Professional Studies. The Nichols have been long time supporters of Hodges University and its mission of serving the adult student population. In 2008, Jerry and Arlene were selected as the Hodges University Humanitarians of the Year to recognize their philanthropic support of not-for-profit organizations in the Naples Community, including the Boys & Girls Club of Collier County, Junior Achievement, Community Foundation of Collier County, Quest for Kids, American Red Cross, and the Ronald McDonald House and Care Mobile. The Nichols have also supported the American Military Veterans Education Fund, which provides scholarship assistance to returning veterans seeking higher education at Hodges University.

The Fisher School of Technology

Through a generous gift from John W. Fisher III, the School of Technology has been named the Fisher School of Technology. Mr. Fisher is an alumnus of Hodges University, graduating in 1995 with a Bachelor's Degree in Management and was honored as the University Alumnus of the Year in 1999. A resident of Naples, Fisher is semi-retired from a successful career in information technology and hospitality. He actively pursues his goal of helping provide a good education to anyone with a thirst for knowledge. To that end, John serves on the Hodges University Foundation Board of Directors, and as a veteran of the U.S. Air Force, he also serves as a member of the American Military Veterans Education Fund Cabinet.

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 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 that enhance the ability of students to achieve personal or professional objectives.

MISSION PRINCIPLES

To achieve its Mission, Hodges University supports the following principles:

- Hodges University is a teaching institution that emphasizes the practical application and advancement of knowledge in career-oriented programs.
- Hodges University encourages scholarly activity among its faculty.
- Hodges University is a student-centered institution of higher learning that primarily focuses on the needs of adult learners.
- Hodges University provides contemporary programs, experiential delivery systems, and distance learning.
- Hodges University, as a non-profit institution of higher learning, serves as an educational and community resource for Southwest Florida.
- Hodges University encourages and supports cultural diversity and inclusion.

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 who live in the United States must also have legal status in the United States as stated above.

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.

The University does not accept applicants with a felony record or registered sexual predators or offenders into its programs of study.

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, certificate of completion from military schools, high school transcripts, GED records, (or a high school certification form if high school transcript is not available) 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, COMPASS Test scores of 65 in language, 50 in math, 35 in reading, with an overall score of 150, or Online Entrance Test scores of 48 in language, 18 in math, 4 in reading, with an overall score of 70. Students scoring less than 60 in language or math but with an overall score of 130 or better on the CPAt, students scoring less than 65 in language and 50 in math on the COMPASS Test with an overall score of 150, and students scoring less than 48 in language and 18 in math on the Online Entrance Test with an overall score of 70 will be required to take ENG0991 and/or ENG0992 and/or Math 0998. These courses will not be used to fulfill graduation requirements.

The CPAt (Career Placement Assessment Test), the COMPASS Test, and the Online Entrance 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 during the student's first term at the University.

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 Dean of Counseling and Support Services to address these concerns.

NON-DEGREE SEEKING STUDENTS

Non-Degree seeking students will follow the same admissions criteria as a regular student and will pay for the course(s) taken as calculated on a per credit basis by the current Tuition and Fee Schedule published in the current Catalog. These students will not be eligible for financial aid in the form of Title IV funds.

FAMILIARITY WITH UNIVERSITY REGULATIONS

On or before entrance, each student is given access to 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.

HODGES UNIVERSITY STUDENT IDENTIFICATION CARDS

All students are required to obtain and visibly display their Hodges University Identification Card while on campus. Distance education students are required to obtain an ID Card for purposes of a picture ID and to access library services and privileges. The bar code on the reverse side of the ID card will provide students with the access to these services and privileges. Students are strictly prohibited from loaning or sharing their ID cards with anyone, and if lost, the student must immediately report the loss to the bookstore personnel who will replace the card. Replacement of ID cards will be at the expense of the student.

TUITION AND FEES

Please refer to the Tuition and Fees schedule in this catalog.

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, REFUND APPEALS PROCESS

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 to the Business Office for its review. If the appeal is not resolved at this level, the student may appeal in writing to the Vice President of Finance. If the appeal remains unresolved, the final appeal is to the Executive Vice President of Administration whose decision is final.

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. A student may withdraw before the eleventh week of the semester.

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 Direct Loans received by the student.
- b. To eliminate outstanding balances on subsidized Federal Direct Loans received by the student.
- c. To eliminate outstanding balances on Federal Direct 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 other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
- g. To repay other Federal, State or private institutional student financial assistance received by the student.
- h. 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.

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.

TRANSIENT STUDENTS

Students in good academic standing attending other postsecondary 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.

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 postsecondary 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 an approved program 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.

F-1 students are required to maintain full-time status while enrolled at Hodges University. Full-time status is defined as at least 12 semester hours of credit each semester. F-1 students taking 12 semester hours of credit are permitted to enroll in only one online course per semester. F-1 students taking more than 12 semester hours of credit may enroll in more than one online course per semester. F-1 students enrolled in the English as a Second Language Program are not permitted to enroll in online courses.

ACADEMIC POLICIES

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. Students are required to sign an Academic Honesty Policy during the orientation process.

ACADEMIC GOOD STANDING

An undergraduate student is considered to be in good academic standing if he/she maintains a minimum institutional grade point average of at least a 2.0 and meets the standards of academic progress regarding credits attempted and credits earned.

INSTITUTIONAL GOOD STANDING

Students are expected to possess a character that adheres to common acceptable standards of good conduct. Examples of situations that have an impact on good conduct include but are not limited to:

- Not delinquent in tuition and fees due to the University.
- Not in default in any federal loan program.
- Never been subjected to any disciplinary action by the University.
- Never been convicted of a felony.
- Not listed on any official source as a sexual offender and/or predator.

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, telephone number of the student, date of birth, student ID number, major field of study, dates of attendance,

degrees and awards received, enrollment status, any photo or video a student appears, 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.

COMPUTER APPLICATIONS REQUIREMENT

All students at Hodges University are required to demonstrate adequate knowledge of the skill set taught in CAP 1000 Computer Applications. This may be accomplished by taking CAP1000 at Hodges, by transferring in the course from another institution, or by taking a proficiency test. For further information, please contact 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. Students will be notified of their advanced standing based on this evaluation. The Veterans Administration will also be notified for those students receiving VA benefits. **Methods of achieving advanced standing are described in the following.**

TRANSFER STUDENT

Students with earned undergraduate college credit from accredited colleges and universities may apply to have these credits transferred into their program of study at the University. Approval will be given for the number of credits already completed with a grade of C or better that are compatible with the student's major as determined by course titles and/or course descriptions or syllabi. Computer Applications courses must be taken within the past five (5) years to be considered for transfer, with a grade of B or better. Science courses for transfer into the Bachelor of Science in Health Studies programs must also be taken within the past five (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 Registrar's Office for evaluation in order for the transfer credit to be awarded. Transfer credits will not be considered for courses that are offered at the University in an accelerated wheel format.

STANDARDIZED TESTING

The University accepts appropriate credit recognition 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) for undergraduate degree completion requirements. Official test scores must be sent to the Registrar's Office of the University one trimester prior to the student's anticipated graduation date.

IN-HOUSE CREDIT BY EXAMINATION

Enrolled undergraduate students who wish their developed skills to be evaluated may also earn credit by taking and by passing, with a minimum score of 80%, the final examination in the designated subject areas that are part of the University curricula. The student must file a request for each specific subject area which must be approved by the Program Chair and Dean. Credit by Examination is recorded as a CR grade which is not calculated in the cumulative grade point average. There are fees attached to the awarding of this credit.

VALIDATED LEARNING

Enrolled students may receive credit by recommendation from a professional evaluation agency such as the American Council on Education (ACE), typically used for military service school courses, or state or federal training agencies such as the Florida Department of Law Enforcement (FDLE). 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.

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 credits towards a bachelor's degree (15 credits towards an associate degree) can be awarded for approved IT related certifications upon successful completion of a departmental exam to validate content knowledge and the submission of certification attainment documentation.

ARTICULATION AGREEMENTS

Hodges University has Articulation Agreements with the Independent Colleges and Universities of Florida, Nova Southeastern University, Edison State College, Pasco Hernando Community College, Florida Keys Community College, South Florida Community College, District School Board of Collier County, and the Lee County School Board. These agreements specify which courses will be accepted by each institution so that students can plan accordingly. Detailed information about these agreements is available in the Office of Academic Affairs.

CLASS AUDIT REFRESHER EDUCATION (CARE)

CARE - Class Audit Refresher Education is a program designed to upgrade enrolled undergraduate students who have successfully completed courses taken at Hodges University or are graduates of the University. CARE allows enrolled undergraduate students or graduates to take refresher courses in subjects studied at Hodges University with no tuition charges, as long as there are seats available in the selected courses. 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 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.

LIBRARY

The mission of the Hodges University Library is to support the University in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the University and at remote sites, to provide opportunities for students to learn from many different information formats, and to provide life skills through access to information and resources.

The libraries at the Fort Myers and Naples 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.

The library subscribes to an extensive list of premier resources, both physical and electronic. These electronic resources include both general and subject specific databases that support the entire curriculum. The library's online catalog serves as a central access tool for print and electronic resources, including e-journals, e-books, electronic government documents, DVDs, and print materials.

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 are offered through scheduled classes, online research guides and tutorials, personal appointments and chat sessions through Ask A Librarian.

INFORMATION TECHNOLOGY DEPARTMENT

The Department of Information Technology is dedicated to guiding the selection, procurement, development and implementation of innovative technological enhancements, to ensure a positive experience, and to provide exemplary customer service for the University community.

It is each student's responsibility to read, understand, and abide by the Acceptable Use of Technology Resources policies. These policies are provided to students during the orientation process 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™. Students enrolled in distance education degree programs of study are required to take all of their courses online. Students taking online courses are required to become familiar with the Blackboard delivery platform before they begin their courses.

Students taking online courses are required to take a proctored final exam. Exams may be proctored at the University campuses or learning sites, or by an approved proctor for those students who do not live near one of these locations. It is the responsibility of the students taking online courses to secure an approved proctor in a timely manner. Examples of approved proctors include employees at a library, another college, or a supervisor at work. It is the responsibility of the faculty members teaching online courses to approve proctors.

INTELLECTUAL PROPERTY POLICY

Hodges University defines intellectual property as a product of the intellect that has commercial value. Intellectual property is typically divided into two categories: Industrial property which includes patents, software, industrial designs, and geographic indications of source; and Copyright which includes literary and artistic works.

Students may produce intellectual property while attending Hodges University. All work completed or submitted toward fulfillment of course requirements by students is the property of Hodges University, including any software development or any work submitted as part of a class exercise or group activity. Hodges University reserves the right to utilize any work so submitted in any way it deems appropriate. Intellectual property produced by students outside of course requirements that does not use University funds, space, or facilities remains the property of the students.

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; tutoring; 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, Dean of Counseling and Support Services, Student Development Coordinator, Career Development and Counseling. The Vice President of Student Development and the Dean of Students administer the Student Development services, which are designed to address student concerns, adjustments to college, and the enhancement of student life.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the University after one year 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. An online orientation program is provided for those students enrolled in online programs of study.

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 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.

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 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. Students must be in good standing to participate in Student Activities.

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 or the Dean of Students. As deemed appropriate by the University administration, students may be invited to join institutional committees. Students must be in good standing to participate in student clubs and organizations.

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.

COUNSELING AND SUPPORT SERVICES

The Dean of Counseling and Support Services oversees Career Development, Counseling, Disability Support Services, and Academic Achievement Services. Assisting the Dean of Counseling and Support Services are the Counselor located at the Fort Myers campus, Career Development Coordinators at the Naples and Fort Myers campuses, and the Assistant Director of Academic Achievement Services.

CAREER DEVELOPMENT SERVICES

The Office of Career Development provides a wide range of services to students and graduates. The staff offers 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 Dean of Counseling and Support Services also maintains a list of area resources and occasionally refers individuals to outside agencies for assistance. Two counselors, both Florida licensed mental health professionals, are 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 Dean of Counseling and Support Services 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 Dean of Counseling and Support Services four weeks prior to scheduled activities.

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 Dean of Counseling and Support Services 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 Registrar's Office and the Admissions 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 Smarthinking, email, and the AAS Help Desk in Wimba Pronto), computer-based tutorials, and other resources are available to students through a self or instructor-initiated request. Visits may be scheduled at the AAS tutoring lab on the Naples or Fort Myers campus as well as the Immokalee Learning Site. 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 Assistant Director of Academic Achievement Services or the Dean of Counseling and Support Services.

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.

DIRECT LOANS

The Federal Direct Loan Program, available to eligible students, is a low-interest loan 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.

The lender is the U.S. Department of Education.

Repayment of the Federal Direct 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 Federal Direct 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.

DIRECT PLUS LOANS (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 postsecondary 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 postsecondary 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 and Hodges University 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 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 Local High School Graduate Scholarship
The Local Employers Scholarship
The Upper Division Scholarship
The Neno J. Spagna Scholarship
Douglas F. Devaux, Sr. Scholarship
The Florida Independent College Fund (FICF)

Community Support Scholarships:

The Boys and Girls Club of Naples Scholarship
The Chance Scholarship
The Esperanza Scholarship
The All Star Scholarship
The Vault

PRIVATE SCHOLARSHIPS

Lavern N. Gaynor Scholarship
Dellora and Lester Norris Educational Support Scholarship
“Friends of Hodges University” Educational Support Scholarship
 Jerry and Arlene Nichols Scholarship
 Terry and Christine Flynn Scholarship
 The Dolph and Sharon von Arx Scholarship
Luminary Award: The Francis and Sam Bailey Scholarship
Jerry L. and Barbara J. Burris Foundation Scholarship
Moorings Park Foundation
The Michael and Susan London Scholarship
The QUEST Educational Foundation
The Richard and Florence Nogaj Scholarship
The Southwest Florida Chapter of the FICPA Scholarship
The Florida Institute of Certified Public Accountants (FICPA) Scholarship
Veteran Support Scholarships:
The American Military Veterans Educational Fund
 John and Joanne Fischer III AMVEF Now
 Joe Donahue AMVEF Now
The Earl and Thelma Hodges Scholarship (Veterans)
The John and Joanne Fischer III Scholarship (Veterans)
The Schoen Family Scholarship (Veterans)
The Bob Janes Memorial Scholarship (Veterans)

GRADUATE PROGRAM SCHOLARSHIPS

Please refer to the current Graduate Bulletin for specific details.

ACADEMIC INFORMATION

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 (90-100)	Excellent	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Below Average	1
F (below 60)	Failure	0
WF	Withdraw Failing	0
WP	Withdraw Passing	Not Calculated
P	Pass	Not Calculated
S	Satisfactory	Not Calculated
U	Unsatisfactory	Not Calculated
AU	CARE Program	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 are 24 and are 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 APPEALS AND GRADE CHANGES

Students dissatisfied with their grades should first contact their instructor and if the dispute cannot be resolved at this level, students should then contact their Program Chair, Director or Dean. If the issue still remains unresolved, then students may fill out an Academic Petition through the Registrar's Office to have their grade appeal reviewed by the Executive Vice President of Academic Affairs. The decision of the Executive Vice President of Academic Affairs is final.

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 online with recommendations from their Program Chair, Program Advisor, 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 three weeks of a course, he/she will be withdrawn from that course by the Registrar's Office and may not be reinstated. Exceptions to this policy may only be approved by the Executive Vice President of Academic Affairs.

If a student misses all of his/her classes four consecutive times, he/she will be withdrawn from Hodges University.

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 a minimum of 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.

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 (IGPA) of 3.5 or above and a part-time Honor Roll of all part-time students with an institutional 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 and successfully complete all courses to be eligible for honor lists.

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 completing 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 cumulative grade point averages are entitled to 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 in the following areas as listed as listed in the Catalog under the specific Baccalaureate Degree program:

Area I	Major Component
Area II	General Education Component
Area III	Approved Elective Component
Area IV	Minor Component (if applicable)

TOTAL SEMESTER HOURS REQUIRED	122
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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 in the following areas as listed in the Catalog under the specific Associate Degree Program:

Area I	Major Component
Area II	General Education Component

TOTAL SEMESTER HOURS REQUIRED	60-70
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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 may 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 an institutional 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 IGPA
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 may 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 may 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.

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 may 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 institutional 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 and before the 11th 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.

APPEALS PROCESS

Students who wish to appeal their satisfactory progress status may complete an Academic Petition through the Registrar's Office for review and consideration by their Dean, Director, and/or the Executive Vice President of Academic Affairs.

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, "Student Copy". 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.

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.

GENERAL EDUCATION REQUIREMENTS

Each program of study consists of a general education component to ensure students receive a well-rounded education. The core general education courses include Strategic Thinking, English Composition, Computer Applications, Ethics, Philosophy, Professional Communication, American National Government, College Math, and College Algebra. The general education competencies are derived from the five institutional educational outcomes and include Critical Thinking, Effective Communication, and Research Ability.

Critical Thinking is defined as thoughtful judgment or reflective decision-making through recognizing, defining, and analyzing issues, drawing logical well-supported conclusions, and applying reason to solve quantitative problems. General Education Core Courses that address this competency include Strategic Thinking, English Composition, Ethics, Philosophy, College Math, and College Algebra.

Effective Communication is defined as transmitting ideas verbally, nonverbally and through the use of technology. General Education Core Courses that address this competency include English Composition, Computer Applications, and Professional Communication.

Research Ability is defined as the capacity to obtain, analyze and utilize relevant and credible information in an ethical manner. General Education Core Courses that address this competency include English Composition, Ethics, Philosophy, and American Government.

PROGRAMS OF STUDY

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

Fisher School of Technology

Computer Information Technology
Digital Design and Graphics
Information Systems Management

Nichols School of Professional Studies

Applied Psychology
Criminal Justice
Interdisciplinary Studies
Legal Studies
Paralegal Studies

Johnson School of Business

Accounting
Business Administration
Management
Turfgrass Management

School of Allied Health

Health Administration
Health Information Management
Health Studies
Medical Assisting
Physical Therapist Assistant

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
 - Information Security
 - Networking and Security
 - Software Development
 - Web Design & Development
- Criminal Justice*
- Health Administration*
- Health Studies
 - A track may be chosen for one of the following:
 - Pre-Nursing
 - Pre-Physician Assistant
- Information Systems Management*
 - A specialty area can be chosen in one of the following fields:
 - Data and Knowledge Management Systems
 - Enterprise Systems Management
 - Information Security
 - ISM Generalist
 - Managing Information Systems Projects
 - Security and Compliance Management
- Interdisciplinary Studies*
- Legal Studies*
- Management*

ASSOCIATE IN SCIENCE

- Accounting
- Business Administration*
- Computer Information Technology
- Criminal Justice*
- Digital Design and Graphics
- Health Administration*
- Health Information Management*
- Interdisciplinary Studies*
- Management*
- Medical Assisting
- Paralegal Studies*
- Turfgrass Management

* Available as a totally online program

CONTINUING EDUCATION PROGRAMS

- English as a Second Language
- Frances Pew Hayes Center for Lifelong Learning
- The Hispanic Institute

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
- Biology
- Business Administration
- Computer Information Technology
- Communications
- Criminal Justice
- Economics and Finance
- Diversity
- Humanities
- International Business
- Information Systems Management
- Latino Studies
- Legal Studies
- Literature
- Management
- Marketing
- Math
- 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	<u>Accounting Component</u>	<u>Semester Hour Credit</u>
A.	<u>Accounting Core</u>	
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
FIN3403	Principles of Finance	4
ACG4011	Federal Income Taxation II	4
ACG4201	Advanced Financial Reporting and Analysis I	4
ACG4221	Advanced Financial Reporting and Analysis II	4
ACG4632	Independent Auditing I	4
ACG4391	Advanced Topics in Accounting	4
ACG4400	Accounting Information Systems	4
	Total Accounting Core	52
B.	<u>Business Core</u>	
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
MNA4360	Leadership for Managers	4
	Total Business Core	32
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
ENG1101	English Composition	4
MAC1132	College Mathematics	4
POS2050	American National Government	4
PSY2012	General Psychology	4
STA3014	Statistics	4
COM3015	Professional Communication	4
PHI3601/3301	Ethics or Philosophy	4

* These courses are not eligible for transfer from another institution and must be completed at Hodges.

		<u>Semester Hour Credit</u>	
IDS1001	Foundations for College Success	1	
IDS4001	The Learning Portfolio	1	
Total Liberal Arts Component			34
Area III	<u>Approved Elective Component</u>		
	Credit for a course taken under the Approved Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean.		
Total Approved Elective Component			4
Area IV	<u>Minor Component</u>		
	Accounting majors may elect to fulfill minor requirements 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 134.		
Total Semester Hours Required for Graduation			122

BACHELOR OF SCIENCE IN APPLIED PSYCHOLOGY

The Applied Psychology program provides students with the dynamic skill set and knowledge base needed by professionals in human services and other related professions. The curriculum is designed to provide students with a firm foundation in liberal arts to complement the practical and theoretical aspects of the discipline. Emphasis is placed on the student's development of the professional attitude and behavior needed for working with others in human services, management, and other occupational roles. Certification in the drug/alcohol field is an option available for students in this program. This course of study is offered in both the traditional and online delivery format. The Substance Abuse Certification Program is not available online.

Area I	<u>Psychology Component</u>	<u>Semester Hour Credit</u>
A.	<u>Psychology Core</u>	
PSY2012	General Psychology	4
PSY3006	Abnormal Psychology	4
PSY3420	Professional Ethics in Alcoholism and Chemical Dependency Counseling	4
PSY3550	Experimental Psychology	4
PSY3700	Assessment and Case Management	4
PSY4000	Personality Theory	4
PSY4400	Tests and Measures	4
	Total Psychology Core	28
B.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
CITXXXX	Computer Elective	4
	<i>Select one option below:</i>	4
	Management Option:	
MAN2010	Principles of Management	
	Marketing Option:	
MKT2014	Principles of Marketing	
	Total Business Core	12
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
ENG1101	English Composition	4
MAC1132	College Math	4
SOC2000	Principles of Sociology	4
POS2050	American National Government	4
STA3014	Statistics	4
COM3015	Professional Communication	4
PHI3601/3301	Ethics or Philosophy	4
PHI4101	Logic	4
ENG4210	Professional Writing	4
IDS1001	Foundations for College Success	1
IDS4001	The Learning Portfolio	1
	Total Liberal Arts Component	42

	<u>Semester Hour Credit</u>
Area III	
<u>Approved Elective Component/Specialty</u>	
Electives are to be chosen from Psychology courses listed in the catalog. Students may choose to complete the Substance Abuse Counseling Specialty in lieu of the elective component. These courses meet the Education and Training requirement of the Florida Certification Board. Students who wish to complete the specialty will take the following courses: PSY3410, PSY3415, PSY3420, PSY3425, PSY3430, and PSY3435. The Substance Abuse Certification Program is not available online.	
Total Approved Elective Component/Specialty	24
Area IV	
<u>Minor Component</u>	
Students are encouraged to select a minor of 16 credits at the 3000-4000 level. If a minor is not selected, students must complete 16 credits at the 3000-4000 level in electives as approved by the Faculty/Program Advisor, Program Chair, and Dean.	
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 administration 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. Students are encouraged to select a minor. 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 part of IDS4001 The Learning Portfolio, in order to graduate. This course of study is offered in both the traditional and online delivery format.

Area I	<u>Business Administration Component</u>	<u>Semester Hour Credit</u>
GEB1012	Introduction to Business	4
ACG2001	Principles of Accounting I	4
MAN2010	Principles of Management	4
ECO2013	Macroeconomics	4
MKT2014	Principles of Marketing	4
ACG2021	Principles of Accounting II	4
ECO2032	Microeconomics	4
BUL3111	Business Law I	4
BUL3112	Business Law II	4
FIN3403	Principles of Finance	4
ECO3602*	Intermediate Price Theory or	4
MKT3014*	Service and eMarketing	4
ISM4021	Management Information Systems	4
MAN4061	Strategic Management	4
MNA4360	Leadership for Managers	4
MNA4400	Human Resource Processes	4
MAN4720	Multi-National Business	4
	Total Business Administration Component	64
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
ENG1101	English Composition	4
MAC1132	College Mathematics	4
POS2050	American National Government	4
PSY2012	General Psychology	4
STA3014	Statistics	4
COM3015	Professional Communication	4
PHI3601/3301	Ethics or Philosophy	4
IDS1001	Foundations for College Success	1
IDS4001	The Learning Portfolio	1
	<i>Two electives to be chosen from the following:</i>	8
	One English/Communication	
	One Humanities or Fine Arts	
	Total Liberal Arts Component	42
	*Marketing minors take ECO3602, Economics and Finance minors take MKT3014, and International Business minors choose one.	

		<u>Semester Hour Credit</u>
Area III	<u>Approved Elective Component</u>	
Courses in the Approved Elective Component are completed in lieu of the Approved Minor Component. Credit for courses taken under the Approved Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean.		
Total Approved Elective Component		16
Area IV	<u>Approved Minor Component</u>	
Business Administration majors are encouraged to select a minor which consists of 16 credits at the 3000-4000 level in a specific area of approved study. The list of minors available appears under Baccalaureate Degree Programs in this Catalog. The minors offered within the core BSBA program are as follows:		
Marketing		
MKT3014	Service and eMarketing	4
MKT4103	Promotions Mix and Professional Selling	4
MKT4156	International Marketing	4
MKT4997	Marketing Strategies	4
International Business		
BUL4130	International Legal Environment	4
MKT4156	International Marketing	4
MAN4600	Managing in a Global Environment	4
FIN4604	International Finance and Economics	4
Economics and Finance		
ECO3601	History of Economic Thought	4
ECO3602	Intermediate Price Theory	4
ECO4603	Money, Banking, and Monetary Policy	4
FIN4604	International Finance and Economics	4
Total Approved Minor Component		16
Total Semester Hours Required for Graduation		122

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 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+, Security+, Linux+, MCAS, CCNA, MCP, and MCSA). 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.

Area I	<u>Computer Information Technology (CIT) Component</u>	<u>Semester Hour Credit</u>
A.	<u>CIT Core</u>	
CIT1001	Introduction to Computer Information Technology*	1
CIT1015	Hardware Support Essentials*	3
CIT2015	Hardware and Operating Systems*	4
DDG2310	Introduction to Web Design*	4
CIT2410	Introduction to Database Management Systems*	4
CIT2510	Program Design & Problem Solving*	4
CIT2520	Introduction to Scripting*	4
CIT3215	Fundamentals of IP Networking*	4
CIT3220	Network Operating Environments*	4
	Total CIT Core	32
B.	<u>Advanced CIT Core</u>	
CIT4260	Fundamentals of System & Network Security	4
CIT4521	Systems Analysis & Solutions Architecture	4
ISM4610	Project Management	4
	Total Advanced CIT Core	12
C.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
CAP2000	Advanced Computer Applications	4
ACG2001	Principles of Accounting I	4
	<i>Select <u>one</u> elective from the following:</i>	4
ISM4021	Management Information Systems	
ISM4120	IT Policy & Strategy	
ISM4310	E-Commerce	
	Total Business Core	16
D.	<u>CIT Specialty Area (select one)</u>	
	*All CIT core courses must be completed prior to starting the CIT Specialty Area courses.	
	<u>Database Systems and Knowledge Management</u>	
CIT4311	Web Applications	4
CIT4411	Advanced Database Management	4
CIT4415	Database Warehouse & Decision Support Systems	4
CIT4425	Database Systems for the Web	4
CIT4595	Enterprise Applications	4

		<u>Semester Hour Credit</u>
	<i>Select <u>one</u> elective from the following:</i>	4
CIT2515	Visual Basic Programming	
CIT3510	Object-Oriented Programming with C++	
CIT3525	Java Programming	
CIT4531	Software Engineering	
ISM4830	Information Systems Security Compliance	
	<u>Information Security</u>	
ISM3830	Computer Forensics	4
CIT4810	Network Defense	4
CIT4820	Security Penetration Testing	4
CIT4830	Ethical Hacking	4
CIT/ISM3/4xxx	Two Approved Electives	8
	<u>Networking and Security</u>	
CIT4220	Local Area Network Routing & Switching	4
CIT4230	Internetwork Routing and Switching	4
CIT4245	System and Security Administration	4
CIT4270	Linux System and Security Administration	4
CIT4255	Advanced System and Security Administration	4
CIT/ISM3/4xxx	Approved Elective	4
	<u>Software Development</u>	
CIT3510	Object-Oriented Programming with C++	4
CIT4311	Web Applications	4
CIT4411	Advanced Database Management Systems	4
CIT4531	Software Engineering	4
CIT4595	Enterprise Applications	4
	<i>Select <u>one</u> elective from the following:</i>	4
CIT2515	Visual BASIC Programming	
CIT3525	Java Programming	
	<u>Web Design & Development</u>	
ISM4310	E-Commerce	4
CIT4311	Web Applications	4
CIT4411	Advanced Database Management Systems	4
CIT4425	Database Systems for the Web	4
CIT4595	Enterprise Applications	4
	<i>Select <u>one</u> elective from the following:</i>	4
CIT3525	Java Programming	
CIT4531	Software Engineering	
	Total CIT Specialty Area	24

Area II	<u>Liberal Arts Component</u>	<u>Semester Hour Credit</u>	
CAP1000	Computer Applications	4	
ENG1101	English Composition	4	
POS2050	American National Government	4	
PSY1103	Strategic Thinking	3	
MAC1132	College Math	4	
MAC2102	College Algebra	4	
STA3014	Statistics	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics or Philosophy	4	
IDS1001	Foundations for College Success	1	
IDS4001	The Learning Portfolio	1	
	One Liberal Arts Elective	1	
	Total Liberal Arts Component		38
	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 to 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 three formats. The first represents the standard class attendance and traditional methods of instruction. The second method is identified as a grouping of three courses each fifteen week term 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. The third format is a totally online program of study.

In order for students to begin the criminal justice component of the program, they must have an associate degree or complete 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, Introduction to Criminal Justice Systems, and Criminology, and an overall GPA of 2.5 or better.

Area I	<u>Criminal Justice Component</u>	<u>Semester Hour Credit</u>
A.	<u>Criminal Justice Core</u>	
CCJ1400	Introduction to Criminal Justice Systems	4
CCJ2101	Criminology	4
CCJ3131	Crime and Delinquency	4
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
	Total Criminal Justice Core	48
B.	<u>Legal Core</u>	
LEA3603	Criminal Law and Procedure	4
LEA4040	Constitutional Law	4
	Total Legal Core	8

Area II	<u>Liberal Arts/General Education Component</u>	<u>Semester Hour Credit</u>	
CAP1000	Computer Applications	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
PSY2012	General Psychology	4	
POS2050	American National Government	4	
PSY3007	Psychology of Deviance	4	
STA3014	Statistics	4	
COM3015	Professional Communication	4	
PHI3301/3601	Philosophy or Ethics	4	
IDS1001	Foundations for College Success	1	
IDS4001	The Learning Portfolio	1	
	Total Liberal Arts/General Education Component		38
Area III	<u>Approved Elective Component</u>		
	Credit for courses taken under the Approved Elective Component may be granted through either advanced standing credit (transfer credits), or classes taken at Hodges University as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean.		
	Total Approved Elective Component		28
	Total Semester Hours for Graduation Requirement		122

BACHELOR OF SCIENCE IN HEALTH ADMINISTRATION

The purpose of the Bachelor of Science in 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 elective courses to complete their degree.

The course work is provided in three formats. The first represents the standard class attendance and traditional methods of instruction. The second method is identified as a grouping of three courses each fifteen week term 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. The third format is a totally online program of study.

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 as evidenced by the student's transcripts.

Area I	<u>Health Administration Component</u>	<u>Semester Hour Credit</u>
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 Component	36
Area II	<u>Liberal Arts Component</u>	
ENG1101	English Composition	4
MAC1132	College Math	4
STA3014	Statistics	4
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
IDS4001	The Learning Portfolio	1
	One Communications Elective	4
	One English or Communications Elective	4
	One Behavioral Science Elective	4
	Two Humanities or Fine Arts Electives	8
	One Liberal Arts Elective	4
	Total Liberal Arts Component	42

Semester Hour Credit

Area III

Approved Elective Component

Students must complete 44 semester credit hours in health care related courses. Credit for courses taken under the Approved Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with Faculty/Program Advisor, Program Chair, and Dean.

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 more advanced clinical programs. The basic science, liberal arts, and general health studies requirements provide the student with a strong foundation to continue advanced studies that can lead to becoming an allied healthcare provider. Hodges University currently has an articulation agreement with Nova Southeastern University (NSU) for potential consideration in NSU's bachelor in nursing program and graduate program in physician assistant. Students interested in those tracks are encouraged to meet with a Program Advisor early on in their academic career.

All Health Studies students are required to sign the *Health Studies Letter of Understanding* during their first semester.

Area I	<u>Health Studies Component</u>	<u>Semester Hour Credit</u>
A.	<u>Basic Science Core</u>	
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
CHM2145	General Chemistry I w/ Lab	4
CHM2146	General Chemistry II w/ Lab	4
MCB3121	Microbiology w/ Lab	4
	Total Basic Science Core	28
B.	<u>Health Core</u>	
HSC1500	Medical Terminology	2
PHA2050	Pharmacology	2
HSA3262	Healthcare Ethics	4
HSA3272	The Dynamics of Aging	4
HSA4202	Research Methods in Healthcare	4
	Total Health Core	16
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
ENG1101	English Composition I	4
ENG3/4xxx	English Elective	4
COM3015	Professional Communication	4
MAC1132	College Math	4
MAC2102	College Algebra	4
STA3014	Statistics	4
PSY2012	General Psychology	4
PSY3004	Human Growth and Development	4
PSY3/4xxx	Psychology Elective	4
PHI3601/3301	Ethics or Philosophy	4
IDS1001	Foundations for College Success	1
IDS4001	The Learning Portfolio	1
	Total Liberal Arts Component	46

⁺ **Note: In the Health Studies program, A & P I and II w/ Lab (BSC2021 and BSC2022) are not eligible for transfer from another institution and must be completed at Hodges.**

Area III**Approved Health Studies Elective Component and Tracks**

Students completing their degree at Hodges University will complete 32 credits of Approved Health Studies Electives. Health Studies elective courses are specifically related to the field of healthcare. As part of the Approved Health Studies Electives Component, students are required to take BSC1100 if no previous science credit has been earned and CHM1010 if no previous Chemistry credit has been earned. Credit for courses taken under the approved Health Studies elective component may be granted through either advanced standing credit (transfer credits), or classes taken at Hodges University in consultation with the Faculty/Program Advisor, Program Chair, and Dean.

Pre-Physician Assistant Track: The Pre-Physician Assistant Track will prepare the student for Nova Southeastern University's Physician Assistant (PA) program. Students must complete all courses listed in Area I and Area II plus 32 credits of Approved Health Studies Electives to include: HSC3554, CHM2310. Eligibility for the Pre-Physician Assistant Track is based on academic performance and recommendation from the Nominating Committee. For the Pre-Physician Assistant Track, official transcripts will be reviewed after successful completion of Fundamentals of Chemistry (CHM1010). Students wishing to pursue a recommendation from Hodges University to Nova Southeastern University, as part of the articulation agreement, must:

- Verify all official transcripts from prior institutions are received before registering for your second semester;
- Sign the *Pre-Nova Track Letter of Understanding*;
- Have a minimum cumulative GPA of 3.00 and cumulative science GPA of 3.10 (attained without using grade forgiveness);
- Complete six approved science courses at Hodges University (seven, if BSC1100 is required);
- BSC2021 and BSC2022 must be two of the six science courses;
- Receive a C or better in all science courses;
- Complete the Health Studies bachelor's degree with Hodges; and
- Take the GRE and receive scores that meet NSU's admission standards.

Pre-Nursing Track: The Pre-Nursing Track will only prepare students interested in pursuing the nursing program at Nova Southeastern University. Please note that the Pre-Nova Nursing Track requires 61 - 65 credits as listed below to be eligible for recommendation from Hodges University to NSU.

Eligibility for the Pre-Nursing Track is based on academic performance and recommendation from the Nominating Committee. For the Pre-Nursing Track, official transcripts from prior institutions will be reviewed after successful completion of Fundamentals of Chemistry (CHM1010). Students wishing to pursue a recommendation from Hodges University to Nova Southeastern University, as part of the articulation agreement, must:

- Verify all official transcripts from prior institutions are received before registering for your second semester;
- Sign the *Pre-Nova Track Letter of Understanding*;
- Have a minimum cumulative GPA of 3.00 and cumulative science GPA of 3.10 (attained without using grade forgiveness);
- Complete the following six science courses at Hodges University:

BSC1121, BSC2021, BSC2022, CHM1010, MCB3121, NUT2050 (seven, if BSC1100 is required);

- Complete the following Liberal Arts courses: CAP1000, ENG1101, IDS1001, MAC1132, MAC2102, PHI3601/3301, PSY2012, PSY3004, SOC2000, and STA3014.
- Receive a C or better in all science courses.

Students in either the Pre-Nova Nursing Track or the Pre-Nova Physician Assistant Track must meet the general admission requirements of Hodges University and the specific program admission requirements of Nova Southeastern University (NSU). Program admission requirements of Nova Southeastern University may change after the student has entered the track. Students will be required to take all new courses required by NSU if the admission requirements after entry into Hodges University's program changes. NSU makes all final decisions regarding acceptance into these programs of study.

Total Approved Health Studies Elective Component and Tracks 32

Area IV

Minor Component

Students may elect to complete a minor in Biology in lieu of a portion of their Health Studies Elective Component by taking four upper level Biology courses. Other minors may be selected with approval from the Faculty/Program Advisor, Program Chair, and Dean.

Total Semester Hours for Graduation Requirement 122

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS MANAGEMENT

This degree provides students with the opportunity to study the entire system of information, knowledge, delivery and use. The focus of the Information Systems Management Track is on how technology can be implemented and managed to serve the informational needs of people and organizations. ISM students will be prepared not only in computer related technical areas, but also in the management aspects of technology systems, and the communication of technical ideas and concepts. The Information Systems Management Component is offered in an online format.

Area I	<u>Information Systems Management Component</u>	<u>Semester Hour Credit</u>	
ISM1700	Information Systems Hardware and Systems Software	4	
GEB1012	Introduction to Business	4	
CAP2000	Advanced Computer Applications	4	
ISM2700	Analysis and Logical Design	4	
MAN2010	Principles of Management	4	
ISM2410	Introduction to Database Management Systems	4	
ISM3700	Networks and Telecommunications	4	
ISM3810	Principles of Information Security	4	
ISM4610	Project Management	4	
CIT4521	Systems Analysis & Solution Architectures	4	
	Total Information Systems Management Component		40
 Area II	 <u>Liberal Arts Component</u>		
CAP1000	Computer Applications	4	
ENG1101	English Composition	4	
MAC1132	College Math	4	
POS2050	American National Government	4	
STA3014	Statistics	4	
IDS1001	Foundations for College Success	1	
PSY1103	Strategic Thinking	3	
IDS4001	The Learning Portfolio	1	
PHI3601/3301	Ethics or Philosophy	4	
	Liberal Arts Electives	5	
	Total Liberal Arts Component		34
 Area III	 <u>Advanced Information Systems Management Elective Component</u>		
	It is recommended that students take upper-level (3000-4000) ISM courses to complete the approved elective requirement. Approved electives may be upper-level courses in computer technology, information systems management, business, or interdisciplinary studies. It is possible that courses from other disciplines will also be accepted as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean, based on the individual student's background and goals.		
	Approved Electives		32

		<u>Semester Hour Credit</u>
<u>Information Systems Management Specialty Area (select one)</u>		
<u>Data and Knowledge Management Systems</u>		
CIT4411	Advanced Database Management	4
ISM4450	Information Systems for Knowledge Mgmt. and Decision Support	4
CIT4415	Data Warehouse and Decision Support Systems	4
CIT/ISM3/4xxx	CIT/ISM Approved Elective	4
<u>Enterprise Systems Management</u>		
ISM4120	IT Policy & Strategy	4
ISM4630	IT Project Management: The Human Factors	4
	<i>Select two electives from the following:</i>	8
ISM3102	User Support & Help Desk Operations	
ISM4450	Information Systems for Knowledge Management & Decision Support	
ISM4810	Policy and Administration in Information Systems Security	
<u>Information Security</u>		
ISM3830	Computer Forensics	4
CIT4810	Network Defense	4
CIT4820	Security Penetration Testing	4
CIT4830	Ethical Hacking	4
<u>ISM Generalist Specialty</u>		16
Students may elect to take a generalist approach and may opt to individualize their program by selecting any combination of courses from the specialty area. Other courses may be considered based upon consultation with the Program Chair.		
<u>Managing Information Systems Projects</u>		
ISM4620	Advanced Project Management	4
ISM4630	IT Project Management: The Human Factors	4
ISM4640	IT Project Management: Quality	4
CIT/ISM3/4xxx	CIT/ISM Approved Elective	4
<u>Security and Compliance Management</u>		
ISM4810	Policy and Administration in Information Systems Security	4
ISM4820	Incident Response, Disaster Recovery and Contingency Planning	4
ISM4830	Information Systems Security Compliance	4
CIT/ISM3/4xxx	CIT/ISM Approved Elective	4
Total Advanced Information Systems Management Elective Component		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 course work is provided in three formats. The first represents the standard class attendance and traditional methods of instruction. The second method is identified as a grouping of three courses each fifteen week term 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. The third format is a totally online program of study.

In order for students to begin the interdisciplinary studies component of the program, they must have an associate degree or complete 60 semester college credit hours from an accredited institution 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 as evidenced by the student's transcripts. Any exceptions to the above 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 IDS1001 and IDS4001. Students may transfer in the liberal arts and elective courses in accordance with University transfer policies.

Area I	<u>Interdisciplinary Studies Component</u>	<u>Semester Hour Credit</u>
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	Social 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	<u>Liberal Arts Component</u>	
	Required within the minimum of 42 credit hours of liberal arts/general education are at least 3 credits in each of the following: English, Math, Humanities, Social or Behavioral Sciences to include POS2050 American National Government, Computer Applications, IDS1001, and IDS4001.	
	Total Liberal Arts Component	42

Area III	<u>Approved Elective Component</u>	<u>Semester Hour Credit</u>
	Credit for courses taken under the Approved Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean.	
	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 three formats. The first represents the standard class attendance and traditional methods of instruction. The second method is identified as a grouping of three courses each fifteen week term 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. The third format is a totally online program of study.

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, and Introduction to Law as evidenced by the student's transcripts.

Area I	<u>Legal Component</u>	<u>Semester Hour Credit</u>
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
LEA3603	Criminal Law and Procedure	4
LEA4040	Constitutional Law	4
LEA3100	Legal Analysis of United States History	4
LEA3010	Legal Reasoning	4
LEA3020	Legal Strategies	4
LEA3035	Current Legal Issues	4
LEA3012	Alternative Dispute Resolution	4
LEA3014	Discovery Methods	4
LEA3016	Litigation	4
LEA4014	Legal Writing	4
LEA4015	Advanced Legal Research	4
LEA4016	Evidence	4
LEA4300	Senior Seminar	4
	Total Legal Component	72
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
ENG1101	English Composition	4
MAC1132	College Mathematics	4
PSY1103	Strategic Thinking	3
COM3015	Professional Communication	4
PHI3601/3301	Ethics or Philosophy	4

		<u>Semester Hour Credit</u>	
PHI4101	Logic	4	
ENG4210	Professional Writing	4	
	Approved Electives	5	
IDS1001	Foundations for College Success	1	
IDS4001	The Learning Portfolio	1	
Total Liberal Arts Component			38
Area III	<u>Approved Elective Component</u>		
Credit for courses taken under Approved Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean, preferably in subjects related to law.			
Total Approved Elective Component			12
Total Semester Hours Required for Graduation			122

BACHELOR OF SCIENCE IN MANAGEMENT

The Bachelor of Science in Management Program provides students with a broad yet comprehensive background of management and leadership techniques and processes that are applicable to virtually any type of organization or industry. The degree integrates the practical and theoretical aspects of effectively and efficiently managing an organization's resources by studying its behavior, ethics, and culture. Students develop the ability to think critically and strategically, identify and solve problems, communicate effectively, and make recommendations on preferred courses of action. Emphasis is placed on the importance of human resources as the impetus for organizational productivity, quality, and success. Students also learn to evaluate the financial condition, assess the impact of internal and external environments, and render a considered opinion regarding an organization's strategies.

Students attend weekly interactive classroom sessions to work toward the completion of program objectives. The curriculum is designed so that each weekly session will cover the assigned coursework and each student is encouraged to apply this content to his/her personal or professional growth. Students 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. The program may also be completed in an online format.

In order for students to begin the management component of the program, they must have an associate degree or complete 60 semester college credit hours from an accredited institution 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 as evidenced by the student's transcripts. Any exceptions to the above must be approved by the Program Chair.

Area I	<u>Management Component</u>	<u>Semester Hour Credit</u>
MNA4000	Management Applications	4
MNA4100	Economics for Managers	4
MNA4200	Organizational Behavior in the Workplace	4
MNA4400	Human Resource Processes	4
MNA4325	Finance for Managers	4
MNA4360	Leadership for Managers	4
MNA4425	Marketing for Managers	4
MNA4480	The Strategic Planning Process	4
MNA4610	Managing Diversity, Challenges, and Opportunities in a Contemporary Organization	4
MNA4999	Exit Assessment Exam	0
	Total Management Component	36
Area II	<u>Liberal Arts Component</u>	
	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 or science with at least one course in math, 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 IDS1001 and IDS4001.	
	Total Liberal Arts Component	42

	<u>Semester Hour Credit</u>
Area III	
<u>Approved Elective Component</u>	
Credit for courses taken under the approved Elective Component may be granted through either advanced standing credit or residence classes as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean.	
Total Approved Elective Component	44
Area IV	
<u>Minor/Emphasis Component</u>	
Management majors may elect to fulfill Minor/Emphasis Component requirements in lieu of a portion of their elective component by completing 16 credits in an approved minor or 12 credits in an approved emphasis.	
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 Baccalaureate Degree in Accounting.

Area I	<u>Accounting Component</u>	<u>Semester Hour Credit</u>
A.	<u>Accounting Core</u>	
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
B.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
MAN2010	Principles of Management	4
ECO2013	Macroeconomics	4
BUL3111	Business Law I	4
	Total Business Core	16
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
PSY1103	Strategic Thinking	3
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

* These courses are not eligible for transfer from another institution and must be completed at Hodges.

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 Baccalaureate Degree in Business Administration. This course of study is offered in both the traditional and online delivery format.

Area I	<u>Business Administration Component</u>	<u>Semester Hour Credit</u>	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
ECO2013	Macroeconomics	4	
ECO2032	Microeconomics	4	
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	
GEB2999	Comprehensive Exam	0	
	Total Business Administration Component		36
Area II	<u>Liberal Arts Component</u>		
CAP1000	Computer Applications	4	
IDS1001	Foundations for College Success	1	
PSY1103	Strategic Thinking	3	
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 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+ and Network+). All credits earned from this degree are acceptable toward the Hodges University Baccalaureate Degree in Computer Information Technology.

Area I	<u>Computer Component</u>	<u>Semester Hour Credit</u>
A.	<u>Computer Information Technology Core</u>	
CIT1001	Introduction to Computer Information Technology	1
CIT1015	Hardware Support Essentials	3
CIT2015	Hardware and Operating Systems	4
DDG2310	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
	Total Computer Information Technology Core	28
B.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
CAP2000	Advanced Computer Applications	4
	Total Business Core	8
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
PSY1103	Strategic Thinking	3
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 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. Students must complete CCJ1400 Introduction to Criminal Justice Systems prior to taking any other criminal justice core or elective courses. All credits earned from this degree are acceptable and apply towards the Hodges University Baccalaureate Degree in Criminal Justice. This course of study is offered in both the traditional and online delivery format.

Area I	<u>Criminal Justice Component</u>	<u>Semester Hour Credit</u>	
CCJ1400	Introduction to Criminal Justice Systems	4	
CCJ1700	Introduction to Homeland Security	4	
CCJ1800	Introduction to Corrections	4	
CCJ2101	Criminology	4	
CCJ3131	Crime and Delinquency	4	
CCJ2800	Survey of Forensic Science	4	
CCJ2999	Comprehensive Exam	0	
	Total Criminal Justice Component		24
Area II	<u>Liberal Arts Component</u>		
CAP1000	Computer Applications	4	
IDS1001	Foundations for College Success	1	
PSY1103	Strategic Thinking	3	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics or Philosophy	4	
	Total Liberal Arts Component		24
Area III	<u>Criminal Justice Elective Component</u>		
	Electives are to be from criminal justice courses at the 2000 or 3000 level. Credit for courses taken under the Approved Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean.		
	Total Criminal Justice Elective Component		12
	Total Semester Hours for Graduation Requirement		60

ASSOCIATE IN SCIENCE IN DIGITAL DESIGN AND GRAPHICS

The Associate in Science in Digital Design and Graphics (DDG) program is designed to prepare students for entry level positions and for further study in many areas of the graphics industry including: print and interactive media design and production, 2D and 3D computer generated graphics and animation, photography, marketing graphic production, presentation graphics, video game production, as well as the design and production of commercial, industrial and engineering graphics using CAD. This program blends design principles and practical, production oriented knowledge and skills. The required courses provide students with a solid foundation, and elective choices that allow students some degree of specialization based on their individual interests and goals.

Area I	<u>Digital Design and Graphics Component</u>	<u>Semester Hour Credit</u>
A.	<u>Digital Design and Graphics Core</u>	
DDG1001	Introduction to the MAC and MAC OS	1
DDG1003	Introduction to Graphic Communication	3
DDG1010	Introduction to CAD	4
DDG1020	Visual Communication and Design	4
DDG2105	3D Modeling and Animation	4
DDG3000	Multimedia Portfolio	4
	<i>Select <u>two</u> electives from the following:</i>	8
DDG2000	Computer Essentials for Digital Media	
DDG2310	Introduction to Web Design	
DDG2102	Introduction to Multimedia	
DDG2600	Civil Drafting	
DDG2610	Architectural Drafting	
DDG2620	Advanced CAD Tools and Techniques	
	Total Digital Design and Graphics Core	28
B.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
MKT2014	Principles of Marketing	4
	Total Business Core	8
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
PSY1103	Strategic Thinking	3
ENG1101	English Composition	4
MAC1132	College Math	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 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. This course of study is offered in both the traditional and online delivery format.

Area I	<u>Health Administration Component</u>	<u>Semester Hour Credit</u>
A.	<u>Health Administration Core</u>	
HSA1245	Introduction to Healthcare Services	4
HSC1500	Medical Terminology	2
BSC2001	Essentials of Anatomy and Physiology I	4
BSC2002	Essentials of Anatomy and Physiology II	4
HSA2000	Medical Law and Ethics	4
PHA2050	Essentials of Pharmacology	2
HSC2204	Human Disease, Diagnosis & Treatment	4
MEA2480	Medical Office Coding & Reimbursement	4
HSA2990	Finance and Practice Management	4
	Total Health Administration Core	32
B.	<u>Business Core</u>	
GEB1012	Introduction to Business	4
	Total Business Core	4
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
PSY1103	Strategic Thinking	3
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 MANAGEMENT

Health Information Management is the science of managing and designing health information systems. The Health Information Management 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 Management program graduates are eligible to apply to take 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. Liberal Arts courses, HSC1500, BSC2001, and BSC2002 are available in both the traditional and online format. All other courses are available only in the online format.

Area I	<u>Health Information Component</u>	<u>Semester Hour Credit</u>	
HSC1500	Medical Terminology	2	
BSC2001	Essentials of Anatomy and Physiology I	4	
BSC2002	Essentials of Anatomy and Physiology II	4	
HSA2000	Medical Law and Ethics	4	
HIM2001	Health Information Management and Technology I	4	
HIM2002	Health Information Management and Technology II	4	
PHA2050	Essentials of Pharmacology	2	
HIM2203	Coding I	4	
HIM2205	Coding II	4	
HIM2206	Coding III	4	
HSC2204	Human Disease, Diagnosis and Treatment	4	
HIM2207	Healthcare Reimbursement	2	
HIM2215	Professional Practice Experience I	2	
HIM2501	Healthcare Information Systems	4	
HIM2805	Professional Practice Experience II	2	
	Total Health Information Component		50
Area II	<u>Liberal Arts Component</u>		
CAP1000	Computer Applications	4	
IDS1001	Foundations for College Success	1	
PSY1103	Strategic Thinking	3	
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 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 computers, 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. This course of study is offered in both the traditional and online delivery format.

Area I	<u>Interdisciplinary Component</u>	<u>Semester Hour Credit</u>
A.	<u>Interdisciplinary Core</u>	
IDS1000	Introduction to Interdisciplinary Studies	4
LEA1000	Introduction to Law	4
GEB1012	Introduction to Business	4
EVR3011/3021	Environmental Studies or Oceanic Studies	4
IDS2999	Comprehensive Exam	0
	Total Interdisciplinary Core	16
B.	<u>Selected Studies Core</u>	
	To be selected in consultation with the Faculty/Program Advisor, Program Chair, and Dean, to meet the personal and career objectives of the student.	
	Total Selected Studies Core	16
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
PSY1103	Strategic Thinking	3
ENG1101	English Composition	4
MAC1132	College Mathematics	4
POS2050	American National Government	4
COM3015	Professional Communication	4
PHI3601/3301	Ethics or Philosophy	4
	Total Liberal Arts Component	28
	Total Semester Hours for Graduation Requirement	60

ASSOCIATE IN SCIENCE IN MANAGEMENT

The Associate in Science in Management prepares students for entry-level positions in small business management and starting basic service or retail ventures. Students choose an emphasis depending on their area of interest. The curriculum is designed to provide a foundation in management, marketing, computer applications, accounting, and essential written and oral communication skills. This course of study is offered in both the traditional and online formats. All credits earned from this degree apply toward the Hodges University Baccalaureate Degree in Management. This course of study is offered in both the traditional and online delivery format.

Area I	<u>Management Component</u>	<u>Semester Hour Credit</u>
A.	<u>Management Core</u>	
ACG2001	Principles of Accounting I	4
GEB1012	Introduction to Business	4
BUL3111	Business Law I	4
ECO2013	Macroeconomics	4
MAN2010	Principles of Management	4
MKT2014	Principles of Marketing	4
MAN2999	Exit Assessment	0
	Total Management Core	24
B.	<u>Emphasis (select one)</u>	
	<u>Small Business Management</u>	
MAN2100	Introduction to Small Business Management	4
ACG2021	Principles of Accounting II	4
MAN2200	Capital and Resource Planning for the Small Business	4
	<u>Social Media Marketing</u>	
MAN2100	Introduction to Small Business Management	4
MKT3014	Service and eMarketing	4
ISM3750	Technology Tools for Collaboration and Teamwork	4
	Total Emphasis	12
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
PSY1103	Strategic Thinking	3
ENG1101	English Composition	4
MAC1132	College Math	4
COM3015	Professional Communication	4
PHI3301	Ethics	4
	Total Required Liberal Arts Component	24
	Total Semester Hours for Graduation Requirement	60

ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING

The Medical Assisting program is accredited by the Commission of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). (Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. The Medical Assisting 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). 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 required to be 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	<u>Medical Assisting Component</u>	<u>Semester Hour Credit</u>	
HSC1500	Medical Terminology	2	
BSC2001	Essentials of Anatomy and Physiology I	4	
BSC2002	Essentials of Anatomy and Physiology II	4	
HSA2000	Medical Law and Ethics	4	
MEA1462	Medical Office Administrative Procedures	4	
PHA2050	Essentials of Pharmacology	2	
MLS2500	Medical Assisting Clinical Procedures	4	
MLS2510	Medical Assisting Laboratory Procedures	4	
MEA2900	Medical Assisting Internship	4	
HSC2204	Human Disease, Diagnosis and Treatment	4	
MLS2999	Medical Assisting Seminar	4	
	Total Medical Assisting Component		40
Area II	<u>Liberal Arts Component</u>		
CAP1000	Computer Applications	4	
IDS1001	Foundations for College Success	1	
PSY1103	Strategic Thinking	3	
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 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. This course of study is available in both the traditional and online delivery format.

Area I	<u>Paralegal Component</u>	<u>Semester Hour Credit</u>	
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 Paralegal Component		24
Area II	<u>Liberal Arts Component</u>		
CAP1000	Computer Applications	4	
IDS1001	Foundations for College Success	1	
PSY1103	Strategic Thinking	3	
ENG1101	English Composition	4	
MAC1132	College Math	4	
COM3015	Professional Communication	4	
PHI3601/3301	Ethics or Philosophy	4	
	Total Liberal Arts Component		24
Area III	<u>Approved Elective Component</u>		
	Credit for courses taken under the Approved Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with the Faculty/Program Advisor, Program Chair, and Dean. Electives are preferable in subjects related to law and must be 2000 level or higher.		
	Total Approved Elective Component		12
	Total Semester Hours for Graduation Requirement		60

ASSOCIATE IN SCIENCE IN TURFGRASS MANAGEMENT

The objective of the Associate in Science in Turfgrass Management is to prepare students to become golf course superintendents and professional turfgrass managers. The core classes within this program are structured to help the students establish and maintain a comprehensive knowledge base with respect to all golf course operations issues related to turfgrass management, environmental responsibility, and personnel management. These courses also help the students to gain a high degree of proficiency in the language of turfgrass management. All credits earned from this degree are acceptable towards the Hodges University's Bachelor of Science in Management degree.

Area I	<u>Turfgrass Management Component</u>	<u>Semester Hour Credit</u>
A.	<u>Turfgrass Core</u>	
TGM1000	Principles of Turfgrass Management I	4
TGM2100	Golf Course Design and Construction	4
TGM2200	Integrated Pest Management for Turfgrass I	4
TGM2250	Integrated Pest Management for Turfgrass II	4
TGM2300	Soil Fertility and Fertilizers	4
	Total Turfgrass Core	20
B.	<u>Management Core</u>	
GEB1012	Introduction to Business	4
MNA1050	Introduction to Management	4
ACG2001	Principles of Accounting I	4
MNA2200	Applied Management Practicum	4
	Total Management Core	16
Area II	<u>Liberal Arts Component</u>	
CAP1000	Computer Applications	4
IDS1001	Foundations for College Success	1
PSY1103	Strategic Thinking	3
ENG1101	English Composition	4
MAC1132	College Math	4
COM3015	Professional Communication	4
PHI3601/3301	Ethics or Philosophy	4
	Total Required Liberal Arts Component	24
	Total Semester Hours for Graduation Requirement	60

CONTINUING EDUCATION PROGRAMS

- English as a Second Language
- Frances Pew Hayes Center for Lifelong Learning
- The Hispanic Institute

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 Non-academic Credits
ENI 0200: Intensive English II (Intermediate Level)	12 Non-academic Credits
ENI 0300: Intensive English III (Advanced Level)	12 Non-academic Credits
ENI 0400: College Preparatory English	No credit

ADMISSION REQUIREMENTS

Admissions Requirements: Applicants must have a high school diploma or GED, must be at least 18 years of age and have legal status or residency in the United States to enter the program.

The University does not accept applicants with a felony record or registered sexual predators or offenders into its programs of study.

STUDENT VISA

For foreign students, 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.

FINANCIAL ASSISTANCE

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.

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, music appreciation, 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.

THE HISPANIC INSTITUTE

The purpose of the Hispanic Institute is to serve the Hispanic Community through Education, Policy Awareness and Research. Students and faculty can participate in research projects and other activities conducted by the Institute in accordance with the guidelines established by the Institute and the University.

COURSE DESCRIPTIONS

All courses are listed in Semester Hours of Credit.

ACCOUNTING & FINANCE COURSES

ACG2001	Principles of Accounting I 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 flow analysis and fundamental financial statements. Specific emphasis is on the sole proprietorship and partnership entities. Prerequisite: MAC1132 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
ACG2021	Principles of Accounting II The second introductory financial accounting course continues coverage of accounting concepts as they relate primarily to corporations. In addition, a significant portion of the course focuses on managerial accounting concepts. Topics covered include corporate equity accounting, investments, financial statement analysis, break-even analysis, cost accounting models, performance measures, and budgeting. Prerequisite: ACG2001	4 Credits
FIN2100	Personal Finance 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
FIN3010	Investment Management 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	4 Credits
ACG3011	Federal Income Taxation I 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 the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
ACG3101	Intermediate Financial Reporting and Analysis I 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) and the ongoing harmonization process of GAAP with IFRS (International Financial Reporting Standards). Topics include accounting concepts, pronouncements, process, income measurements, present value concepts, cash, receivables, inventories, non-current assets, and current liabilities. Prerequisite: ACG2021	4 Credits
ACG3121	Intermediate Financial Reporting and Analysis II The second intermediate financial reporting and analysis course deals with a continuation of GAAP and IFRS harmonization 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 and ACG3011	4 Credits

ACG3362	Cost Accounting and Control This cost accounting course examines the cost principles used to analyze and categorize costs for inventory valuation and pricing purposes. Topics include cost accounting models, activity based costing, CVP analysis, budgets, and standard costing variances. Prerequisite: ACG2021	4 Credits
FIN3403	Principles of Finance 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 the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
ACG3931	Advanced Cost Accounting 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	4 Credits
ACG4011	Federal Income Taxation II This course focuses on the taxation of corporations and partnerships. The general topics of income recognition and business deductions 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. Prerequisite: ACG3011 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
ACG4135	Financial Accounting Theory 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
ACG4201	Advanced Financial Reporting and Analysis I This is the first of two advanced financial reporting and analysis courses. It focuses on accounting concepts related to business consolidations, mergers and acquisitions, and other business combinations. Topics include stock investments, consolidated financial statements, and inter-company transactions. Prerequisite: ACG3121	4 Credits
ACG4221	Advanced Financial Reporting and Analysis II The second advanced financial reporting and analysis course continues the study of financial concepts related to business combinations. 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 and governmental and not-for-profit accounting. (This course may be taken independent of ACG4201). Prerequisite: ACG3121	4 Credits
ACG4391	Advanced Topics in Accounting 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits

ACG4400	Accounting Information Systems This course covers the development of the analysis, synthesis, design, operation, control, and evaluation of manual and computerized accounting information systems. Prerequisites: CAP1000 and ACG2021	4 Credits
ACG4401	Financial Statement Analysis for Managers 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
ACG4501	Governmental & Not-for-Profit Accounting 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
FIN4604	International Finance & Economics 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	4 Credits
ACG4632	Independent Auditing I This course focuses on independent auditing in the private sector as it relates to generally accepted auditing standards (GAAS). Emphasis is on the auditor's role, AICPS-Code of Professional Responsibility, auditing standards, evidence, and procedures. Prerequisites: ACG3011, ACG3121, ACG3362, and ACG4400	4 Credits
ACG4640	Independent Auditing II 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	4 Credits
ACG4645	Internal Audit 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	4 Credits
ACG4701-4	Directed Study in Accounting 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 Faculty/Program Advisor, Program Chair, and Dean	Variable Credit

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 of the Faculty/Program Advisor, Program Chair, and Dean	

ALLIED HEALTH COURSES

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. Prerequisite: ENG1101	
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. Following AAMA requirements, students will complete administrative competencies. Prerequisite: CAP1000	
HSC1500	Medical Terminology	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 offered both in an online and classroom format.	
HSC1650	Introduction to Diagnostic Testing	2 Credits
	This course will introduce the student to various diagnostic tests used in healthcare. Students will learn the purpose of the tests, patient preparation, and the differences between the various tests used to diagnose illness. MA students must earn a C grade or better in this course.	
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. This course is offered in both an online and classroom format.	
BSC2001	Essentials of Anatomy and Physiology I	4 Credits
	This course is the first of a two course sequence which provides an introduction to the basic structure and function of the human body organ systems. Beginning at the cellular level, this course will cover the integumentary, skeletal, muscular, and nervous systems. This course is required for MA, HIM and HA students. All students enrolled in the MA or HIM program must earn a C or better in this course.	

HIM2001	Health Information Management and Technology I This course will provide an introduction to health information management. An overview of the health information profession, health care delivery systems and settings, health record content, accreditation standards, nomenclature and classification systems, database management, and information systems and technology are covered. HIM students must earn a C or better in this course. Prerequisites: ENG1101 (minimum grade C); CAP1000 (Lab Fee required)	4 Credits
BSC2002	Essentials of Anatomy and Physiology II This course is the second of a two course sequence continuing with the basic structure and function of the human body organ systems. It will cover the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. This course is required for all MA, HIM and AHA students. All MA and HIM students must earn a C or better in this course. Prerequisite: BSC2001 with a C or better	4 Credits
HIM2002	Health Information Management and Technology II This course is designed to introduce students to healthcare statistics and research, quality management, human resources, financial management and other management functions. HIM students must earn a C or better in this course. Prerequisite: HIM2001 with a C or better	4 Credits
PHA2050	Essentials of Pharmacology 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. This course is offered only in the online format.	2 Credits
HIM2203	Coding I This course will develop a comprehension of Current Procedural Terminology (CPT-4) and the Health Care Common Procedural Coding System (HCPCS) for outpatient coding through the use of sample exercises and medical records. Students will apply CPT-4 and HCPCS coding guidelines appropriate to coding situations and body systems in order to develop skills and accuracy in coding. HIM students must earn a C or better in this course. Prerequisite: HIM2001 with a C or better	4 Credits
HSC2204	Human Disease, Diagnosis and Treatment 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 Management, Medical Assisting OR Health Administration. This course is offered only in the online format. Prerequisites: HSC1500, BSC2002, and both must be completed with a C or better	4 Credits
HIM2205	Coding II Students will apply ICD-9-CM coding guidelines appropriate to diagnostic coding situations and body systems in order to develop skills and accuracy in coding in various healthcare settings. An overview of ICD-10-CM will be presented concurrently in order to prepare the learner for future changes in coding requirements. HIM students must earn a C or better in this course. Prerequisites: HSC1500, HSC2204, BSC2002, HIM2001, and all prerequisites must be completed with a C or better	4 Credits

HIM2206	Coding III This course provides an in-depth study of the International Classification of Disease (ICD-9-PCS) through the use of sample exercises and medical records. Students will apply ICD-9-PCS coding guidelines appropriate to coding situations and body systems in order to develop skills and accuracy in coding at facility healthcare settings. HIM students must earn a C or better in this course. Prerequisites: HSC1500, BSC2002, HSC2204, HIM2205, and all prerequisites must be completed with a C or better.	4 Credits
HIM2207	Healthcare Reimbursement This course will provide an overview of reimbursement methods, billing systems and various third party payers in the healthcare system. Basic coding concepts and coding for medical necessity will be addressed. HIM students must earn a C or better in this course. Prerequisites: HSC1500; HIM2001, HIM2002, and all prerequisites must be completed with a C or better.	2 Credits
HIM2215	Professional Practice Experience I This course provides the student with the opportunity to produce a professional practice portfolio that demonstrates his/her background and current experience in basic Health Information department functions. All students enrolling in HIM2215 must have a minimum overall grade point average of 2.0 and a C or better in all completed HIM courses. Students may not take this course concurrently with HIM2805. Prerequisites: HIM2002, HSC1500, BSC2001, permission of the Faculty/Program Advisor, Program Chair, and Dean, and all prerequisites must be completed with a C or better. (Fees required)	2 Credits
HSA2221-4	Directed Study in Allied Health Each student will prepare an approved research paper(s) in their chosen allied health discipline. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
MEA2480	Medical Office Coding & Reimbursement Procedures 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. Prerequisite: CAP1000	4 Credits
MLS2500	Medical Assisting Clinical Procedures In this course students learn the clinical skills necessary to perform as a medical assistant. Following AAMA requirements, students will complete a variety of clinical competencies. AAMA content areas will be covered as appropriate. Additionally, written and oral communications are emphasized. The clinical skills taught in this course will focus on OSHA standards, asepsis, patient preparation and assisting with examinations. Prerequisites: HSC1500 and BSC2002 (Lab Fee and Materials Fees required)	4 Credits
HIM2501	Health Care Information Systems 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, as well as an overview of ICD-10. Prerequisites: CAP1000, HIM2001 with a C or better	4 Credits

MLS2510	Medical Assisting Laboratory Procedures This course provides students with the skills necessary to perform the laboratory and diagnostic testing done in the outpatient setting. Students will become familiar with CLIA regulations and medication administration. Venipuncture and the various laboratory testing done in the physician's office are introduced. AAMA content areas will be covered as appropriate. Additionally, written and oral communications are emphasized. Prerequisites: HSC1500 and BSC2002 (Lab Fee required)	4 Credits
HIM2805	Professional Practice Experience II This course provides the student with the opportunity to produce a professional practice portfolio that demonstrates his/her background and current experience in managerial Health Information department functions. All students enrolling in HIM2805 must have a minimum overall grade point average of 2.0 and a C or better in all completed HIM courses. Students may not take this course concurrently with HIM2215. Prerequisites: HIM2001, HIM2002, HIM2206, HIM2215, HIM2501, and Permission of the Faculty/Program Advisor, Program Chair, and Dean and all prerequisites must be completed with a C or better. (Fees required)	2 Credits
MEA2900	Medical Assisting Internship This course will provide the student with the opportunity to receive on-the-job experience as an entry level 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. There is required participation on Blackboard assignments during internship. A minimum of 180 hours of internship is required. Students must take their internship within one semester of completing their other course work or must repeat MLS2500, MLS2510, and MEA1462 or have permission of the Faculty/Program Advisor, Program Chair, and Dean, before internships will be assigned. STUDENTS MUST HAVE A PHYSICAL EXAMINATION COMPLETED PRIOR TO INTERNSHIP. Students are required to attend a mandatory 8 hour, Saturday orientation prior to internship. First Aid certification and provider Cardiopulmonary Resuscitation (CPR) are included in this orientation. Physical exam and associated lab work required at student expense. (Insurance and Materials Fees required)	4 Credits
MEA2945	AMA Professional Practice Experience Portfolio I This course provides the student with the opportunity to produce a professional practice portfolio that demonstrates his/her background and current experience in the clinical and administrative skills of medical assisting. Prerequisites: MLS2500, MLS2510, MEA1462 and permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
MEA2955	AMA Professional Practice Experience Portfolio II This course provides the student with the opportunity to produce a professional practice portfolio that demonstrates his/her background and current experience in the clinical and administrative skills of medical assisting. Prerequisites: MLS2500, MLS2510, MEA1462 and permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA2990	Finance and Practice Management 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. Prerequisites: HSA2000, MEA2480, GEB1012	4 Credits

MLS2999	Medical Assisting Seminar This course includes an extensive review of course work, skills and knowledge used by a successful medical assistant, based on the competencies designated by MAERB. There are mandatory class meetings and regular Blackboard assignments. This class prepares the student to sit for the national certification examination given by the American Association of Medical Assistants. Prerequisites: MLS2500, MLS2510, and MEA1462 (Exam Fee required)	4 Credits
HSA3111	United States Healthcare System 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA3125	Financial Management in Health Services 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA3129	The Healthcare Professional as Manager 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA3145	Human Resource Management in Healthcare 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA3166	Issues and Trends in Healthcare This course identifies current issues and trends which will have major impacts on the US healthcare system. By reviewing current healthcare forecasts and demographic trends, students will be exposed to the various scenarios and explore how the US healthcare system may evolve. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA3252	Transcultural Healthcare 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. Prerequisite: ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits

HSA3262	Healthcare Ethics 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. Prerequisite: ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA3272	The Dynamics of Aging 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSC3554	Pathophysiology 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	4 Credits
HSA4130	Healthcare Regulation and the Law This course covers a broad range of legal concepts related to healthcare. Topics include negligence, intentional torts, product liability, employment contracts, corporate liability, informed consent, patient rights and confidentiality. The course provides an overview of various federal and administrative agencies, including the Joint Commission on Healthcare Organizations. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA4149	Twenty-first Century Leadership in Healthcare 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA4165	Healthcare Policy 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
HSA4202	Research Methods in Healthcare 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. Prerequisites: CAP1000, ENG1101 with a C or better or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits

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 Faculty/Program Advisor, Program Chair, and Dean		

BUSINESS ADMINISTRATION COURSES

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.		
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		
GEB2999	Comprehensive Exam	0 Credits
This is a comprehensive exam covering the core Business Administration and Liberal Arts courses studied in the Associate in Science in Business Administration program. Students must take this exam during their last semester at Hodges University in order to graduate.		
MKT3014	Service and eMarketing	4 Credits
This is a survey course of marketing of services within a market based economy. This course will include the development of managerial strategies that serve to satisfy consumer and business-to-business market demand. This course presents services based and internet marketing from the perspective of the consumer to further develop the students' understanding of the market place. Prerequisite: MKT2014		
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		
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		
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	Promotions Mix and Professional Selling This course is designed to provide a thorough examination of the promotions mix that includes public relations, promotional activities and advertising components. In addition, students will be exposed to an overview of the five “steps-of sale” utilized in professional selling activities and will be expected to present an oral and written proposal of the designed mix. Prerequisite: MKT2014	4 Credits
BUL4130	International Legal Environment 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	4 Credits
MKT4156	International Marketing Course of study in the variations in foreign marketing strategies and policies as compared to domestic practices. Prerequisite: MKT2014	4 Credits
MAN4220	Operations Management for Service Organizations 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	4 Credits
MAN4600	Managing in a Global Environment 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	4 Credits
MAN4720	Multi-National Business 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, FIN3403	4 Credits
GEB4901-4	Directed Study in Business 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 Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
MKT4991-4	Internship in Marketing 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 of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
MAN4997	Business Ethics 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	4 Credits

- 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
- 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

COMMUNICATION COURSES

- 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. Prerequisite: ENG1101 or permission of the Dean of Liberal Arts
- COM3100 Mass Communication 4 Credits**
This course examines the history, structure, organization, and role of mass media. The major forms of mass communication will be studied. Prerequisite: ENG1101 or permission of the Dean of Liberal Arts
- 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 Dean of Liberal Arts
- 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 Dean of Liberal Arts
- 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 Dean of Liberal Arts
- COM4018 Political Rhetoric 4 Credits**
This course provides students with the opportunity to critically analyze political discourse so that they may make more reasonable and research-based communication and political consumer choices in their everyday lives. Evidence of critical analysis is expected in students' writings. This course requires prior experience in research-based writing and familiarity with APA. Prerequisite: ENG1101 or permission of the Dean of Liberal Arts
- COM4901-4 Directed Study in Communication Variable Credit**
This course requires an original research project leading to the completion of a formal paper. Students will meet with the assigned faculty at least once per week during the semester. Prerequisite: Permission of the Dean of Liberal Arts

**COMPUTER INFORMATION TECHNOLOGY,
DIGITAL DESIGN AND GRAPHICS,
INFORMATION SYSTEMS MANAGEMENT COURSES**

CAP1000	Computer Applications This course helps students develop the knowledge and skills necessary to be able to use a computer effectively as a tool for productivity, communication, collaboration and problem-solving. The course coverage includes: knowledge of computer operations and file management, the use of email, navigating the Internet to search for information and resources, online safety, security and privacy, as well as the ability to use the current Microsoft Office suite including Word, Excel, PowerPoint and Access at a level of basic proficiency.	4 Credits
CIT1001	Introduction to Computer Information Technology This course presents a breadth-first introduction to the field of Computer Information Technology. It will present a brief introduction to the various aspects, specialties, and careers that are available. Topics to be covered may include: database systems, hardware, information technology management, knowledge management, networking, operating systems, project management, security, software development, and web design. Various computer certifications will also be discussed. This course is graded on a pass/fail basis.	1 Credit
DDG1001	Introduction to the MAC and MAC OS This course provides an introduction to the basic operation of the Macintosh computer and operating system as it is used in the graphics and design field. The students will have the opportunity to use some of the design software they will be using throughout the program. They will see that the use of the software is essentially the same, whether used on a MAC or on a PC.	1 Credit
DDG1003	Introduction to Graphic Communication This course provides an overview of the field of graphic communications and digital design. Students will survey many of the specific fields within the broad category of graphics and digital design. They will also be introduced to the range of career options within digital graphics and design. Topics will include: computer graphics, desktop publishing, web design, multimedia, animation, CAD, virtual reality, photography and video production.	3 Credits
DDG1010	Introduction to CAD 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	4 Credits
DDG1020	Visual Communication and Design 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. Prerequisites: CAP1000, DDG1001, DDG1003	4 Credits

CIT1015	Hardware Support Essentials 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.	3 Credits
ISM1700	Information Systems Hardware and Systems Software Given the ever-decreasing budgets for information systems, managers need a detailed understanding of the systems necessary to manage current business environments. This course will provide a thorough introduction to the underpinnings of hardware and software architecture.	4 Credits
CAP2000	Advanced Computer Applications 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 taking both CAP1000 and CAP2000 will be prepared to take one or more of the MCAS certification exams. Prerequisite: CAP1000 (Certification Exam Fee required)	4 Credits
DDG2000	Computer Essentials for Digital Media 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: CAP1000, DDG1020	4 Credits
CIT2015	Hardware and Operating Systems This course is designed to familiarize the student with the installation, configuration, upgrading, and troubleshooting of various computer operating systems. Emphasis on the various advantages and disadvantages of each of the major operating systems will be presented, and the various lab work required will assist the student in retaining those skills and concepts acquired in CIT1015. Prerequisite: CIT1015 (Certification Exam Fee required)	4 Credits
DDG2102	Introduction to Multimedia 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: CAP1000, DDG1020	4 Credits
DDG2105	3D Modeling and Animation The 3D Modeling and Animation course is a complete overview of the three-dimensional CAD. It focuses on rapid prototyping using software, creation and editing of 3D Wireframe modeling, and 3D solid modeling. It also includes a broad overview of the theory and practice of rendering realistic simulations of objects in motion. Prerequisite: DDG1010	4 Credits

DDG2310	Introduction to Web Design 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, Internet literacy and secure Web design. The HTML language is stressed as the tool for web site creation. Also investigated are popular GUI interfaces such as Adobe Dreamweaver. Prerequisite: CAP1000	4 Credits
CIT2410	Introduction to Database Management Systems (DBMS) 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 and secure database concepts are covered. Students will be introduced to Structured Query Language (SQL) and to client-server computing using Microsoft SQL Server. Prerequisite: CAP2000	4 Credits
ISM2410	Introduction to Database Management Systems (DBMS) This course presents the concepts related to database management with an emphasis on the Relational Model. Database design, data mining, database administration, and database querying through Structured Query Language (SQL) will be introduced. The roles of database personnel, disaster recovery, and the contrast between a centralized and a distributed database structure will also be explored. Prerequisite: CAP2000	4 Credits
CIT2510	Program Design & Problem Solving 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. Prerequisite: CAP1000	4 Credits
CIT2515	Visual BASIC Programming 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. Prerequisite: CIT2510	4 Credits
CIT2520	Introduction to Scripting This course introduces the student to script programming. It provides an overview of current scripting languages, techniques, and standards. Various types of scripting will be investigated, including client-side scripting, server-side scripting, network scripting, and shell scripting. Prerequisite: CIT2510	4 Credits
DDG2600	Civil Drafting 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: DDG1010	4 Credits
DDG2610	Architectural Drafting 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. Prerequisite: DDG1010	4 Credits

DDG2620	Advanced CAD Tools and Techniques This course is an advanced course of hardware/software configurations required for the computer drafting environment. It provides CAD students an opportunity to approach detailed design problems from a computer perspective, hands-on experience in creating custom menus, text fonts, attributes, rotations, X-Ref and more. Different methods of generating commands are also covered. Prerequisite: DDG1010	4 Credits
ISM2700	Analysis and Logical Design This course is intended to introduce students to the concepts of computer logic and program design. Problem solving skills using logic are emphasized. Topics include but are not limited to: computer components and operations, programming structure, decision-making, arrays, and data structures. Both sequential and object-oriented designs are covered. Prerequisite: CAP1000	
CIT2991-4	Internship in Computer Information Technology 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 the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
ISM2991-4	Internship in Information Systems Management 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 the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
DDG3000	Multimedia Portfolio 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: DDG1001, DDG1003, DDG1010, DDG1020, DDG2105	4 Credits
ISM3102	User Support and Help Desk Operations 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. Prerequisite: CAP1000	4 Credits
CIT3215	Fundamentals of IP Networking This course presents a broad overview of computer networking from LANs to WANs to the Internet. Basic networking functions, features, protocols, and security are discussed. Students will participate in the installation and setup 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. Prerequisite: CIT2015 (Certification Exam Fee Required).	4 Credits

CIT3220	Network Operating Environments Students will extend their skills and knowledge of basic network technology through an examination of more complex network environments. Topics include client/server configurations, examination of more complex network environments, and security. 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. Prerequisite: CIT3215 (Certification Exam Fee required)	4 Credits
CIT3510	Advanced C++ w/OOP (Object Oriented Programming) 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: CIT2510	4 Credits
CIT3520	Advanced Visual BASIC 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	4 Credits
CIT3525	Java Programming 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 or CIT2520	4 Credits
ISM3700	Networks and Telecommunications Business managers, computer programmers, system designers, and home computer users alike need a thorough understanding of the basic features, operations, and limitations of different types of computer networks. This course will examine the current environment of business networks and telecommunications. An assessment of global telecommunications networks, business equipment, and regulation. Topics include voice and data services, technical standards, transborder data flow issues, network competition, and the role of telecommunications in economic development in the business environment. Prerequisite: ISM1700	4 Credits
ISM3750	Technology Tools for Collaboration and Teamwork Recent IT spending studies rank collaboration tools as a top priority. Advantages of collaboration can include increased team productivity, reduction of project time, fewer meetings and less travel. On the negative side, executives are not sure about the possible security risks of Web 2.0 based collaboration tools. This course will explore the range and capabilities of modern web based tools and will not only help students develop the basic skills to use some of these tools but also to be able to evaluate the value vs. risk and to understand how they are being used effectively in many businesses today. Prerequisite: CAP1000	4 Credits

ISM3810	Principles of Information Security 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. Prerequisites: CAP1000, ENG1101	4 Credits
ISM3830	Computer Forensics The main goal of this course is to provide the student with the knowledge and skills to identify, track, and prosecute the cybercriminal. It is designed to expose the student to the process of detecting attacks and collecting evidence in a forensically sound manner with the intent to report crime and prevent future attacks. Students will be introduced to advanced techniques in computer investigation and analysis with interest in generating potential legal evidence. In full, this course provides for the preparation to identify evidence in computer related crime and abuse cases as well as track the intrusive hacker's path through a client system. This course will help the student to profile an intruder's footprint and gather all necessary information and evidence to support prosecution in a court of law. Prerequisites: CAP1000, CIT3220 or ISM3700	4 Credits
ISM4021	Management Information Systems 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. Prerequisites: CAP1000, ENG1101	4 Credits
ISM4120	IT Policy and Strategy 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. Prerequisites: CAP1000, ENG1101	4 Credits
CIT4220	Local Area Network Routing and Switching 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: CIT4260 (Certification Exam Fee required)	4 Credits
CIT4230	Internetwork Routing and Switching 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 CIT4220, 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. Prerequisites: CIT4220, CIT4260 (Certification Exam Fee required)	4 Credits

CIT4245	System & Security Administration 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: CIT4260 (Certification Exam Fee required)	4 Credits
CIT4255	Advanced System & Security Administration This course helps students gain the knowledge and skills necessary to administer larger networks using the 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. Prerequisites: CIT4245, CIT4260	4 Credits
CIT4260	Fundamentals of System and Network Security The main goal of this course is to introduce to the student methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate risks for an organization. Students will learn how to create a secure network by putting policies and procedures in place, and how to restore a network in the event of a disaster. This course also serves to expose the student to diverse technologies while mapping them to real world applications. The course looks at cybercrime and security by explaining basic security procedures and challenges that arise in the workplace, and includes discussions of the various security threats and attacks to which today's computer users are vulnerable. Prerequisites: CIT2520 and CIT3220 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
CIT4270	Linux System and Security Administration 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: CIT4260	4 Credits
ISM4310	E-Commerce 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. Prerequisites: CAP1000, ENG1101	4 Credits
CIT4311	Web Applications 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, CIT2510, and CIT3220	4 Credits
CIT4411	Advanced Database Management 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	4 Credits

CIT4415	Data Warehouse and Decision Support Systems 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. Prerequisite: CIT2410	4 Credits
CIT4425	Database Systems for the Web 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: CIT2410, ISM4450, ISM4630	4 Credits
ISM4450	Information Systems for Knowledge Mgt. and Decision Support This course examines information systems which specifically support decision makers: knowledge management and decision support systems. Consideration will be given to the design, development, implementation, and application of these systems. Prerequisite: Completion of ISM core	4 Credits
ISM4460	Database Security and Auditing This course is broken into three sections: Security, Auditing and Implementation. Students will fully understand how to implement database security on modern business databases using practical scenarios and step-by-step examples that are presented throughout the course. Hands-on projects and case projects are used to reinforce and showcase the topics learned. Students learn to apply their knowledge in a presentation of real-world cases using security and auditing. Prerequisite: Completion of ISM core	4 Credits
CIT4505	Comparative Programming Languages 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: CIT2515, CIT3510	4 Credits
CIT4521	Systems Analysis and Solutions Architectures 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	4 Credits
CIT4531	Software Engineering 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. Prerequisites: CIT4521, ISM4630, ISM4650	4 Credits
CIT4595	Enterprise Applications 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	4 Credits

ISM4610	Project Management 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. Prerequisites: CAP1000, ENG1101	4 Credits
ISM4620	Advanced Project Management 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: ISM4610	4 Credits
ISM4630	IT Project Management: The Human Factors This course focuses on the individuals, project teams or functional groups who must work together on information technology projects. The issues and challenges of managing cross-functional projects are considered. The focus is on the human side of IT project management. Skills in motivating workers, organizing and leading teams, communicating and sharing information, and in conflict resolution are key ingredients critical for project success. Because many project leaders are drawn from technical arenas, they often assume that these qualities are reserved for functional managers and that they can ignore their value and importance. This course alerts technical personnel to become sensitive to the human side of management to achieve project success. Students are introduced to the theory and practice of leading project workers and teams. Prerequisite: Completion of ISM Core	4 Credits
ISM4640	IT Project Management Quality This course provides prospective project managers with an introduction to well known project management quality standards. The course will cover the framework, tools and approaches necessary to meet the quality requirements of their projects and their customers, ensuring project success. Prerequisite: Completion of ISM Core	4 Credits
ISM4650	IT Project Management: Communication and Control Successful project control requires information. To be useful, information needs to be analyzed and communicated. Building upon the concepts and techniques of sound project planning, this course assists students in developing a framework for communication and control of projects. Prerequisite: Completion of ISM Core	4 Credits
CIT4810	Network Defense The main goal of this course is to provide students with a vendor neutral approach to defending a network from intrusion and hackers. It covers the fundamental skills in evaluating internal and external threats to network security, design, and how to enforce network level security policies, and ultimately protect an organization's information. Covering a broad range of topics from secure network fundamentals, protocols and analysis, standards and policy, hardening infrastructure, to configuring IPS, IDS, and firewalls, bastion host and honeypots, among many other topics, students completing this course will have a full understanding of defensive measures taken to secure an organization's information. Prerequisite: CIT4260 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits

ISM4810	Policy and Administration in Information Systems 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. Prerequisite: ISM3810	4 Credits
CIT4820	Security Penetration Testing The content of this course is designed to expose the student to groundbreaking methodologies in conducting thorough information security analysis, as well as advanced penetration testing techniques. Armed with the knowledge, along with hands-on experience, students will be able to perform the intensive assessments required to effectively identify and mitigate risks to the security of the organization's infrastructure. Prerequisite: CIT4260 or permission of the Faculty/Program Advisor, Program Chair, and Dean Program Chair	4 Credits
ISM4820	Incident Response, Disaster Recovery and Contingency Planning 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. Prerequisite: ISM3810	4 Credits
CIT4830	Ethical Hacking This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about intrusion detection, policy creation, social engineering, DDoS attacks, buffer overflows and virus creation. Prerequisite: CIT4260 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
ISM4830	Information Systems Security Compliance This course will provide an in depth study of the managerial and procedural aspects of effectively securing enterprise information systems. Topics in this course will include security policies and best practices, asset classification and control, personnel security, business continuity management, regulatory compliance, operational security, and information security program lifecycles. The course will include an analysis of current practices and procedures in securing critical information infrastructures, with an emphasis placed on emerging trends and opportunities for research in the management of information security. Prerequisite: Completion of ISM core	4 Credits
CIT4901-4	Directed Study in Computer Information Technology 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. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
ISM4901-4	Directed Study in Information Systems Management 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. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit

- 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. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean
- 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. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean

COOPERATIVE EDUCATION COURSES

- 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 Faculty/Program Advisor, Program Chair, and Dean. 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 COURSES

- 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.
- CCJ1700 Introduction to Homeland Security 4 Credits**
This course constructs an introductory framework for studying homeland security. Theoretical and actual situations are explored to expose the students to historical and contemporary national challenges. Essential history is presented so that an understanding of what motivates terrorism and other contemporary conflicts is covered. Examination of current agencies tasked with homeland security is also provided. Prerequisite: CCJ1400

CCJ1800	Introduction to Corrections In this introductory course, the student will examine the United States correctional system from the perspectives of both the corrections worker and the offender. Career-based material, actual cases, and the ever changing philosophies on offender treatment and sanctions will be explored. Prerequisite: CCJ1400	4 Credits
CCJ2000	Intelligence Community 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. Prerequisite: CCJ1400	4 Credits
CCJ2010	Law Enforcement Intelligence 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. Prerequisite: CCJ1400	4 Credits
CCJ2020	Intelligence and the Law 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. Prerequisite: CCJ1400	4 Credits
CCJ2101	Criminology 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: CCJ1400 and permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
CCJ2400	Drug Abuse & Crime Control 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. Prerequisite: CCJ1400	4 Credits
CCJ2500	Cultural Diversity in Criminal Justice 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 are cross-cultural communication, implementing cultural awareness training, multi-cultural representation in law enforcement, and criminal justice interaction with various racial and ethnic groups. Prerequisite: CCJ1400	4 Credits

CCJ2510	Organized Crime The world of organized crime is dynamic. Recent political realities have placed criminal forces on the move to areas of opportunity for their purposes. This course provides a time line as well as an informative excursion into how this migration operates, who the victims are, and the various problems the criminal justice systems faces in attempting to be effective against these entities. The organized crime of the streets in the large cities now has powerful influence in the prison systems as well. Prerequisite: CCJ1400	4 Credits
CCJ2520	Gangs and Cults The youthful area of crime has been greatly influenced by the massive migration to this country due to the populations of diverse ethnic and religious backgrounds. These newly formed neighborhoods harbor their own system of justice provoking fear among the inhabitants and cause special problems to the criminal justice arena. These new gangs utilize both male and female members, and bring “old world” hatred to their vicinity. They continue their strong influence even from prison. This course provides updated material on identifying these groups, methods of investigation and the results of the latest research that produced effective counter measures. A special section is devoted to the outlaw biker gangs. Prerequisite: CCJ1400	4 Credits
CCJ2800	Survey of Forensic Science Survey of Forensic Science is an introductory course that focuses on the fundamental elements of forensic activity and its relationship with criminal investigations. Historical and contemporary forensic practices will be reviewed. Foundational exposure to science and scientific principles will be presented in order for the student to proceed to crime scene processing. Numerous, specific examples of forensic science applications will be explored. Prerequisite: CCJ1400	4 Credits
CCJ2999	Comprehensive Exam This is a comprehensive exam covering the core criminal justice courses studied in the Associate in Science in Criminal Justice program. Students must take this exam during their last semester at Hodges University in order to graduate.	0 Credits
CCJ3100	Private Security in the 21st Century The focus of this course is to expose the student to the complex world of private sector security. The historical development of non-government sponsored security and protection initiatives are explored. Practical, real-world concepts, including information security, investigations, and surveillance, enable the learner to excel in the numerous career opportunities currently available in the security industry. Prerequisite: CCJ1400 and permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
CCJ3131	Crime and Delinquency A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Prerequisites: CCJ1400 and permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
CCJ4001	The following courses require permission of the Program Chair. Criminal Justice Management 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits

CCJ4201	Law Enforcement and Society 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits
CCJ4401	Corrections and Penology 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits
CCJ4500	Investigation Techniques 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits
CCJ4520	Studies in Forensics 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits
CCJ4540	Analysis of Evidence 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits
CCJ4710	Strategic Intelligence 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 21 st Century will be examined. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits
CCJ4720	Terrorism and the Criminal Justice System 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101	4 Credits

- 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. Prerequisites: CAP1000, ENG1101, CCJ1400, CCJ2101
- CCJ4800 Sex Crimes and Paraphilia 4 Credits**
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 and permission of Faculty/Program Advisor, Program Chair, and Dean
- 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. The course reviews the primary forms of research used in social science and provides standards for research, compiling data, and reporting on the research conducted. Prerequisites: CCJ1400, STA3014 and Senior Status
- CCJ4911-4 Special Topics in Criminal Justice Variable Credit**
This course is designed to provide the student with a dynamic exposure to many of the unique specialty occupations and skills in the CJ system. This course will be a hands-on experience and may include field trips. An introduction to the technology currently used in law enforcement is included. Prerequisites: CCJ1400 and permission of the Faculty/Program Advisor, Program Chair, and Dean
- CCJ4921-4 Internship in Criminal Justice Variable Credit**
As part of the preparation for a career in the criminal justice field, the student is permitted to serve an internship in an organization that is acceptable to the University. Forty-five hours of internship experience are required for each credit hour awarded. Prerequisites: Senior status and permission of the Faculty/Program Advisor, Program Chair, and Dean
- 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 COURSES

- 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; 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 Thought 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 Intermediate Price Theory 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. Prerequisites: ECO2013, ECO2032
- ECO4603 Money, Banking, and Monetary Policy 4 Credits**
This course connects macroeconomic theory to real-world policy and business applications. It provides the student with an advanced understanding of the banking system, money supply, and monetary policy. Prerequisites: ECO2031, ECO2032

ENGLISH COURSES

- 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. The credits earned for this course are non-academic credits.
- 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. The credits earned for this course are non-academic credits.
- 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. The credits earned for this course are non-academic credits.
- 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 first semester.

ENG0992	English Fundamentals and College Reading Skills II 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 second semester.	4 Credits
ENG1101	English Composition I 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 CPA test, a score of 65 or better on the language section of the COMPASS test, a score of 48 or better on the language section of the Online Entrance test, or ENG0991 and/or ENG0992 with at least a grade of C.	4 Credits
LIT2000	Introduction to Literature This course is designed to acquaint students with the tools for understanding, appreciating and critically analyzing literature. Students will read, analyze, and discuss literary works.	4 Credits
ENG2102	English Composition II This course builds on the writing process studied in English Composition I. Students will practice reading and writing critically, and incorporating research in expository and persuasive papers. A passing grade of a C is required. Prerequisite: A minimum of C in English Composition I or permission of the Dean of Liberal Arts	4 Credits
LIT3000	Leadership and Literature 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 or permission of the Dean of Liberal Arts	4 Credits
LIT3005	World Literature 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 or permission of the Dean of Liberal Arts	4 Credits
LIT3050	Latin American Literature This course is designed to provide the student with a survey of Latin American literature through representative works of major and minor writers. Prerequisite: ENG1101 or permission of the Dean of Liberal Arts	4 Credits
LIT3100	The Analysis of Literature 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 or permission of the Dean of Liberal Arts	4 Credits

- 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 Dean of Liberal Arts
- 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 or permission of the Dean of Liberal Arts
- 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 or permission of the Dean of Liberal Arts
- 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: ENG1101 or permission of the Dean of Liberal Arts
- 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: ENG1101 or permission of the Dean of Liberal Arts
- 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: A minimum grade of C or better in ENG1101 or permission of the Dean of Liberal Arts
- 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: ENG1101 or permission of the Dean of Liberal Arts
- 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 of the Dean of Liberal Arts

ENVIRONMENTAL SCIENCE COURSES

- 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.

EVR3021 Oceanic Studies 4 Credits
This course will cover many useful and fascinating topics including, but not limited to, ocean currents and tides, coral reefs, hurricanes, earthquakes and volcanoes, El Nino, and marine ecosystems and their inhabitants.

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 Dean of Liberal Arts

GOVERNMENT & HISTORY COURSES

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 Dean of Liberal Arts

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 COURSES

SPA1120	Conversational Spanish I 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.	4 Credits
SPA1121	Conversational Spanish II 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: SPA1120 or permission of the Dean of Liberal Arts	4 Credits
MUH3011	Music Appreciation A course designed to improve the student's knowledge of and appreciation for music. Prerequisite: ENG1101	4 Credits
HUM3022	Humanities: Trends and Issues The combined study of human civilization encompassing art, history, music, architecture, philosophy, and literature. Emphasis is placed on written communication and cultural enrichment. Prerequisite: ENG1101	4 Credits
HUM3030	World Religions 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. Prerequisite: ENG1101	4 Credits
PHI3301	Philosophy This 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: ENG1101	4 Credits
PHI3401	Aesthetics: The Philosophy of Art Appreciation 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. Prerequisite: ENG1101	4 Credits
PHI3601	Ethics 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: ENG1101	4 Credits
PHI4101	Logic 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. Prerequisite: ENG1101	4 Credits

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: ENG1101		

INTERDISCIPLINARY STUDIES COURSES

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: PSY1103 and ENG1101		
IDS1001	Foundations for College Success	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™, library resources, APA format, as well as the Academic Honesty Policy and the Writing and Oral Communication requirements of the University. All students are required to take this course their first semester with the University. This course is graded on a pass/fail basis.		
IDS2200	Current Legal Issues	4 Credits
This course presents current controversial issues in a debate-style format designed to stimulate student interest and develop critical thinking skills.		
IDS2901-4	Directed Study	Variable Credit
This course is designed for students who in their Associate Program desire to do an independent project as part of their course of study. Students will be assigned a faculty member who will meet with them weekly during the semester. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean		
IDS2999	Comprehensive Exam	0 Credits
This is a comprehensive exam covering the core Interdisciplinary Studies and Liberal Arts courses studied in the Associate in Science in Interdisciplinary Studies program. Students must take this exam during their last semester at Hodges University in order to graduate.		
IDS3070	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.		
IDS3501-4	Service Learning	Variable Credit
Students learn about social justice and service through academic study and participation in local community settings. Through exploration of identity, diversity, and social responsibility, students develop skills to become multicultural community builders. A minimum number of community service hours are required for each additional credit hour. Prerequisite: Junior status or permission of the Faculty/Program Advisor, Program Chair, and Dean		

IDS3601-4 Service Learning II Variable Credit
Students will continue to learn about social justice and service through academic study and participation in local community settings. Students will perform an additional minimum number of community service hours, and they will compose an additional research paper that investigates a situation encountered at the service site. This situation may relate to issues of providing service, agency structure and/or funding, individual psychological, sociological and/or public policy causes of the needs that the agency intends to meet, etc. Prerequisite: IDS3501-4

IDS4001 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. Prerequisite: IDS1001 and senior status

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. Prerequisite: ENG1101 with a grade of C or better

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. Prerequisites: CAP1000, ENG1101

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. Prerequisites: CAP1000, ENG1101

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. Prerequisites: CAP1000, ENG1101

IDS4140 Social Processes 4 Credits
A multi-disciplinary survey of the political, economic, legal, familial, religious, educational, and cultural institutions. Particular attention is placed on how these institutions influence our thinking and decision-making. Prerequisites: CAP1000, ENG1101

IDS4150	A Society of Laws 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. Prerequisites: CAP1000, ENG1101	4 Credits
IDS4160	Contemporary Global Issues 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. Prerequisites: CAP1000, ENG1101	4 Credits
IDS4170	Strategic Planning and Evaluation 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. Prerequisites: CAP1000, ENG1101	4 Credits
IDS4180	Professional Communication Concepts 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. Prerequisites: CAP1000, ENG1101	4 Credits
IDS4190	Applied Research Methodologies 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. Prerequisites: CAP1000, ENG1101	4 Credits
IDS4800-2	Topics in Interdisciplinary Studies 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 of the Program Chair or Completion of at least one IDS wheel	4 Credits
IDS4901-4	Directed Study in Interdisciplinary Studies 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 of the Faculty/Program Advisor, Program Chair, and Dean or Completion of at least one IDS wheel	Variable Credit
IDS4999	Interdisciplinary Studies Exit Assessment Exam This is a comprehensive exam covering topics studied in Interdisciplinary Studies and must be taken after completing all wheels.	0 Credits

MANAGEMENT COURSES

MNA1050	Introduction to Management This course explores the issues of defining the role of managers and provides a comprehensive introduction to effective management principles and conduct as practiced in modern organizations. Topics include introductory studies in planning, leading, organizing, controlling, and staffing. This course also helps students understand some of the issues involved in both managing and being managed and equips them to become more effective contributors in their academic, personal, and professional lives.	4 Credits
MAN2010	Principles of Management A study of management processes, resources and various organizational structures. Special emphasis is placed on human resources, leadership styles, and motivational practices. Prerequisite: GEB1012	4 Credits
MAN2100	Introduction to Small Business Management This course provides the essential elements of creating, acquiring, and operating various forms of business such as sole proprietorships, partnerships, or corporations. Practical guidance is provided in the basic requirements of starting an entrepreneurial venture such as registering a trade name, choosing a form of operation, permitting, tax issues, and risk management. Prerequisite: MAN2010	4 Credits
MAN2200	Capital and Resource Planning for the Small Business This course introduces the evolving field of small business capital and resource acquisition and management. Topics include sources of funding, the use of debt and equity financing, break-even analysis, working capital management, and basic strategies to maximize business outcomes. Prerequisite: MAN2010 and ACG2021	4 Credits
MNA2200	Applied Management Practicum A capstone course of study of comprehensive management processes in modern organizations. A main outcome of the course is a student project, which demonstrates the five Hodges University learning outcomes. The project also allows the student to showcase his or her knowledge of the processes used to analyze a firm's business environment to establish business objectives, and to implement management plans. Prerequisites: Course must be taken student's final term in the associate degree program.	4 Credits
MNA2701-4	Directed Study in Management Each student will conduct a research project or study in thesis form on a relevant topic relating to the field of management. Students will meet with the assigned faculty member at least one hour per week during the semester. Prerequisite: Permission from the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
MNA4000	Management Applications 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. Prerequisites: CAP1000, ENG1101	4 Credits
MNA4100	Economics for Managers 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. Prerequisites: CAP1000, ENG1101	4 Credits

MNA4110	Employment Management and Practices This course addresses equal employment opportunity issues, regulations, and protections at the federal, state, and local levels which are related to areas such as sexual harassment, disability, medical leave, work place violence, termination, discrimination, and compensation equity.	4 Credits
MNA4120	Managing HR Issues in a Global Environment 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, repatriation, cross-culturalism, cost containment, and future trends as they relate to improving competitive advantage and core competencies.	4 Credits
MNA4140	Strategic Benefits Management 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. Prerequisites: CAP1000, ENG1101	4 Credits
MNA4200	Organizational Behavior in the Workplace 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. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
MNA4325	Finance for Managers The applied applications of finance and accounting functions necessary to make decisions in the workplace. Examines financial statements, ratio analyses, accounting systems, and the financial aspects of the organization, and how each affects the individual organization. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
MNA4360	Leadership for Managers This course focuses on the responsibilities of leadership and the skills which must be developed to successfully lead in today's changing environment. Prerequisites: CAP1000, ENG1101	4 Credits
MNA4400	Human Resource Processes 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. Prerequisites: CAP1000, ENG1101	4 Credits
MNA4425	Marketing for Managers 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. Prerequisites: CAP1000, ENG1101	4 Credits

MNA4480	The Strategic Planning Process 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. Prerequisites: CAP1000, ENG1101	4 Credits
MNA4530	Financing and Cash Flow Management This course examines the principles and methods of financing new business ventures and managing the cash flow in new or existing businesses. Topics include venture capital funding, angel investing, equity financing, shared ownership, and employee ownership programs.	4 Credits
MNA4610	Managing Diversity, Challenges, and Opportunities in a Contemporary Organization This course addresses the complex environment in which contemporary organizations must operate and examines practical managerial concerns such as diversity, ethical decision making, and social responsibility.	4 Credits
MNA4660	Organizational Culture and Change Management 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. Prerequisites: CAP1000, ENG1101	4 Credits
MNA4701-4	Directed Study in Management 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 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 of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
MNA4800	Issues in Contemporary Management 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 of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
MAN4991-4	Internship in Management 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 of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
MAN4998	Topics in Management 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	4 Credits
MNA4999	Management Exit Assessment Exam This is a comprehensive exam covering topics studied in Management and must be taken after completing all wheels.	0 Credit

MATHEMATICS COURSES

MAT0998	Basic Mathematics 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 everyday 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.	4 Credits
MAC1132	College Mathematics 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 CPA test, a score of a 50 or better on the mathematics section of the COMPASS Test, a score of a 18 or better on the mathematics section of the Online Entrance Test, or a grade of C or better in MAT0998	4 Credits
MAC2102	College Algebra I 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	4 Credits
MAC2344	Calculus I 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 of the Dean of Liberal Arts	4 Credits
STA3014	Statistics 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	4 Credits
MAC3300	College Geometry 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	4 Credits

- 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. Prerequisite: 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 Dean of Liberal Arts

PARALEGAL/LEGAL STUDIES COURSES

- 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 Faculty/Program Advisor, Program Chair, and Dean
- 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 Faculty/Program Advisor, Program Chair, and Dean
- 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 the Faculty/Program Advisor, Program Chair, and Dean

LEA1004	Property 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 Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA2014	Legal Research and Writing 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA2020	Computer Programs for Law 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA2502	Family Law 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA2531	Legal Ethics 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA2604	Bankruptcy 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA2700	Accounting for Legal Professionals 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 Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA2900	Paralegal Seminar 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 Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA2901-4	Directed Study in Paralegal Studies This course requires an original research project regarding an approved legal topic and leading to a legal memorandum. This project is done under the supervision of a faculty member and conducted either on-line or meeting for at least one hour per week. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit

LEA2999	Practicum 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 Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA3002	Environmental Law The study of federal and state laws regulating the environment, land and water use, and the corresponding administrative agencies. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3010	Legal Reasoning This course is designed to develop skills in the legal methods of case law analysis and statutory interpretation, and develop critical and legal thinking. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3012	Alternative Dispute Resolution 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. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3014	Discovery Methods This course investigates the various tools used in the litigation discovery process including document construction. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3015	Administrative Law 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3016	Litigation This course is a study of trial procedures, strategies, diplomacy, and advocacy. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3020	Legal Strategies This course provides a study of the basic principal remedies and solutions to problems regularly presented in the practice of law. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3030	Law Office Management 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits

LEA3035	Current Legal Issues This course presents current controversial issues in a debate-style format designed to stimulate student interest and develop critical thinking skills.	4 Credits
LEA3050	Seminar on Contracts A study of contracts with practical applications and drafting. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA3060	Seminar on Property A study of property law with practical applications and drafting. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA3070	Law, Film, & Literature 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.	4 Credits
LEA3080	The Law of Nonprofit Organizations The Law of Nonprofit Organizations reviews the laws pertaining to nonprofit organizations, focusing on formation, structure, management, operations, and accountability. The laws governing tax exemption, with particular emphasis on IRC 501(c)(3) exemptions, the application for the exemption process, and ongoing reporting requirements will be examined. The course will focus on the IRS Form 990 and its accompanying schedules as the primary source of information on any nonprofit organization. The course will also include discussions of the historical basis of the nonprofit sector in the United States, its impact on our society and an examination of current conditions both locally and nationally.	2 Credits
LEA3100	Legal Analysis of United States History 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3116	Business and Corporate Organizations A study of business organizations, partnerships, and corporations relating to their creation and operations. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA3200	A Legal Approach to Ethics 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.	4 Credits
LEA3400	Immigration Law 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.	4 Credits
LEA3450	Qualified Domestic Relations Orders This course covers the basics of creating a QRDO (Qualified Domestic Relations Order) and other related court orders.	4 Credits

LEA3535	Current Legal Issues This course presents current controversial issues in a debate-style format designed to stimulate student interest and develop critical thinking skills.	4 Credits
LEA3603	Criminal Law and Procedure 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3700	Estate Planning 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3731	Uniform Commercial Code A study of selected parts of the Uniform Commercial Code, especially negotiable instruments, secured transactions, and sales. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA3800	Estate Administration 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.	4 Credits
LEA4001	Labor Law The study of the legal relationship between business management and labor and the federal and state regulation of that relationship. Prerequisite: Permission of the Faculty/Program Advisor, Program Chair, and Dean	2 Credits
LEA4003	International Law 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA4005	Real Estate Transactions 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA4013	Legal Research and Writing II 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits

LEA4014	Legal Writing 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. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA4015	Advanced Legal Research 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. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA4016	Evidence 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. Prerequisites: CAP1000, ENG1101, 60 credit hours including LEA2014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA4040	Constitutional Law 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: Permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA4100	Intellectual Property 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.	4 Credits
LEA4201	Civil Liability 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.	2 Credits
LEA4300	Senior Seminar 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 Faculty/Program Advisor, Program Chair, and Dean	4 Credits
LEA4500	Construction Law 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.	4 Credits
LEA4901-4	Directed Study in Legal Studies 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 Faculty/Program Advisor, Program Chair, and Dean	Variable Credit

PSYCHOLOGY COURSES

PSY1103	Strategic Thinking This course focuses on personal effectiveness in higher education and beyond. It will introduce students to skills and methods used in critical thinking and goal setting. Written and oral communication will also be emphasized.	3 Credits
PSY2010	Introduction to Psychological and Social Processes 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.	4 Credits
PSY2012	General Psychology 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.	4 Credits
PSY2100	Critical Thinking 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.	4 Credits
PSY3004	Human Growth and Development 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. Prerequisites: ENG1101 and PSY2012	4 Credits
PSY3005	Psychology of Adjustment 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY3006	Abnormal Psychology 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY3007	Psychology of Deviance 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits

- 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean
- PSY3400 Essentials of Forensic Psychology 4 Credits**
Students will be exposed to the developing field of forensic psychology by a comprehensive study of the various applications of this discipline to include discussion and analysis relative to profiling, protective services, child advocacy, eye witness testimony, interviewing and interrogation techniques, and how human behavior is related to legal process. Prerequisite: ENG1101 and Permission of the Faculty/Program Advisor, Program Chair, and Dean
- PSY3410 Alcoholism and Chemical Dependency I 4 Credits**
This course will assist the student to understand the biopsychosocial impact of alcoholism/chemical dependency. The student will be exposed to the disease model and other perspectives, and how these concepts are used in the practice environment. Special attention will be paid to framing addiction as a systematic process that affects many dimensions of life. Students' performance in this course is documented on a Professional Counseling Performance Evaluation Form. Students must comply with any stipulations recorded on this form in order to complete this course and/or progress to the next course. Prerequisite: ENG1101 and permission of the Faculty/Program Advisor, Program Chair, and Dean
- PSY3415 Alcoholism and Chemical Dependency II 4 Credits**
This course builds on the material introduced in Alcoholism and Chemical Dependency I. Newer methods of addiction treatment are discussed, including pharmacological interventions, information and techniques from the project Match study and other studies, and other important trends in addiction treatment and research. Techniques to involve families in the addict's treatment will be discussed, as well as service coordination issues such as employment, housing, dual diagnosis treatment, and other important areas of need. The techniques of quality documentation and the importance of these skills to competent treatment, service coordination and compensation/funding will be addressed. Students' performance in this course is documented on a Professional Counseling Performance Evaluation Form. Students must comply with any stipulations recorded on this form in order to complete this course and/or progress to the next course. Prerequisite: ENG1101 and Permission of the Faculty/Program Advisor, Program Chair, and Dean
- PSY3420 Professional Ethics in Alcoholism and Chemical Dependency Counseling 4 Credits**
Professionals in the Alcoholism/Chemical Dependency field must be prepared with a thorough knowledge of the highest ethical standards of the profession in order to protect clients, their families and the community from harm. Special attention will be paid to a thorough understanding of the Florida Certification Board Certified Professional Code of Ethics, as well as relevant State of Florida codes. The interplay of ethics and counseling skill and choice of interventions will be discussed with use of case examples and role play of ethical dilemmas. This discussion will extend to the issue of supervision and peer supervision, regarding case consultation, review of documentation, and other issues pertinent to clinical supervision. Students' performance in this course is documented on a Professional Counseling Performance Evaluation Form. Students must comply with any stipulations recorded on this form in order to complete this course and/or progress to the next course. Prerequisite: ENG1101 and permission of Faculty/Program Advisor, Program Chair, and Dean

- PSY3425 Assessment, Treatment Planning and Referral 4 Credits**
This course will identify the important aspects of biopsychosocial assessment and help the student to develop skills to formulate the data into a clinical case diagnostic summary. The use of various tools such as the CAGE, other screening instruments, and brief, effective screening techniques will be discussed. Based upon the diagnostic summary, the student will learn to set treatment planning goals and develop specific objectives and interventions that cover holistic client needs based upon the assessment and diagnostic summary. The issue of timing interventions and referrals to coincide with the stage of the client's recovery process will be discussed. Finally, the importance of community resource knowledge and networking will be discussed as a central skill to effective referral. Other referral techniques such as follow-up and case management will be discussed. Students' performance in this course is documented on a Professional Counseling Performance Evaluation Form. Students must comply with any stipulations recorded on this form in order to complete this course and/or progress to the next course. Prerequisites: ENG1101, PSY3420, PSY3430, and permission of Faculty/Program Advisor, Program Chair, and Dean
- PSY3430 Alcoholism and Chemical Dependency Counseling & Community Practice I 4 Credits**
Prominent current methods of Alcoholism/Chemical Dependency treatment throughout the continuum of care will be discussed, and students will become familiar with these models through class work, role play, and guest speakers who use these models and techniques. Special attention will be paid to those models which have been shown to be effective through a professional research base. The importance of a prominent role for the family and community in addiction treatment will be discussed. Students' performance in this course is documented on a Professional Counseling Performance Evaluation Form. Students must comply with any stipulations recorded on this form in order to complete this course and/or progress to the next course. Prerequisite: ENG1101 and permission of Faculty/Program Advisor, Program Chair, and Dean
- PSY3435 Alcoholism and Chemical Dependency Counseling & Community Practice II 4 Credits**
This course will expand upon material learned in Alcoholism and Chemical Dependency Counseling and Community Practice I. The student will be encouraged to identify practice models that he/she feels most comfortable with, and attention will be paid to reinforcing the student's knowledge and skills. Further material will cover development of knowledge and skills with work with families. Educational components of the treatment process will be discussed for the clients and their families along the treatment continuum. Expansion of education to the community in order to help those with addiction and their families will be covered, including work with employers and others who assist in helping the alcoholic/addict to receive treatment. Students' performance in this course is documented on a Professional Counseling Performance Evaluation Form. Students must comply with any stipulations recorded on this form in order to complete this course and/or progress to the next course. Prerequisites: ENG1101, PSY3420, PSY3430 and permission of Faculty/Program Advisor, Program Chair, and Dean
- 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. Prerequisites: ENG1101 and PSY2102, SOC2000 or permission of the Faculty/Program Advisor, Program Chair, and Dean
- 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: ENG1101, PSY2012, STA3014

PSY3700	Assessment and Case Management 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY4000	Personality Theories 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY4100	Psychology of Conflict Management 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY4300	Organizational Psychology 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY4400	Tests and Measures 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. Prerequisites: ENG1101 and STA3014 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY4500	Cognitive Psychology 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. Prerequisites: ENG1101 and PSY2012 or permission of the Faculty/Program Advisor, Program Chair, and Dean	4 Credits
PSY4901-4	Directed Study - A Written Senior Research Project 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: ENG1101 and permission of the Faculty/Program Advisor, Program Chair, and Dean	Variable Credit
PSY4911-14	Internship in Applied Psychology This is a planned and supervised professional practice experience in a Human Services environment with an emphasis on familiarization with the roles and duties of an entry level professional. Forty-five hours of internship experience are required for each credit hour awarded. Students will be required to pay a fee for liability insurance. Prerequisites: PSY3700, ENG1101 and 16 credits of Psychology classes, and completion of the additional 4 credit course PSY3420 Professional Ethics in Chemical Dependency Counseling with at least a B.	Variable Credit

SCIENCE COURSES

- 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. This course is required if no previous chemistry credit has been earned. Prerequisites: If required, BSC1100 with a grade of C or better (if required) AND MAC2102 with a grade of C or as a better OR Corequisite: MAC2102 (Lab Fee required)
- BSC1100 Introduction to Health Science 4 Credits**
This course will provide the health studies student with the basic entry level knowledge required for a variety of healthcare careers. Topics covered will include basic biology, basic anatomy and physiology, leadership, team building skills, learning how to learn in sciences, and research resources and presentations. This course is required for all HS.BS students prior to CHM1010 if no previous science credit has been earned. All students must earn a C or better in this course.
- BSC1121 Biology I with Lab 4 Credits**
The course 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 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)
- BSC2001 Essentials of Anatomy and Physiology I 4 Credits**
This course is the first of a two course sequence which provides an introduction to the basic structure and function of the human body organ systems. Beginning at the cellular level, this course will cover the integumentary, skeletal, muscular, and nervous systems. This course is required for MA, HIM and HA students. All students enrolled in the MA or HIM program must earn a C or better in this course.
- BSC2002 Essentials of Anatomy and Physiology II 4 Credits**
This course is the second of a two course sequence continuing with the basic structure and function of the human body organ systems. It will cover the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. This course is required for all MA, HIM and HA students. All MA and HIM students must earn a C or better in this course. Prerequisite: BSC2001.
- BSC2021 Anatomy & Physiology I with Lab 4 Credits**
This course is 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. Prerequisite: CHM1010 OR BSC1100 with a grade of C or better (Lab Fee required)

BSC2022	Anatomy & Physiology II with Lab 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)	4 Credits
PHY2021	Physics I with Lab 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. Prerequisite: MAC2102 with a grade of C or better (Lab Fee required)	4 Credits
PHY2022	Physics II with Lab 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)	4 Credits
NUT2050	Nutrition This course introduces the student to the principles of human nutrition. Current research is presented along with basic nutritional concepts. Special emphasis is given to the role nutrition plays in disease and clinical practice along with how nutrition can be implemented in health promotion and maintenance. Prerequisites: CHM1010 and BSC2021	4 Credits
CHM2145	General Chemistry I with Lab 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; acid-base theory; 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)	4 Credits
CHM2146	General Chemistry II with Lab 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 CHM2145. Topics covered include thermodynamics, chemical equilibrium, acid-base equilibrium, buffers and titrations, the solubility product principle, electrochemistry, and nuclear chemistry. Prerequisite: CHM2145 with a grade of C or better (Lab Fee required)	4 Credits
CHM2310	Organic Chemistry I with Lab 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)	4 Credits

CHM2311	Organic Chemistry II with Lab 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)	4 Credits
MCB3121	Microbiology with Lab 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 with a grade of C or better (Lab Fee required)	4 Credits
HSC3554	Pathophysiology 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: BSC2022 with a grade of C or better	4 Credits
BSC3800	Cell Biology This course offers detailed study of the cellular and molecular concepts of eukaryotic cells. Topics emphasized include the study of the eukaryotic cell structure and function including cell organization, cellular metabolism, endomembrane system and membrane trafficking, cell communication, the cell cycle, the flow of genetic information within the cell and gene regulation. Prerequisites: BSC1122, CHM2146 and MCB3121 with a grade of C or better	4 Credits
BSC3900	Histology This is an upper level course that highlights normal human histology and the functional significance of microanatomical structures. The lab and lecture portions of the course are completely integrated; both lecture and lab material will be covered during each session. The first part of the course deals with basic tissues (a collection of similar cells and the extracellular matrices surrounding them: epithelium; connective tissues, including blood, bone and cartilage; muscles; and nerves). The second part of the course deals with organs, systemic arrangement of tissues performing a specific function, as of respiration, digestion, etc. Prerequisite: BSC1122 and BSC2022 with a grade of C or better	4 Credits
BSC4000	General Genetics The objective of the course is to introduce the principles of Mendelian (classical) and modern principles of heredity as well as population and evolutionary genetics. While providing an overview of major concepts of genetics, students will examine their applications in today's world. Students will understand the basic processes of gene transmission, mutation, expression and regulation. The focus will be on problem solving and analytical thinking. Prerequisite: BSC1122 and BSC2022 with a grade of C or better	4 Credits

- BSC4100 Animal Embryology 4 Credits**
This course provides a study of animal embryology with emphasis on the fundamental developmental processes. An in-depth study of the events and processes that occur prior, during, and after embryonic and fetal development in animals will be discussed. Topics include gametogenesis, fertilization, and development of the embryo from zygote through the differentiation of the neural tube. Additionally, topics involving development of selected human organ systems will be covered. Clinical analysis of birth defects will also be discussed. Prerequisite: BSC3800 with a grade of C or better
- BSC4200 General Biochemistry 4 Credits**
The course provides a survey of basic biochemical principles dealing with the molecular components of cells including the composition of proteins, lipids, carbohydrates and nucleic acids. The course includes discussion of the structure and function of proteins, the chemical mechanism and regulation of enzyme catalysis, biomembrane structure and function, the metabolic transformations of fatty acids, lipids, amino acids and nucleotides, and the molecular basis of genetics including DNA and RNA metabolism and protein biosynthesis. Prerequisites: BSC1122 and CHM2310 with a grade of C or better

SOCIAL WORK COURSES

- SOW2000 Introduction to Social Work 4 Credits**
This survey course provides an overview of the social work profession, its historical context, and its relationship to the social welfare system. It examines such areas as career paths, client groups, education, and practice methods.

SOCIOLOGY COURSES

- SOC2000 Principles of Sociology 4 Credits**
This course provides an overview of sociology and how it applies to everyday life. Students will study topics such as cultural origins, cultural diversity, social interaction, class and caste systems, race, gender, heritage, and religion.
- 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. Prerequisites: CAP1000, SOC2000 or permission of the Dean of Liberal Arts
- 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. Prerequisite: SOC2000
- 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

- 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 of the Dean of Liberal Arts
- 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, approval of the Dean of Liberal Arts, the Faculty/Program Advisor, Program Chair, and Dean of the student's program
- 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 of the Dean of Liberal Arts

TURFGRASS MANAGEMENT COURSES

- TGM1000 Principles of Turfgrass Management I 4 Credits**
An introductory course in turfgrass management; turfgrass; binomial nomenclature and taxonomy; warm-season and cool-season grasses; establishment; grow-in.
- TGM2100 Golf Course Design and Construction 4 Credits**
An introductory course in golf course design and construction; master planning; new golf course projects; redesign; reconstruction; construction documents; detailed drawings; environmental issues; contractors; architects.
- TGM2200 Integrated Pest Management for Turfgrass I 4 Credits**
An introductory course in the management of turfgrass insects and other arthropods; insect biology and development; pesticide selection, use and safety; beneficial organisms; nuisance wildlife.
- TGM2250 Integrated Pest Management for Turfgrass II 4 Credits**
An introductory course in turfgrass pest weeds and diseases; weed and disease types and life cycles; management methods; herbicide and fungicide types and modes of action.
- TGM2300 Soil Fertility and Fertilizers 4 Credits**
An introductory course in soil fertility and turfgrass nutrition; basic soil types; turfgrass nutrition; fertilizers; soil amendments; macronutrients; nitrogen; phosphorus; potassium; micronutrients.

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- Racz, Patricia (Part-time)
M.P.S. Hodges University
B.S. Hodges University
- Rey-Gomez, Carmen (Full-time)
M.S.W. University of Connecticut
B.A. Central Connecticut State University
- Rogers, Elsa (Dean - Full-time)
Ph.D. University of Louisiana at Lafayette
M.A. University of Memphis
B.A. University of the West Indies
- Rogers, Marion (Part-time)
M.P.A. Walden University
M.S. Florida A&M University
B.S. Florida A&M University
- Smith, Greg (Part-time)
Ph.D. University of South Florida
B.A. University of South Florida
- Smith, Greg (Administrative)
D.Min. Amridge University
M.Div. Hardin-Simmons University
B.S. Dallas Christian College
- Swiersz, Thomas (Full-time)
Ph.D. Florida State University
M.E. University of Illinois Urbana
B.S. Illinois State University
- Tagliasacchi, Fabio (Full-time)
M.B.A. Hodges University
B.A. University of South Florida
- Tullo, Kristine (Part-time)
M.A. University of Central Florida
B.A. University of Central Florida
- West, Kelli (Part-time)
M.A. Argosy University
B.A. SUNY College at Brockport
- Wilson, Betty Sue (Part-time)
M.S. University of North Texas
B.S. University of North Texas
- Zamor, Terry (Part-time)
M.A. Nova Southeastern University
B.S. The City College of New York
- Library**
- Dela Cruz, Joselito (Full-time)
M.L.I.S. Pratt Institute
B.S. Bulacan State University
- Franz, Gerald (Assistant Director - Full-time)
Ph.D. Regent University
M.L.I.S. University of Arkansas
M.A. SUNY-Cortland College
- Haring, Gayle (Full-time)
M.L.S. Simmons College
B.A. Pennsylvania State University
- Lewis, Debbie (Full-time)
M.A. University of Toledo
B.A. University of Toledo
- Smith, Susan (Full-time)
Ph.D. University of Texas
M.L.I.S. University of Oklahoma
B.A. University of Oklahoma
- Volz,Carolynn (Director - Full-time)
M.A. University of South Florida
B.A. Douglas College at Rutgers University

Hodges University

Management

Ali, A.D. (Part-time)

Ph.D. Louisiana State University
M.S. University of California, Davis
B.S. University of California, Davis

Ahern, Jo (Full-time)

M.S. Hodges University
B.S. Hodges University

Bel Jan, Jan (Part-time)

B.L.Arch. University of West Virginia

Chrysler, Earl (Part-time)

D.B.A. University of Southern California
M.S. San Diego State College
B.S. San Diego State College

Harbour, Ronald (Full-time)

M.B.A. Franklin Pierce College
B.S. Daniel Webster College

Malamut, Ira (Administrative)

M.S.M. Hodges University
B.S. Hodges University

McKenzie, Karen (Part-time)

D.M. University of Phoenix
M.S.A. Central Michigan University
B.A. University of Detroit

Meyer, John (Chair - Full-time)

D.B.A. Argosy University
M.B.A. Hodges University
B.S. Hodges University

Riger, Charles (Part-time)

B.S. Pennsylvania State University
A.S. Edison College

Smith, Michael (Full-time)

M.B.A. Nova Southeastern University
B.S. University of Alabama

Williams, Anthony (Part-time)

M.S. The National Graduate School
B.S. Southern Illinois University at Carbondale

Wyant, Nancey (Dean - Full-time)

Ph.D. Walden University
M.S. LaRoche College
B.S. LaRoche College

Please check with your Program Chair or Administration for changes in staff and faculty personnel. These changes will be included in the next publication of the Catalog.

ACADEMIC CALENDAR

FALL TERM 2011

September 8	Fall Term Begins
September 16	Last Date to Register
November 1	Mini-term Begins
November 24-27	Thanksgiving Holiday
December 21	Fall Term Ends
December 22-January 1	Winter Holiday

WINTER TERM 2012

January 2-11	Winter Break
January 12	Winter Term Begins
January 16	Martin Luther King Holiday
January 20	Last Date to Register
February 27	Mini-term Begins
April 6-8	Spring Holiday
April 25	Winter Term Ends

SUMMER TERM 2012

May 10	Summer Term Begins
May 18	Last Date to Register
May 28	Memorial Day Holiday
June 25	Mini-Term Begins
July 4	Independence Day Holiday
August 22	Summer Term Ends

FALL TERM 2012

September 6	Fall Term Begins
September 14	Last Date to Register
October 31	Mini-term Begins
November 22-25	Thanksgiving Holiday
December 19	Fall Term Ends
December 20-January 1	Winter Holiday

WINTER TERM 2013

January 2-13	Winter Break
January 14	Winter Term Begins
January 21	Martin Luther King Holiday
January 22	Last Date to Register
March 6	Mini-term Begins
March 29-31	Spring Holiday
April 27	Winter Term Ends

SUMMER TERM 2013

May 13	Summer Term Begins
May 20	Last Date to Register
May 27	Memorial Day Holiday
July 3	Mini-Term Begins
July 4	Independence Day Holiday
August 24	Summer Term Ends

HODGES UNIVERSITY SCHOLARSHIP CALENDAR

	FALL 2011
September 16	Fall 2011 Institutional Scholarship Deadline
November 4	Winter 2012 Private Scholarship Deadline
	WINTER 2012
January 20	Winter 2012 Institutional Scholarship Deadline
March 9	Summer 2012 Private Scholarship Deadline
	SUMMER 2012
May 11	Summer 2012 Institutional Scholarship Deadline
July 6	Fall 2012 Private Scholarship Deadline
	FALL 2012
September 21	Fall 2012 Institutional Scholarship Deadline
November 2	Winter 2013 Private Scholarship Deadline
	WINTER 2013
January 18	Winter 2013 Institutional Scholarship Deadline
March 8	Summer 2013 Private Scholarship Deadline
	SUMMER 2013
May 10	Summer 2013 Institutional Scholarship Deadline
July 12	Fall 2013 Private Scholarship Deadline

Institutional Scholarships: Local High School, Local Employers, Upper Division

Private Scholarships: General application and scholarships by private donors

TUITION AND FEES SCHEDULE

TUITION

SEMESTER HOUR CREDIT

Basic Tuition for all Credit Hour Courses	\$470.00 per credit hour
Intensive English Courses.....	\$2,875.00 per 15 week term

OTHER FEES AND CHARGES:

Application Fee (Non-Refundable)	\$20.00
Laboratory Fee.....	\$60.00
Proctoring for outside agencies/colleges	\$50.00

Please refer to catalog course descriptions for specific course fees

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

Student Services Fees Payable Each Semester

Library	\$75.00
Registration Fee	\$50.00
Student Service Fee	\$50.00
Technology Fee	\$75.00

Student ID Card Replacement Fee.....	\$5.00
Promissory Note Fee	\$50.00
Graduation Fee	\$100.00
Late Registration Fee.....	\$25.00
Return Check Fee	\$50.00
Late Intent to Graduate Fee	\$25.00

A liability insurance fee will be charged students enrolled in the following courses:

Health Information Technology

HIM2215 Professional Practice Experience I.....	\$20.00
HIM2805 Professional Practice Experience II	\$20.00

Medical Assisting

MEA2900 Medical Assisting Internship	\$20.00
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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 Hodges University virtual bookstore or may be purchased from other bookstores. There is no requirement to purchase books and supplies in the Hodges University virtual bookstore.