International College

Course Catalog

2004-2005

Volume 17

International College

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to award Associate, Bachelor's and Master's Degrees

GENERAL INFORMATION

HISTORY OF THE COLLEGE

International College is a four-year degree granting college founded in January 1990. Policies concerning the College are formulated by the Board of Trustees.

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

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

An additional campus center was opened for classroom instruction in nearby Ft. Myers in 1992. This center, located at 8695 College Parkway, Ft. Myers, Florida 33919 (telephone 239-482-0019) is easily accessible from I-75, the main highway artery between Naples and Ft. Myers. It has instant fax contact with the Naples Main Campus, and in addition to its own library resource center, there is accessibility to the reference materials available from the College's main library holdings on the Naples campus. The College also establishes learning sites as the need arises. Currently, the College operates learning sites in Sarasota, at the University Centers of Edison Community College in Lee and Charlotte counties, and at Pasco-Hernando Community College in Pasco County.

ACCREDITATION AND LICENSURE

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

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

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the American Health Information Management Association's (AHIMA) Council on Accreditation.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (35 W. Wacker Dr., Ste. 1970, Chicago, Illinois 60601-2208, Phone # 312-553-9355) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment.

International College is licensed in accordance with the Florida Statutes.

MEMBERSHIP

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

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

RECOGNITIONS

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

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

PHILOSOPHY AND OBJECTIVES OF INTERNATIONAL COLLEGE

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

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

International College provides a learning environment that promotes an appreciation for:

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

International College bases its educational programs on the following philosophy:

That International College, 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 College's respect for personal dignity.

That International College can best serve its students and the community by providing professional programs associated with business, computer technology, and other related disciplines that afford life and career enrichment.

MISSION

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

MISSION PRINCIPLES

To achieve its Mission, International College supports the following principles:

- International College is a teaching institution which emphasizes the practical application and advancement of knowledge in career programs.
- International College encourages scholarly activity among its faculty.
- International College primarily focuses on the needs of adult learners.
- International College provides contemporary and experiential delivery systems, including distance learning.
- International College is an educational resource for the Southwest region of Florida by providing programs and services to the community.
- International College encourages cultural diversity.

NOTICE OF NONDISCRIMINATION

International College 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. International College 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 International College. Inquiries concerning Title IX, Section 504, or the Americans with Disabilities Act should be directed to the ADA Coordinator, Dr. Micki Erickson, International College, 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, International College, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122.

ADMISSIONS REQUIREMENTS

GENERAL ADMISSIONS REQUIREMENTS
ASSOCIATE AND BACCALAUREATE PROGRAMS

International College seeks students who desire professional education in accounting, business administration, criminal justice, management, computer technology, allied health, legal studies and interdisciplinary studies. Motivation, interest, and career advancement requirements are as equally important as are academic qualifications. The College 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 College admissions coordinators, and discuss plans and career goals. Applicants interested in taking only online classes are requested to visit the IC 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 College. 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.

The College 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 College.

APPLICATION FOR ADMISSION

After the interview process is complete, an application for admission needs to be filed with the College 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 College who are unable to attend an interview session should mail their applications to the College 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 College Registrar's office.

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

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

ASSESSMENT EXAMINATION

All students making application to enter International College 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 English, 450 in math; ACT scores of 17 in English, 18 in reading, 19 in math; CPAt scores of 60 in language, 60 in math, with an overall score of 130, or Compass Test scores of 65 in language, 50 in math and 35 in reading. Students scoring less than 60 in language or math but with an overall score of 130 or better on the CPAt, and students scoring less that 65 in language and 50 in math on the Compass Test will be required to take English 0991 or ENG0992 and/or Math 0998. These courses will not be used to fulfill graduation requirements. Students applying for online programs must score the minimum scores in language and in math on the CPAt or Compass Test to be considered for admission. The CPAt (Career Placement Assessment Test) and the Compass Test are the only tests administered at the College; all other tests must be taken at another site within the past five years, and official scores must be received by International College prior to the class start. In addition, a writing sample will be required of all applicants during the

admissions process to determine placement in English classes. Students with documented ADA concerns should contact the Director of Counseling to address these concerns.

FAMILIARITY WITH COLLEGE REGULATIONS

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

TUITION AND FEES

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

ASSOCIATE AND BACHELOR OF SCIENCE IN HEALTH STUDIES ADMISSION REQUIREMENTS

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

GRADUATE ADMISSION REQUIREMENTS

Please refer to the current Graduate Bulletin for specific requirements.

STUDENT ACCOUNTS

All students' accounts are due and payable at the time such charges are incurred. College 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 College provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The College 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 College to any substantial extent. In many cases, classes may have been closed to other students due to capacity. The refund policy has been established so that the student who registers for a class and then withdraws will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow.

STUDENT RESPONSIBILITY

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

CANCELLATION POLICY

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

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

DROP/ADD

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

WITHDRAWAL

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

PROCESSING OF REFUNDS

Students who have received Title IV Federal Student Financial Assistance will also be subject to the Federal Return of Funds Policy. Students who withdraw during a term may owe the College 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 thirty (30) calendar days of the student's official date of withdrawal. Refunds for the student who fails to notify the College of withdrawal will be processed within the earlier of thirty (30) calendar days from the day the College determines that the student has withdrawn, or thirty (30) calendar days from the end of the trimester. Refunds to students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations, and will be allocated in the following order:

a. To eliminate outstanding balances on unsubsidized Federal Stafford loans received by the student for the period.
b. To eliminate outstanding balances on subsidized Federal Stafford loans received by the student for the period.
c. To eliminate outstanding balances on Federal PLUS loans received on behalf of the student for the period.
d. To eliminate any amount of Federal Pell Grants awarded to the student for the period.
e. To eliminate any amount of Federal Supplemental Educational Opportunity Grant awarded to the student for the period.
f. To eliminate any amount of 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 College 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 polices make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may only be changed or waived by the Executive Vice President of Academic Affairs upon written request

from the student for reasonable cause. Course substitutions may be made by the Executive Vice President of Academic Affairs or by the College Academic Committee. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

TRANSFER TO OTHER COLLEGES

The College neither implies nor guarantees that credits completed at the College 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 International College or enrollment in advanced studies, the student must inquire with those institutions from which recognition of academic work at International College will be sought and independently determine whether or not the program, course, or courses of study will be accepted by those institutions into which future enrollment is intended.

INTERNATIONAL STUDENTS

When international students apply for admission in a program approved by U.S. Citizenship and Immigration Services (USCIS), official transcripts of completed secondary and applicable post secondary credits are required along with an evaluation by a professional agency and/or translation if necessary. The expense for this service is the responsibility of the student. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received from each course. Satisfactory evidence of successful command of the English language is required for all international students enrolling in any program, and a paper based TOEFL score of 500, a computer based score of 173, or its equivalent as determined by the Director of the Intensive English Center, is required for entry into an undergraduate degree program (not required for applicants whose native country has English as a primary language). 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 College for approved programs of training since certain listed programs may not be available for foreign applicants. A non-refundable application fee of $20 is required for international applicants. With the above exceptions, the conditions for admission of international students are identical to those for United States citizens.

TRANSIENT STUDENTS

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

HONOR LISTS

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

ACADEMIC INTEGRITY

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

STUDENT RECORDS

All educational records of students enrolled at the College 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 College and are not released to the student or a third party. A student desiring a copy of his/her former school records must contact the former school and request a student copy.

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

ADVANCED STANDING

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

TRANSFER STUDENT

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

STANDARDIZED TESTING

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

IN-HOUSE CREDIT BY EXAMINATION

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

LIFE EXPERIENCE EVALUATION

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

CLASS AUDIT REFRESHER EDUCATION (CARE)

CARE-Class Audit Refresher Education is a program designed to upgrade undergraduate students who have successfully completed courses taken at International College or are graduates of the College. CARE allows a former undergraduate student to take refresher courses in subjects studied at International College with no tuition charge. Book charges and fees remain in place. The courses allow students to sharpen or enhance skills and to remain current in new technologies in a changing world. To qualify, a student must have successfully completed the course he or she wishes to audit. As technology and new theories of management are constantly changing, this will be a benefit to both students and to their current employers. There is no time limit nor limit to the number of courses that a student may take. Students interested in taking refresher classes should contact the Registrar's Office.

ACADEMIC ACHIEVEMENT SERVICES

Academic Achievement Services is International College'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 Blackboard), computer-based tutorials, and other resources are available to students through an instructor-initiated request or by students voluntarily signing up to see a tutor at the AAS tutoring lab on either the Naples or Ft. Myers campus. AAS is sensitive to the needs of the adult learner, the primary student at International College; 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 Director of Academic and Professional Development Services.

INFORMATION RESOURCE CENTER (LIBRARY)

The mission of the information resource center and library is to support the College in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the College and at other remote sites, to provide opportunities for the student to learn from many different formats of information, and to provide life skills in access to information and resources.

The Information Resource Centers at the Naples and Ft. Myers campuses provide a physical and virtual library support system to all students and faculty whether they are attending classes on campus, at an offsite learning site or taking courses online.

The web-based catalog serves as a central access search tool for print and electronic resources, including eJournals and eBooks, NetLibrary, videos, and print materials. Catalog entries provide a Table of Contents, links to full text and front covers where available, making it very convenient for the researcher to determine which title is appropriate. From the web-based catalog, circulating materials may be put on hold, requested for delivery, or

an inter-library loan requested. Students at offsite learning sites or students taking courses online are supported through the Distance Education Librarian.

The IRC website is the focal point for access to and information about a multitude of web-based and onsite databases, including eJournals and eBooks. Web pages, organized by program, lead the student to these relevant databases by subject and to other useful websites. The IRC subscribes to an extensive list of premier resources, both print and electronic, including over 9,000 eJournals through journal aggregators and publishers such as Dialog, Gale Group (Infotrac), Lexis-Nexis, Ebsco, Proquest, HW Wilson, Ovid, SilverPlatter, and FirstSearch. In addition to general resources, program specific web accessible databases are purchased such as those for business, management, and accounting students who have access to The Conference Board, ReferenceUSA, Sweet'Product Marketplace, FISOnline, Standard & Poor, ValueLine, and Business Source Premier. Such titles as Health Reference Center, Medline, PsychInfo, and Bodyworks provide additional allied health information. Paralegal and criminal justice students also use Westlaw, LoisLaw, Criminal Justice Abstracts, Criminal Justice Periodicals Index, and Rabkin & Johnson. Computer information programs are supported with IEEE, ACM, and Infotrac Computer Database.

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

INFORMATION TECHNOLOGY DEPARTMENT

The IT Department is dedicated to the development of technology and the practical application of knowledge in career programs, while providing technology based delivery systems conducive to learning. This includes both the best equipment and personnel. Therefore, software and hardware at the College are constantly being upgraded to provide the best and most current technologies for the student. Further, Lab Managers at each campus ensure that students receive the personal assistance with any computer application problems when they need it.

All students receive International College email accounts their first semester. College faculty and staff communicate with students using these accounts.

DISTANCE EDUCATION

Distance Education initiatives at the College 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 online service provider "Blackboard."

STUDENT SERVICES INFORMATION

STUDENT DEVELOPMENT SERVICES

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

CAREER DEVELOPMENT SERVICES

The Office of Career Development provides a wide range of services to students and graduates. The staff offer both one-on-one and group advisement on topics such as career decision-making, career assessment, resume and cover letter preparation, interviewing skills and techniques, and job search strategies. Job placement assistance is also available in that the office maintains information on current full-time and part-time employment opportunities and serves as a resource for both employers and job seekers. Students with a criminal record may not be eligible to apply for certain jobs, such as criminal justice positions or positions in the medical field. The College 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 free of charge to all registered students and graduates.

COUNSELING SERVICES

Counseling Services are available to address student needs in career, academic, social, and/or personal areas through information services, group workshops or seminars, and individual counseling. The Director of Counseling also maintains a list of area resources and occasionally refers individuals to outside agencies for assistance. A Florida licensed mental health professional is available to all students with offices at both campuses; office hours are posted at each location. Walk-in services are available, but appointments are recommended. Services are free to International College 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, the College provides disability support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the Director of Counseling to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. The Office of Counseling also helps individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the Director of Counseling four weeks prior to scheduled activities.

ORIENTATION

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

is designed to acquaint students with the policies of the College. Students are also required to attend a library orientation during their first term at the College.

MENTOR PROGRAM

The College promotes the concept of mentoring as a valuable resource for student success. IC students have the opportunity of participating in the mentor program by contacting the Director of Counseling who will facilitate a "mentor/mentee" match with an International College administrator, faculty member, alumni, upper classmate, or staff advisor. Details of the mentor program will be discussed with the Counselor upon student application and interview.

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 International College, 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. College guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed.

The College 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 College operation or will endanger persons or property.

STUDENT CLUBS AND ORGANIZATIONS

Belonging to a club or organization enriches the college 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 Dean of Students. As deemed appropriate by the College administration, students may be invited to join institutional committees.

ALUMNI ASSOCIATION

Membership in the Alumni Association is open to all former graduates of International College. The Alumni Association serves the needs of the graduates by providing contact with friends and connections made at the College. The Alumni Association helps pool resources, broadens the professional network, and supports currently enrolled students, in addition to supporting the College. Activities are planned and a newsletter, "International Link", communicates the accomplishments, professional advancements, and news of the Alumni. Contact for the Alumni Association is through the Office of Institutional Advancement.

THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

International College 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 College 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 College.

It is the responsibility of the student with special access needs to inform the College of these special needs and to provide the requisite supporting documentation.

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

STUDENT CONDUCT AND GRIEVANCE POLICY

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

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

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

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

Students who feel their rights have been violated are entitled to due process in the format of a hearing. A student wishing to request such a hearing should contact the Dean of Students. All such requests must be in writing.

APPEALS PROCESS

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

STUDENT FINANCIAL AID

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

Certain kinds of financial aid are available to eligible students. If the student is eligible, an appropriate award package will be developed. Prior to the actual disbursement of any financial aid, a student may have to complete a verification process which will document certain information provided. Information on the types of documentation required will normally be provided during the student's financial aid interview.

Students are cautioned that all awards are made based on the availability of program funds to the College and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the College 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 College. Students already holding a bachelor's degree are not eligible for this grant.

FEDERAL STAFFORD STUDENT LOAN PROGRAM

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

There are two types of Stafford Loans:
1. Subsidized - Federal government pays the interest to the lender while the student is in school.
2. Unsubsidized - Interest accrues from the date of origination and is the responsibility of the borrower.

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

FEDERAL PLUS LOAN PROGRAM (Parent Loan for Undergraduate Students)

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM

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

THE FEDERAL WORK-STUDY (FWS) PROGRAM

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

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 INTERNATIONAL COLLEGE SCHOLARSHIP PROGRAM

International College offers private and institutional scholarships to assist and reward students financially. The goal of the International College scholarship program is to supplement the resources of students to the extent possible to enable them to begin or to continue college studies. **All International College students, at current Catalog tuition rate, may apply for a scholarship.** Donors may specify additional stipulations regarding eligibility.

For additional information on scholarships, students should contact the Financial Aid Offices for application information. The Dean of Students serves as the Chairman of the International College Scholarship Committee; students may also contact the Dean of Students for personal advice concerning the scholarship process.

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

Private Scholarships
Lavern N. Gaynor Scholarship
The Schoen Family Scholarship
Meftah Foundation Scholarship
Jerry F. Nichols Scholarship
Dellora and Lester Norris Educational Support Scholarship
The Esprit de Noel Scholarship
"Friends of the College" Educational Support Scholarship
James Oscar Rawles Memorial Scholarship
Neno J. Spagna Scholarship
Douglas F. Devaux, Sr. Scholarship
The Florida Institute of Certified Public Accountants (FICPA) Scholarship
The Southwest Florida Chapter of the FICPA Scholarship
The Naples Vending Scholarship
The Naples/Collier SCORE Chapter #573 Scholarship

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

ACADEMIC INFORMATION

PROGRAMS OF STUDY

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

School of Allied Health
  Health Administration
  Health Information Technology
  Health Studies
  Medical Assisting
School of Business
  Accounting
  Business Administration
  Management
School of Professional Studies
  Criminal Justice
  Interdisciplinary Studies
  Legal Studies
  Paralegal
School of Technology
  Computer Information Technology
  Information Systems Management

BACCALAUREATE and ASSOCIATE DEGREE PROGRAMS

BACHELOR OF SCIENCE

- Accounting
- Business Administration
- Computer Information Technology
    An emphasis may be chosen from one of the following fields:
    Database Management
    Management Information Systems
    Networking
    Software Development
    Web Master
- Criminal Justice
- Health Administration
- Health Studies
    A Health Administration minor may be chosen or an emphasis may be chosen for one of the following fields:
    Occupational Therapy
    Pharmacy
    Physician Assistant
    Physical Therapy
- Information Systems Management
- Interdisciplinary Studies
- Legal Studies

- Management
  An emphasis may be chosen from one of the following fields:
  Executive Management
  Construction Management
  Criminal Justice Management
  Entrepreneurship
  Environmental Management
  Health Administration Management
  Information Systems Management
  International Business
  Public Administration

ASSOCIATE IN SCIENCE
- Accounting
- Business Administration
- Computer Information Technology
- Criminal Justice
- Health Information Technology
- Health Studies
- Interdisciplinary Studies
- Medical Assisting
- Paralegal Studies

CONTINUING EDUCATION PROGRAMS
- Intensive English Center
- Creative Retirement Center
- Certificate in Financial Planning

BACCALAUREATE DEGREE PROGRAMS

The Baccalaureate Degree Programs are comprised of four areas:

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

MINORS

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

Accounting
Business Administration
Computer Information Technology
Criminal Justice
Health Administration
Humanities
International Business
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 subjects areas of accounting; namely, finance, information systems, management, taxation, and auditing.

Area I	Accounting Component	Semester Hour Credit	
A.	**Business Core**		
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
MAR2014	Principles of Marketing	4	
ECO2013	Macroeconomics	4	
ECO2032	Microeconomics	4	
BUL3111	Business Law I	4	
BUL3112	Business Law II	4	
FIN3403	Principles of Finance	4	
ISM4021	Management Information Systems	4	
	Total Business Core		**36**
B.	**Accounting Core**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
ACG3011	Federal Income Taxation I	4	
ACG3101	Intermediate Financial Reporting and Analysis I	4	
ACG3121	Intermediate Financial Reporting and Analysis II	4	
ACG3362	Cost Accounting and Control	4	
ACG4011	Federal Income Taxation II	4	
ACG4201	Advanced Financial Reporting and Analysis I	4	
ACG4632	Independent Auditing I	4	
ACG4391	Special Topics in Accounting	4	
	Total Accounting Core		**40**
Area II	Liberal Arts Component		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
POS2050	American Government	4	
STA3014	Statistics	4	
SPC3015	Speech Communications	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	English/Communication Elective	4	
	Total Liberal Arts Component		**36**

Area III **Approved Elective Component**

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

        Total Approved Elective Component   **8**

        Total Semester Hours Required for Graduation   **120**

Area IV **Minors**

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

Election of a minor increases the total credit hours required for graduation from 120 to 128.

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 administrative positions in business and government or other public service organizations. The curriculum is designed to give students a firm foundation in liberal arts as well as the practical and theoretical aspects of business related principles. Upon successful completion of the program, students will have acquired skills in decision making, problem solving, and leadership in addition to fundamental business and management procedures. Students must complete the program's comprehensive exam in order to graduate.

Area I **Business Administration Component**

A.	**Business Core**	**Semester Hour Credit**	
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
MAR2014	Principles of Marketing	4	
ECO2013	Macroeconomics	4	
ECO2032	Microeconomics	4	
BUL3111	Business Law I	4	
BUL3112	Business Law II	4	
GEB4999	Comprehensive Exam	0	
	Total Business Core		**28**

B.	**Business Specialty Courses**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
ACG4011	Federal Income Taxation II	4	
MAN3302	Human Resource Management	4	
FIN3403	Principles of Finance	4	
ISM4021	Management Information Systems	4	
MAN4061	Strategic Management	4	
MAN4720	Multi-National Business	4	
	Total Business Specialty Courses		**32**

Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
POS2050	American Government	4	
STA3014	Statistics	4	
SPC3015	Speech	4	
PHI3601/3301	Ethics **or** Philosophy	4	
Electives to be chosen from the following:		12	
	One English/Communication		
	One Humanities or Fine Arts		
	One Natural or Physical Science		
	Total Liberal Arts Component		**44**

Area III   Approved Elective Component

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

> **Total Approved Elective Component   16**
>
> **Total Semester Hours Required for Graduation   120**

Area IV   Minors

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

BACHELOR OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY

The objective of this program is to prepare students for the development and support of computer information systems. The program utilizes a combination of skill sets to assist the student in developing an area of expertise. Emphasis areas include Management Information Systems (MIS), Networking, Web Master, 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. Additionally, several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, Net+, I-Net+, MOS, CCNA, MCP, MCSA, CIW, and ICCP). Completing an exit assessment certification exam is a requirement for graduation.

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

Semester Hour Credit

A.	**CIT Core**		
CIT1010	Hardware & Operating Systems 1	4	
CIT2010	Hardware & Operating Systems 2	4	
CIT2310	Introduction to Web Design	4	
CIT2410	Introduction to Database Management Systems	4	
CIT2510	Program Design & Problem Solving	4	
ISM3102	User Support & Help Desk	4	
CIT3210	Introduction to Networking	4	
CIT3515	Visual BASIC Programming	4	
CIT4999	CIT Exit Assessment (required)	0	
	Total CIT Core		**32**

B.	**Electives** (Choose 2 based on emphasis)		
CIT3/4xxx	CIT Elective	4	
CIT3/4xxx	CIT Elective	4	
	Total Electives		**8**

C.	**Business Core**		
GEB1012	Introduction to Business	4	
CAP2000	Advanced Computer Applications	4	
ACC2001	Principles of Accounting I	4	
MAN2010	Principles of Management	4	
MAR2014	Principles of Marketing	4	
	Total Business Core		**20**

CIT Emphasis Area (select one, 20 hours)

D.	**Management Information Systems**	
CIT/ISM3/4xxx	Elective	4
CIT/ISM3/4xxx	Elective	4
ISM4110	Project Management	4
ISM4120	IT Policy and Strategy	4
CIT4521	System Analysis & Solutions Architectures	4

E.	**Networking**	**Semester Hour Credit**	
CIT4210	Network Operating Systems	4	
CIT4220	Local Area Network Routing & Switching	4	
CIT4230	Internetwork Routing and Switching	4	
CIT4240	Introduction to Client/Server Architecture	4	
CIT4250	Client/Server Network Management	4	
F.	**Web Master**		
CIT4311	Web Applications	4	
CIT4321	Advanced Web Design	4	
CIT4330	Web Programming	4	
CIT4340	Web Graphics	4	
CIT4390	Web Master Senior Project	4	
G.	**Database Management**		
CIT4411	Advanced Database Management Systems	4	
CIT4240	Introduction to Client/Server Architecture	4	
CIT4250	Client/Server Network Management	4	
CIT4421	Installation and Configuration of DBMS	4	
CIT4431	Design Implementation of Client/Server Databases	4	
H.	**Software Development**		
CIT4505	Comparative Programming Languages	4	
CIT4515	Enterprise Applications with .NET	4	
CIT4521	Systems Analysis & Solutions Architectures	4	
CIT4531	Software Engineering	4	
CIT4590	Software Development Senior Project	4	
	Total CIT Emphasis Area		**20**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
POS2050	American Government	4	
MAC2102	College Algebra I	4	
STA3014	Statistics	4	
SPC3015	Speech	4	
PHI3601/3301	Ethics **or** Philosophy	4	
Electives to be chosen from the following:		8	
	One Humanities or Fine Arts		
	One Liberal Arts Elective		
	Total Liberal Arts Component		**40**
	Total Semester Hours for Graduation Requirement		**120**

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

The principle 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, and cultural diversity. The program is designed to prepare students with no prior related work experience for entry level positions within the criminal justice system as well as similar positions in the private sector. For criminal justice personnel, both sworn and civilian, the program prepares them for middle and senior management positions, building upon previous experience and training.

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

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

In order for students to begin the criminal justice component of the program, they must have an associate degree or completed 60 semester college credit hours from an accredited institution. The student must present for review an official transcript of previous academic work which must include a course in English Composition, Computer Applications, Statistics, Criminal Justice Systems, and Criminology, and an overall GPA of 2.0 or better.

Area I	**Criminal Justice Component**	**Semester Hour Credit**	
A.	**Criminal Justice Core**		
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	
CCJ4700	Applied Ethics Within the Criminal Justice System	4	
CCJ4720	Terrorism and the Criminal Justice System	4	
CCJ4740	Comparative Criminal Justice Systems	4	
CCJ4999	Exit Assessment Exam	0	
	Total Criminal Justice Component		**36**
B.	**Legal Component**		
LEA3603	Criminal Law and Procedure	4	
LEA4040	Constitutional Law	4	
	Total Legal Component		**8**

Area II	Liberal Arts/General Education Component	Semester Hour Credit
CAP1000	Computer Applications	4
PSY1100/2012	Strategic Thinking **or** General Psychology	4
ENG1101	English Composition	4
MAC1132	College Mathematics	4
CCJ1400	Introduction to Criminal Justice Systems	4
POS2050	American Government	4
CCJ2101	Criminology	4
PSY3007	Psychology of Deviance	4
STA3014	Statistics	4
SPC3015	Speech Communications	4
CCJ3131	Crime and Delinquency	4
PHI3301/3601	Philosophy **or** Ethics	4
	Total Liberal Arts/General Education Component	**48**

Area III **Approved Elective Component**

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

Total Approved Elective Component **28**

Total Semester Hours for Graduation Requirement **120**

BACHELOR OF SCIENCE IN HEALTH ADMINISTRATION

This program is designed to provide career advancement opportunities for those who have a degree in a health professions practice, or for the individual seeking a career in healthcare administration. The established curriculum provides the student with a firm foundation in the liberal arts as well as the practical and theoretical aspects of healthcare administration. Upon successful completion of the program, students will have a comprehensive background in all aspects of healthcare administration.

The course work is developed around a core curriculum of required courses. Students are required to complete a series of liberal arts courses to assure a broad based education. A minimum of 40 semester hours of healthcare elective credits round out the students' program.

Area I **Health Administration Component**

	Health Administration Core	**Semester Hour Credit**
HSA2111	United States Healthcare System	4
HSA3115	Leadership and Supervision for Healthcare	4
HSA3125	Financial Management in Health Services	4
HSA3135	Quality and Performance Management	4
HSA3145	Human Resource Management in Healthcare	4
HSA4120	Long Term Care Administration	4
HSA4130	Healthcare Regulation and Law	4
HSA4140	Healthcare Marketing	4
HSA4165	Healthcare Policy	4
HSA4195	Senior Seminar	4
	Total Health Administration Core	**40**

Area II **Liberal Arts Component**

CAP1000	Computer Applications	4
PSY1100/2100	Strategic Thinking/Critical Thinking	4
MAC1132	College Math	4
POS2050	American Government	4
ENG2101	English Composition I	4
STA3014	Statistics	4
SPC3015	Speech	4
PHI3601/3301	Ethics **or** Philosophy	4
Electives to be chosen from the following:		8
	One Humanities or Fine Arts	
	One Social or Behavioral Science	
	One English	
	One Natural or Physical Science	
	Total Liberal Arts Component	**40**

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

Students must complete 40 semester credit hours in healthcare related courses to include ACG2001, Principles of Accounting I. Credit for courses taken under approved electives may be granted through either advanced standing credit (transfer credits) or classes taken at International College as approved in consultation with the Program Chair, Registrar or the Executive Vice President of Academic Affairs.

Total Approved Elective Component   **40**

Total Semester Hours for Graduation Requirement   **120**

BACHELOR OF SCIENCE IN HEALTH STUDIES

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

Students applying for this program must meet the general admission requirements of International College and the specific program admission requirements of Nova Southeastern University. Students must also provide a descriptive narrative, two letters of recommendation and be interviewed by the program chair.

Area I	Basic/Clinical Sciences Component	Semester Hour Credit	

Students select courses according to emphasis, with a minimum of 24 credits required.

BSC1021	Anatomy and Physiology I w/ Lab	4	
BSC1022	Anatomy and Physiology II w/Lab	4	
BSC1121	Biology I w/Lab	4	
BSC 1122	Biology II w/Lab	4	
CHM1145	General Chemistry I w/Lab	4	
CHM1146	General Chemistry II w/Lab	4	
CHM2010	Essentials of Organic Chemistry w/Lab	4	
PHY2021	Physics I w/Lab	4	
PHY2022	Physics II w/Lab	4	
CHM2310	Organic Chemistry I w/Lab	4	
CHM2311	Organic Chemistry I w/Lab	4	
MCB3121	Microbiology w/Lab	4	
	Total Basic/Clinical Sciences Component (minimum)		**24**

Area II	Liberal Arts Component

Students select courses according to emphasis, with a minimum of 24 credits required.

PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG2101	English Composition I	4	
MAC2102	College Algebra I	4	
MAC2104	College Algebra II	4	
SPC3015	Speech Communications	4	

Additional required courses in Liberal Arts are listed in the individual emphases.

	Total Liberal Arts Component		**24-32**

Area III	Approved Elective Component

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

	Total Elective Component		**24-42**

Area IV   **Health Administration Minor**

Students completing their degree at International College complete 24 credits from Area I, 24 credits from Area II, 42 credits from Area III, and 30 hours from the Bachelor of Science in Health Administration Program.

Total Semester Hours for Graduation Requirement   120

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

Occupational Therapy: Students must complete the following courses:

Area I: Total Credits – 20
Anatomy & Physiology I & II plus labs
Biology I & II plus labs
Physics I plus lab

Area II: Total Credits – 28
Calculus for Health Science
College Math
Computer Applications
English Composition
Speech Communications
Statistics
Strategic Thinking/Critical Thinking

Area III: Total Credits – 42
One upper division course (4 credits) in English
One upper division course (4 credits) in Social Sciences
Three upper division courses (12 credits) in Humanities
Four upper division courses (16 credits) in Behavioral Sciences
The last six-eight credits (2 courses) in Area III may be any Liberal Arts course approved by the Program Chair.

Pharmacy: Students must complete the following courses:

Area I: Total Credits – 36
Anatomy & Physiology I & II plus labs
Biology I plus lab
General Chemistry I & II plus labs
Macroeconomics & Microeconomics
Organic Chemistry I & II plus labs

Area II: Total Credits – 28
Calculus for Health Science
College Algebra I & II
English Composition
Speech Communications
Statistics
Strategic Thinking/Critical Thinking

Area III: Total Credits – 24
One upper division course (4 credits) in English
One upper division course (4 credits) in Humanities
One upper division course (4 credits) in Behavioral Sciences
One upper division course (4 credits) in Social Sciences
The last eight credits (2 courses) in Area III may be any upper division liberal arts courses except English.

Physical Therapy: Students must complete the following courses:

Area I: Total Credits – 32
Anatomy & Physiology I & II plus labs
Biology I & II plus labs
General Chemistry I & II plus labs
Physics I & II plus labs

Area II: Total Credits – 32
Calculus for Health Science
College Algebra I & II
Computer Applications
English Composition
Speech Communications
Statistics
Strategic Thinking/Critical Thinking

Area III: Total Credits – 26
Six upper division courses (24 credits) plus a 2 credit directed study **or** 7 upper division courses (28 credits)

Physician Assistant: Students must complete the following courses:

Area I : Total Credits – 32
Anatomy & Physiology I & II plus labs
Biology I & II plus labs
Essentials of Organic Chemistry plus lab
General Chemistry I & II plus labs
Microbiology plus lab

Area II: Total Credits – 24
College Algebra I & II
Computer Applications
English Composition
Speech Communications
Strategic Thinking/Critical Thinking

Area III: Total Credits – 34
Two upper division courses (8 credits) in English
One upper division course (4 credits) in Humanities
Three upper division courses (12 credits) in Social/Behavioral Sciences
The remaining 10 credit hours may be any Liberal Arts Course approved by the Program Chair.

Total number of credit hours required to enter Nova Southeastern University Programs:

•   Ninety (90) credits for entry into NSU's School of Allied Health & Nursing (physician assistant, physical therapy and occupational therapy programs)
•   Eighty-eight (88) credits for entry into NSU's School of Pharmacy (Pharm.D.)

    Total Semester Hours for International College Graduation Requirement: 120

    Total Number of Semester Credit Hours Required to Enter Nova's Graduate Programs: 88-90

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS MANAGEMENT

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

Area I	**Information Systems Management (ISM) Component**		
		Semester Hour Credit	
A.	**ISM Core**		
CIT1010	Hardware & Operating Systems 1	4	
CIT2010	Hardware & Operating Systems 2	4	
CIT2310	Introduction to Web Design	4	
CIT2410	Introduction to Database Management Systems	4	
CIT2510	Program Design & Problem Solving	4	
CIT3210	Introduction to Networking	4	
ISM4021	Management Information Systems	4	
ISM4110	Project Management	4	
ISM3/4xxx	ISM Elective	4	
	Total ISM Core		**36**
B.	**Approved Elective Core**		
GEB1012	Introduction to Business	4	
CAP2000	Advanced Computer Applications	4	
MAN2010	Principles of Management	4	
CIT3/4xxx	CIT Electives	As Required	
IDS4xxx	IDS Electives	As Required	
BSM4xxx	BSM Electives	As Required	
	Total Approved Elective Core		**48**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
ENG1101	English Composition	4	
POS2050	American Government	4	
MAC2102	College Algebra	4	
STA3014	Statistics	4	
Electives to be chosen from the following:			
	One Humanities or Fine Arts	4	
	Liberal Arts Electives	12	
	Total Liberal Arts Component		**36**
	Total Semester Hours for Graduation Requirement		**120**

BACHELOR OF SCIENCE IN INTERDISCIPLINARY STUDIES

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

The qualified student for the Bachelor of Science in Interdisciplinary Studies must have completed an associate degree or its equivalent from an accredited program with a 2.0 or better GPA. The prospective student is expected to have the background necessary to successfully complete this program. Each student is expected to present a course in English Composition or its equivalent and a knowledge of Computer Applications or Word Processing as evidenced by the student's transcripts. Students must be employed to benefit from this program of study. Exceptions must be approved by the Program Chair.

The degree consists of three components: liberal arts, interdisciplinary studies, and electives. The degree credits equal 120 semester credit hours, 36 credits in liberal arts, 36 credits in interdisciplinary studies, and 48 credits in electives. Liberal arts must include at least one course in each of the following disciplines: English/ Communications, Math/ Science, Social or Behavioral Sciences, Humanities. The disciplines included in the interdisciplinary studies include courses related to many disciplines of study. The electives must include college level work in identifiable disciplines.

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

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

Area II   **Liberal Arts Component**

Required within the minimum of 40 credit hours of general education are at least 3 credits in each of the following: English, Math or Science, Humanities or Fine Arts, Social or Behavioral Sciences to include POS2050 American Government and Computer Applications.

Total Liberal Arts Component   **40**

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

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

Total Approved Elective Component   **44**

Total Semester Hours for Graduation Requirement   **120**

BACHELOR OF SCIENCE IN LEGAL STUDIES

The principle 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.

Area I	Legal Component	Semester Hour Credit	
A.	**Required Legal Core**		
LEA1014	Introduction to Law for the Paralegal and Legal Terminology	4	
LEA1100	Property Law	4	
LEA1101	Civil Procedure	4	
LEA1301	Contracts	4	
LEA2014	Legal Research and Writing I	4	
LEA2105	Torts	4	
LEA2531	Legal Ethics	2	
LEA2999	Practicum	2	
LEA3100	Legal Analysis of United States History	4	
LEA3116	Business and Corporate Organizations	2	
LEA3233	Evidence	2	
LEA3603	Criminal Law and Procedure	4	
LEA4040	Constitutional Law	4	
LEA4013	Legal Research and Writing II	4	
LEA4300	Senior Seminar	4	
	Total Required Legal Core		**52**
B.	**Approved Elective Legal Courses**		
	Electives to be chosen from Legal courses listed in the catalog.		
	Total Approved Elective Legal Courses		**10**
Area II	**Business Component**		
GEB1012	Introduction to Business	4	
LEA2700	Accounting for Legal Professionals	2	
CITxxxx	Computer Elective	4	
	Total Business Component		**10**

Area III	Liberal Arts Component	Semester Hour Credit	
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
POS2050	American Government	4	
SPC3015	Speech Communications	4	
PHI3601/3301	Ethics **or** Philosophy	4	
PHI4101	Logic	4	
Electives to be chosen from the following:		16	
	One Math		
	Two English		
	One Humanities or Fine Arts		
	Total Liberal Arts Component	**48**	
	Total Semester Hours Required for Graduation		**120**

BACHELOR OF SCIENCE IN MANAGEMENT

This program is designed to work with the student's interest and specialization. There are several options for the student depending upon the management emphasis or minor sought. It is a program that develops the student's talent in the management and human resource areas through interactive learning and work experience. The program is designed so that the student attends a weekly comprehensive session to learn, assess, and analyze the progress made toward the career objective that the student desires. The student must commit to the entire program for a minimum of 15 week terms, and must complete and pass all courses each term or repeat the entire term. Students share their experiences with each other and the faculty professor. Each weekly session will cover the assigned course work and the student will apply this knowledge to his or her occupation.

The qualified student for the Bachelor of Science in Management program must have completed an associate degree or its equivalent from an accredited program with a 2.0 or better GPA. The prospective student is expected to have the background necessary to successfully complete this program. Each student is expected to present a course in English Composition or its equivalent and a knowledge of Computer Applications or Word Processing as evidenced by the student's transcripts. Additional background is needed prior to studying an emphasis, except Executive Management. Refer to the course descriptions which list the necessary prerequisites. This background may come from the student's previous education or may be obtained from courses offered at International College. Students must be employed in a relevant field at the time of enrollment and must attend a library orientation prior to the beginning of classes. Exceptions to the above must be approved by the Program Chair.

A review of credits presented for advanced standing prior to admissions will help the student to determine the balance of credits needed and also determine whether he or she can graduate within the one year time frame of the management major. Should the student fall short in credit determination, he or she may enroll in the program; however, all 120 semester hours must be completed to graduate. For example:

> Student transfers an associate degree or equivalent worth of 60 semester hours of credit
> Student completes 36 semester hours of instruction in the Management Program
> Student needs 24 additional hours to complete degree

Area I	Management Component	Semester Hour Credit	
A.	**Management Core**		
MNA4000	Perspectives in Management	4	
MNA4200	Organizational Behavior in the Workplace	4	
MNA4400	Human Resource Development	4	
MNA4325	Finance for Managers	4	
MNA4360	Leadership for Managers	4	
MNA4610	The Diversification Process in the Workplace	4	
MNA4999	Exit Assessment Exam	0	
	Total Management Core		**24**
	Emphasis Component (select one)		
B.	**Executive Management**		
MNA4100	Administrative Economics	4	
MNA4425	Marketing for Managers	4	
MNA4480	Issues in Policy and Strategy	4	

C.	**Construction Management**	**Semester Hour Credit**
BCM4101	Construction Project Management	4
BCM4201	Construction Cost Management	4
BCM4301	Value Engineering and Building Economics	4
D.	**Criminal Justice Management**	
CCJ4001	Criminal Justice Management	4
CCJ4201	Law Enforcement and Society	4
CCJ4401	Corrections and Penology	4
E.	**Entrepreneurship**	
ENT4001	The Entrepreneurship Process	4
ENT4101	Marketing and Entrepreneurship	4
ENT4201	Finance and New Venture Funding for Entrepreneurs	4
F.	**Environmental Management**	
ENV4000	Environmental Management	4
ENV4100	Environmental Policy and Strategy	4
ENV4200	Environmental Economics	4
G.	**Health Administration Management**	
HSA3125	Financial Management in Health Services	4
HSA4130	Healthcare Regulation and the Law	4
HSA4165	Healthcare Policy	4
H.	**Information Systems Management**	
ISM4110	Project Management	4
ISM4120	IT Policy and Strategy	4
ISM4310	E-Commerce	4
I.	**International Business**	
INM4001	International Business Management	4
INM4101	International Finance	4
INM4301	Comparative Economic Systems	4
J.	**Public Administration**	
PAM4001	Introduction to Public Administration	4
PAM4101	Government Organization	4
PAM4201	Public Sector Human Resources	4

Total Emphasis Component   **12**

Area II   **Liberal Arts Component**

Required within the minimum of 40 hours of general education are the following: 9 - 12 semester hours of English to include Speech, 6 - 8 semester hours in Mathematics, 6 - 8 semester hours in Humanities or Fine Arts, 6 - 8 semester hours in Social or Behavioral Sciences to include POS2050 American Government, and a Computer Applications Course.

Total Liberal Arts Component   **40**

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

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

Total Approved Elective Component   44

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

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

Total Semester Hours Required for Graduation   120

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 International College's Baccalaureate Degree in Accounting.

Area I	**Accounting Component**	**Semester Hour Credit**	
A.	**Business Core**		
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
ECO2013	Macroeconomics	4	
BUL3111	Business Law I	4	
	Total Business Core		**16**
B.	**Accounting Core**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
ACG3011	Federal Income Taxation I	4	
ACG3101	Intermediate Financial Reporting and Analysis I	4	
ACG3121	Intermediate Financial Reporting and Analysis II	4	
	Total Accounting Core		**20**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
SPC3015	Speech Communications	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

The primary objective of the Associate in Science in Business Administration program is to prepare students for entry-level administrative 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, finance and legal concepts applicable to business professions, economics, computer applications, marketing and management applications. All credits earned are acceptable toward the International College's Baccalaureate Degree in Business Administration.

Area I	Business Component	Semester Hour Credit	
A.	**Business Core**		
GEB1012	Introduction to Business	4	
MAN2010	Principles of Management	4	
ECO2013	Macroeconomics	4	
ECO2032	Microeconomics	4	
	Total Business Core		**16**
B.	**Business Specialty Courses**		
ACG2001	Principles of Accounting I	4	
ACG2021	Principles of Accounting II	4	
MAR2014	Principles of Marketing	4	
BUL3111	Business Law I	4	
BUL3112	Business Law II	4	
	Total Business Specialty Courses		**20**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
EVR3011	Man and the Environment	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+, MOS, MCP, and ICCP). All credits earned are acceptable toward the International College's Baccalaureate Degree in Computer Information Technology.

Area I	**Computer Component**	**Semester Hour Credit**	
A.	**Business Core**		
GEB1012	Introduction to Business	4	
CAP2000	Advanced Computer Applications	4	
	Total Business Core		**8**
B.	**Computer Information Technology Core**		
CIT1010	Hardware & Operating Systems 1	4	
CIT2010	Hardware & Operating Systems 2	4	
CIT2310	Introduction to Web Design	4	
CIT2410	Introduction to Database Management Systems	4	
CIT2510	Program Design & Problem Solving	4	
ISM3102	User Support Help Desk	4	
CIT3210	Introduction to Networking	4	
CIT3515	Visual BASIC Programming	4	
CIT2999	Comprehensive Exam	0	
	Total Computer Information Technology Core		**32**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**20**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE

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

Area I	**Criminal Justice Component**	**Semester Hour Credit**	
A.	**Criminal Justice Core**		
CCJ1600	Violent Crime	4	
CCJ2250	Victimology	4	
CCJ2500	Cultural Diversity in Criminal Justice	4	
CCJ1500	Women in the Criminal Justice System	4	
CCJ2600	Alternatives to Incarceration	4	
CCJ2750	Community Policing	4	
CCJ2101	Criminology	4	
CCJ3101	Crime and Delinquency	4	
PSY3007	Psychology of Deviance	4	
	Total Criminal Justice Core		**36**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
CCJ1400	Introduction to Criminal Justice Systems	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN HEALTH INFORMATION TECHNOLOGY

Health Information (Medical Record) Technology is the science of managing and designing health information systems. The Health Information Technology associate degree program will prepare the student to perform information management services that directly impact the quality of patient care. These functions include organizing, analyzing and technically evaluating health information; compiling various administrative and health statistics; coding diseases, operations, procedures and therapies; maintaining and using health information indexes; creating disease data registries; facilitating storage and retrieval of health data; utilizing computerized health data; and controlling the use and release of health information. Graduates of the program may find employment in acute care hospitals, rehabilitation facilities, clinics, nursing homes, physician's offices, home health care, insurance companies, and health departments in various roles from technical support to supervision of day-to-day operations of the health information department. Health Information Technology program graduates are eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT)*****. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the American Health Information Management Association's (AHIMA) Council on Accreditation.

Area I	Health Information Component	Semester Hour Credit	
A.	**Health Information Core**		
BSC1000	Essentials of Anatomy and Physiology	4	
HSA1245	Introduction to Healthcare Services	4	
HSC1531	Medical Terminology	4	
PHA2151	Pharmacology	4	
HSC3554	Pathophysiology	4	
MRE2001	Health Records	4	
MRE2203	Outpatient Coding and Reimbursement	4	
MRE2206	Inpatient Coding and Reimbursement	4	
MRE2209	Health Data Management	4	
MRE2211	Internship I	2	
MRE2410	Quality Assurance	2	
MRE2501	Healthcare Information Systems	4	
MRE2503	Healthcare Management and Personnel Admin.	4	
MRE2800	Internship II	2	
	Total Health Information Core		**50**

Area II	Liberal Arts Component		
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
CAP1000	Computer Applications	4	
MAC1132	College Mathematics	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**20**
	Total Semester Hours for Graduation Requirement		**70**

ASSOCIATE IN SCIENCE IN HEALTH STUDIES

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

Students may matriculate into the Nova Bachelor of Science in Nursing program after completing 48 credits at International College, designated by an asterisk below. Students completing their degree at International College must complete all 60 credits.

Students applying for this program must demonstrate previous knowledge in biology as evidenced by a high school or college transcript or proficiency exam.

Area I	Clinical Sciences/Medical Component	Semester Hour Credit
CHM1010	Fundamentals of Chemistry w/Lab	4*
BSC1021	Anatomy & Physiology I w/Lab	4*
BSC1022	Anatomy & Physiology II w/Lab	4*
HSA1245	Introduction to Healthcare Services	4
HSC1531	Medical Terminology	4
HSA2111	U.S. Healthcare Systems **or**	
BSC3121	Microbiology w/Lab	4*
	Total Clinical Sciences/Medical Component	**24**
Area II	Liberal Arts Component	
CAP1000	Computer Applications	4*
PSY1100/2100	Strategic Thinking/Critical Thinking	4*
ENG1101	English Composition	4*
POS2050	American Government	4*
MAC2102	College Algebra I	4*
MAC2104	College Algebra II	4*
PSY3004	Human Growth & Development	4*
SPC3015	Speech Communications	4
PHI3601	Ethics	4*
	Total Liberal Arts Component	**36**
	Total Semester Hours for Graduation Requirement	**60**

ASSOCIATE IN SCIENCE IN INTERDISCIPLINARY STUDIES

The primary objective of the Associate in Science in Interdisciplinary Studies is 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 College. Upon successful completion of the program, students will have a working knowledge of several disciplines including computer, business, law and psychology in addition to applied knowledge from the individually planned selected studies core. All credits earned from this degree are acceptable toward the International College's Baccalaureate Degree in Interdisciplinary Studies.

Area I	Interdisciplinary Component	Semester Hour Credit	
A.	**Interdisciplinary Core**		
IDS1000	Introduction to Interdisciplinary Studies	4	
GEB1012	Introduction to Business	4	
LEA1014	Introduction to Law for the Paralegal and Legal Terminology	4	
EVR3011	Man and the Environment	4	
	Total Interdisciplinary Core		**16**

B.   **Selected Studies Core**

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

	Total Selected Studies Core		**20**

Area II	Liberal Arts Component		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132/2102	College Mathematics **or** College Algebra I	4	
HUM3022	Humanities	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN MEDICAL ASSISTING

The Medical Assistant program is designed to provide education, instruction and training in the Allied Health disciplines, within the curriculum guidelines of the American Association of Medical Assistants (AAMA). Students receive instruction on the administrative and clinical aspects of patient care in the outpatient office and clinical setting. Graduates of the program will have a comprehensive foundation of knowledge in the basic medical sciences, and will have demonstrated the competencies requisite to successful entry into the medical assisting professional community. Upon successful completion of the program, graduates will be eligible to sit for the examination leading to certification by the AAMA.

Area I	**Medical Assisting Component**	**Semester Hour Credit**	
A.	**Medical Core**		
BSC1000	Essentials of Anatomy and Physiology	4	
HSA1245	Introduction to Healthcare Services	4	
MEA1462	Medical Office Administrative Procedures	4	
HSC1531	Medical Terminology	4	
PHA2151	Pharmacology	4	
MLS2400	Clinical Perspectives I	4	
MLS2410	Clinical Perspectives II	4	
MEA2941	Medical Assisting Internship I	2	
MEA2952	Medical Assisting Internship II	2	
HSC3554	Pathophysiology	4	
	Total Medical Core		**36**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
SPC3015	Speech Communications	4	
PHI3601/3301	Ethics **or** Philosophy	4	
	Total Liberal Arts Component		**24**
	Total Semester Hours for Graduation Requirement		**60**

ASSOCIATE IN SCIENCE IN PARALEGAL STUDIES

The primary objective of the Paralegal Studies program is to offer a curriculum of law, the legal profession and practice, liberal arts and business which meets 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, documents 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 International College's Baccalaureate Degree in Legal Studies.

Area I	Paralegal Component	Semester Hour Credit	
A.	**Legal Core**		
LEA1014	Introduction to Law for the Paralegal and Legal Terminology	4	
LEA1100	Property Law	4	
LEA1101	Civil Procedure	4	
LEA1301	Contracts	4	
LEA2014	Legal Research and Writing I	4	
LEA2105	Torts	4	
LEA2531	Legal Ethics	2	
LEA2700	Accounting for Legal Professionals	2	
LEA2999	Practicum	2	
	Total Legal Core		**30**
B.	**Law Elective Core**		
	Electives to be chosen from Legal courses listed in the catalog.		
	Total Law Elective Core		**6**
Area II	**Liberal Arts Component**		
CAP1000	Computer Applications	4	
PSY1100/2100	Strategic Thinking/Critical Thinking	4	
ENG1101	English Composition	4	
MAC1132	College Mathematics	4	
SPC3015	Speech Communications	4	
PHI3601/3301	Ethics or Philosophy	4	
	Total Liberal Arts Component		**24**
	Total Semester Hours for Graduation Requirement		**60**

CONTINUING EDUCATION PROGRAMS

- INTENSIVE ENGLISH CENTER

- CREATIVE RETIREMENT CENTER

- CERTIFICATE IN FINANCIAL PLANNING

INTENSIVE ENGLISH CENTER

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 Intensive English Center courses are at three levels of proficiency : beginning, intermediate, and advanced, based on a Placement Test given at registration.

The center also offers a non-credit college preparatory English course for an additional 15 weeks for students interested in learning how to prepare a research paper and/or instruction on accent reduction.

THE FOCUS OF THE PROGRAM

The focus of the program is on a) verbal skills: pronunciation, conversation, and listening comprehension; b) vocabulary building and reading comprehension; c) grammar and writing skills. Computer Assisted Language Learning with state-of-the-art software allows students to work at their own speed, and to do remedial and more concentrated study.

Students attend classes five days a week for a total of 24 hours per week. There are 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 all three terms.

<div align="center">Intensive English Courses</div>

ENI0100	Intensive English I	(15 weeks)
ENI0200	Intensive English II	(15 weeks)
ENI0300	Intensive English III	(15 weeks)

ADMISSION REQUIREMENTS

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

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

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

COMPLETION REQUIREMENTS

Classes are graded on a pass/fail basis. Students must attend at least 75% of the classes and demonstrate a minimum understanding of the objectives listed for each course in order to receive a passing grade.

CREATIVE RETIREMENT CENTER

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

CERTIFICATE IN FINANCIAL PLANNING

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

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

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

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

COURSE DESCRIPTIONS
All courses are listed in Semester Hours of Credit.

ACCOUNTING & FINANCE

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

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

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

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

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

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

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

ACG3362   **Cost Accounting and Control**   4 Credits

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

FIN3403   **Principles of Finance**   4 Credits

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

ACG3931   **Advanced Cost Accounting**   4 Credits

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

ACG4011   **Federal Income Taxation II**   4 Credits

This course focuses on the taxation of corporations, partnerships, S Corporations, and sole proprietorships. The general topics of income recognition, business deductions, and property transactions precede the discussion of the taxation of these business entities. The tax consequences of the formation, operation, reorganization and liquidation of the various business forms are addressed. Prerequisites: ACG2021, ACG3011 or permission of the Program Chair.

ACG4135   **Financial Accounting Theory**   4 Credits

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

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

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

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

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

ACG4391   **Special Topics in Accounting**   4 Credits

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

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

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

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

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

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

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

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

ACG4701-4   **Directed Study in Accounting**   Variable Credit
Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. At least two hours of formal research methodology must be given to the student by the assigned faculty mentor prior to the start of project. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

ACG4991-4   **Internship in Accounting**   Variable Credit
As part of the preparation for a career in accounting, the student is permitted to serve an internship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for

the internship training provide for assignment of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

ALLIED HEALTH

BSC1000   **Essentials of Anatomy and Physiology**   4 Credits
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, urinary, endocrine, integumentary, nervous, sensory, and reproductive systems are studied. The course includes an analysis of the structure, function, chemistry, and the disease processes of the individual organ systems.

MEA1462   **Medical Office Administrative Procedures**   4 Credits
This course provides an overview of the basic procedures in the administrative operations of a medical office or other ambulatory care setting. Topics include communicating with patients and staff, records management, business correspondence, outpatient coding and reimbursement, basic bookkeeping and accounting functions and computer technology. Prerequisite: CAP1000

HSA1245   **Introduction to Healthcare Services**   4 Credits
This course introduces the student to an overview of the United States healthcare system and the legal and ethical issues affecting all healthcare professionals. The various aspects of healthcare, including ambulatory care, hospitals, home healthcare, long term care, the pharmaceutical industry and financing mechanisms used in the United States will be examined. The legal principles and ethical issues affecting all healthcare professionals in the United States will be studied, with a specific focus on the allied healthcare professional.

HSC1531   **Medical Terminology**   4 Credits
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. The organs and systems of the body, as well as medical specialty, diagnostic and therapeutic nomenclature are also addressed.

MRE2001   **Health Records**   4 Credits
Introduction to the Health Information profession and medical record keeping. Analysis of health record content, numbering, filing, retention, indexes, registers and release of confidential information practices will be studied. Prerequisites: ENG1101, CAP1000

HSA2111   **United States Healthcare Systems**   4 Credits
This course provides an introduction to the U.S. healthcare system, with an emphasis on the structure of the healthcare system, healthcare planning, marketing, financing, and policy issues. Particular emphasis is placed on the effects of the political, social, economic and technological environment have on the U.S. healthcare system.

PHA2150   **Pharmacology**   4 Credits
This course is designed to introduce the student to the role and responsibilities of the allied health professional in the preparation and administration of medications; the pharmacological basis of therapeutics and the prototypical pharmacological management of selected disease-states; calculation of dosages; recognition of adverse drug reactions and substance abuse; the use of drug information sources; proper interaction with the patient; and the applicable regulatory requirements for drugs within the scope of the medical office practice. Prerequisites: BSC1000, HSC1531

MRE2203 **Outpatient Coding and Reimbursement** 4 Credits
A study of outpatient coding and reimbursement systems with an emphasis on CPT-4 coding classification and an overview of the Ambulatory Patient Classification system and physician fee schedule methodology. Prerequisites: BSC1000, HSC1531

MRE2206 **Inpatient Coding and Reimbursement** 4 Credits
A study of inpatient coding and reimbursement systems with an emphasis on ICD-9-CM coding classification and an introduction to Diagnosis Related Groups and prospective payment systems. Prerequisites: BSC1000, HSC1531, HSC3554

MRE2209 **Health Data Management** 4 Credits
Presentation of basic health care statistics to provide the student with an understanding of the terms, definitions, and formulas used in computing health care statistics. Prerequisite: MAC1132, MRE2001, MRE2203, MRE2206

MRE2211 **Internship I** 2 Credits
Planned and supervised professional practice experience in a health information department with an emphasis on the data collection and verification functions of the health information technology profession. A minimum of 90 hours of internship. Prerequisite: MRE2001 and permission of the Program Chair

MLS2400 **Clinical Perspectives I** 4 Credits
This course will provide students with an understanding of the physical, cognitive, psychosocial and environmental aspects of development from conception to death so that they may function in their role of medical assistant on the clinical team. The clinical skills taught in this course will focus on preparing patients and assisting with examinations, medication administration and pharmacology. Prerequisites: HSC1531, BSC1000 ($55.00 Lab Fee required)

MLS2410 **Clinical Perspectives II** 4 Credits
This course provides students with the skills necessary to perform the laboratory and diagnostic testing done in the outpatient setting. OSHA and CLIA regulations, electrocardiography, specialty exams and minor office surgery assisting will be covered. Students will be introduced to venipuncture and the various laboratory testing done in the physician's office. The relationship of the clinical activities and the appropriate coding is discussed. First Aid certification and Cardiopulmonary Resuscitation (CPR) certification are included in this course. Prerequisites: HSC1531, BSC1000 ($55.00 Lab Fee required)

MRE2410 **Quality Assurance** 2 Credits
Introduction to methods of quality assessment, utilization review and risk management. Prerequisites: MRE2001 and MRE2206

MEA2480 **Medical Office Coding & Reimbursement Procedures** 4 Credits
This course will provide an overview of the American Medical Association's Current Procedural Terminology (CPT) system and the International Classification of Diseases (ICD) current edition and their use in the billing process. Reimbursement methods in the medical office will be covered. Prerequisites: HSC1531 and MEA1462

MRE2501 **Health Care Information Systems** 4 Credits
This course is intended to provide the health information student with a basic technological understanding of the current status of information systems in the health care setting. Special

emphasis will be placed on systems application, analysis, selection and use within the health information services department. Prerequisites: MRE2001 and CAP1000

MRE2503   **Health Care Management and Personnel Administration**   4 Credits
This course is designed to give students the basic management concepts essential to understanding the organizational environment in which the function of a manager is performed. The student will also gain an understanding of basic personnel administration. Both the management and personnel administration concept will be geared to application to day-to-day situations. Prerequisites: MRE2001, MRE2203, MRE2206, MRE2410, CAP1000

MRE2800   **Internship II**   2 Credits
Planned and supervised professional practice experience in a health information department with an emphasis on the data analysis, medical coding, quality assessment, and management functions of the health information technology profession. A minimum of 90 hours of internship. Prerequisites: MRE2001, MRE2203, MRE2206, MRE2209, MRE2410 and permission of the Program Chair

MEA2941   **Medical Assisting Internship I**   2 Credits
This course will provide the student with the opportunity to receive on-the-job experience as a medical assistant in an active physician's office or other outpatient health care setting and to apply the various clinical and administrative skills that have been taught in the classroom. A minimum of 90 hours of internship is required. Students failing to complete their internships within one semester of completing their other course work must repeat MLS2400, MLS2410 and MEA1462 before internships may be scheduled or have permission of the Executive Vice President of Academic Affairs. Prerequisite: Physical examination required

MEA2952   **Medical Assisting Internship II**   2 Credits
This course will provide the student with the opportunity to receive on-the-job experience as a medical assistant in an active physician's office or other outpatient health care setting, and to apply various clinical and administrative skills that have been taught in the classroom. A minimum of 90 hours of internship is required. Students failing to complete their internships within one semester of completing their other course work must repeat MLS2400, MLS2410 and MEA1462 before internships may be scheduled or have permission of the Executive Vice President of Academic Affairs. Prerequisite: Physical examination required

HSA3115   **Leadership and Supervision in Healthcare**   4 Credits
Managing and leading the people in the health care industry presents a special set of challenges. This course focuses on organizational theory and leadership in the healthcare setting. Prerequisite: HSA2111

HSA3125   **Financial Management in Health Services**   4 Credits
This course is devoted to the practical aspects of finance in healthcare, examination of recent developments in financial management of healthcare organization, and applications of financial management techniques to specific problems facing healthcare managers. Topics include: 1) healthcare economics; 2) healthcare financial statements; 3) healthcare budgeting; 4) healthcare costs and capital financing; 5) healthcare working capital; and 6) healthcare financial risk. Prerequisite: ACG2001

HSA3136   **Quality and Performance Management**   4 Credits
The theory, implementation and application of continuous quality improvement in healthcare (CQI) are covered in this course. The challenge of implementing and institutionalizing CQI are discussed. Prerequisite: STA3014 and HSA2111

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

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

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

HSA3272   **The Dynamics of Aging**   4 Credits
This course looks at a variety of issues affecting the elderly and the aging process. Using an interdisciplinary approach, students will first look at the contributions of history, biology, and psychology as they contribute to the study of aging. The changes in social roles, relationships, living arrangements and work that occur as people age will be considered. The healthcare needs and the aspects of aging at the societal level will also be addressed.

HSC3554   **Pathophysiology**   4 Credits
Pathophysiology is the study of the functional changes that accompany a particular syndrome or disease. The course will consider the risk factors predisposing to disease, the causative agents that initiate the disease process, the wide spectrum of systemic effects produced, the body's mechanisms of self-defense and the methods of medical intervention used to terminate or reverse the disease process. Basic lab values necessary for diagnosis will be discussed. Prerequisites: BSC1000, HSC1531

HSA4120   **Long Term Care Administration**   4 Credits
The growing aging population and its need for a continuum of healthcare services is explored in this course. The continuum includes home health, ambulatory care, extended care, long-term care and hospice care. The effect of state and federal regulation and the issues surrounding funding of these services are discussed. Prerequisite: HSA2111

HSA4130   **Healthcare Regulation and the Law**   4 Credits
This course covers a broad range of topics affected by law and regulation ranging from patient rights to the "business" of healthcare. Various regulatory agencies, both federal and state, are examined. The Joint Commission of Healthcare Organizations (JCAHO) accreditation process is also examined. A variety of legal issues including, but not limited to, confidentiality, malpractice, informed consent, corporate medicine and risk management are covered. Prerequisite: HSA2111

HSA4140   **Healthcare Marketing**   4 Credits
This course presents a comprehensive look at the concepts and techniques of modern day marketing as applied to health care services, with particular emphasis on the issues surrounding healthy life styles. Additionally, the course will examine the start up of a small health care business such as a physician's office or a health foods store. Prerequisite: HSA3110

HSA4165   **Healthcare Policy**   4 Credits
This course examines the formation, implementation and evolution of healthcare policy in the United States. The role of the federal, state and local government in the development of healthcare policy for both the public and the private sector is reviewed. Comparison of other nations' healthcare systems is an integral part of this course. Prerequisite: HSA2111

HSA4195   **Senior Seminar**   4 Credits
This capstone course is an extensive review and examination of the health care industry as it exists today. Students will design a research project that integrates and synthesizes academic work and career experience. Students must have senior status.

HSA4202   **Research Methods in Healthcare**   4 Credits
This course is an overview of the theories and principles of research design used in the social sciences approach. The objective of this course is to provide a forum for students to develop a comprehensive study of issues in healthcare, including literature review and statistical analysis leading to the completion of a research paper. Prerequisite: STA3014

HSA4241-4   **Directed Study in Healthcare**   4 Credits
Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. At least two hours of formal research methodology must be given to the student by the assigned faculty mentor prior to the start of the project. Prerequisite: Permission of the Program Chair and Executive Vice President of Academic Affairs

HSC4232   **Epidemiology**   4 Credits
This course presents the principles, concepts and applications of epidemiology as they relate to the health professions and health policy. Emphasis is on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The US public health system is reviewed. Prerequisite: STA3014

HSA4272   **Healthcare Economics**   4 Credits
The application of microeconomic tools to the study of health and medical care issues is the focus of this course. Medical care as a commodity, health and medical care services demand, and the economic explanations for the behavior of medical care providers, the functioning of insurance markets, and the role technology plays in healthcare economics will be discussed. The role of government in influencing medical economic decisions will be examined.

BUSINESS ADMINISTRATION

GEB1012   **Introduction to Business**   4 Credits
A survey course in the principles of business as practiced in the market system economy. Topics include introductory studies in marketing, economics, human resources, forms of business ownership, global dimensions, organizational structure, management, business ethics, and financial terminology.

MAN2010 **Principles of Management**   4 Credits
A study of management processes, resources and various organizational structures. Special emphasis is placed on human resources, leadership styles, and motivational practices. Prerequisite: GEB1012

MAR2014 **Principles of Marketing**   4 Credits
A survey course of the marketing of goods and services within the economy. This course covers both the consumer and managerial viewpoints and clarifies the role of marketing within a free enterprise system. Prerequisite: GEB1012

BUL3111 **Business Law I**   4 Credits
A survey of business law including the legal system, contracts, constitutional law, crimes, torts, bailments, product liability, warranties, and the Uniform Commercial Code. Prerequisites: GEB1012 and ENG1101

BUL3112 **Business Law II**   4 Credits
A continuation of BUL3111 including a review of contracts, and commercial paper, bankruptcy, business organizations, employment law, agency law, securities laws, estates, trusts, real property, and leases. Prerequisite: GEB1012 and BUL3111 or permission of the Program Chair

ADV3231 **Advertising**   4 Credits
A study of the principles involved in mass selling techniques. Emphasis is placed on the methods and media available in today's marketing presentations. Prerequisite: MAR2014

MAN3240 **Organizational Behavior**   4 Credits
A study of the behavioral effects of organization, structure, leadership, and authority, motivation, and communication. Prerequisite: MAN2010

MAN3302 **Human Resource Management**   4 Credits
An analysis of personnel functions, planning, organizing, selection, recruitment, evaluation of work, training and development, and salary. Prerequisite: MAN2010

MAN3321 **Systems Management**   4 Credits
A study of the formal and informal structures of organizations. This study also analyzes methods and approaches needed to solve organization problems. Prerequisites: MAN2010, GEB1012

MAN3800 **Small Business Management**   4 Credits
This course provides the basic principles of creating, acquiring and operating a business, with particular emphasis on entrepreneurship and small business issues. Prerequisites: MAN2010, GEB1012

ISM4021 **Management Information Systems**   4 Credits
This course is designed to teach students the importance of computers and information in the business world. The use of information systems within the various functional areas and management levels of a business will be studied. Spreadsheets and case studies are utilized to reinforce learned concepts. Prerequisites: CAP1000, GEB1012 ($55.00 Lab Fee required)

MAN4061 **Strategic Management**   4 Credits
A senior-level capstone course of study of the processes used to analyze a firm's business environment, utilizing those analyses to establish business objectives and implement strategic

management plans. Prerequisites: GEB1012, MAN2010, MAR2014, FIN3403, ACG2021, ECO2013, ECO2032, and MAN4720

MAN4110   **Equine Business Management**   4 Credits
A course of study of the origin and current practices of equine business management. The course includes theory and application for managing an equine business. This course prepares the student for a career in the equine industry by offering in-depth management techniques on an applied basis. Prerequisite: GEB1012

BUL4130   **International Legal Environment**   4 Credits
A study of comparative legal practices in various regions and foreign countries, as they apply to business operations. Special emphasis is placed on comparative business law issues that require the adjustment of company policy to engage in a foreign environment. Prerequisites: BUL3111, BUL3112

MAR4156   **International Marketing**   4 Credits
Course of study in the variations in foreign marketing strategies and policies as compared to domestic practices. Prerequisite: MAR2014

MAN4600   **Managing in a Global Environment**   4 Credits
A study of foreign management practices and the procedures required for firms to engage in overseas operations, as viewed from the human resource and business perspective. Prerequisite: MAN2010

MAN4720   **Multi-National Business**   4 Credits
A study of the foundations of trade, finance and investment in an international context. A discussion on theory and history of international trade and what has been done in multi-national integration. Prerequisite: MAN2010

GEB4901-4   **Directed Study in Business**   Variable Credit
Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. At least two hours of formal research methodology must be given to the student by the assigned faculty mentor prior to the start of project. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

GEB4911   **Related Study in Business**   4 Credits
The same requirements exist as in GEB4901-4 except that the directed study must be related to either the vocational or avocational career in which the student is involved. This is a study of some aspect of the student's workplace as it relates to the student's immediate business or vocational environment.

MAN4991-4   **Internship in Management**   Variable Credit
As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business, and industrial organizations, or government agencies acceptable to the College. Arrangements for the internship training provide for assignments of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisite: MAN2010, permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

MAR4991-4   **Internship in Marketing**   Variable Credit
As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organizations acceptable to the College. Arrangements for the internship training provide for assignments of duties, hours, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: MAR2014, permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

MAN4996   **Classical Management Theory**   4 Credits
An advanced study of the works of management theorists who are considered pioneers of classical management theory. The student will become familiar with classical management theories, thereby establishing a better understanding of contemporary management practices and the context in which they were developed. Prerequisite: MAN2010

MAR4996   **Advanced Advertising & Promotion**   4 Credits
This course will develop the student's skills in current advertising concepts, issues and practices. Areas of concentration include effective utilization of media providers to implement a balanced advertising campaign and methods to capitalize on public relations opportunities for promotion of product and the firm. Prerequisite: MAR2014

MAN4997   **Business Ethics**   4 Credits
A special study of contemporary issues in managerial ethics that the student is likely to encounter in the workplace. This course acquaints the student with the means to deal with issues that are complicated by ethical dilemmas or social responsibility expectations. Prerequisite: MAN2010

MAR4997   **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: MAR2014

MAN4998   **Topics in Management**   4 Credits
A special study of current topics which are of interest and relevance to the student involved or preparing for a career in management. Prerequisite: MAN2010

MAR4998   **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: MAR2014

COMPUTER INFORMATION

CAP1000   **Computer Applications**   4 Credits
This is a computer literacy course designed to familiarize the student with basic computer concepts and applications. The course emphasizes email, Internet, and the current Microsoft Office suite (Word, Excel, and PowerPoint) in a Windows environment. This is a prerequisite for all computer classes. ($55.00 Lab Fee required)

CAP2000   **Advanced Computer Applications**   4 Credits
This course is a continuation of CAP1000. It provides a more in-depth coverage of the current Microsoft Office suite (Word, Excel, Access, and PowerPoint). This is a required course for all

CIT majors, but will also be open to other students desiring further computer experience as an elective course. Students completing both CAP1000 and CAP2000 will be prepared to take the MS Office Specialist (MOS) certification exam. Prerequisite: CAP1000 ($55.00 Lab Fee & Certification Exam Fee required)

CIT1010   **Hardware & Operating Systems 1**   4 Credits
This course is designed to provide a student with the skills and knowledge needed to successfully address the most common PC hardware concerns. Hardware topics include basic functionality, and the selection, installation, and maintenance of PC components. Hands-on hardware projects coupled with essential lecture concepts provide support in preparation to take the A+ certification exam. Prerequisite: CAP1000 ($55.00 Lab Fee required)

CIT2010   **Hardware & Operating Systems 2**   4 Credits
This course is the follow up course to CIT1010 and includes a thorough coverage of operating systems support. The various Microsoft operating systems are the primary OS of choice for many PCs. These operating systems are examined in detail. Hands-on software projects coupled with essential lecture concepts provide support in preparation to take the CompTIA A+ certification (Core Hardware) exam. Prerequisite: CIT1010 ($55.00 Lab Fee & Certification Exam Fee required)

CIT2310   **Introduction to Web Design**   4 Credits
This course is designed to teach students the proper procedures to create and post web pages suitable for course work, professional purposes, and personal use. Topics include basic skills of FTP, search engines, browsers and Internet literacy. The HTML language is stressed as the tool for web site creation. Also investigated are popular GUI interfaces such as FrontPage and Dreamweaver. Prerequisite: CAP2000 ($55.00 Lab Fee required)

CIT2410   **Introduction to Database Management Systems (DBMS)**   4 Credits
This course presents the concepts of managing data and information in databases with a focus on the Relational Database Model. Database design using entity/relationship diagrams is covered. Students will be introduced to Structured Query Language (SQL) and to client-server computing using Microsoft SQL Server. Prerequisite: CAP2000 ($55.00 Lab Fee required)

CIT2510   **Program Design & Problem Solving**   4 Credits
An introductory course that introduces students to the four basic steps common to all programming: Problem Analysis, Algorithm Design, Coding and Testing. The course is designed to enforce good style and logical thinking. Programming mechanics and proper use of control structures are emphasized. The C++ programming language is used to implement key topics. At course end, students will be able to plan the logic for complete business programs. Prerequisite: CAP1000 ($55.00 Lab Fee required)

CAP2600   **Introduction to Computer Aided Drafting**   4 Credits
This course will introduce students to the manufacturing design language of our industrial world. Topics will include lettering, sketching fundamentals, and orthographic projection technique, fundamental views of true length and point, view of a line, edge view and true size/shape of a plane; and measurement of slope (dip) and bearing (strike). The course also develops basic concepts and skills of computer representation of graphical information, and introduction to the basic usage of CAD. ($55.00 Lab Fee required)

ISM3102   **User Support and Help Desk Operations**   4 Credits
This course is designed to provide the student with the skills and knowledge needed to successfully address the most common end-user PC hardware and software concerns. This

course will cover a wide range of topics the entry-level user support specialist is expected to know, and provides examples and insights into how previous training can be put to practical use. Prerequisites: CAP1000, CIT1010, CIT2010 ($55.00 Lab Fee required)

CIT3510   **Advanced C++ w/OOP (Object Oriented Programming)**   4 Credits
This course covers advanced C++ constructs, with emphasis on object-oriented programming (OOP). Object-oriented (OO) concepts to be covered include objects, classes, methods, inheritance, operator overloading, virtual functions, encapsulation, and polymorphism. OO problem solving and program design concepts are integrated into the instruction. Other topics include pointers, templates, and exception handling. Certification (ICCP) opportunities exist upon course completion. Prerequisite: CIT 2510 ($55.00 Lab Fee & Certification Exam Fee required)

CIT3515   **Visual BASIC Programming**   4 Credits
This course introduces the student to programming using the Visual BASIC language. Fundamentals of graphical user interfaces are covered along with event driven programming. The processes of design, coding, testing, and debugging are also covered. Prerequisite: CIT2510 ($55.00 Lab Fee required)

CIT3520   **Advanced Visual BASIC**   4 Credits
This course covers Advanced Visual BASIC topics, such as use of ADD controls, Windows common controls, class modules, Activex controls, and Visual BASIC Internet applications. In addition, topics investigating the design and implementation of component based applications and the creating and use of class modules in Visual BASIC will be covered. Prerequisites: CIT2410, CIT3515 ($55.00 Lab Fee required)

ISM4021   **Management Information Systems**   4 Credits
A study of the analysis and application of information systems. Data, business information and knowledge management, hardware and software tools, and personnel issues are the central management considerations in this course of study. ($55.00 Lab Fee required)

ISM4110   **Project Management**   4 Credits
Managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project. 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. The change management role of the IT specialist. Corequisite: ISM4021 ($55.00 Lab Fee required)

ISM4120   **IT Policy and Strategy**   4 Credits
This course focuses on the activities of organizations in relation to the use, creation, and exploitation of technology, and considers many key theories and tools that CIO's may use. It examines well-established information technologies as well as emerging technologies and the evolving reality of technological innovation in leading companies and industries by the use of case studies. Corequisite: ISM4021 ($55.00 Lab Fee required)

CIT4210   **Network Operating Systems**   4 Credits
Students will extend their skills and knowledge of basic network technology through an examination of more complex network environments. Topics include client/server configurations, remote access, wide-area networking, and IP subnetting. Emphasis will be on practical implementation of these concepts in modern network operating systems. Students will use Windows 2000 Professional extensively and will be introduced to Windows 2000 Server.

Other network operating systems, including Windows NT 4.0, Novell and Linux will be part of the lab environment. Students will compare and contrast several network operating systems. This course, together with CIT 3210 Introduction to 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: CIT3210 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4220   **Local Area Network Routing and Switching**   4 Credits
Students will review network fundamentals, including the OSI and DOD network models. The physical and logical components of local area networking, including the principles of structured wiring and IP subnetting are studied in some detail. Students will learn how to do the basic setup and configuration of workgroup routers and switches. The Cisco 2514 router and the Cisco Catalyst 1900 switch will be used. Prerequisite: CIT4210 ($55.00 Lab Fee required)

CIT4230   **Internetwork Routing and Switching**   4 Credits
Students gain the knowledge and skills necessary to configure Cisco routing protocols. The design and management of larger networks, the configuration of virtual private networks, and router security are among the topics covered in this course. The students will also learn the fundamentals of the design and management of larger networks in a Cisco environment. This course, together with CIT 4511, helps prepare the student to pass the Cisco CCNA network certification examination. Students are expected to take the CCNA exam at the end of this course. Prerequisite: CIT 4220 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4240   **Introduction to Client/Server Architecture**   4 Credits
Students learn to install, configure and manage a client/server network. Students will install, configure and administer a modern network operating system. They will also learn to trouble-shoot a variety of common problems. Emphasis will be on concepts and skills needed to become a successful local-area network administrator. Windows 2000 Professional and Server will be the primary network operating environment used in this class. Interoperability with other network operating systems such as Windows NT 4.0 and Linux will also be introduced. This course will help prepare the student to pass the Microsoft Certified Professional Examinations in Windows 2000 Professional and Server. Students are expected to take the Windows 2000 Professional and the Windows 2000 Server examinations at the end of this course. These examinations are part of the MCSA B Microsoft Certified Systems Administrator requirements and the MCSE - Microsoft Certified Systems Engineer requirements. Prerequisite: CIT4210 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4250   **Client/Server Network Management**   4 Credits
This course helps students gain the knowledge and skills necessary to administer larger networks using the Windows 2000 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. This course will help prepare the student to pass the Microsoft Certified Professional Examination - Managing a Windows 2000 Network Environment. This exam is part of the Microsoft Certified Systems Administrator (MCSA) requirements. It will also help students begin their study towards the MCP examinations in Network Infrastructure and Active Directory. These examinations are part of the MCSE Microsoft Certified Systems Engineer requirements. Prerequisite: CIT4240 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4260   **Fundamentals of System and Network Security**   4 Credits
The main goal of this course is to provide students with a fundamental understanding of computer system and network security principles and implementation. A variety of security

topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Prerequisites: At least a "B" in CIT3210 and CIT4210 or permission from the Program Chair ($55.00 Lab Fee required)

CIT4270   **Linux System and Network Administration**   4 Credits
Students will learn how to set up and manage user accounts, how to manage other resources such as disk space, CPU usage, and user access to shared resources with maximization of security in mind. Students will explore topics in networking, network configuration, security and interoperability. Prerequisite: At least a "B" in CIT 4210 ($55.00 Lab Fee required)

ISM4310   **E-Commerce**   4 Credits
Broad survey or theory and practices of conducting business over the Internet and World Wide Web. Topics include electronic commerce fundamentals, web auctions, supporting infrastructure, software selection, security, electronic payment, business strategies, legal, taxation, and ethical issues. Prerequisite: ISM4021 ($55.00 Lab Fee required)

CIT4311   **Web Applications**   4 Credits
This course provides students with familiarity and hands-on experience in developing web applications. Students carry out projects that expose them to languages and key components of Web applications such as server-side and client-side scripting, cookies and database connectivity. Subject to approval by the instructor, students have latitude to select topics of interest and to develop group projects with their chosen applications. This course also offers students the opportunity to attain CompTIA's I-Net+ Certification. Prerequisites: Completion of Associate Computer Core, CIT2310 and CIT3210 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4321   **Advanced Web Design**   4 Credits
This course develops the skills necessary to make successful websites. It reviews Basic and Advanced HTML, then dissects sophisticated sites and studies their design strategies. Five projects are developed; these projects generally involve using Macromedia's Homesite, cascading style sheets, and some original graphics. Javascript is incorporated into many of the projects. Students are also introduced to Macromedia's Fireworks, Dreamweaver and Flash. Emphasis is placed on coding and maintaining large complex sites. Prerequisite: CIT4311 ($55.00 Lab Fee required)

CIT4330   **Web Programming**   4 Credits
This course presents Javascript as a client-side programming language. There are two aspects of Javascript that are addressed: it is a full-bodied programming language supporting functions, recursion, and other sophisticated elements of programming abstraction; it is also a primary tool in developing animation and other website functionality on the client-side. Each of these aspects of the language is developed in a project format. This course also prepares students for the Certified Internet Webmaster (CIW) Javascript certification exam. Prerequisite: CIT4311 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4340   **Web Graphics**   4 Credits
This course develops the student's ability to construct web sites using the full capability of cascading style sheets and standard graphic elements, such as original buttons, backgrounds, banners, and animation. During the course, students develop skills in the creation of original graphics using Macromedia's Fireworks. They also are introduced to general design concepts such as the use of color, as well as the particular challenges of web graphics. Dreamweaver and

Flash are used to demonstrate the creation of animation and complex navigation methods that involve graphics. Prerequisites: CIT4321 or CIT4330 ($55.00 Lab Fee required)

CIT4390   **Web Master Senior Project**   4 Credits

This course presents server-side programming issues. Students learn CGI technology using Perl with occasional references to ASP and Coldfusion. Topics include creating counters, surveys, and database connectivity. The course is presented in a project format. Prerequisites: Permission of Program Chair ($55.00 Lab Fee & Certification Exam Fee required)

CIT4411   **Advanced Database Management**   4 Credits

The course presents in detail the concepts of advanced database design & implementation, transaction management and concurrency control, distributed DBMS, database warehousing, and object-oriented databases. Special emphasis is placed on a project implementation approach to reinforce selected topics. Advanced topics in SQL and Crystal Reporting are also examined. Prerequisites: CIT2410 ($55.00 Lab Fee required)

CIT4421   **Installation and Configuration of DBMS**   4 Credits

This course investigates the skills necessary to install, configure, and administer server DBMS. The Microsoft SQL server platform is the primary focus studied. Other topics include configure and manage security, monitor and optimize databases and investigation of other popular DBMS platforms (Oracle). This course will prepare students for the MS Installing, Configuring, and Administering SQL Server 2K certification exam. Prerequisite: CIT4250 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4431   **Design and Implementation of Client/Server Databases**   4 Credits

This course presents topics necessary for individuals who wish to derive physical database designs, develop logical data models, create physical databases, and create data services. Implementation of client/server databases using the MS SQL server platform is the primary focus of this course. This course will prepare students for the MS Designing and Implementing Databases with MS SQL Server 2K certification exam. Prerequisite: CIT4421 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4505   **Comparative Programming Languages**   4 Credits

This course builds upon the basic programming skills and constructs presented in the prerequisite courses. Additional programming languages to be studied include Java, Ada, Assembler, COBOL, LISP, PROLOG, and/or Smalltalk. Alternative paradigms, such as the functional and logic approaches, are compared and contrasted with the procedural and object-oriented approaches. A programming language-independent approach to problem solving is stressed so that the student will be prepared to work in a variety of languages. Prerequisites: CIT3510 and CIT3515 ($55.00 Lab Fee required)

CIT4515   **Distributed Applications with .NET**   4 Credits

This course covers advanced programming constructs, with an emphasis on distributed programming, Graphical User Interfaces (GUI) applications, and DBMS access. Specifically, the Microsoft .NET platform is explored, including the Common Language Runtime (CLR), the .NET Enterprise Servers, interoperation with native code using Comt. Testing, debugging, deploying, and maintaining an application are also covered. Prerequisite: Knowledge of Visual BASIC and C++, at least one at the advanced level (CIT3510 or CIT3520) ($55.00 Lab Fee required)

CIT4521   **Systems Analysis and Solutions Architectures**   4 Credits
This course covers the analysis of business requirements and the definition of technical solutions architectures. Topics include security, performance, maintenance, extensibility, integration into existing applications, data models, and conceptual and logical designs. Certification (MS, ICCP) opportunities exist upon course completion. Prerequisites: Completion of CIT Core ($55.00 Lab Fee required)

CIT4531   **Software Engineering**   4 Credits
This course addresses the classic issues of software engineering, including hardware considerations, system life cycle, project planning, metrics for software productivity and quality, requirement analysis, design, and language selection. Alternative approaches, including object-oriented, prototyping, data flow, and data structures, are compared. Certification (ICCP) opportunities exist upon course completion. Prerequisite: CIT4521 ($55.00 Lab Fee & Certification Exam Fee required)

CIT4590   **Software Development Senior Project**   4 Credits
This course is the capstone course for the software development emphasis area. A project-oriented course, the students will complete a major project by carrying a problem statement through the entire software development process. The lecture/discussion component of the course will cover the current state of the art of software development practices. Certification (ICCP) opportunities exist upon course completion. Prerequisites: CIT4521 and CIT4531, or permission of Program Chair ($55.00 Lab Fee & Certification Exam Fee required)

CIT4901-4   **Directed Study in Computer Information Technology**   Variable Credit
This course is designed for students who desire to do an elective research project as part of the course of study. Number of credits may vary. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs ($55.00 Lab Fee required)

ISM4901-4   **Directed Study in Information Systems Management**   Variable Credit
This course is designed for students who desire to do an elective research project as part of the course of study. Number of credits may vary. Prerequisites: Permission of Program Chair and approval o the Executive Vice President of Academic Affairs ($55.00 Lab Fee required)

CIT2991-4   **Internship in Computer Information Technology**   Variable Credit
CIT4991-4   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 College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs ($55.00 Lab Fee required)

ISM2991-4   **Internship in Information Systems Management**   Variable Credit
ISM4991-4   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 College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the supervisor. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs ($55.00 Lab Fee required)

CIT2999	**Associate CIT Exit Assessment Exam**	0 Credit
CIT4999	**Bachelor CIT Exit Assessment Exam**	0 Credit

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

CONSTRUCTION

BCM3000 **Construction Technology** 4 Credits

This course covers the planning and physical development processes for the construction of residential and light construction projects. Emphasis is on layout, building materials, and the installation of mechanical, electrical, and plumbing systems.

BCM3010 **Building Construction Estimating** 4 Credits

This course provides the student with a firm understanding of the methods of construction estimating. The student will learn to determine the quantities of materials, labor, and equipment for a given project and apply the proper unit costs.

COOPERATIVE EDUCATION

COE3913 **Parallel Work Course I** 4 Credits

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

COE3914 **Parallel Work Course II** 4 Credits

This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.

COE4915 **Parallel Work Course III** 4 Credits

This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.

COE4916 **Parallel Work Course IV** 4 Credits

This is either an advanced or separate project based upon the same study and development modes as outlined in COE3913.

CRIMINAL JUSTICE

CCJ1400 **Introduction to Criminal Justice Systems** 4 Credits

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

CCJ1500 **Women in the Criminal Justice System** 4 Credits

This course will focus on the impact of gendered relations on crime and justice. The theories of gender and society and the special relationship of gender and crime will be examined. The

role, function, and effectiveness of women as professionals in the field of criminal justice will also be explored.

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

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

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

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

CCJ2600   **Alternatives to Incarceration**   4 Credits
This course will include an examination of the evolution of the American correctional system. Emphasis will then shift to the emerging problems confronting the practice of incarcerating increased numbers of inmates and efforts to find alternatives that are more successful, economical, and humane. Forms of alternatives to incarceration examined will include community-based corrections programs as parole/probation, electronic monitoring, treatment, house arrests, drug courts, boot camps and others.

CCJ2750   **Community Policing**   4 Credits
This course will focus on the dual themes of community/police collaboration and problem-oriented policing. It will concentrate on police involvement and interaction with the communities they serve. It will also explore the practical strategies of community policing as well as the philosophy behind the community policing and the identification of skills criminal justice professionals must develop to be able to successfully implement an effective community policing program.

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

The following courses require permission of the Program Chair.

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

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

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

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

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

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

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

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

CCJ4540   **Analysis of Evidence**   4 Credits
This course is designed to be a continuation of the investigative process to establish a basis for a determination of fact. It brings together the fragmented portions of criminal investigation and criminalistics to provide a comprehensive product. It serves as a foundation for predicting what

future facts will be through the use of reconstructing the past and the formal decision making process of the various agencies.

CCJ4700 **Applied Ethics within the Criminal Justice System** 4 Credits
The course is designed to provide a clear understanding of Ethics as a measure of what is acceptable and unacceptable within the criminal justice system and the process by which such decisions are reached, as well as the standards of conduct for all associated personnel and institutional practices. The course will examine the concept of situational ethics and the responsibility for maintaining public credibility given the nature of the charge and mandate placed upon members of the criminal justice community.

CCJ4720 **Terrorism and the Criminal Justice System** 4 Credits
This course will provide the student with a comprehensive overview of the many faces of Terrorism. Historical foundations are examined to allow the student to understand how the various terrorist groups function and why. Political, economical, religious and cultural aspects will be considered as fundamental to the terrorists' agendas. The various types of terrorism–international and domestic–create unusual situations for the criminal justice practitioner.

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

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

ECONOMICS

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

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

ENGLISH

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

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

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

ENI0400   **College Preparatory English (15 weeks)**   No Credit
This advanced course in intensive English focuses on listening comprehension and lecture note taking, verbal presentation, and panel discussions. The writing component will include advanced grammar and paragraph development leading to the research paper. Included in the curriculum are exercises for accent reduction.

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.

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

ENG1101   **English Composition**   4 Credits
This course is designed to encourage students to self-consciously evaluate their own writing practices, learn strategies to make their writing more effective, and then apply their understanding to expository and research writing. Prerequisite: A score of 60 or better, or its equivalent on the language skills section of the CPAt test, a score of 65 or better on the language section of the Compass test, ENG0991 or ENG0992

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

LIT2250   **Introduction to Literature**   4 Credits
This course is designed to acquaint students with a diverse selection of classic literature texts in English which have historically garnered attention because of their topics and/or because of the acclaimed writing styles of authors. Meant as an introductory level class, students will learn to critically read and actively participate in classroom discussion. Additionally, students will apply their understanding through essays, and as such they will learn the techniques involved

in such analysis, including a brief overview of prominent literary theories. Prerequisite: ENG1101

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

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

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

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

SPC3015   **Speech Communications**   4 Credits
This course provides students with methods of subject development, research, organization, and oral presentation of information. Emphasis is placed on practical application of skills. Students are required to use presentation software, i.e. Power Point or Corel as visual support.

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

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

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

ENG3210   **Professional Writing**   4 Credits
This course is designed to improve communication skills necessary for effective management. Emphasis is on technical writing and on preparation of visual aids. Prerequisite: ENG1101 or permission of the Program Chair

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

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

LIT3500   **The Short Story**   4 Credits
This course focuses on the study of the short story genre. Students will gain a historical appreciation for the development of the genre, and will read selections from world literature, with emphasis on American and British forms. Prerequisite: LIT2250 or permission from the Program Chair

SPC4001-4   **Technical and Formal Communication**   Variable Credit
This course is designed to provide students with methods of subject development, research and presentation of information in both a formal and technical format. The student will be able to use audio visual aids and develop charts, graphs, power point, and other teaching and information techniques. Prerequisite: ENG1101

SPC4015-9   **Topics in Communication Theory**   4 Credits
This course provides students with the opportunity to critically analyze theoretical approaches to communication so that they may make more reasonable and research-based communication choices in their everyday lives. A specific topic of study is offered each semester on a rotating basis. This course requires prior experience in a research-based writing and familiarity with the style requirements of the American Psychological Association (APA). Prerequisite: ENG1101 or permission from the Program Chair

LIT4200   **Literary Theory**   4 Credits
This course is a study of the terminology and techniques required for advanced study of literature. Critical and theoretical methodologies, including psychoanalytic, feminist, cultural, and historical criticism, will be applied to the reading of select texts. Prerequisite: LIT2250 or permission from the Program Chair

LIT4300   **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. Prerequisite: LIT2250 or permission from the Program Chair

ENG4901-4   **Directed Study - A Written Senior Research Project**   Variable Credit
This course requires an original research project leading to the completion of a formal paper that is appropriate to the student's major. This project is done under faculty supervision. Registration is for senior term students. Prerequisite: Permission from the Program Chair, Liberal Arts Chair and approval of the Executive Vice President of Academic Affairs

FINANCIAL PLANNING

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

FFP0001   **Financial Planning Process and Insurance**
This course introduces the student to the fundamental issues of personal financial planning, insurance planning and risk management. It is based on the learning objectives specified by CFP Board of Standards, Inc. The course provides an overview of the field of financial planning processes, ethical considerations related subjects, principles of insurance and the fundamentals

of risk exposure. Topics include legal and regulatory issues, the business and economic environment, technology applications, and insurance fundamentals (life, health, homeowners, auto, property, and liability risk exposure). The fundamentals of risk exposure will be explored as an important element of individual and corporate financial plans.

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

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

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

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

GOVERNMENT/HISTORY

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

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

POS2050   American 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 and overview the evolution of the American governmental system including the institutions and processes that are in place to govern the United States of America.

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

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

LAH4000 **Latin American History** 4 Credits
A study of the discovery, colonization, and development of Latin America. The influence of Spain, the United States, and other nations on the course of events in Latin America is examined.

HUMANITIES AND FINE ARTS

HUM1120 **Conversational Spanish I** 4 Credits
A basic course for students who wish to develop the ability to speak and understand the Spanish language. Emphasis is placed on phrasing, idioms, and everyday vocabulary.

HUM1121 **Conversational Spanish II** 4 Credits
An advanced course for students who wish to develop a broad competence in Spanish. Emphasis is placed on the oral-aural aspects of the language, and more sophisticated use of subjunctive clauses and sentence structure. Prerequisite: HUM1120 or permission of the instructor

MUH3011 **Music Appreciation** 4 Credits
A course designed to improve the student's knowledge of and appreciation for music.

HUM3022 **Humanities: Trends and Issues** 4 Credits
The combined study of human civilization encompassing art, history, music, architecture, philosophy, and literature. Emphasis is placed on written communication and cultural enrichment.

PHI3301 **Philosophy** 4 Credits
The course acquaints the student with the most significant directions of philosophical thought to the end that the student may have the ability to formulate questions, arrive at reasonable answers, and evaluate those of others.

PHI3401 **Aesthetics: The Philosophy of Art Appreciation** 4 Credits
The philosophical analysis of art and beauty includes various theories focusing on standards of taste, art criticism, and the logic behind concepts of form and expression. The course includes material on the psychology of illusion and human artistic comprehension.

PHI3601 **Ethics** 4 Credits
Ethics is a branch of philosophy that explores both the theory and application of virtues and vices in all areas of our lives. The course investigates current issues and events in the light of various moral principles that justify, clarify, explain, and direct our actions and attitudes.

PHI4101 **Logic** 4 Credits
This course instructs the learner in important skills related to the practical uses of both inductive and deductive logic. The course also focuses on the analysis and evaluation of formal and informal arguments and of fallacies as encountered in everyday discourse.

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

This course is designed for students who desire to do an elective research project encompassing the combined study of human civilization including art, history, music, architecture, philosophy and literature. Emphasis is placed on written communication and cultural enrichment. Prerequisites: Permission of Program Chair and approval of the Executive Vice President of Academic Affairs

INTERDISCIPLINARY STUDIES

IDS1000   **Introduction to Interdisciplinary Studies**   4 Credits

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

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 contribute to the study of aging. The changes in social roles, relationships, living arrangements and work that occur as people age will be considered. The healthcare needs and the aspects of aging at the societal level will also be addressed.

IDS4110   **Professional Ethics and Social Responsibility**   4 Credits

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

IDS4120   **Issues in Diversity**   4 Credits

This course defines the issues of diversity from the perspective of what makes us unique; and explores our attitudes and behaviors towards each other and the reasons for existing problems. Particular attention will be placed on interpersonal relations and mediation skills. Students will be instructed on how to obtain mediation certification.

IDS4130   **Leadership Theories and Practice**   4 Credits

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

IDS4140   **Cognitive Processes**   4 Credits

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

IDS4150   **A Society of Laws**   4 Credits

This course is designed to provide students with an overview of the legal and political structures within society. Special attention will be focused on how government conducts business and how decisions are made. Students will be instructed on how to obtain national certification in parliamentary procedure.

IDS4160   **Contemporary Global Issues**   4 Credits

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

IDS4170   **Strategic Planning and Evaluation**   4 Credits

A study of how organizations identify their strategic intent, plan and implement structure, and monitor outcomes. Particular emphasis is placed on understanding mission statements, vision statements, organizational goals and objectives, values and culture, and tools used to measure outcomes. Students will be instructed on how to obtain certification in human performance improvement or certified performance technologist (CPT).

IDS4180   **Professional Communication Concepts**   4 Credits

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

IDS4190   **Applied Research Methodologies**   4 Credits

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

MANAGEMENT

The following courses require permission from the Program Chair.

MNA4000   **Perspectives in Management**   4 Credits

A study of the viewpoints necessary in order to develop management styles that will create profitable situations using productive factors and services to their best advantages. Course includes applying modern management theories and practice to the individual workplace.

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

An analysis of organizational behavior focused on motivation, perception, communication, and change. Cases and problems are examined according to theories of individual and group behavior and then applied to the individual workplace.

MNA4325   **Finance For Managers**   4 Credits

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

MNA4360   **Leadership for Managers**   4 Credits

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

MNA4400   **Human Resource Development**   4 Credits

Designed to contribute to a student's understanding of the techniques for developing human resources. Topics applied to the workplace include team building, TQM, personnel planning, recruitment and selection, employee evaluations, performance appraisals, and training.

MNA4610   **The Diversification Process in the Workplace**   4 Credits
This course addresses the challenging and diversified environment imposed on managers and employees in the modern workplace. Areas addressed include cultural, gender, age, and race diversity and their inherent problems. Strategies and recommended solutions are analyzed and developed.

MNA4701-4   **Directed Study in Management**   Variable Credit
Each student will conduct a research project or study in thesis form on a relevant topic relating to the field of management. The student must possess a solid foundation in formal research methodology as demonstrated by the completion of at least one trimester of core or emphasis component classes in the BSM Program. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs

MNA4800   **Issues in Contemporary Management**   4 Credits
Each Student will conduct a special research project which is of interest and relevant to preparation for a career in management. This course may be taken twice with different topics. Prerequisite: Permission from the Program Chair

MANAGEMENT EMPHASIS

The following courses require permission from the Program Chair.

Executive Management
MNA4100   **Administrative Economics**   4 Credits
The application in a responsible manner of modern economic principles to the individual workplace. Reviews the principles of micro and macro economics. Applies to the workplace selected topics such as fiscal and monetary policy, consumer behavior, and behavior of the firm.

MNA4425   **Marketing for Managers**   4 Credits
This course covers planning, implementing, and controlling marketing functions in the public and private organizations. The course is an applied decision making process for product, price, promotion, and distribution and how these functions affect the individual workplace.

MNA4480   **Issues in Policy and Strategy**   4 Credits
An application-oriented study of the strategic management process and the formulation of organizational policy. Emphasis is placed on the S.W.O.T. technique of analyzing the internal and external environments and the use of cases to apply the learning to the workplace.

Construction Management
Prerequisite: LEA4500 Construction Law, BCM3000 Construction Technology or permission from the Program Chair.
BCM4101   **Construction Project Management**   4 Credits
This course covers construction planning and management techniques for project design and construction focusing on different scheduling methods and their use. Also covered are practical project management skills for the successful execution of projects.

BCM4201   **Construction Cost Management**   4 Credits
This course covers cost principles and cost analysis of construction projects, including classification of work, quantity survey techniques, construction operations cost, and the preparation of bid proposals.

BCM 4301	**Value Engineering and Building Economics**	4 Credits

This course covers value engineering principles and methodology, economic principles and theories and how to apply the methods of economics to decisions about the location, design and construction of buildings, and basic design principles dealing with steel, wood, and concrete buildings.

Criminal Justice

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

CCJ4001	**Criminal Justice Management**	4 Credits

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

CCJ4201	**Law Enforcement and Society**	4 Credits

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

CCJ4401	**Corrections and Penology**	4 Credits

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

Entrepreneurship

ENT4001	**The Entrepreneurial Process**	4 Credits

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

ENT4101	**Marketing and Entrepreneurship**	4 Credits

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

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

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

Environmental Management

ENV4000	**Environmental Management**	4 Credits

This course examines the problems and challenges of environmental management and suggests practical, achievable solutions. Topics include understanding the major environmental regulations, dealing with employees, quantifying the benefits of a program or project, using a team approach, and learning essential business and financial management concepts.

ENV4100 **Environmental Policy and Strategy** 4 Credits

An application-oriented study of the strategic management process and the formulation of policy pertaining to environmental management. Topics include trends in environmental management systems, development and implementation strategies, as well as assessment and evaluation strategies.

ENV4200 **Environmental Economics** 4 Credits

This course examines all the facets of the connection between environmental quality and the economic behavior of individuals and groups of people. Topics include costs and benefits of environmental policy, environmental analysis, policy analysis, United States policy (air pollution, toxic wastes, state and local issues), and international environmental issues.

Health Administration

Prerequisite for these courses: HSA2111 United States Healthcare Systems or permission from the Program Chair.

HSA3125 **Financial Management in Health Services** 4 Credits

This course is devoted to the practical aspects of finance in healthcare, examination of recent developments in financial management of healthcare organization, and applications of financial management techniques to specific problems facing healthcare managers. Topics include: 1) healthcare economics; 2) healthcare financial statements; 3) healthcare budgeting; 4) healthcare costs and capital financing; 5) healthcare working capital; and 6) healthcare financial risk. Prerequisite: ACG2001 or permission of Program Chair

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

This course covers a broad range of topics affected by law and regulation ranging from patient rights to the "business" of healthcare. Various regulatory agencies, both federal and state, are examined. The Joint Commission of Healthcare Organizations (JCAHO) accreditation process is also examined. A variety of legal issues including, but not limited to, confidentiality, malpractice, informed consent, corporate medicine and risk management are covered. Prerequisite: HSA2111

HSA4165 **Healthcare Policy** 4 Credits

This course examines the formation, implementation and evolution of healthcare policy in the United States. The role of the federal, state and local government in the development of healthcare policy for both the public and the private sector is reviewed. Comparison of other nations' healthcare systems is an integral part of this course. Prerequisite: HSA2111

Information Systems Management

Prerequisites required for these courses are CAP1000, ISM4021, or permission from the Program Chair.

ISM4110 **Project Management** 4 Credits

Managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project. 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. The change management role of the IT specialist. Corequisite: ISM4021 ($55.00 Lab Fee required)

ISM4120 **IT Policy and Strategy** 4 Credits

This course focuses on the activities of organizations in relation to the use, creation, and exploitation of technology, and considers many key theories and tools that CIO's may use. It examines well-established information technologies as well as emerging technologies and the

evolving reality of technological innovation in leading companies and industries by the use of case studies. Prerequisite: ISM4021 ($55.00 Lab Fee required)

ISM4310   **E-Commerce**   4 Credits
Broad survey or theory and practices of conducting business over the Internet and World Wide Web. Topics include electronic commerce fundamentals, web auctions, supporting infrastructure, software selection, security, electronic payment, business strategies, legal, taxation, and ethical issues. Prerequisite: ISM4021 ($55.00 Lab Fee required)

International Business
INM4001   **International Business Management**   4 Credits
This course introduces the concept of interpersonal business as a global entity, the institutions which are part of it, along with the management of production, marketing, financial, legal and other sub-systems that comprise the total system.

INM4101   **International Finance**   4 Credits
Basic foreign exchange, financing, relationships between nations for the balance of payments, the use of gold, and the position of international banking are some topics covered.

INM4301   **Comparative Economic Systems**   4 Credits
Fundamental principles of differing economic systems as they involve international trade and foreign exchange, including the balance of payments and the development of operational trade.

Public Administration
PAM4001   **Introduction to Public Administration**   4 Credits
An introduction survey course in public sector management, including the function of the various components of state and local government. Students will gain a basic knowledge of the application of bureaucratic management in the political public sector.

PAM4101   **Government Organizations**   4 Credits
A course in organizational theory as it applies to the public sector. Various governmental units will be examined to establish the organizational structure and environment where the conditions are optimal for success in achieving the goals of the unit. The intertwining of political and managerial considerations will be analyzed as to the influence each will have in determining the most effective structure for the organization.

PAM4201   **Public Sector Human Resources**   4 Credits
The special considerations of public sector human resource management are examined for application by the manager of a governmental unit. Students will learn to apply human resource management concepts within the reality of the political arena, where decisions are often influenced by elected officials and bureaucratic rationales.

MATHEMATICS

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

MAC1132   **College Mathematics**   4 Credits

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

MAC2102   **College Algebra I**   4 Credits

This course provides the student with an introduction to algebra, including properties of real numbers, solving equations and inequalities, operations with polynomials, factoring, and operations with rational expressions. Prerequisite: MAC1132

MAC2104   **College Algebra II**   4 Credits

This course is intended to further the study of algebra. An introduction to linear, quadratic, exponential, and logarithmic functions will include graphs, operations, and applications. Solutions of systems of equations and inequalities will also be presented. The graphing calculator will be used in the course. Prerequisite: MAC2102 or its equivalent

MAC2344   **Calculus for Health Science**   4 Credits

This course provides an introduction to the techniques of calculus of primary use to students in the health sciences. Topics will include exponential and logarithmic functions, differentiation and integration of algebraic functions with emphasis on applications in the health sciences. Prerequisite: MAC2102 with a grade of "C" of better or permission of Program Chair

STA3014   **Statistics**   4 Credits

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

MAC3300   **College Geometry**   4 Credits

This course will cover topics mainly in Euclidean geometry. It will provide a thorough review of the essentials of geometry and then expand those concepts to advanced Euclidean geometry. Additional topics in non-Euclidean geometries such as fractals or hyperbolic space will be included. Prerequisite: MAC2104

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: MAC2104 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. The TI-83 will be used in this course. Prerequisite: MAC2104

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

PARALEGAL/LEGAL

LEA1014   **Introduction to Law for the Paralegal and Legal Terminology**   4 Credits
Introduction to the role of the paralegal, sources of law, court systems, administrative agencies, the legal system, and basic legal terminology. This course is a prerequisite for all LEA courses.

LEA1100   **Property Law**   4 Credits
A study of basic property concepts and law including both personal and real property law. Prerequisite: LEA1014 or permission of the Program Chair

LEA1101   **Civil Procedure**   4 Credits
A study of the procedures to be followed in a civil law suit or claim, including complaints, discovery, motions, trial preparation and trial procedure. Prerequisite: LEA1014 or permission of the Program Chair

LEA1301   **Contracts**   4 Credits
A study of basic contract elements, types and usage, including various terms and clauses often contained in contracts. The U. C. C. is also discussed as it applies to contract law. Prerequisite: LEA1014 or Permission of Program Chair

LEA2014   **Legal Research and Writing I**   4 Credits
Securing and analyzing facts for use in court, hearings, or other proceedings. A study of the various tools and methods used and a study of legal writing format and technique and the preparation of briefs, memoranda, and other legal documents.

LEA2105   **Torts**   4 Credits
A general overview of tort law including types of torts such as intentional, negligence, strict liability, product liability, non-physical injury, and the limits and defenses to liability. Prerequisite: LEA1014 or permission of the Program Chair

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

LEA2531   **Legal Ethics**   2 Credits
A study of the American Bar Association Rules of Professional Conduct and the National Association of Legal Assistants, Inc. Code of Ethics and Professional Responsibility, including practical applications in professional and social contacts with employers, clients, co-workers,

and the public outside the office. Prerequisite: 24 credit hours in LEA courses or permission of the Program Chair

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

LEA2700   **Accounting for Legal Professionals**   2 Credits
A study of basic accounting and financial documents, including terminology. Prerequisite: Permission of Program Chair

LEA2900   **Paralegal Seminar**   2 Credits
A review of the course work, skills, and knowledge used by a successful paralegal, based on the competencies designated by the National Association of Legal Assistants. Prerequisite: 24 credit hours in LEA courses or permission of Program Chair

LEA2999   **Practicum**   2 Credits
A practicum is followed to develop skills in performing basic duties of a paralegal regarding office administration, client and employer relationships, legal reasoning, and professional demeanor. The practicum may take place outside of the classroom in a legal setting, as determined and approved by the Program Chair. Prerequisite: 24 credit hours in LEA courses or permission of the Program Chair

LEA3002   **Environmental Law**   2 Credits
The study of federal and state laws regulating the environment, land and water use, and the corresponding administrative agencies. Prerequisite: Permission of Program Chair

LEA3014   **Administrative Law**   2 Credits
Students will be introduced to laws as they are carried out by rules and regulations and the administration of the law as it occurs from various government agencies. Prerequisite: Permission of Program Chair

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

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

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

LEA3116   **Business and Corporate Organizations**   2 Credits
A study of business organizations, partnerships, and corporations relating to their creation and operations. Emphasis is on lawful operations under the U. C. C., Uniform Partnership Act, the Model Business Corporate Act, and related laws and procedures. Prerequisite: Permission of Program Chair

LEA3233   **Evidence**   2 Credits
This course provides a study of 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, and the procedures and protocol of witnesses in a trial setting. Prerequisite: Permission of Program Chair

LEA3603   **Criminal Law and Procedure**   4 Credits
A study of criminal procedure and law including the bill of rights and associated cases, investigations, arrest, bail, procedural hearings, trial, and post trial proceedings. Prerequisite: Permission of Program Chair

LEA3700   **Estate Planning**   4 Credits
A study of probate law as it relates to wills, trusts, and estates including instruction and practical application in drafting wills and planning estates. Prerequisite: LEA1100

LEA3731   **Uniform Commercial Code (U.C.C.)**   4 Credits
A study of selected parts of the Uniform Commercial Code, especially negotiable instruments, and sales. Prerequisite: Permission of Program Chair

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

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

LEA4005   **Real Estate Transactions**   4 Credits
A detailed study of the procedures used in real estate dealings and transactions such as leasing, buy-sell agreements, takings, easements, and closings. Prerequisite: LEA1100

LEA4013   **Legal Research and Writing II**   4 Credits
This course is an intensive study of the correct use of the English language in legal writings, a development of legal research and analysis skills, and an exploration of the Internet as a legal research medium. Prerequisite: LEA2014

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

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

LEA4201   **Civil Liability**   2 Credits

A study of civil liability of police, policy agencies, and other government officials for misconduct and other violations of civil rights under 42 U. S. C. 1883. Prerequisite: Permission of Program Chair

LEA4300   **Senior Seminar**   4 Credits

A capstone course which examines current developments and events in the legal profession and includes a study of legal logic, analytical reasoning, and comprehensive fact analysis. Prerequisite: Permission of Program Chair

LEA4500   **Construction Law**   4 Credits

This course covers lien law and forms, statutory requirements, notice of commencement, notice of termination, AIA documents, contracts, OSHA requirements, insurance requirements and licensing requirements. Prerequisite: Permission of Program Chair. Prerequisite: Permission of Program Chair

LEA4901-4   **Directed Study in Legal Studies**   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. At least two hours of formal research methodology must be given to the student by the assigned faculty mentor prior to the start of the project. Prerequisite: Permission from the Program Chair and approval of the Executive Vice President of Academic Affairs. Prerequisite: Permission of Program Chair

PSYCHOLOGY/SOCIOLOGY

PSY1100   **Strategic Thinking**   4 Credits

This course focuses on personal effectiveness in higher education as well as in a complex society. Critical thinking, self-esteem, goal setting, decision-making, and rational problem solving are emphasized. Written and oral communications are also emphasized in this course.

SOC2000   **Principles of Sociology**   4 Credits

Study covers cultural origins, cultural diversity, social interaction, stratification, class and cast systems, race, gender, religion, heritage, and social order.

PSY2010   **Introduction to Psychological and Social Processes**   4 Credits

Basic concepts and methods of contemporary psychological learning, development, methods of contemporary psychology motivation, coping, emotion, personality theory, abnormal behavior, individual and group behavior, and social interaction are explored. Written and oral communications are a focus of this course.

PSY2012   **General Psychology**   4 Credits

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

PSY2100   **Critical Thinking**   4 Credits

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

ANT2402   **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

PSY3004   **Human Growth and Development**   4 Credits

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

PSY3005   **Psychology of Adjustment**   4 Credits

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

PSY3006   **Abnormal Psychology**   4 Credits

To provide specific instruction in the varieties of human behavior as identified with mental disorders and deviant behavior. To develop a better understanding of such behavior as they relate to effective personal and social adjustment. Prerequisite: PSY1100, PSY2012, PSY2100, or permission of the Program Chair

PSY3007   **Psychology of Deviance**   4 Credits

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

PSY3500   **Social Psychology**   4 Credits

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

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

PSY3600   **Psychology of Intercultural Communication**   4 Credits

A course of study in the social psychology of intercultural communications. The course introduces the student to some of the fundamental topics, theories, concepts, and themes that are at the center for the study of intercultural communication. Prerequisite: PSY1100, PSY2012, PSY2100, or permission of the Program Chair

SOC3740 **Women in Modern America** 4 Credits
This course explores the historic and contemporary role of women in American society; the progression of changes in the status of women; economic, legal, cultural gender issues; and contributions to society. Prerequisite: SOC2000 or permission of the Program Chair

SOC4100 **Contemporary Social Problems** 4 Credits
This course will focus on the complex problems that challenge our social structure and its resources. Fundamental sociological theories and perspectives will be used to examine such issues as poverty, alcohol and drug abuse, crime, healthcare concerns, racism, educational issues, pressures on the family, terrorism and rapid technological growth. Emphasis will be placed on teaching the student to develop a more objective and conplete view of the social issues that surround us daily. Prerequisite: SOC2000 or Permission or the Program Chair

PSY4100 **Psychology of Conflict Management** 4 Credits
A course of study in a professional communication skills approach to managing interpersonal conflict. To familiarize students with the many factors that can lead to sociorelational conflict and to provide them with appropriate communication skills to manage their differences effectively. Prerequisite:PSY1100, PSY2012, PSY2100, or permission of the Program Chair

SOC4201-4 **Social Institutions: Services, Organization, Management** Variable Credit
This is a senior research course that focuses on the development of social institutions, the services they provide, organization, and management. Emphasis is on public assistance, health and human services, referral resources, and legal basis. The written research is under faculty supervision and must be appropriate to the student's major. Prerequisites: SOC2000 and approval of the student's Program Chair and the Liberal Arts Program Chair

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

PSY4901-4 **Directed Study in Psychology** Variable Credit
This course is designed to instruct the student in methods and forms of scientific research to include surveys, archival research, statistics, interviewing and observation; to relate such research to the forms and format for and development of reports, and oral representations of the research, and to provide a capstone experience for psychology minors. Prerequisite: Permission of the Program Chair

SCIENCE

BSC1000 **Essentials of Anatomy and Physiology** 4 Credits
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, urinary, endocrine, integumentary, nervous, sensory, and reproductive systems are studied. The course includes an analysis of the structure, function, chemistry, and the disease processes of the individual organ systems. ($55.00 Lab Fee required)

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 or organic and biochemical compounds, their structures and chemical reactivity will

be examined. Prerequisites: MAC2102 and MAC2104 with a grade of "C" or better ($55.00 Lab Fee required)

BSC1021   **Anatomy & Physiology I with Lab**   4 Credits

This course if the first of a two course sequence designed for students in the health related fields. The structure and function of the human body will be investigated. The course will cover the structure and function of the integumentary, skeletal, muscular and nervous systems and how these systems integrate with other systems. ($55.00 Lab Fee required)

BSC1022   **Anatomy & Physiology II with Lab**   4 Credits

This course is the second of a two-course sequence designed for students in the health related fields. The course covers the structure and function of the endocrine, respiratory, digestive, urinary and reproductive systems and how these systems integrate and function with other systems. Prerequisite: BSC1021 ($55.00 Lab Fee required)

BSC1121   **Biology I with Lab**   4 Credits

This course is the first of a two course sequence, and provides an introduction to the basic principles of biological science. It includes the scientific process, evolution, ecology, the chemistry of life, cells, cellular energy, cell division, genetics and genomics, evolution and natural selection, taxonomy, single cell and multicellular life. ($55.00 Lab Fee required)

BSC1122   **Biology II with Lab**   4 Credits

This course is the second of a two course sequence, and provides a review of the general concept of the evolutionary process with initial emphasis on plants, and then progressing through the animal phyla and the parade of vertebrates to the highest level, the human. Prerequisite: BSC1121 ($55.00 Lab Fee required)

CHM1145   **General Chemistry I with Lab**   4 Credits

This course is the first of a two course sequence, and provides an introduction to the basic principles of chemistry. It includes the scientific method and measurements; components of matter; stoichiometry; chemical reactions; gases and kinetic theory; thermochemistry; quantum theory and atomic structure; chemical periodicity and bonding; covalent bonding; liquids, solids and phase changes; and the properties of mixtures, solutions and colloids. Prerequisites: MAC2102 and MAC2104 with a grade of "C" or better ($55.00 Lab Fee required)

CHM1146   **General Chemistry II with Lab**   4 Credits

This course is the second of a two course sequence, and provides an in depth introduction to the content of general chemistry not covered in CHM1145. Topics covered include a review of the properties of the elements, periodic patterns in main group elements, organic compounds, kinetics, equilibrium, acids, bases, thermodynamics, electrochemistry, elements in nature and industry, transition elements and nuclear reactions. Prerequisite: CHM1145 with a grade of "C" or better ($55.00 Lab Fee required)

CHM2010   **Essentials of Organic Chemistry with Lab**   4 Credits

The course is a one semester course, and provides an in depth introduction to the chemistry of carbon compounds. It includes bonding and structure, nomenclature, properties and reactions of organic compounds organized by functional groups and reaction mechanisms. Spectroscopic methods (NMR, IR, UV-Vis) to elucidate molecular structure are included. Major classes of biologically important molecules are examined. Prerequisites: CHM1145 and CHM1146 with a grade of "C" or better ($55.00 Lab Fee required)

PHY2021   **Physics I with Lab**   4 Credits
This course is the first of a two course sequence, and provides an in depth introduction to the principles of physical science. It includes the laws and forces which govern matter and energy in nature and natural phenomena. Topics covered include kinematics, dynamics, fluids, thermal physics, gas laws and kinetic theory, thermodynamics, periodic motion, vibrations, waves and sound. Prerequisite: MAC2344 ($55.00 Lab Fee required)

PHY2022   **Physics II with Lab**   4 Credits
This course is the second of a two course sequence, and provides an in depth introduction to the principles of physical science not covered in PHYSICS I. Topics covered include electric forces, electric fields, electric current, resistance, magnetic fields, optics and quantum theory. Prerequisite: PHY2021 ($55.00 Lab Fee required)

CHM2310   **Organic Chemistry I with Lab**   4 Credits
This is the first semester of a two-semester sequence in organic chemistry. The fundamental aspects of bonding, structure and reactivity of hydrocarbon compounds and their derivatives will be examined. The correlation of molecular structure including stereochemical aspects with physical properties and chemical reactivity will be studied. Emphasis will be on functional group chemistry including preparation, isolation, purification, synthesis, reactivity and reaction mechanisms. Prerequisite: CHM1146 with a grade of "C" or better ($55.00 Lab Fee required)

CHM2311   **Organic Chemistry II with Lab**   4 Credits
This is a continuation of CHM2310. This course will focus on the reactions and mechanisms of aromatic, carbonyl and polyfunctional substances including the major classes of biological compounds and will examine modern methods of organic synthesis and qualitative organic analysis. The use of spectroscopic techniques (UV, IR, MS, and NMR) in elucidating structure and identification of compounds will be studied. Prerequisite: CHM2310 with a grade of "C" or better ($55.00 Lab Fee required)

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

MCB3121   **Microbiology with Lab**   4 Credits
This course covers the morphology, physiology, behavior, taxonomy, pathogenicity, and the human interactions with bacteria, viruses, and selected protozoa, algae and fungi. Human/microbe interactions and how they may be either beneficial or cause disease are covered in this course. Prerequisite: BSC1121 ($55.00 Lab Fee required)

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

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

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

CALCULATION OF GRADE POINT AVERAGE

To compute grade point average, take the number of semester hours credit per course and multiply that number by equivalent grade points listed above. A 4 credit hour course times the 4 grade points achieved for an A grade 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. To compute a cumulative grade point average the total of grade points earned is 24 and is divided by the 8 credit hours taken to date and produces a grade point average of 3.0.

REPEATING COURSES

An undergraduate student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's academic transcript. The first attempt will also be shown; however, the cumulative grade point average will be computed to count the last attempt only. This policy will automatically be applied when a student repeats a course and may be used only three times for improving the grade point average, either for three separate courses or two times for one course and one time for a second course, not to exceed 12 semester hours of credit.

GRADE CHANGES

Grade changes are approved by the Executive Vice President of Academic Affairs upon recommendation of the faculty. Grade changes must be resolved and recorded during the term immediately following the term the original grade was earned.

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.

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

ACADEMIC CALENDAR DEFINITION

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

SEMESTER HOUR OF CREDIT

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

ACADEMIC LOAD

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

DUAL ENROLLMENT AT ANOTHER COLLEGE OR UNIVERSITY

A currently enrolled student at International College 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 International College for courses taken in another college during dual enrollment.

GRADUATION

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

GRADUATION WITH HONORS

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

GRADUATION REQUIREMENTS

BACCALAUREATE DEGREE

To qualify for the Bachelor of Science Degree, students are required to accomplish the following:

1. Present a minimum of 120 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 College, 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 College. Exceptions must be approved by the Executive Vice President of Academic Affairs.

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

Area I	Major Component	64
Area II	General Education Component	40
Area III	Approved Elective Component	16

    OR

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

Total Semester Hours Required	120

All students seeking the degree stated above must abide by all College 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 College prior to graduation.

The student is responsible for meeting the requirements of the College 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 College, with a minimum of 28 identified semester hours in the 2000 level or higher. The final 20 semester hours must be completed at the College.

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

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

    OR

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

Total Semester Hours Required	60-70

All students seeking the degree stated above must abide by all College 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 College prior to graduation.

The student is responsible for meeting the requirements of the College 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 College 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 College 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 (120 semester hour credits) must be completed before the student attempts 180 semester hour credits. Failure to complete the program within 150% of the total required credit hours will result in dismissal of the student.

EVALUATION POINTS

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

MINIMUM ACADEMIC ACHIEVEMENT

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

An Associate degree student must achieve the following cumulative grade point average (CGPA) at specified evaluation points in order to remain enrolled in the College:

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

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

** Failure to meet standard will result in dismissal.

SUCCESSFUL COURSE COMPLETION

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

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

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

* Failure to meet standard will result in academic probation
** Failure to meet standard will result in final academic probation.
*** Failure to meet standard will result in dismissal.

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 CGPA required for graduation.

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

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

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

ACADEMIC SUSPENSION

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

REPETITIONS AND WITHDRAWALS

Repeat grades may be substituted for previous course failures in the calculation of the student's cumulative grade point average for three times for the equivalent of 12 semester hours. All courses receiving grades (including repeated courses) will be counted as courses (credits) attempted for calculating percentage completion rates. Under no circumstances may a student extend as a regular active student beyond one and one half time (150%) the normal program length of a program in order to complete that program.

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

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

MITIGATING CIRCUMSTANCES

The Academic Committee or the Executive Vice President of Academic Affairs may waive interim satisfactory progress standards for occurrences beyond the control of the student. Documentation of the extenuating or mitigating event and the demonstration by the student of the adverse effect on the student's academic progress must be provided.

TRANSCRIPT INFORMATION

Upon written application by the student to the Registrar's Office, the College will furnish transcripts of each student's scholastic record. These transcripts will state, "issued to student". No transcript may be issued for a student who is in arrears. Official transcripts, as requested by students, are not given to students or mailed to private addresses, but are mailed directly to institutions or persons considering the applicant for admission or for employment.

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 College 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 College 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 College and a voluntary component of others. The purpose of an internship/externship is to provide the student with on-the-job experience in his/her chosen field of study. The faculty member assigned to supervise a student's internship/externship is responsible for ensuring that a student is acquiring the necessary learning objectives of the internship/externship experience.

AUDITING COURSES

Students who wish to take a course purely for information or enrichment and do not wish credit, may do so at International College if they agree to attend the regularly scheduled class sessions, though assignments and examinations will be waived. The tuition rate for audited courses is the same as for classes taken for academic credit.

NON-DEGREE COURSES

The College recognizes that in the community there may be educational needs for many of the residents and the various business enterprises, industrial, and governmental organizations that are part of the geographical area. Both regular and special courses and programs may be utilized to fulfill this community demand.

In-service courses, such as corporate-sponsored courses taught on the corporate site rather than a College classroom, and other courses on campus may be developed specifically to cover these needs. Both degree and non-degree seekers may participate in taking any of these courses offered by International College. All students taking courses will take them at a credit hour value. Students who wish to achieve a degree must apply for admission to a degree program and clear any special courses desired with the College Registrar to make sure that the course will be included as part of the degree program. Courses will be taught by College faculty.

A non-degree seeking student wishing to take a class at the College must pay all tuition and fees prior to entry into the class.

Any individual, group, company, or agency wishing to have the College teach a course or program should contact the College's Executive Vice President of Academic Affairs.

ACADEMIC CALENDAR

SUMMER TERM 2004
May 13	Summer Term Begins
May 20	Last Date to Register
May 31	Memorial Day Holiday
July 6	Mini-term Begins
August 25	Summer Term Ends

FALL TERM 2004
September 9	Fall Term Begins
September 16	Last Date to Register
November 2	Mini-term Begins
November 25-26	Thanksgiving Holiday
December 22	Fall Term Ends
December 23-January 1	Winter Holiday

WINTER TERM 2005
January 2-12	Winter Break
January 13	Winter Terms Begins
January 17	Martin Luther King Holiday
January 20	Last Date to Register
March 9	Mini-term Begins
March 25-27	Spring Holiday
April 27	Winter Term Ends

SUMMER TERM 2005
May 12	Summer Term Begins
May 19	Last Date to Register
May 30	Memorial Day Holiday
July 4	Independence Day Holiday
July 6	Mini-term Begins
August 24	Summer Term Ends

FALL TERM 2005
September 8	Fall Term Begins
September 15	Last Date to Register
November 2	Mini-term Begins
November 24-27	Thanksgiving Holiday
December 21	Fall Term Ends
December 22-January 1	Winter Holiday

WINTER TERM 2006
January 2-11	Winter Break
January 12	Winter Terms Begins
January 16	Martin Luther King Holiday
January 19	Last Date to Register
March 8	Mini-term Begins
April 14-16	Spring Holiday
April 27	Winter Term Ends

INTERNATIONAL COLLEGE SCHOLARSHIP CALENDAR

SUMMER 2004

May 10 (Mon)	Summer 2004 Institutional Scholarship Deadline
July 9 (Fri)	Fall 2004 Private Scholarship Deadline
August 10 (Tues)	Naples Scholarship Interviews*
August 11 (Wed)	Fort Myers Scholarship Interviews*

FALL 2004

September 9 (Thurs)	Fall 2004 Institutional Scholarship Deadline
November 5 (Fri)	Winter 2005 Private Scholarship Deadline
December 7 (Tues)	Naples Scholarship Interviews*
December 8 (Wed)	Fort Myers Scholarship Interviews*

WINTER 2005

January 10 (Mon)	Winter 2005 Institutional Scholarship Deadline
March 4 (Fri)	Summer 2005 Private Scholarship Deadline
April 5 (Tue)	Naples Scholarship Interviews*
April 6 (Wed)	Fort Myers Scholarship Interviews*

SUMMER 2005

May 9 (Mon)	Summer 2005 Institutional Scholarship Deadline
July 8 (Fri)	Fall 2005 Private Scholarship Deadline
August 9 (Tues)	Naples Scholarship Interviews*
August 10 (Wed)	Fort Myers Scholarship Interviews*

FALL 2005

September 5 (Mon)	Fall 2005 Institutional Scholarship Deadline
November 4 (Fri)	Winter 2006 Private Scholarship Deadline
December 6 (Tues)	Naples Scholarship Interviews*
December 7 (Wed)	Fort Myers Scholarship Interviews*

WINTER 2006

January 16 (Mon)	Winter 2004 Institutional Scholarship Deadline
March 10 (Fri)	Summer 2004 Private Scholarship Deadline
April 4 (Tues)	Naples Scholarship Interviews*
April 5 (Wed)	Fort Myers Scholarship Interviews*

*Scholarship interview dates are subject to change. Scholarship applicants are notified in advance of interview date and have the opportunity to schedule specific interview times.

TUITION AND FEES SCHEDULE

TUITION   SEMESTER HOUR CREDIT

Basic Tuition for all Credit Hour Courses .... $360.00 per credit hour
Intensive English Courses .... $2,400.00 per 15 week term
(Special group tuition rates are available upon request and approval)

OTHER FEES AND CHARGES:

Application Fee (Non-Refundable) $20.00
Laboratory Fee $55.00
DANTES Test Fee $100.00

Please refer to catalog course descriptions for specific course fees.

Portfolio Evaluation Fee $25.00
Portfolio Seminar Fee $40.00
Advanced Standing Tuition Due Upon Validation of
Life Experience Credits Through Portfolio Preparation .... ½ of current tuition rate
                                                                                                          per credit hour
In-House Examination Fee (per Each Exam) $50.00
Advanced Standing Tuition Due Upon Passing the Exam .... ½ of current tuition rate
                                                                                                          per credit hour
Student Services Fees Payable Each Semester
Information Resource Center $75.00
Registration Fee $30.00
Student Service Fee $35.00
Technology Fee $50.00

Promissory Note Fee $50.00
Graduation Fee $100.00
Late Registration Fee $25.00
Catalog Fee .... $ 3.00
Return Check Fee $50.00

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

Health Information Technology
MRE2211 Internship I $20.00
MRE2800 Internship II $20.00
Medical Assisting
MEA2941 Medical Assisting Internship I $20.00
MEA2952 Medical Assisting Internship II $20.00

Withdrawal Fee
An administrative withdrawal fee of $100.00 will be charged to a student withdrawing from the College as described in the catalog under the published College refund policy.

Books and supplies are sold as needed and are available in the College bookstore or may be purchased from other bookstores. There is no requirement to purchase books and supplies in the College bookstore.

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INSTITUTIONAL OFFICERS AND STAFF

President .... Terry P. McMahan
Executive Vice President of Academic Affairs and Secretary .... Jeanette Brock
Executive Vice President of Finance and Student Services and Treasurer .... John W. White
Vice President of Information Resources and Services .... Melody Hainsworth
Vice President of Institutional Advancement .... Louis Traina
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Assistant to the President .... Linda Paine
Bookstore Manager .... Kathleen Cook
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Database Administrator .... Wendy Gehring
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Director of Counseling and ADA Coordinator .... Micki Erickson
Director of Distance Education .... David Rice
Director of Graduate Admissions .... Priscilla DeCoil
Director of Financial Aid .... Joseph Gilchrist
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Director of Institutional Effectiveness .... Alfred Cenedella
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Director of the Intensive English Center .... Leisha Klentzeris
Distance Education Librarian .... Peter Van Leeuwen
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Electronic Access Librarian .... Carolynn Volz
Learning Site Student Financial Coordinator .... Stacey Ladd
Librarian .... Akos Delneky
Media Specialist .... Matt Gudites
Off-Site Registrar .... April Falso
Pasco-Hernando Learning Site Administrator .... Lisa Jensen
Public Relations Coordinator .... Lisa Ramirez
Registrar .... Lydia Porter
Sarasota Learning Site Coordinator .... Deanna Burton
Senior Librarian .... Jan Edwards
Student Development Coordinator .... Marcia Brooks
Webmaster/Blackboard Administrator .... Terri Brown

	NAPLES	**FT. MYERS**
Academic Administrative Assistant	Christine Scanlin-Mitchell	Jessica Semiken
Academic Advisor	Rebecca Boy	James Crawford
Administrative Assistant, Admissions	Aggie Krolczynski	Michelle Taylor
Admissions Coordinators	Christine Barrows	Kevin Anderson
	Karol Little	Rebecca Wilkins
	Ellie Schmeh	Jay Young
	Jane Trembath	
Assistant Director of Financial Aid	Ellen Ashley	Stephanie Watson
Assistant Registrar	Kimberly Morehouse	Kelly Miller
Associate Director of Admissions	Gary Watson	Gail Downham
Audio-Visual Staff Support	Henry Efird	Edward Wyant
Career Development	Alison Watson	Molly Keirnes
Cashier	Jarrah Soifer	Elizabeth El-Eraj

Computer Lab Manager	Carlos Padilla	Barry Greeson
Computer Network Systems Manager	Michael O'Brien	Tom Hofmann
Director of Student Accounts	Gail Williams	Veda Christiano
Financial Aid Officer	Shirley Neumann	Cort Sayer
Library Assistant	Jeanine Brady	Richard Jenkinson, Jr.
Physical Plant	Michael Simala	Edward Wyant

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Allied Health Program Chair .... Carlene Harrison
Business Administration Program Chair .... Susan Casey
Computer Information Program Chair .... David Rice
Criminal Justice Program Chair .... Joseph Kibitlewski
Health Information Technology Program Chair .... Deborah Howard
Interdisciplinary Studies Program Chair .... Elsa Rogers
Legal Studies Program Chair .... James Hodge
Management Program Chair .... Nancey Wyant

GRADUATE ACADEMIC PROGRAMS

Dean of School of Business .... Frederick Nerone
MBA/MPA Program Director .... Donald Forrer
MCJ Program Chair .... Joseph Kibitlewski
MCJ Program Administrator .... Wendy Gomez
MCT/MIS Program Director .... Michael Nelson
MSM Program Chair .... Nancey Wyant

Graduate Program Committee:

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Joseph Kibitlewski	Karen Locklear
Carol Morrison	Michael Nelson
Lydia Porter	David Rice
Nancey Wyant	

INTERNATIONAL COLLEGE FACULTY

Accounting & Finance

Baker, Denton (Part-time)
 MBA   Rutgers University
 BSC   Spring Hill College

Blix, William (Full-time)
 MBA   Regis University
 BS   Florida State University

Chancy, Melinda (Full-time)
 Ph.D.   Walden University
 MBA   Nova University
 BS   University of Florida

Clark, Janis (Part-time)
 MBA   Jacksonville University
 BS   International College

D'Amore, Anthony (Part-time)
 MBA   New York University
 BS   St. Peter's College

King, Stephanie (Part-time)
 MPA   West Virginia University
 BSBA   West Virginia University

Nohl, Thomas (Program Chair - Full-time)
 MS   University of Wisconsin
 BBA   University of Wisconsin

Royes-Sterling, Genevieve (Part-time)
 MBA   Florida Gulf Coast University
 BS   Florida Memorial College

Yurkovac, William (Part-time)
 M.Ed.   Duquesne University
 BS   Duquesne University

Allied Health

Arbeit, Byron (Part-time)
 MA   University of Iowa
 BA   Tulane University

Batiato, Dolores (Part-time)
 DBA   Argosy University
 MPA   Golden Gate University
 BA   Eckerd College

Burns, Robert (Part-time)
 Ph.D.   Iowa State University
 AB   Rutgers University

Dramis, George (Part-time)
 MS   Florida Institute of Technology
 BS   University of Illinois

Eady, Charmagne (Part-time)
 BS   Xavier University

Griz, William (Full-time)
 Ph.D.   Michigan State University
 BS   Michigan State University

Harrison, Carlene (Program Chair - Full-time)
 MPA   University of Colorado
 BS   University of Colorado

Hoke, Mary (Part-time)
 MS   University of South Florida
 BS   University of South Florida

Jonson, Carol (Part-time)
 MA   Wayne State University
 BA   Wayne State University

Prabhu, Nirmala (Part-time)
 MS   University of Georgia
 MS   University of Madras
 BS   University of Madras

Riker, Virginia (Part-time)
 BBA   Davenport University

Smith, Greg (Part-time)
 Ph.D.   University of South Florida
 BA   University of South Florida

Stevens, Debbie (Part-time)
 BS   International College
 AS   International College

Vick, Stephanie (Part-time)
 MS   Nova Southeastern University
 BSN   Catholic University of America

Business Administration

Adkins, James (Part-time)
 JD   University of Wisconsin
 BA   Lake Superior State College

Casey, Susan (Program Chair - Full-time)
 MBA   International College
 BS   University of Iowa

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Dew, Katherine (Part-time)
Ph.D.	Walden University
MBA	Babson College
BA	Colby College

Forrer, Donald (Director, MBA/MPA - Full-time)
DBA	Nova University
MS	Central Michigan University
BA	Capital University

Hall, Theodore (Part-time)
MA	Trenton State College
BS	Trenton State Teachers College

Karastamatis, Peter (Full-time)
MBA	Nova Southeastern University
BS	Old Dominion University

McDonnell, Michael (Part-time)
LLM	Stetson University College of Law
JD	Stetson University College of Law
BS	U. S. Military Academy

Mongiardini, Gene (Part-time)
Ed.D.	Temple University
MBA	NYU-Temple
BS	New York University

Nerone, Frederick (Dean - Full-time)
Ph.D.	Union Institute and University
MA	Central Michigan University
BS	Wayne State University

Timur, Aysegul (Full-time)
MBA	University of Istanbul
BS	University of Istanbul

Computer Information Technology

Ball, Albert (Full-time)
MS	International College
BS	International College

Ball, Diane (Full-time)
MA	Johnson &Wales University
BA	University of Lowell

Bracy, Douglas (Full-time)
MS	International College
AB	Lafayette College

Carter, Paul Stewart (Part-time)
BS	International College

Cole, David (Part-time)
MBA	University of South Florida
BS	University of South Florida
BS	Florida State University

Cole, Donald (Full-time)
Ed.D.	Nova University
MS	Montclair State College
BA	Montclair State College

Faris, Paral Vin (Part-time)
M.Ed.	University of South Florida
BS	Southern Illinois University

Grinberg, Arkady (Full-time)
MS	Donetsk Polytechnic Institute
MS	International College
BS	International College

Haddox, Pamela (Full-time)
BS	International College

Johnson, Carl (Part-time)
MA	Colgate University
BS	College of Environmental Science & Forestry at Syracuse University

Jones, Timothy (Full-time)
MS	Lehman College
BS	Syracuse University

Long, Daniel (Part-time)
BS	Columbia College

Mahmoud, Haythem (Full-time)
Ph.D.	University of Central Florida
MS	Florida Institute of Technology
BS	Alexandria University

McKeehan, Tye (Part-time)
MA	Eastern Kentucky University
BA	Kentucky State University
BS	California Coast University

Mirville, Wilfrid (Full-time)
MS	International College
BS	International College

Morrison, Carol (Full-time)
    MS   Barry University
    BS   Florida State University

Muddapu, Balaram (Full-time)
    Ph.D.   Indian Institute of Technology
    MS   Indian Institute of Technology
    BS   Allahabad University

Muddapu, Syamalamba (Full-time)
    MBA   Grambling State University
    BS   Grambling State University

Negron, Edwin (Part-time)
    BS   International College

Nelson, Michael (Director, MCT/MIS - Full-time)
    Ph.D   University of Central Florida
    MS   Florida Institute of Technology
    BS   Southeast Missouri State
              University

Norsworthy, Marge (Part-time)
    M.Ed.   University of South Florida
    BS   Syracuse University
    BA   Syracuse University

Rice, David (Program Chair - Full-time)
    MS   Golden Gate University
    BS   Youngstown State University

Santiago, Laureano (Part-time)
    BS   International College

Santos, Otto (Part-time)
    Ph.D.   Ohio State University
    M.Ed.   Kent State
    BS   John Carroll University

Shapiro, David (Part-time)
    BS   Pennsylvania State University

Sysktus, Diane (Part-time)
    MS   Roosevelt University
    BGS   Roosevelt University

Watts, Jake (Full-time)
    Ph.D.   University of Alabama
    MA   London University
    MLS   University of Texas
    BA   University of Miami

Criminal Justice

Chiappetta, Louis (Part-time)
    MS   International College
    BS   International College

Darley, Patricia (Part-time)
    MS   International College
    BS   International College

Gomez, Wendy (Full-time)
    MS   International College
    BS   International College

Kibitlewski, Joseph (Program Chair - Full-time)
    Ph.D.   Clark Atlanta University
    MA   Mississippi State University
    BS   University of Texas

Krzycki, Leornard (Full-time)
    Ph.D.   Florida State University
    MS   University of Nebraska
    BS   University of Nebraska

Locklear, Karen (Full-time)
    Ph.D.   Union Institute and University
    M.Ed.   National Louis University
    BS   Florida Metropolitan University

Rawles, Warren (Full-time)
    Ed.D.   New Orleans Baptist Seminary
    M.Ed.   New Orleans Baptist Seminary
    GSED   New Orleans Baptist Seminary

ESL

Klentzeris, Leisha (Full-time)
    MA   CUNY Herbert Lehman College
    BA   SUNY at Oswego

McMahon, Dorothy (Part-time)
    MA   University of Notre Dame
    BA   St. Mary's College

Health Information Technology

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    BS   International College

Cotroneo, Kathleen (Part-time)
    BSPA   St. Joseph's College

Howard, Deborah (Program Chair - Full-time)
    MA   Florida Gulf Coast University
    BS   SUNY at Utica

Huffman, Linda (Part-time)
    MS   Central Michigan University
    BS   Ferris State University

Whitmer, Elizabeth (Part-time)
    BS   International College

Information Resources
Delneky, Akos (Full-time)
    MLIS   University of Pittsburgh
    BA   Stetson University

Hainsworth, Melody (Full-time)
    Ph.D.   Florida State University
    MLS   Dalhouse University
    BA   Simon Fraser University

Edwards, Janet (Full-time)
    MS   Louisiana State University
    BA   Memphis State University

VanLeeuwen, Peter (Full-time)
    MA   Florida State University
    BA   Florida State University

Volz, Carolyn (Full-time)
    MA   University of South Florida
    BA   Douglas College at Rutgers
             University

Interdisciplinary Studies
Andert, Darlene (Part-time)
    Ed.D.   George Washington University
    MSA   Central Michigan University
    BA   Alverno College

Cooney, William (Full-Time)
    Ph.D.   Marquette University
    MA   Northern Illinois University
    BA   Trinity College

Hofmann, Thomas (Full-time)
    MSW   University of Wisconsin
    BS   University of Wisconsin

Kolva, Judith (Full-time)
    Ph.D.   Saybrook Graduate School
    MS   Wright State University
    BS   Michigan State University

Rogers, Elsa (Program Chair - Full-time)
    Ph.D.   University of Louisiana at
             Lafayette
    MA   University of Memphis
    BA   University of the West Indies

Sutter, Leslie (Full-time)
    Ed.D.   University of Sarasota
    MA   California State University
    BS   University of the State of New
             York

Legal Studies
Breiden, Jack (Part-time)
    JD   Nova University
    BA   Florida Atlantic University

Dellutri, Carmen (Part-time)
    LLM   Tulane University
    JD   Loyola University
    MBA   Florida Gulf Coast University

Gerald, Lynn (Part-time)
    JD   University of Florida
    BA   University of Florida

Ginsberg, Kenneth (Full-time)
    JD   Seton Hall
    BS   Fairleigh Dickinson

Hodge, James (Program Chair - Full-time)
    JD   University of Akron
    BS   University of Akron

Mancini, Richard (Part-time)
    JD   St. Thomas University School of
             Law
    BA   University of South Florida

Murphy, Frank (Part-time)
    JD   Stetson University
    BA   University of South Florida

Oates, Marc (Part-time)
    LLM   The John Marshall Law School
    JD   Capital University
    BS   West Virginia University

Pivacek, Lawrence (Part-time)
    JD   University of Buffalo
    BA   Union College

Rocuant, Paul (Part-time)
JD	New England School of Law
BA	University of Connecticut

Wendel, Charlene (Full-time)
JD	Northeastern University
M.Ed.	Boston University
BA	SUNY Albany

Liberal Arts

Bowman, Ron (Full-time)
DM	Florida State University
MM	University of Tennessee
BA	Georgia State University
BM	Georgia State University

Brown, David (Full-time)
Ph.D.	United States International University
MA	John Carroll University
BS	Otterbein College

Cameron, Ethel (Part-time)
MS	SUNY at Oneonta
BS	SUNY at Oneonta

Coccari, Ronald (Part-time)
Ph.D.	West Virginia University
MBA	West Virginia University
BS	West Virginia University

Cooney, William (Full-time)
Ph.D.	Marquette University
MA	Northern Illinois University
BA	Trinity College

Eastman, Ann (Full-time)
Ed.D.	University of Central Florida
M.Ed.	Mississippi College
BA	University of Mississippi

Erickson, Micki (Full-time)
Ed.D.	Nova Southeastern University
MA	Northeastern Illinois University
BA	Northeastern Illinois University

Ferenz, Leonard (Full-time)
Ph.D.	Georgetown University
BA	University of Denver

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Ph.D.	University of Missouri
MA	University of Pennsylvania
AB	Temple University

Hair, Thomas (Part-time)
Ph.D.	Walden University
MS	Naval Postgraduate School
BS	University of Florida

Kemp, Scott (Full-time)
Ph.D.	University of Denver
MA	University of Alabama
BA	Frostburg State University

Lozen, Douglas (Part-time)
MS	Nova Southeastern University
BS	Michigan Technological University

Nimmo, Dianna (Full-time)
MA	University of Arkansas
BA	University of Arkansas

Nuttall, Clifford (Part-time)
MA	Bucknell University
BA	Bucknell University

Purdy, Charles (Part-time)
MA	Glassboro State College
MA	University of Delaware
AB	Villanova University

Rodenhiser, Yvonne (Part-time)
MA	University of New Hampshire
BA	Plymouth State College

Rogers, Elsa (Program Chair - Full-time)
Ph.D.	University of Lousiana at Layfayette
MA	University of Memphis
BA	University of the West Indies

Russell, Harold (Full-time)
Ph.D.	Union Institute & University
MS	Long Island University
MS	City University of New York

Smith, Greg (Part-time)
Ph.D.	University of South Florida
BA	University of South Florida

Spinelli, Ernest (Full-time)
    MS   SUNY at Stonybrook
    BS   Adelphi University

Tagliasacchi, Fabio (Full-time)
    BA   University of South Florida

Management

Goby, Sue (Part-time)
    MBA   International College
    BS   International College

Harbour, Ronald (Part-time)
    MBA   Franklin Pierce College
    BS   Daniel Webster College

Landrum, Gene (Full-time)
    Ph.D.   Walden University
    BBA   Tulane University

Languell, Jennifer (Part-time)
    Ph.D.   University of Florida
    ME   University of Florida
    BS   University of Florida

Meyer, John (Full-time)
    MBA   International College
    BS   International College

O'Neil, Paula (Part-time)
    MS   National-Louis University
    BS   Southwest Missouri State
                University

Seely-Troiano, Vivian (Part-time)
    MBA   Temple University
    BBA   Temple University

Smith, Michael (Full-time)
    MBA   Nova Southeastern University
    BS   University of Alabama

Urban, William (Part-time)
    Ph.D.   Purdue University
    MS   Purdue University
    BS   Purdue University
    BA   DePaul University

Wyant, Nancey (Program Chair- Full-time)
    Ph.D.   Walden University
    MS   LaRoche College
    BS   LaRoche College