



HODGES
UNIVERSITY

Stay Near. Go Far.

UNIVERSITY CATALOG

July 1, 2023



University Catalog

Chapter 1: General Information	6
1.1 – Introduction	6
1.2 – About Hodges University	6
1.3 – Americans with Disabilities Act (ADA) of 1990	7
1.4 – Notice of Nondiscrimination	7
1.5 – Board of Trustees	8
1.6 – University Leadership.....	8
1.6.1 – Cabinet.....	8
1.6.2 – Executive Council	8
1.6.3 – Academic Leadership	8
1.7 – Accreditation and Licensure	9
1.8 – Membership	10
1.9 – Recognitions	10
1.10 – Benefactors.....	11
1.11 – Endowments and Major Gifts	11
1.11.1 – The Lavern Norris Gaynor President’s Chair.....	11
1.11.2 – The Johnson School of Business	11
1.11.3 – The Nichols School of Professional Studies.....	11
1.11.4 – The Fisher School of Technology	12
1.11.5 – The Frances Pew Hayes Center for Lifelong Learning	12
1.11.6 – The Dr. Peter Thomas Veterans Services Center	12
1.12 – Philosophy and Objectives of Hodges University.....	12
1.13 – Mission, Vision, Institutional Pillars, and Objectives	12
1.13.1 – Hodges University Mission Statement	13
1.13.2 – Hodges University Vision Statement	13
1.13.3 – Hodges University Institutional Pillars.....	13
1.13.4 – Hodges University Institutional Objectives.....	13
1.13.5 - Essential Goals.....	14
1.13.6 - Strategic Plan Components	14
1.13.7 – Educational Outcomes	14
1.13.8 – Institutional Values.....	15
Chapter 2: Admissions Requirements	16
2.1 – General Admissions Requirements.....	16
2.2 – VA Pending Payment Compliance.....	17
2.3 – Non-Degree Seeking Students	17
2.4 – Undergraduate Certificate Programs.....	18
2.5 – Undergraduate Programs.....	18
2.5.1 – Application for Undergraduate Admission.....	18
2.5.2 – University Course Requirements and Determining Student Placement	19
2.5.3 – Associate in Science in Physical Therapist Assistant.....	20
2.5.4 – Bachelor of Science in Nursing.....	20
2.5.5 – Certificate in Practical Nursing	20
2.6 – Graduate Programs.....	20
2.6.1 – Application for Graduate Admission.....	20
2.6.2 – Assessment Process	21

2.7 – English as a Second Language (ESL) Certificate	21
2.8 – Re-Entry Policy	22
2.8.1 – Teach-Out Programs.....	22
Chapter 3: Financial Policies	23
3.1 – Tuition and Fees	23
3.2 – Student Accounts.....	23
3.3 – Institutional Refund Policy.....	23
3.3.1 – Refund Appeal Process.....	24
3.3.2 – Cancellation Policy.....	24
3.3.3 – Failure to Enter Policy.....	24
3.3.4 – Drop/Add Policy.....	24
3.3.5 – Withdrawal Policy	25
3.3.6 – University Withdrawal, Voluntary	25
3.3.7 – University Withdrawal, Involuntary.....	25
3.3.8 – Course Withdrawal, Voluntary.....	26
3.3.9 – Course Withdrawal, Involuntary	26
3.3.10 – Department of Defense (DoD) Tuition Assistance Refund Policy.....	26
3.3.11 – Withdrawals Due to Military Service Notification of Military Service Policy	26
3.3.12 – Withdrawal Due to Military Service.....	26
3.3.13 – Tuition Refund and Return of Financial Aid.....	27
3.3.14 – International Student Refund Policy.....	27
3.4 – Return to Title IV Policy	27
3.5 –Student Credit Balances Policy	28
3.6 – Academic Year for Students Receiving Federal Student Aid	28
Chapter 4: Academic Policies	29
4.1 – Withdrawal Grade	29
4.2 – Transfer to Other Colleges	29
4.3 – Transient Students	29
4.4 – International Students	30
4.5 – Student Records.....	34
4.6 – Advanced Standing	34
4.6.1 – Articulated Credits.....	34
4.6.2 – Undergraduate Transfer Credits	35
4.6.3 – Graduate Transfer Credits	36
4.6.4 – Undergraduate Standardized Testing.....	36
4.6.5 – Challenge Exams	44
4.6.6 – Articulation Agreements.....	44
4.7 – Class Audit Refresher Education (CARE).....	45
4.8 – Online Learning.....	45
4.9 – Academic Integrity	45
4.10 – Grading System	45
4.10.1 – Undergraduate Grading System.....	45
4.10.2 – Graduate Grading System.....	46
4.10.3 – Incomplete Grades.....	46
4.10.4 – Grade Appeals and Grade Changes	47
4.10.5 – Calculation of Grade-point Average.....	47
4.11 – Attendance Policy	48
4.11.1 - 4 or 8-week courses.....	48

4.11.2 - 16-week courses	48
4.11.3 - UPower™ courses	48
4.12 – Academic Calendar Definition	49
4.13 – Semester Hour of Credit	49
4.14 – UPower™ Programs	49
4.15 – Core + Four and Self-Paced Learning Courses	50
4.16 – Course Options	50
4.16.1 – Course Modalities	50
4.16.2 – Online and Self-Paced Courses	51
4.16.3 – Directed Study Courses	52
4.16.4 – Internships/Cooperative Work Experience	52
4.17 – Academic Load	52
4.18 – Course Waiver Policy	52
4.19 – Degree Program Changes Policy	53
4.19.1 – Renaming Majors and Programs	53
4.20 – Student Petitions	53
4.20.1 – Policies and Regulations That May Not Be Petitioned	53
4.20.2 – Policies and Regulations That May Be Petitioned	54
4.20.3 – Petition to Appeal to Provost	54
4.21 – Student Grade Level Progression	54
4.22 – Dual Enrollment at another College or University	55
4.23 – Undergraduate Honor Lists	55
4.23.1 – Dean’s List	55
4.23.2 – Honor Roll	55
4.24 – Graduation	55
4.24.1 – Commencement Participation Policy	56
4.24.2 – Eligibility to Participate	56
4.25 – Graduation Requirements	56
4.25.1 – Certificate	56
4.25.2 – Associate Degree	56
4.25.3 – Baccalaureate Degree	57
4.25.4 – Master’s Degree	57
4.25.5 – Graduation with Honors	58
4.25.6 – Degree Programs	58
4.25.7 – Certificate Programs	58
4.26 – Multiple Degrees/Change of Degree Programs	58
4.27 – Institutional Good Standing	59
4.28 – Satisfactory Academic Progress	59
4.29 – Appealing SAP Suspension	61
4.29.1 – Potentially Qualifying Circumstances for SAP Suspension Appeal	61
4.29.2 – Academic Plan	62
4.29.3 – Dismissal	63
4.30 – Repeat Policy	63
4.31 – Transcript Information	64
4.32 – Academic Dismissal and Appeal	64
4.32.1 – Academic Dismissal	64
4.32.2 – Appeal of Academic Dismissal	64
Chapter 5: Programs of Study	66
5.1 – Programs and Certificates by Level	66

5.2 – Programs of Study by Discipline	67
5.3 – Undergraduate General Education Requirements	68
5.4 – General Education Courses	70
5.5 – Undergraduate Certificate Programs	70
5.5.1 – Animation Design	71
5.5.2 – AutoCAD Drafting	72
5.5.3 – E-Business Software	73
5.5.4 – E-Business Ventures	74
5.5.5 – eDiscovery/eLitigation	75
5.5.6 – Graphic Design Production	76
5.5.7 – Help Desk Support	77
5.5.8 – Information Technology Support	78
5.5.9 – Networking Specialist	79
5.5.10 – Substance Abuse Awareness and Treatment	80
5.5.11 – User Experience (UX) and Web Design	81
5.5.12 – Bookkeeping	82
5.5.13 – Risk Management	83
5.5.14 – Tax Preparation	84
5.5.15 – Practical Nursing (PN)	85
5.5.16 – Paramedic	87
5.6 – Associate Degree Programs	89
5.6.1 – Associate in Arts	89
5.6.4 – Associate in Science, Physical Therapist Assistant	95
5.7 – Baccalaureate Degree Programs	97
5.7.1 – Minors	97
5.7.2 – Bachelor of Science, Accounting	98
5.7.3 – Bachelor of Science, Applied Psychology	100
5.7.4 – Bachelor of Science, Business Administration	102
5.7.5 – Bachelor of Science, Cybersecurity and Networking	104
5.7.6 – Bachelor of Science, Finance	106
5.7.7 – Bachelor of Science, Health Sciences	108
5.7.8 – Bachelor of Science, Interdisciplinary Studies	110
5.7.9 – Bachelor of Science, Legal Studies	114
5.7.10 – Bachelor of Science, Organizational Management	116
5.7.11 – Bachelor of Science, Modern Marketing and Branding	118
5.7.12 – Bachelor of Science, Nursing	120
5.7.13 – Bachelor of Science, Software Development	123
5.7.14 – Bachelor of Science, Dental Hygiene	125
5.8 – Graduate Certificate Programs	127
5.8.1 – Cybersecurity	127
5.8.2 – Database Management	128
5.8.3 – Diversity, Equity and Inclusion Leadership	129
5.9 – Master’s Degree Programs	130
5.9.1 – Master of Accountancy (MAcc)	130
5.9.2 – Master of Business Administration (MBA)	133
5.9.3 – Master of Science, Clinical Mental Health Counseling (CMHC)	133
5.9.4 – Juris Master (JM)	137
5.9.5 – Master of Science, Organizational Leadership (MSOL)	138
5.10 – Continuing Education Programs	140
5.10.1 – English as a Second Language	140

Chapter 6: Course Descriptions	142
6.1 – Undergraduate Course Descriptions	142
Chapter 7: Faculty Directory	222
7.1 – Undergraduate Faculty	222
7.2 – Graduate Faculty.....	228
Chapter 8: Academic Calendar	230

Chapter 1: General Information

1.1 – Introduction

This catalog represents current information, requirements, and policies of Hodges University at the time the text in the Catalog was prepared. The University reserves the right to change any provision, offering, or requirement at any time during the student's period of study. Students should be aware that admission to the University or registration for a given session does not necessarily guarantee the availability of a course at any specific time. Students are responsible for adhering to the course requirements for degrees offered by the University.

The University Catalog is in effect until the next edition is published or updates are otherwise made available. Students are advised, however, that the University reserves the right to alter any policy when necessary to preserve the welfare of its students, personnel, and/or Hodges University at any time with or without notice to the student. Changes in University policies and guidelines will take precedence over information described in the Catalog, effective on the date the change is adopted, or on the date specified in the change.

It is the individual student's responsibility to inform himself/herself about University matters. Failure to read the Catalog does not excuse students from the rules, policies, and procedures contained in it. Please consult the current Hodges University Student Handbook which contains other information and expectations pertaining to student obligations.

The University Catalog, Student Handbook, and Registration Terms and Conditions are available online in the student portal, <https://myhugo.hodges.edu/> and on the Hodges website, www.hodges.edu.

The University's registration system does not allow students to complete registration for any class without accepting the registration terms and conditions. As it is not possible to complete a course registration without accepting the terms and conditions, the time/date stamp of the student's course registration is also the time/date stamp of the acceptance of the registration terms and conditions. The registration terms and conditions are published prior to registration beginning along with the University Catalog and Student Handbook.

1.2 – About Hodges University

Hodges University, a regionally accredited, private nonprofit institution founded in 1990, prepares students to leverage higher learning in their personal, professional, and civic endeavors. With nearly 14,000 graduates, Hodges is recognized for developing programs that are uniquely designed and delivered to serve a diverse adult learner population. With a campus in Fort Myers, Florida, Hodges provides flexible day, evening, and online classes taught by world-class faculty for undergraduate and graduate degrees.

There are five schools that comprise Hodges University: Fisher School of Technology, Johnson School of Business, Nichols School of Professional Studies, School of Health Sciences and School of General Studies. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelors, and master's degrees, in addition to professional certifications.

Hodges University has been recognized locally, regionally and nationally for program excellence. This includes many of the online degree programs being nationally ranked for excellence and affordability. Hodges University is ranked in Florida's top three safest campuses, and in the top three percent nationally. Additionally, Hodges University is one of only a few in the state of Florida named a Gold Military Friendly School. Scholarships, internships and articulated credit award opportunities are available for students.

Hodges University develops and implements programs of study that will prepare its socio-economically and ethnically diverse student body to fill the workforce needs of the local community and to become contributing members to the growth of the Southwest Florida region.

In addition to its undergraduate and graduate degree programs of study, Hodges University facilitates a comprehensive English as a Second Language (ESL) program, which offers English language immersion to non-native speakers of English who want to increase their fluency. This intensive program is designed to enhance students' existing knowledge, training and job skills; further their ability to communicate in English; and allow them an opportunity to pursue employment opportunities in the United States.

1.3 – Americans with Disabilities Act (ADA) of 1990

Hodges University is dedicated to the principle of equal opportunity for qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in its educational programs. Inquiries concerning the Americans with Disabilities Act should be directed to the Student Accommodations Coordinator at ADA@hodges.edu. Mail inquiries should be sent to the following address: Hodges University, Attn: Student Accommodations Coordinator, 4501 Colonial Blvd., Fort Myers, FL 33966.

1.4 – Notice of Nondiscrimination

Hodges University does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, or disability in the provision of educational opportunities or employment opportunities and benefits. All members of the University community are valued equally. Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of all applicable federal and state legislation and regulations including, but not limited to, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to both employment by and admission to Hodges University. Inquiries concerning Title IX, Section 504 should be directed to the Title IX Coordinator, Kelly Gallagher at TitleIX@hodges.edu or by mail at the following address: Hodges University, Attn: Title IX Coordinator, 4510 Colonial Blvd., Fort Myers, FL 33966. Inquiries concerning the Americans with Disabilities Act should be directed to the Student Accommodations Coordinator at ADA@hodges.edu. Mail inquiries should be sent to the following address: Hodges University, Attn: Student Accommodations Coordinator, 4501 Colonial Blvd., Fort Myers, FL 33966.

1.5 – Board of Trustees

2023 Class (3 year term)

Marilyn Santiago, Partner/CMO Creative Architectural Resin Products, Inc.
Marisa Cleveland, Ed.D., Executive Director, The Seymour Agency
Leslie H. King III, Private Management Consultant

2024 Class (3 year term)

Randy Henderson, CEO, Corbin Henderson Company
Tamika Seaton, Founder, Naples Image Consultants
Sam Lewis, Founder and CEO, Wear the Fund
Michele Hylton-Terry, Executive Director, Community Redevelopment Agency
Ricardo Bocanegra,

2025 Class (3 year term)

Carmen Salome, Connector and Community Influencer
Rebekah Barney, Founder & President of the Alzada Company, Real Estate Development
Gerard A. McHale, Jr., Owner/President, Gerard A. McHale, Jr., P.A
Tiffany Esposito, President and CEO, SWFL, Inc.
Angel Cerritos, Executive Director of Bonita Springs, YMCA
Tyler Patak, Architech and Partner at Parker/Mudgett/Smith Architects, Inc.

Ex-Officio:

John Meyer, president
Melissa Mitro, treasurer and secretary

1.6 – University Leadership

1.6.1 – Cabinet

President
Senior Vice President of Academic Affairs

John Meyer
Diana Schultz

1.6.2 – Executive Council

President
SVP of Academic Affairs
VP of Finance and Administration, Treasurer
Associate Dean of Students
VP of Marketing and Public Information Officer
VP of Admissions
VP of Advancement
Asst. VP of Institutional Research and Effectiveness

John Meyer
Diana Schultz
Melissa Mitro
Joshua Carcopa
Teresa Araque
Dennis Golden
Angela Manley
Eric Godin

1.6.3 – Academic Leadership

Academic Affairs

Diana Schultz, Sr. Vice President

Emergency Medical Services
Nursing
Physical Therapist Assistant
Clinical Mental Health
English as a Second Language
Health Sciences

Jeff Ziomek, Program Director
Nashat Abualhaija, Program Director
Cynthia Vaccarino, Program Director
Thomas Hofmann, Program Director
Leisha Cali, Program Director
George Sarantos, Program Director

A complete listing of staff members can be found in the directory on the Hodges University website.

1.7 – Accreditation and Licensure

Hodges University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelors and master's degrees. For questions about the accreditation of Hodges University, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500. All other inquiries regarding Hodges University's educational programs, admissions requirements, financial aid, etc., should be directed to Hodges University and not to the Southern Association of Colleges and Schools Commission on Colleges. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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

The Master of Science in Clinical Mental Health Counseling program at Hodges University is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), 500 Montgomery Street, Suite 350, Alexandria, VA 22314; phone: (703) 535-5990; [CACREP website](#).

The Physical Therapist Assistant Program at Hodges University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; [CAPTE website](#). If needing to contact the program/institution directly, please call 239-938-7718 or email: cvaccarino@hodges.edu

The Baccalaureate Thelma T. Hodges Nursing Program at Hodges University at the Fort Myers, FL campus located in Fort Myers, FL is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

The Hodges University Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter

of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP Executive Office:

8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

The Hodges University Paramedic Program is approved by the Florida Department of Health. All instruction meets the requirements of the Florida administrative code Chapter 64J Emergency Medical Services.

The Hodges University Practical Nursing Program is approved by the Florida Board of Nursing under s. 464.019 Florida Statutes.

Hodges University has received initial accreditation from the Commission on Dental Accreditation (CODA) for the Bachelor of Science in Dental Hygiene program.

1.8 – Membership

Hodges University is a member of the Independent Colleges and Universities of Florida (ICUF), which is comprised of 30 private colleges and universities, varying in classification from small liberal arts colleges to major research universities.

Hodges University is also a member of the Alliance of Educational Leaders, which is comprised of the chief executive officers of regionally accredited public or private colleges or universities chartered or licensed in the State of Florida and operating in Southwest Florida, and the superintendents of the school systems of Lee, Charlotte, Collier, Glades and Hendry counties.

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

1.9 – Recognitions

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

- U.S. Department of Education
- U.S. Citizenship and Immigration Services, Department of Homeland Security
- Florida Board of Accountancy
- Florida Board of Nursing

- Bureau of Educator Certification
- Florida State Approving Agency for Veterans Affairs

1.10 – Benefactors

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

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

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

Earl Hodges passed away in 2013. His generous support of the students who attend Hodges University will be remembered for many years to come.

1.11 – Endowments and Major Gifts

1.11.1 – The Lavern Norris Gaynor President’s Chair

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

1.11.2 – The Johnson School of Business

Through a generous gift from the late Kenneth O. Johnson, the School of Business at Hodges University has been named the Johnson School of Business. Prior to his retirement, Mr. Johnson was a senior level executive in the Texas oil industry, and throughout his retirement, he continued to advise energy companies on business strategy.

1.11.3 – The Nichols School of Professional Studies

Through a generous gift from Jerry and Arlene Nichols, the School of Professional Studies has been named the Nichols School of Professional Studies. The Nichols have been longtime supporters of Hodges University and its mission of serving the adult student population. In 2008, Jerry and Arlene were selected as the Hodges University Humanitarians of the Year to recognize their philanthropic support of not-for-profit organizations in the Naples Community, including the Boys & Girls Club of Collier County, Junior Achievement, Community Foundation of Collier County, Quest for Kids,

American Red Cross, and the Ronald McDonald House and Care Mobile. The Nichols have also supported numerous scholarships providing assistance to countless students (including student Veterans) seeking higher education at Hodges University. After Arlene's untimely passing, Jerry continues to give back to the community through his commitment to education and various children's initiatives. Jerry is also a member of the Hodges University Board of Trustees.

1.11.4 – The Fisher School of Technology

Through a generous gift from John W. Fisher III, the School of Technology has been named the Fisher School of Technology. Mr. Fisher is an alumnus of Hodges University, graduating in 1995 with a bachelor's degree in management and was honored as the University Alumnus of the Year in 1999. A resident of Naples, Fisher is semi-retired from a successful career in information technology and hospitality. He actively pursues his goal of helping provide a good education to anyone with a thirst for knowledge.

1.11.5 – The Frances Pew Hayes Center for Lifelong Learning

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

1.11.6 – The Dr. Peter Thomas Veterans Services Center

Dr. Peter Thomas, himself a Veteran of D-Day, was a well-known philanthropist supporting Veterans' causes. This included the transition from military to civilian life, which in many cases includes higher education. His legacy of service and support for all Veterans lives on through the Dr. Peter Thomas Veterans Services Center where a welcoming and informative environment provides support for student Veterans, active duty personnel, and their families.

1.12 – Philosophy and Objectives of Hodges University

Hodges University is a private, nonprofit, coeducational institution dedicated to providing education for students of all faiths, ages and life circumstances. Hodges University seeks to foster in its students measurable objective general education and program learning outcomes as a result of meeting its mission.

Hodges University strives to provide its students: effective communication, critical thinking and research ability. Hodges University, as an open, creative and community-conscious educational institution endeavors to 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, gender identity, sexual orientation, religion, creed, national origin, political opinions or affiliations, disabled Veteran status, disability or age as provided by law and in accordance with the University's respect for personal dignity.

1.13 – Mission, Vision, Institutional Pillars, and Objectives

1.13.1 – Hodges University Mission Statement

Hodges University – a private nonprofit institution – prepares students to leverage higher learning in their personal, professional, and civic endeavors.

1.13.2 – Hodges University Vision Statement

Hodges University will be recognized for excellence in career-focused inclusive education and community engagement.

1.13.3 – Hodges University Institutional Pillars

- Programmatic Excellence
- Operational Effectiveness
- Community Engagement
- Institutional Growth

1.13.4 – Hodges University Institutional Objectives

Pillar (1): PROGRAMMATIC EXCELLENCE

- a. Continuously improve Hodges' product portfolio to meet community and employer needs.
 - i. For academic programs, increase the likelihood of student enrollment, retention, graduation, and employment.
 - ii. For non-academic programs, serve community needs and the interests of participants.
- b. Develop innovative programs for unmet, emerging, and future needs within our communities, for the benefit of regional employers, and our students.
- c. Put on hiatus or retire programs that no longer meet institutional and community stakeholder objectives.

Pillar (2): OPERATIONAL EFFECTIVENESS

- a. Attract and retain a qualified, diverse workforce, and increase the positive impact of individual employees.
- b. Implement process improvements that increase efficiency and that improve the quality of service to students and other stakeholders.
- c. Focus efforts on the financial health of the institution.

Pillar (3): COMMUNITY ENGAGEMENT

- a. More effectively share the Hodges story with students, faculty and staff, alumni, friends of the University, and our communities, and implement initiatives —often through partnerships with stakeholders—that serve our communities.
- b. Develop innovative ways for students to interact with the broader community so that the Hodges experience is broader, deeper, and more relevant.
- c. Recognize the geographical opportunities and responsibilities that are present in SWFL, the state of FL, and our region.

Pillar (4): INSTITUTIONAL GROWTH

- a. Strengthen Hodges' network of individuals and institutions to expand the institution's sphere of influence.
- b. Secure new external revenue sources (scholarships, grants, support of capital projects) to support the institution.
- c. Build toward the future through effective strategic planning and implementation.

1.13.5 - Essential Goals

- a. Attract Students
- b. Retain Students
- c. Benefit Students

1.13.6 - Strategic Plan Components

Hodges University's vision, mission, values, and institutional objectives are the core pieces of the strategic plan that provide the foundation for all other plans. Planning is formalized annually by the Executive Council and the Strategic Planning and Budget Council to ensure that both annual plans and budgets are developed in alignment with the strategic plan (as approved by the Board) and the University's overall mission. With its focus on *attracting, retaining, and benefiting students*, the strategic plan is designed such that the University can readily respond to changes in its market and ensure that its products and services remain appropriate and relevant to the needs of the University's constituents.

HU's strategic plans are formulated using a simple three-part process: 1. Focus on the important lag measures (end goals), all of which must satisfy one or more of the essential goals (attract students, retain students, benefit students). Lag measures, or end goals, require realistic measures of success; 2. Establish the lead measures, which should be predictive of the lag measures, influenceable by the department or University, and easily scored; and 3. Keep score throughout the cycle and provide updates for accountability. Tracking of scoring and updating can be easily accomplished with meeting minutes or notes which, in turn, become supporting documentation for the planning process.

For example, a lag measure of raising \$50,000 to support nursing scholarships (meets the essential goals of attract, retain, and benefit students) could be supported by a plan to promote scholarship funding opportunities in X number of assisted living facilities in Naples (is likely predictive of success) and progress on the entire effort is easily quantified and reported upon.

1.13.7 – Educational Outcomes

Hodges University seeks to foster in its students measurable objective educational outcomes because of meeting its mission. These educational outcomes are:

- **Professional Communication:** The process of transmitting ideas verbally, nonverbally and through the use of technology.
- **Critical Thinking:** Thoughtful judgment or reflective decision-making through recognizing,

defining and analyzing issues, drawing logical well-supported conclusions and applying reason to solve problems.

- **Research Ability:** The capacity to obtain, analyze and utilize relevant and credible information in an ethical manner.

1.13.8 – Institutional Values

Hodges University further supports its mission by establishing the following institutional values:

- **Respect:** Valuing the talents and dignity of each individual.
- **Inclusion:** Engaging all members of our communities by building on their varying perspectives, experiences and traditions.
- **Excellence:** Providing superior educational experiences and services.
- **Integrity:** Conducting all of our interactions and activities in an ethical manner.

Chapter 2: Admissions Requirements

2.1 – General Admissions Requirements

Hodges University seeks students who desire professional education. Motivation, interest and career advancement requirements are as equally important as are academic qualifications. The University has arranged its programs to accommodate ambitious students and provide the opportunity to be successful in their chosen careers. Candidates for admissions are required to complete an admissions interview and screening, in person or by phone with one of the university admissions coordinators and discuss plans and career goals, and to help ensure clarity regarding the commitments and requirements necessary to successfully complete the candidate's program of interest.

All applicants attending on-campus courses must have appropriate USCIS documentation or legal status in the United States by either birth or citizenship.

All applicants whose native language is not English must submit proof of English language proficiency in one of the following ways:

- TOEFL iBT score of at least 79, computer based 213, or written 550; OR
- IELTS score with an overall band result of 6.0 or higher; OR
- SAT Evidence-Based Reading and Writing score of 550

The requirement may also be satisfied by submitting one of the following:

- 650-word graded essay (for students who completed at least three consecutive years at an institution where English is the language of instruction)
- A score of 4 or 5 on the College Board Advanced Placement Program (AP) examination in English Language; OR
- 5 or higher on the IB (International Baccalaureate) Higher Level Language A examination in English; OR
- Predicted IB score of 32 or better
- Completion of approved English as a Second Language program
- Completion of ENI-0400 College Preparatory English with a grade of C or better
- Or completion of High School at an English-speaking institution

Proof of English language proficiency is not required for the English as a Second Language (ESL) program.

International students interested in attending Hodges University are encouraged to begin the admissions process at least 90 days prior to enrolling in order to allow a sufficient amount of time for processing records, visas, etc. The following materials will be submitted to the Office of Admissions:

- Students from non-English speaking countries with no proof of English language proficiency, or scores below the minimum requirement, may be conditionally accepted and must satisfy the English language proficiency requirement prior to starting their degree program.
- Native English speakers: Citizens of the United Kingdom, the Republic of Ireland, Australia, Canada, New Zealand, or other countries where English is the official language AND who do not

fulfill any of the above requirements, should contact the Office of Admissions to determine how to meet admissions requirements.

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

The University does not accept applicants with violent or sexual felony convictions into its programs of study. Other applicants with a felony record may complete a Felony Conviction Appeal Form which is reviewed by a subcommittee of the University's Safety Committee. The subcommittee, whose decision is final, will determine the candidate's ability to move forward in the admissions process.

2.2 – VA Pending Payment Compliance

In accordance with Title 38 U.S. Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Hodges University will not impose a penalty on any student using Veterans education benefits under the U.S. Department of Veterans Affairs Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 G.I. Bill®) because of the individual's inability to meet their financial obligation(s) to the institution due to the delayed disbursement of funding from the U.S. Department of Veterans Affairs (VA).

Hodges University will not:

- Prevent a student from attending or participating in the course of education during periods in which there is a delayed disbursement;
- Assess late payment fees if the financial obligation is fully funded by the U.S. Department of Veterans Affairs (VA);
- Require a student to secure alternative or additional funding for delayed disbursements; and/or
- Deny a student access to institutional facilities and services available to other students who have satisfied their tuition and fee bills.

However, to qualify for this provision, such student may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified; and/or
- Provide additional information, as needed, to properly certify the enrollment as described in other institution policies.

2.3 – Non-Degree Seeking Students

Non-degree seeking students will follow the same admissions criteria as a degree-seeking student and will pay for the course(s) taken in accordance with the current Tuition and Fees schedule and in the term and conditions for registration. Students who wish to enroll in standard non-designated science-based courses at the undergraduate level are not required to have met any course prerequisites. Students who choose not to complete course prerequisites assume responsibility for having sufficient knowledge to be successful in the course. Students wishing to enroll in graduate level courses must have earned a Bachelor's degree from an institution accredited by an agency recognized by the U.S.

Department of Education or foreign equivalent.

Non-degree seeking students are admitted to classes on a space-available basis and the University reserves the right to deny admission or to remove a non-degree seeking student from a class before it has started for any reason it deems necessary, including to make room for a degree seeking student.

Designated science-based courses that require laboratory access are excluded. Designated courses include chemistry, biology, anatomy, physiology and physics. For these designated classes non-degree students may be required to provide an official or unofficial transcript to demonstrate they have met the necessary prerequisite classes.

Lab based courses have a limited enrollment based upon the number of available laboratory seats. Degree seeking students at Hodges University will be given priority access to these designated classes. Non-degree students who satisfy prerequisite requirements will be placed on a waiting list in the order they completed the admissions requirements. If a seat in the desired course becomes available, they will be notified.

Students with a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent, who wish to enroll in graduate level courses but do not want to earn a degree, must complete an application and satisfy the University's graduate admissions requirements. Students with a master's degree from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent who wish to enroll in graduate courses, but do not want to earn a degree must complete an application. Students with a master's degree from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent who wish to enroll in graduate level courses are not required to meet the prerequisites. Students who choose not to complete course prerequisites assume responsibility for having sufficient knowledge to be successful in the course.

Non-degree seeking students are limited to attempting no more than 18 credit hours at the undergraduate level and 6 credit hours at the graduate level.

2.4 – Undergraduate Certificate Programs

Certificate seeking students will follow the same admissions criteria as a degree seeking student and will pay for the course(s) taken in accordance with the current Tuition and Fees schedule and in the term and conditions for registration. Some courses contained in certificate programs have prerequisite requirements. Students enrolled in certificate programs are responsible for prerequisites that directly relate to certificate content (i.e., TAX2000 remains a prerequisite for TAX4001). Prerequisites outside the discipline of the certificate (i.e., ENC1101) are waived.

2.5 – Undergraduate Programs

2.5.1 – Application for Undergraduate Admission

After the interview process is complete, an application for admission needs to be filed with the University along with a non-refundable application fee.

Official transcripts from all colleges or universities attended prior to applying for admission at Hodges

University must be requested and sent to the University as soon as possible so that the admission process will not be delayed. It is the responsibility of the applicant to have all transcripts sent to the Office of the Registrar. Official transcripts must be received by the Office of the Registrar before a degree will be conferred. 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.

Applicants must self-certify completion of a standard high school diploma or its equivalent. If other documents required for enrollment are not available at the time of application, students may be accepted for one session to allow time for receipt of official transcripts and other required documents. If all documentation is not provided prior to the student's second session, 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.

2.5.2 – University Course Requirements and Determining Student Placement

University Course Requirements: First time in college and undergraduate students who have earned 0-29 transferrable college credits must take SLS1103 College Developmental Skills during their first session enrolled at Hodges University. Students who have earned 30-59 college credits are required to take SLS3506 College Study Skills. Students who have earned 60 or more transferrable college credits are exempt from taking both SLS1103 and SLS3506. These courses may be used to meet elective credits, but do not count towards General Education requirements.

Placement Test: In the SLS1103 College Development Skills course, students must complete the H.U.A.T. (Hodges University Assessment Test) during week 3. The H.U.A.T. will assess a student's academic readiness in two areas:

- Mathematics
- Writing

H.U.A.T. scores will be used to determine a student's placement into the appropriate level of either developmental or college level math and/or English for future course enrollment. H.U.A.T. scores are only used to determine placement when a student does not have a transferrable equivalency for college level math or English.

Scoring:

- For students who do not transfer college math:
 - Placement into college level math requires - 21 out of a possible 30 points.
 - Any student with a score lower than 21 will be placed in developmental math.
- For students who do not transfer college English:
 - Placement into college level English requires – 70 out of a possible 100 points. Any student with a score lower than 70 will be placed in developmental English.

Re-entry students, who have not previously attempted SLS-1103, may substitute another general education course for SLS-1103. Substitute courses will be determined by the appropriate academic

official.

Students with 60 or more credits are not required to complete either SLS course. These students will be required to complete a substitute course to be determined by the appropriate academic official.

2.5.3 – Associate in Science in Physical Therapist Assistant

Admission to the Associate in Science in Physical Therapist Assistant Program requires a separate application process. Please refer to the Program of Study for additional admission requirements for this program.

2.5.4 – Bachelor of Science in Nursing

Admission to the Bachelor of Science in Nursing Program requires a separate application process. Please refer to the Program of Study for additional admission requirements for this program.

2.5.5 – Certificate in Practical Nursing

Admission to the Certificate of Practical Nursing Program requires a separate application process. Please refer to the Program of Student for additional admission requirements for this program

2.5.6 - Bachelor of Science in Dental Hygiene

Admission to the Bachelor of Science in Dental Hygiene requires a separate application process. Please refer to the Program of Study for additional admission requirements for this program.

2.6 – Graduate Programs

The graduate programs at Hodges University are comprised of advanced academic work and therefore admission is only granted to applicants who display a high probability of success. Some programs require foundation courses which are listed in the Program of Study.

2.6.1 – Application for Graduate Admission

Competitive applicants to graduate programs will have earned a baccalaureate degree and have an overall college GPA of 3.0 or higher on a 4.0 scale in all undergraduate course work attempted for **regular admission status**. The GPA earned in any graduate course work may also be used in the review of applications.

Official college transcripts must be submitted to provide evidence of an earned baccalaureate, master's or first professional degree from an institution nationally accredited by an agency recognized by the U.S. Department of Education or foreign equivalent. Official transcripts must be received before the end of the initial 4-month session. For example, a student who enrolls in January will have until the end of the 4-month session or April 30 to submit Official transcripts. Official transcripts must be received by the Office of the Registrar before a degree can be conferred.

An essay and/or interview may also be required as part of the program's admission process. After all requirements are met, students must submit an application for graduate program admission along with a non-refundable application fee.

If enrollment capacity permits, applicants who do not meet the minimum GPA may have the opportunity to submit a Request for GPA Waiver to enroll with **provisional admission status**. The associate dean or their designee of specific program will consider each GPA Waiver request on a case-by-case basis. Students with **provisional admission status** must register for at least two (2) courses within their initial 4-month session. Students must earn a session GPA of 3.0 or higher after completing both graduate courses. Students who earn the minimum session GPA of 3.0 will be fully admitted to the program and will be permitted to continue enrollment. Students who do not earn the minimum session GPA of 3.0 will not be permitted to continue enrollment in the program.

Applicants, who chose not to submit a Request for GPA Waiver or whose waiver request is denied, may request to enroll with **non-degree admission status**. The student with **non-degree admission status** may take two (2) graduate courses, provided all other admission requirements are met. The courses may be taken concurrently or separately as long as continuous enrollment is maintained and a combined GPA of 3.0 or higher in both courses is achieved. Upon successful completion of the two (2) graduate courses with the minimum 3.0 GPA, the student may re-apply for **regular admission status**. If the minimum 3.0 GPA is not met after completing both graduate courses, the student may submit a Request for GPA Waiver, if not requested already; otherwise, the student will not be allowed to continue enrollment in the program.

A student with **non-degree admission status** may take a maximum of six (6) credit hours. Prior to enrolling in any additional graduate courses, a student must obtain **regular admission status**.

2.6.2 – Assessment Process

An additional requirement for admission into the Juris Master (JM) program includes a personal statement and a resume.

An additional requirement for admission into the Master of Accountancy (MAcc) includes a transcript review to ensure all prerequisite courses have been met.

An additional requirement for students applying for the Clinical Mental Health Counseling program includes a panel interview with the CMHC admissions committee who will make the final admissions decision.

2.7 – English as a Second Language (ESL) Certificate

Applicants must have a high school diploma, GED or foreign equivalency, and must be at least 18 years of age. All applicants must complete an applicant interview form which is used to determine eligibility to enroll in the program.

2.8 – Re-Entry Policy

Any student who is returning to Hodges after 365 calendar days of non-attendance will be categorized as a re-entry student. Re-entry students must complete a new application and will be subject to the currently published tuition, policies, procedures and academic requirements at the time of re-admission.

Any student who has been withdrawn from Hodges, regardless of reason, but is returning within 365 calendar days of non-attendance will be categorized as a continuing student. Continuing students will be subject to the currently published tuition, policies and procedures.

Students seeking re-entry into a limited enrollment program or a program with a secondary application process must meet the re-entry requirements of that program.

2.8.1 – Teach-Out Programs

When the University discontinues enrollment in a specific degree program, a Teach-Out Plan is created to ensure active students in the program receive the education, materials and student services needed to complete the program. Students must complete the program within the timeline outlined in the teach-out plan. Students in re-entry status will need to choose a different degree program upon re-entry.

Chapter 3: Financial Policies

3.1 – Tuition and Fees

Please refer to the Tuition and Fees schedule in the Registration Terms and Conditions. The schedule of tuition and fees is generally updated annually prior to the start of the July session, but the University reserves the right to modify tuition and fees at any time.

3.2 – Student Accounts

All students' accounts are due and required to be paid at the time such charges are incurred. University regulations prohibit registration, graduation, granting credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent. Exceptions to this policy may only be approved by the designated University Administrator.

3.3 – Institutional Refund Policy

A student may withdraw for any reason and is responsible for completing the University's formal withdrawal procedures as outlined in the Withdrawal Policy. In addition, if a student registered via an online military portal, it is the student's responsibility to withdraw via that same online military portal. A withdrawal is considered to have occurred on the date the student officially submits the withdrawal form or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination used to compute a refund according to institutional policy.

Percentage of Refundable Credit Hour Tuition per Class Length						
Class Length	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
4 – week	100%	30%	0%			
8 – week	100%	60%	30%	0%		
UPower™	100%	50%	50%	50%	0%	
16 – week	100%	90%	60%	45%	30%	0%

Please refer to the academic calendar for withdrawal dates for specific sessions. Students who withdraw during the drop period will be charged a nonrefundable administrative withdrawal fee of \$100. Students who withdraw after the drop period will be responsible for paying any resulting balance due.

All refunds for federal and state financial aid programs or to the student (if applicable), will be made within 30 days of the date of institutional determination that the student has officially withdrawn or is administratively withdrawn.

3.3.1 – Refund Appeal Process

It is the responsibility of the student to notify the Office of the Registrar **in writing** if they wish to cancel, withdraw, or add/drop classes. Examples of the application of the following refund policy are available upon request in the Office of Financial Aid or the Office of Student Accounts. If the student wishes to appeal the calculation of a refund, the appeal is to be filed in writing to the Office of Student Accounts for its review within fifteen days of the date of filing. If the appeal remains unresolved, the final appeal is to the designated University Administrator whose decision, is final.

3.3.2 – Cancellation Policy

Students have the right to cancel their enrollment at any time up to the start of the course. In such cases, the student will receive a full credit of any tuition and/or fees paid, less the application fee which is non-refundable. If the course has begun, enrollment will not be canceled. The student must withdraw and the withdrawal policy will apply. A course is considered to have begun at 12:01 am on the first Monday of the month in which it starts.

3.3.3 – Failure to Enter Policy

If the student does not enter classes, the full amount of any prepaid tuition will be credited. Application fees are non-refundable. A student is considered to have entered a class if they attend a classroom session or participates in an academically-related activity in an online course.

3.3.4 – Drop/Add Policy

Students can drop or add courses through the dates published below and on the academic calendar. Dropping or adding a course could have a serious impact on academic progress and continued eligibility for financial assistance, Veteran's education benefits, and scholarships. It is strongly recommended that students speak with the Office of the Registrar before dropping or adding a course.

At the end of the drop/add period, the student's status will be permanent for the entirety of the remainder of the session, for purposes of tuition/fee charges for classes, and the amount of financial aid eligibility. Students are financially responsible for all courses that they are registered in after the last day to drop. Students may withdraw from individual courses after the drop date by completing a Schedule Change/Withdrawal Form in Self Service.

Students enrolled in an UPower™ program are permitted to add courses throughout the six-month subscription term. If a student drops all classes during the drop/add period, the student will be considered withdrawn and the withdrawal policy will apply.

See the chart below for the drop/add schedule:

Class Length	Last Day to Add	Last Day to Drop
4 – week	On-Campus/TEC: Prior to Day 1 (Monday)	Day 5 (Friday)

Class Length	Last Day to Add	Last Day to Drop
4 – week	Online/SLS Courses: Day 5 (Friday)	Day 5 (Friday)
8 – week	Day 5 (Friday)	Day 5 (Friday)
16 – week	Day 8 (Monday)	Day 8 (Monday)
UPower™	NA	Day 8 (Varies)

3.3.5 – Withdrawal Policy

A student may withdraw from courses for any reason. Should a student consider withdrawal from a course(s) or the University, it is important to note:

- All voluntary and involuntary withdrawals are subject to the Institutional Refund Policy.
- A student who voluntarily withdraws from courses or the University prior to the session start will be considered a cancel and will receive a full tuition refund, less the application fee.
- A student may voluntarily withdraw from an individual course(s) beginning the first day following the drop/add period through the last day of week 3 for 4-week courses. Any refund to the student is subject to the terms of the Institutional Refund Policy.
- A student may not withdraw from a course after an Incomplete (I) has been granted. If a University withdrawal is requested while a course is in Incomplete status, the “I” grade will convert to an F.
- If students need to withdraw for reasons of military deployment, they should follow the Military Deployment Policy below that ensures a deployed student will incur no financial or academic penalty.

3.3.6 – University Withdrawal, Voluntary

When a student requests to be withdrawn from the University, that student is also withdrawn from all courses in which the student is currently registered. The student must work with the Office of the Registrar to complete and submit a Withdrawal Form via Self-Service to officially withdraw from the University. The date the student submits the form is considered official notification to the University of withdrawal, and is considered the date of withdrawal. Students who withdraw after the drop period will be responsible for paying any resulting balance due.

Tuition and fees will be charged in accordance with the Institutional Refund Policy plus a non-refundable administrative withdrawal fee of \$100.

3.3.7 – University Withdrawal, Involuntary

A student may be involuntarily/administratively withdrawn from the University if the student fails to maintain active student status, violates the Academic Honesty Policy, fails to meet published academic policies or does not make a timely return from a leave of absence. The date of determination used to compute the institution’s refund policy is the date the University determines any of the aforementioned situations. Tuition and fees will be charged in accordance with the Institutional Refund Policy plus a nonrefundable administrative withdrawal fee of \$100.

3.3.8 – Course Withdrawal, Voluntary

A formal withdrawal from courses requires that students work with the Office of the Registrar to complete and submit a Withdrawal Form indicating the courses from which they desire to be withdrawn from. The withdrawal is considered to have occurred on the date students officially notify the University of intent to withdraw by submitting the Withdrawal Form. This is the date of determination used to compute the refund according to institutional policy.

3.3.9 – Course Withdrawal, Involuntary

If the University determines the student stops attending, violates the Academic Honesty Policy or fails to meet published academic policies, that student may be administratively withdrawn from course(s). The date of determination used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

3.3.10 – Department of Defense (DoD) Tuition Assistance Refund Policy

If a service member receiving military tuition assistance (TA) drops a class or withdraws prior to the class start date, all TA funds will be returned to payee. If a student drops or withdraws from a course after the add/drop period, the institution will follow the *Percentage of Refundable Credit Hour Tuition per Class Length* schedule outlined in Section 3.3.5. For students who stop attending their courses, the last day of attendance will be used to establish return amount, if any.

3.3.11 – Withdrawals Due to Military Service Notification of Military Service Policy

The student must give written notice to the University as timely as possible of a United States military activation (either federal orders to active duty or state orders to activate National Guard Troops), a permanent change of station (PCS), deployment orders, training orders, or any other military orders that will interfere with the student's ability to complete their course(s). (Timeliness will be determined by the facts in each case.) Alternatively, at the time of re-admission, the student may submit an attestation of military service that necessitated the student's absence from the school.

3.3.12 – Withdrawal Due to Military Service

In accordance with Florida Statute 1004.07, students ordered to military service are permitted the option of either completing their course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees paid. If a student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service.

In certain circumstances, a student may request an extension and if approved, the student will have an additional thirty (30) days to complete all course work. Extension requests will be evaluated on a case-by-case basis and are approved in instances where doing so supports the academic success of the student.

If the student decides to withdraw from the class, a grade of "I" will be earned and the class must be retaken upon return to the University. The "I" grade will not affect the student's satisfactory academic progress.

3.3.13 – Tuition Refund and Return of Financial Aid

Tuition refunds of 100% are granted to students who withdraw due to military service, provided they do not receive credit for the course. If the student received federal financial aid (Title IV Funds) and withdraws before they complete 60% of the session, a pro rata calculation will determine the amount of financial aid they have earned. It is based on the amount of time from enrollment and the date of notification. This calculation is independent of any charges incurred at the University.

3.3.14 – International Student Refund Policy

Students classified as an international student will not be permitted to receive a refund after dropping/adding any course(s). If a credit is given for the current session, the credit will be transferred to the next 4-month session the student is enrolled in. Refunds for international students may only be processed and given when visa documentation has been denied, cancelled, and/or terminated with any refunds being reimbursed to the original payment method.

3.4 – Return to Title IV Policy

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 session may owe the University after funds have been returned to federal programs, and may in some cases owe credits directly to the federal programs.

Credits for tuition and/or other refundable charges due to the student will be made within 45 calendar days of the student's official date of withdrawal. Credits for the student who fails to notify the University of withdrawal will be processed within the earliest of 45 calendar days from the day the University determines that the student has withdrawn or 45 calendar days from the end of the trimester.

Refunds to students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations, and will be returned in the following order:

1. Unsubsidized Federal Direct loans
2. Subsidized Federal Direct loans
3. Federal Grad PLUS loans
4. Federal Parent PLUS loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants
7. Any other Federal Title IV student financial assistance programs.
8. Any other State student financial assistance programs.
9. Any other institutional student financial assistance programs.
10. Student.

Any Federal or State Financial Aid assistance that is returned to the United States Department of Education may become a debt that the student owes the University.

3.5 –Student Credit Balances Policy

The University's policy on paying all student credit balances is modeled after the requirements of Title IV Student Credit Balances. A Title IV credit balance occurs whenever the University credits Title IV program funds to a student's account and those funds exceed the student's allowable charges. The University pays the excess Title IV program funds (the credit balance) no later than 14 days after the credit balance occurs.

A Department of Veterans Affairs (VA) education benefit balance occurs whenever the University credits VA payment funds to a student's account and those funds exceed the student's allowable charges due to a withdrawal or other change in the student's registration. The University pays the excess funds (the credit balance), directly to the student, no later than 30 days after the credit balance occurs.

Hodges University has a financial services partnership focused solely on higher education, to bring all degree-seeking students an easy and convenient way to receive Title IV program or VA education benefit disbursement credits. Students may elect to transfer funds directly to their own bank account through the University's designated financial services partner.

3.6 – Academic Year for Students Receiving Federal Student Aid

Students interested in Federal Student Aid must establish the academic year during which they wish to receive aid. The academic year for a credit hour program is two 4-month sessions; each session contains 16 weeks.

Students will select the month their academic year begins when enrolling in a credit hour program; it then continues for the following eight consecutive months and cannot be modified.

The last day to establish a start-month as the beginning of the academic year is the first Tuesday following the session start. Late requests to establish a month as the beginning of the academic year are considered only in extenuating circumstances. An explanation for the reason(s) of the late request must be provided and approved by the designated University Administrator. Late requests are evaluated on an individual basis considering the reason(s) provided.

Chapter 4: Academic Policies

4.1 – Withdrawal Grade

A student receiving a WP or WF grade is determined by last date of attendance (LDA) per the procedures previously outlined.

Grade Scheme for Credit Hour Programs		
Class Length	Week of Reported LDA	Grade
16 – week	1 – 11	WP
	12 – 16	WF
8 – week	1 – 5	WP
	6 – 8	WF
4 – week	1 – 3	WP
	4	WF
UPower™	1 – 18	WP
	19 – 24	WF

If a student is withdrawn from one or more courses for non-attendance, the Office of Financial Aid will calculate the percentage of federal student financial aid that a student has earned for the session. This may result in an adjustment in the student's financial aid eligibility and a balance owed to the University. 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 quantitative standard of satisfactory progress.

4.2 – Transfer to Other Colleges

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

4.3 – Transient Students

Students in good academic standing attending other postsecondary institutions may enroll at Hodges University for specific course work; permission to enroll in self-paced courses will be determined on a case-by-case basis. 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.

4.4 – International Students

Once accepted, international students must pay the first session's cost of attendance. Following that, students will be able to apply for the Form I-20 required to obtain a student VISA from officials in the student's home country.

F-1 students are required to maintain full-time status while enrolled at Hodges University.

- F-1 students enrolled in the English as a Second Language program must be enrolled in at least 12 semester hours of credit each semester.
- Full-time undergraduate status is defined as at least 12 semester hours of credit each session. F-1 students taking 12 semester hours of credit are permitted to enroll in only one online course per session. F-1 students taking more than 12 semester hours of credit may enroll in more than one online course per session.
- Full-time graduate status is defined as at least nine semester hours of credit each session. F-1 students taking nine semester hours of credit are permitted to enroll in only one online course per session. F-1 students taking more than nine semester hours of credit may enroll in more than one online course per session.

Below are some guidelines to help maintain F-1 status. Further, providing the DSO with timely information is imperative to maintaining an accurate and legal record.

Basic F-1 Status Notifications:

- Students may not enter the country more than thirty (30) days before their first session start.
- Students may not stay in the country more than fifteen (15) days after 'Early Withdrawal' or 'Status Termination.'
- Students may not stay in the country more than sixty (60) days after program completion (this includes graduation, OPT, and STEM OPT).
- New students are considered 'Initial Status' until their first session begins. Potential students will not be registered as 'Active Status' with the Department of Homeland Security (DHS) until they begin attending classes—no exceptions.

Change of Status Notifications (if applicable):

- Students should not travel internationally, while awaiting a Change of Status approval; reentry will be compromised.
- Students who are under a Change of Status cannot study until approved by USCIS
- Only visiting tourist visa are able to enroll in the English as a Second Language (ESL) program as outlined in the Registration Terms and Conditions.

Change of Address:

- If a student moves, they must notify the P/DSO and USCIS within ten days of formal move.
- Student must change address with the Department of Homeland security (<https://egov.uscis.gov/coa/displayCOAForm.do>), as well.

Length of Study:

- Student visas are typically issued for “Duration of Study” (abbreviated “D/S”)
- A student may stay in the United States, legally, as long as they are a full-time student and is meeting all enrollment requirements.
- If an I-20 document is 30 days or less from expiring, the student must obtain a new I-20 with the new expiration date from the school’s P/DSO. This will help insure that the student’s information is properly reported to the SEVIS database and the Dept. of Homeland Security.

Academic Requirements:

- To maintain F-1 status, a student must be enrolled in full-time studies at an institution preapproved by U.S. Citizenship and Immigration Services (USCIS), authorized for attendance by foreign students.
- To maintain F-1 status, students must be full-time (9 graduate hours and 12 undergraduate hours); students must take a minimum of two standard classes on campus, each active 16-week session (excluding pre-authorized academic break periods).
- To maintain F-1 status, students must physically attend at least 70% of all campus-based class meeting(s), and must meet or exceed standard progress in all online courses.
- To maintain F-1 status, the student must complete the F-1 Attendance On-campus form showing that they are physically attending their courses.
- Students may enroll in a less-than fulltime course load if eligible for an academic break, take all online courses, or enrolled in their graduating session.
- Students must adhere to the standards of academic progress, as expressed in the current University Catalog.

Academic Failure:

- Lack of attendance, academic failure or other types of academic, disciplinary and other violations of the school’s policies will jeopardize a student’s F-1 standing and may result in a student’s dismissal.
- Dismissal from a school may result in the loss of a student’s right to legally remain in the United States.
- Under certain circumstances, the student may reapply for a new Student Visa, or transfer to another school.

Vacation Session/International Traveling/Academic Break:

- Students must complete a minimum of two consecutive sessions (“70% of a calendar year”) to be eligible for a vacation session.
- A student attending a school on a trimester calendar may take a vacation or academic break during any one of the trimesters, providing the student has completed the equivalent of an academic year (two sessions) before taking the academic break.
- Students must make the request to the P/DSO in writing no later than 10 days before completing a currently-enrolled session.
- Students must register for classes in the next applicable session following the requested academic break.

- Students are required to pay a deposit of at least 25% of the total tuition and fee amount due for the session following the requested academic break. Registration and payment of the deposit must occur within seven (7) business days from the date of the request. One request is permitted per academic year per student. If a request is denied for any reason, a student must resume enrollment in accordance with visa compliance.
- Students may travel extensively during academic breaks; a student may travel up-to-10 days between sessions; a student may also travel during academic enrollment (10 days or less), providing class performance/attendance policy is not compromised.
- A student traveling outside of the country will be asked to complete an Intent to Travel form. This is to ensure that the student's standing and travel plans will not compromise their F1 student status. Students must have a current passport, student visa, I-901 receipt, proof of funding, a current SEVIS Form I-20, endorsed/ signed by (P/DSO (p. 2 of I-20 agreement) [available], etc., before traveling.
- If a student departs the U.S. with an expired visa passport page—or without an F-1 visa page—in their passport, a new F-1 Visa must be obtained before returning to the United States and resuming studies.
- A Student Visa to enter the U.S. can only be issued at an Embassy or Consulate, abroad or domestic.

Medical Leave of Absence (MLOA):

- In circumstances where a medical condition requires absence from classes, a student may petition to take up to one session off to pursue medical treatment; appropriate documentation must accompany the request.
- In the event the student must return to home country for medical treatment, an “Authorized Early Withdrawal” must be filed with SEVIS.
- If the student is unable to return to classes after two approved session breaks, the student will be required to return to their home country.
- If a student is not able to file for reinstatement within 5 months, a new student Visa must be obtained, before readmission.

Employment:

- F-1 students may work on school campuses with pre-authorization. On-campus employment possibilities include working as a teaching assistant, tutoring, library, or within a University department or administrative office.
- Employment is limited to 20 hours per week during class enrollment and 40 hours per week during breaks and vacations.
- After completion of each academic level, students may apply to participate in Optional Practical Training (OPT), and if approved, may work for one year at a permitted organization, in a degree-related position. Students with pre-sanctioned degrees (list available, upon request) may apply for OPT extensions (STEM OPT), valid for up to an additional 24 months.
- Students seeking OPT must apply from 90 days before the graduation date, until 60 days after the end date, for the best chances of approval. Unless approved for OPT (Employment Authorization Document (EAD) card received), F-1 students may not work off campus (p. 3 of I-20 agreement).
- Off-campus employment or internship must be reported to the P/DSO within 90 days after OPT start.

- A *STEM OPT* student must *report* to their *DSO* to confirm the validity of certain SEVIS information every six months, starting from the date the *extension* begins and ending when the student's F-1 status ends or the 24-month *OPT extension* ends, whichever is first.
- When in severe economic hardship, such as the loss of a sponsor, students may apply for authorization to work off-campus with the USCIS. This option is only available after a minimum of one year's attendance—no exceptions—and the applicant may only accept employment after the Employment Authorization Document (EAD) card has been received. While awaiting approval, status must be maintained.
- Any deviation from the above list will be deemed as a USCIS employment violation, and will result in the immediate termination of the student's lawful F-1 status and consequential dismissal from the United States.

Social Security cards:

- Only students that have been pre-approved to work on campus or approved for OPT/STEM OPT, are eligible to apply for a Social Security card. Authorization letters will not be granted without this pre-approval.

Institution Transfer:

- Students may elect to transfer after completing their first session with Hodges University. The release date will be the session completion date. If the requested transfer date is earlier, status requirements must be met (i.e. 70% of the session must be completed), or be subject to pre-approval.
- Students may only transfer to a SEVIS approved Institution.
- Students may not transfer without meeting all financial obligations.
- Students must complete and present the transfer request form and Letter of Acceptance, before transfer.

Completion of Studies:

- An international student who has completed a course of study and/or any related OPT/STEM OPT training is allowed to stay an additional 60-day period, to prepare for departure from the United States—or must transfer to a different USCIS approved program or institution.
- If the foreign student overstays their departure period and falls out of status, they may still be eligible for reinstatement, subject to additional fees, documents and subsequent approval.

Academic Reinstatement:

- If a student has lost Foreign Student status due to academic absence or disciplinary violations within their control, the status may not be reinstated (e.g. Employment violation).
- A student may apply for F-1 reinstatement within 5 months after the loss of status if the violation resulted from circumstances beyond their control (e.g. medical, closure of the institution, natural disaster, etc.) or if the loss of status resulted from the error or neglect on the part of school's P/DSO (e.g. failure to update record).

Miscellaneous Information:

- Nothing in this Catalog is to be deemed or construed as legal advice. If seeking international legal counsel, students are encouraged to visit: AILA website, a legal association for immigration attorneys.

4.5 – Student Records

All educational records of students enrolled at the University are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, Public Law 93-380, as amended. Students may inspect their educational records at any time.

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). For more information on FERPA, please consult the Student Handbook. If additional information is required, students should consult the Office of the Registrar.

4.6 – Advanced Standing

The time to complete an academic program may be reduced through the application of transfer credit, standardized testing, exemption examinations, and/or articulated credits provided or accepted in transfer. Previous educational training will be evaluated and credit granted, if appropriate, with training shortened proportionately. Students will be notified of their advanced standing based on this evaluation. The Veterans Administration will also be notified for those students receiving VA benefits. Methods of achieving advanced standing are described as follows. Notwithstanding the above, the burden falls on the student to request advanced standing.

4.6.1 – Articulated Credits

Credit(s) can be articulated from statewide recommendations for secondary career academy programs, Gold Standard Pathways Certificates, local agreements that Hodges University currently has in place or puts in place in the future, and by recommendation from a professional evaluation agency such as the American Council on Education (ACE). The maximum academic credit allowed for articulated learning is 25 percent of the total credits required for graduation in the program pursued by the student and articulated credit awarded cannot exceed 25% of the major component (Area I) nor can it be combined with other non-traditional transfer credits (ACE, etc.) to exceed 25% of the overall degree requirement (15 credits at the Associate degree level and 30 credits at the baccalaureate level).

Credit is awarded only in areas which fall within the regular curricular offerings of the University and must be appropriately related to the student's program of study. Articulation credit is not guaranteed for courses listed as required to be taken at Hodges University. Credit may be awarded subject to approval by the associate dean or their designee.

Credit awarded must attach to specific courses and cannot be awarded in a block (for example, A+ certification might equate to CTS1131, CTS1132, and CTS1138 not 9 block credits). This policy also

recognizes that certain other educational programs or industry certifications impart 70% or more of the student learning outcomes of particular University courses and are therefore equated to those courses within the limits described above. The limits ensure that academic, theoretical, and other higher-level competencies typically present in associate and bachelor degrees are preserved in the degree and taught by University faculty.

All articulated credit will be transcribed as transfer credit by the Office of the Registrar.

Credential Held	Course	Number of Credits
Professional Pilot License	ASC1000, ATT1100	6
Instrument Rating, Ground and Flight	ATF2305L, ATT2120	6
Commercial Rating, Ground and Flight	ATF2210L, ATT2110	6
Commercial Multi-Engine Add On	ATF3404	6
Certified Flight Instructor	ATF2500L, ATT2130	4
Certified Flight Instructor, Instrument	ATF2530L	1
Certified Flight Instructor, Multi-Engine	ATF2510L	1
TOTAL		30

Additional Articulated credit options:

Current holders of both FAA Airframe and Powerplant certifications: 30 credits

*Total articulated credit cannot exceed 48 credits. Students must take the IDS core and at least 21 of the 24 credits of the *Aviation Studies* Option courses at Hodges University.

4.6.2 – Undergraduate Transfer Credits

Students with earned undergraduate college credit from accredited colleges and universities may apply to have these credits transferred into their program of study at Hodges University. Approval will be given for the number of credits already completed with a grade of C or better that are compatible with the student's major as determined by course titles and/or course descriptions or syllabi. A student presenting transfer credits must have an official transcript of those credits mailed directly to the Office of the Registrar for evaluation in order for the transfer credit to be awarded.

Transfer credits awarded cannot exceed 25% of the major component (Area I).

In the process of evaluating transfer credits, the student is also responsible to assemble necessary documentation (typically the syllabus for the course they wish to transfer and that syllabus should be from the institution and timeframe contemplated). The associate dean or their designee of the school where the course is offered will compare the course learning outcomes and make a determination regarding equivalency based on a minimum of a 70% alignment in outcomes in consultation with the appropriate faculty subject matter expert (SME) if necessary. After this evaluation, the associate dean or their designee makes the final decision. The Office of the Registrar maintains a database of courses approved in this manner so that any future submissions of the same course are automatic.

4.6.3 – Graduate Transfer Credits

Acceptance of graduate transfer credits is contingent upon applicability to the program and may only be approved by the associate dean or their designee. No more than nine semester hours of credit may be accepted subject to the following restrictions:

- a. Pass or satisfactory grades will not be accepted for transfer.
- b. Graduate credit based upon internships, externships, portfolio, or other experiential learning bases will not be considered for transfer.
- c. Graduate credits earned after entry into the program will not be considered for transfer.
- d. Course and credit transfer requests are subject to the approval of the associate dean or their designee. Such decisions are not subject to appeal.

4.6.4 – Undergraduate Standardized Testing

The University accepts appropriate credit recognition established by the College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), AICE (Cambridge International Examinations) or DANTES/DSST subject testing, and professional certification examinations recognized by the American Council of Education (ACE) or the Florida Department of Education (Gold Standard Career Pathways Articulation Agreements of Industry Certification) for undergraduate degree completion requirements. Official test scores must be sent to the Office of the Registrar one session prior to the student's anticipated graduation date.

Advanced standing credit will be awarded as follows and will have a grade of CR listed on the transcript. All credit will be at the lower level (1000/2000) unless noted as UL (upper level) below.

Advanced Placement credit will be awarded for AP scores of 3 or higher as reflected on the official score report received from College Board. Below is a list of courses, past and present, and the HU course equivalent.			
Advanced Placement Course	Score	HU Equivalent Course	Max Credits Awarded
Art History	3 – 5	ART-ELEC	3 – 6
Biology*	3 – 5	BSC-ELEC, BSC-1005, BSC-1010C, BSC-1011C	4 – 8
Calculus: AB	3 – 5	MAC-2233	3
Calculus: BC	3 – 5	MAC-1105, MAC-2333, MAC-1105	3 – 6
Chemistry*	3 – 5	CHM-2025C, CHM-2045C, CHM-2046C	4 – 8
Chinese Language and Culture	3 – 5	FLNG-ELEC	3 – 6
Economics: Macro	3 – 5	ECO-2013	3
Economics: Micro	3 – 5	ECO-2023	3
English Language and Composition	3 – 5	ENC-1101, ENC-1102	3 – 6
English Literature and Composition	3 – 5	ENC-1101, ENC-1102, LIT-ELEC	3 – 6
Environmental Science	3 – 5	EVR-1001	3
European History	3 – 5	HIS-ELEC	3 – 6

Advanced Placement credit will be awarded for AP scores of 3 or higher as reflected on the official score report received from College Board. Below is a list of courses, past and present, and the HU course equivalent.			
Advanced Placement Course	Score	HU Equivalent Course	Max Credits Awarded
French Language	3 – 5	FLNG-ELEC	3 – 6
French Literature	3 – 5	LIT-ELEC, HUM-ELEC	3 – 6
German Language	3 – 5	FLNG-ELEC	3 – 6
Government/Politics: Comparative	3 – 5	POS-ELEC	3
Government/Politics: United States	3 – 5	POS-2041	3
Human Geography	3 – 5	SOSC-ELEC	3
Information Technology: A	3 – 5	COP-ELEC	3
Information Technology: AB	3 – 5	COP-ELEC	3
Italian Language and Culture	3 – 5	FLNG-ELEC	3 – 6
Japanese Language and Culture	3 – 5	FLNG-ELEC	3 – 6
Latin: Latin Literature	3 – 5	LIT-ELEC, HUM-ELEC	3
Latin: Vergil	3 – 5	FLNG-ELEC	3
Music Theory	3 – 5	MUH-ELEC	3
Physics 1	3 – 5	PHY-2048C	4
Physics 2	3 – 5	PHY-2049C	4
Physics C: Mechanics	3 – 5	SCI-ELEC	4
Physics C: Electricity/Magnetism	3 – 5	SCI-ELEC	4
Psychology	3 – 5	PSY-2012	3
Spanish Language	3 – 5	FLNG-ELEC	3 – 6
Spanish Literature	3 – 5	LIT-ELEC, HUM-ELEC	3 – 6
Statistics	3 – 5	STA-2023	3
Studio Art 2D: Design Portfolio	3 – 5	ART-ELEC	3
Studio Art 3D: Design Portfolio	3 – 5	ART-ELEC	3
Studio Art: Drawing Portfolio	3 – 5	ART-ELEC	3
US History	3 – 5	AMH-ELEC	3 – 6
World History	3 – 5	HIS-ELEC	3

Hodges University accepts CLEP (College Level Examination Program) credit based on the recommendation of the American Council on Education (ACE) as reflected on the official score report received from the College Board. ACE recommends both the minimum score and number of semester/session hours.			
CLEP Exam	Min. Score	HU Equivalent Course	Max Credits Awarded
American Government	50	POS-2041	3

Hodges University accepts CLEP (College Level Examination Program) credit based on the recommendation of the American Council on Education (ACE) as reflected on the official score report received from the College Board. ACE recommends both the minimum score and number of semester/session hours.			
American Literature	50	LIT-ELEC	3
Analyzing & Interpreting Literature	50	LIT-ELEC	3
Biology*	50	BSC-1005, BSC-1010C, BSC-1011C	4
Calculus	50	MAC-2233	4
Chemistry*	50	CHM-2045C, CHM-2046C	4
College Algebra I	50	MAC-1105	3
College Composition	50	ENC-1101, ENC-1102	3
College Composition Modular****	50	ENC-1101	3
College Mathematics	50	MGF-1106, MGF-1107	3
English Composition w/Essay	50	ENC-1101	3
English Literature	50	LIT-ELEC	3
Financial Accounting (Principles of Accounting)	50	ACG-2021	3
French Language: Level 1	50	FLNG-ELEC	6
French Language: Level 2	59	FLNG-ELEC	9
German Language: Level 1	50	FLNG-ELEC	6
German Language: Level 2	60	FLNG-ELEC	9
History of the US I: Early Colonization to 1877	50	AMH-ELEC	3
History of the US II: 1865 to the Present	50	AMH-ELEC	3
Human Growth and Development	50	DEP-2004	3
Humanities	50	HUM-ELEC	3
Info. Systems & Computer Applications	50	CTS-ELEC	3
Intro to Educational Psychology	50	EDF-3210	3
Intro to Business Law	50	BUL-3130	3
Introductory Psychology	50	PSY-2012	3
Introductory Sociology	50	SYG-2000	3
Natural Sciences	50	SCI-ELEC	6
Pre-Calculus (Algebra – Trig.)	50	MAC-1105	3
Principles of Macroeconomics	50	ECO-2013	3
Principles of Management	50	MAN-2021	3
Principles of Marketing	50	MAR-2011	3
Principles of Microeconomics	50	ECO-2023	3
Social Sciences and History	50	SOSC-ELEC	6
Spanish Language: Level 1	50	FLNG-ELEC	6

Hodges University accepts CLEP (College Level Examination Program) credit based on the recommendation of the American Council on Education (ACE) as reflected on the official score report received from the College Board. ACE recommends both the minimum score and number of semester/session hours.			
Spanish Language: Level 2	63	FLNG-ELEC	9
Trigonometry	50	MAC-ELEC	2
Western Civilization I: Ancient Near East to 1648	50	HIS-ELEC	3
Western Civilization II: 1648 to the Present	50	HIS-ELEC	3

Hodges University accepts DANTES/DSST (Defense Activity for Non-Traditional Education Support/DANTES Subject Standardized Test) credit based on the recommendation of the American Council on Education (ACE) as reflected on the official score report received from DSST. ACE recommends both the minimum score, number of semester/session hours, and upper-level (UL) equivalency. Essays are not required for any exams.			
DANTES Exam	Min. Score	HU Equivalent Course	Max Credits Awarded
A History of the Vietnam War	44	HIS-ELEC	3
Art of the Western World	48	ART-ELEC	3
Astronomy	48	SCI-ELEC	3
Business Ethics and Society	400	BUL-3130	3
Business Law II	44	BUL-ELEC	3
Business Math	48/400	GEB-ELEC	3
Criminal Justice	49/400	CCJ-1020	3
Substance Abuse (Drug/Alcohol Abuse)	49/400	CCJ-ELEC	3
Environmental and Humanity	46	EVR-ELEC	3
Ethics in America	46/400	PHI-2600	3
Foundations of Education	46	EDU-ELEC	3
Fundamentals of College Algebra	47/400	MAC-1105	3
Fundamentals of Counseling	45	GEN-ELEC	3
General Anthropology	47	ANT-ELEC	3
Here's to Your Health	48/400	GEN-ELEC	3
Human Resource Management	46	MAN-ELEC	3
Human/Cultural Geography	48	SOSC-ELEC	3
Intro to Business	46/400	GEB-1011	3
Intro to Computing	45/400	CTS-ELEC	3
Intro to Law Enforcement	45	CJE-1000	3
Intro to the Modern Middle East	47	SOSC-ELEC	3
Intro to World Religions	48/400	REL-2300	3
Lifespan Developmental Psychology	46	DEP-2004	3

Hodges University accepts DANTES/DSST (Defense Activity for Non-Traditional Education Support/DANTES Subject Standardized Test) credit based on the recommendation of the American Council on Education (ACE) as reflected on the official score report received from DSST. ACE recommends both the minimum score, number of semester/session hours, and upper-level (UL) equivalency. Essays are not required for any exams.

Management Information Systems	46/400	ISM-ELEC	3
Money and Banking	48	GEB-ELEC, UL	3
Organizational Behavior	48	GEB-ELEC	3
Personal Finance	46/400	FIN-2100	3
Physical Geology	46	SCI-ELEC	3
Principles of Finance	46/400	FIN-3400	3
Principles of Financial Accounting	47	ACG-2021	3
Principles of Physical Science	47	SCI-ELEC	3
Principles of Public Speaking****	47	SPC-2608	3
Principles of Statistics	48/400	STA-2023	3
Principles of Supervision	46/400	MAN-ELEC	3
Rise and Fall of the Soviet Union	45	SOSC-ELEC, UL	3
Technical Writing	46	ENC-ELEC	3
The Civil War and Reconstruction	47	HIS-ELEC, UL	3
Western Europe Since 1945	45	HIS-ELEC	3

Hodges University accepts International Baccalaureate (IB) credit offered by the International Baccalaureate Organization as reflected on an official transcript from the International Baccalaureate Organization. Credit for IB examinations is based on standards recommended by the Florida Department of Education. Students who receive the IB Diploma are granted college credit for scores of four (4) or higher on both higher level and standard level exams as listed below. Students who do not receive the IB Diploma are granted college credits for scores of five (5) or above on IB higher level examinations only.

IB Examinations	Min. Score	HU Equivalent Course	Max Credits Awarded
Biology*	4 – 7	BSC-ELEC, BSC-1005, BSC-1010C, BSC-1011C	3 – 8
Business & Management	4 – 7	GEB-1011, MAN-2021	3 – 6
Chemistry*	4 – 7	CHM-1020, CHM-2045C, CHM-2046C	3 – 8
Design Technology	4 – 7	GRA-1110, GRA-2111	3 – 6
Economics	4 – 7	ECO-2013, ECO-2023	3 – 6
Ecosystems & Societies	4 – 7	EVR-ELEC	3 – 6
English	4 – 7	ENC-1101, ENC-1102	3 – 6
Environmental Systems	4 – 7	EVR-1001, EVR-ELEC	3 – 6
Film Studies	4 – 7	HUM-ELEC	3 – 6
French	4 – 7	FLNG-ELEC	3 – 6

Hodges University accepts International Baccalaureate (IB) credit offered by the International Baccalaureate Organization as reflected on an official transcript from the International Baccalaureate Organization. Credit for IB examinations is based on standards recommended by the Florida Department of Education. Students who receive the IB Diploma are granted college credit for scores of four (4) or higher on both higher level and standard level exams as listed below. Students who do not receive the IB Diploma are granted college credits for scores of five (5) or above on IB higher level examinations only.

Further Mathematics (Advanced)	4 – 7	MGF-1106, MAC-1107	3 – 6
Geography	4 – 7	SOSC-ELEC	3 – 6
German	4 – 7	FLNG-ELEC	3 – 6
History	4 – 7	HIS-ELEC	3 – 6
Information Technology	4 – 7	COP-ELEC	3 – 6
Info. Tech. for a Global Society	4 – 7	CTS-ELEC	3 – 6
Islamic History	4 – 7	HIS-ELEC	3 – 6
Italian	4 – 7	FLNG-ELEC	3 – 6
Latin	4 – 7	FLNG-ELEC	3 – 6
Marine Science	4 – 7	OCB-ELEC	3 – 6
Math Methods	4 – 7	MGF-1106, MAC-1107	3 – 6
Math Studies	4 – 7	MAC-2012, MAC-1105, MAC-ELEC	3 – 6
Mathematics	4 – 7	MAC-1105, MGF-1106	3 – 6
Music	4 – 7	MUH-ELEC	3 – 6
Philosophy	4 – 7	PHI-2010, PHI-ELEC	3 – 6
Physics*	4 – 7	PHY-2048C, PHY-2049C	4 – 8
Psychology	4 – 7	PSY-2012, PSY-ELEC	3 – 6
Social Anthropology	4 – 7	SOSC-ELEC	3 – 6
Spanish	4 – 7	FLNG-ELEC	3 – 6
Theater Arts	4 – 7	HUM-ELEC	3 – 6
Visual Arts	4 – 7	HUM-ELEC	3 – 6

AICE credit will be awarded as follows and will have a grade of CR listed on the transcript. All credits will be at the lower-level (1000/2000) unless noted as UL (Upper-Level) below. A student can complete an AS or A levels of the courses. AS is considered “half” the content of the A level, so as a result the equivalencies for AS courses feature less credits earned. AICE credit will be awarded for AICE grades of A, B, C, D, or E as reflected on the official score report received from Cambridge International Examinations. A, B, and C grades are equivalent to an A grade, D grades are equivalent to a B grade, and E grades are equivalent to a C grade. Below is a list of courses and the HU course equivalent.

AICE Course	Level “A or AS”	HU Equivalent Course	Max Credits Awarded
Accounting	AS, A	ACG-2021, ACG-2071	3 – 6
Art & Design	AS, A	ART-ELEC	3 – 6

AICE credit will be awarded as follows and will have a grade of CR listed on the transcript. All credits will be at the lower-level (1000/2000) unless noted as UL (Upper-Level) below. A student can complete an AS or A levels of the courses. AS is considered “half” the content of the A level, so as a result the equivalencies for AS courses feature less credits earned. AICE credit will be awarded for AICE grades of A, B, C, D, or E as reflected on the official score report received from Cambridge International Examinations. A, B, and C grades are equivalent to an A grade, D grades are equivalent to a B grade, and E grades are equivalent to a C grade. Below is a list of courses and the HU course equivalent.

Biology*	AS, A	BSC-1005, BSC-1010C, BSC-1011C, BSC-ELEC	3 – 8
Business Studies	AS, A	GEB-1011, GEB-ELEC	3 – 6
Chemistry*	AS, A	CHM-1020, CHM-2045C, CHM-2046C	3 – 8
Classical Studies	AS	HUM-ELEC	3
Computing	AS, A	CGS-1100, CGS-ELEC	3 – 6
Design & Technology	AS, A	GRA-ELEC	3 – 6
Economics	AS, A	ECO-2013, ECO-2023	3 – 6
English – English Language	AS	ENC-1101	3
English***	A	ENC-1101, ENC-1102, LIT-ELEC	6
English (Literature in Eng.)***	AS, A	ENC-1101, ENC-1102, LIT-ELEC	3 – 6
Environmental Management	AS	EVR-1001	3
French Language	AS	FLNG-ELEC	3
French Literature	AS	FLNG-ELEC	3
French	A	FLNG-ELEC	6
Further Mathematics	A	MAC-1105, MAC-ELEC	6
General Paper	AS	IDS-ELEC	3
Geography	AS, A	SOSC-ELEC	3 – 6
German Language	AS	FLNG-ELEC	3
German	A	FLNG-ELEC	6
Global Perspective	AS, A	IDS-ELEC	3 – 6
History: History of the US	AS	AMH-ELEC	3
History: Modern European Hist.	AS	HIS-ELEC	3
History: International History	AS	HIS-ELEC	3
Latin	AS	FLNG-ELEC	3
Marine Sciences	AS, A	OCB-1000, EVR-ELEC	3 – 6
Mathematics	AS, A	MGF-1106, MAC-2102	3 – 6
Music	AS, A	MUH-ELEC	3 – 6
Physics*	AS, A	PHY-2048C, PHY-2049C	3 – 8
Psychology	AS, A	PSY-2012, PSY-ELEC	3 – 6
Sociology	AS, A	SYG-2000	3

AICE credit will be awarded as follows and will have a grade of CR listed on the transcript. All credits will be at the lower-level (1000/2000) unless noted as UL (Upper-Level) below. A student can complete an AS or A levels of the courses. AS is considered “half” the content of the A level, so as a result the equivalencies for AS courses feature less credits earned. AICE credit will be awarded for AICE grades of A, B, C, D, or E as reflected on the official score report received from Cambridge International Examinations. A, B, and C grades are equivalent to an A grade, D grades are equivalent to a B grade, and E grades are equivalent to a C grade. Below is a list of courses and the HU course equivalent.

Spanish Language	AS	FLNG-ELEC	3
Spanish Literature	AS	FLNG-ELEC	3
Spanish	A	FLNG-ELEC	6
Thinking Skills	AS, A	PHI-2010, PHI-2103	3 – 6
Travel & Tourism	AS, A	GEN-ELEC	3 – 6

Students who have passed Gold Standard Career Pathways Certificates approved by the Florida Department of Education are eligible to have those certificates translated into college credit. These certificates must be current (not expired). Furthermore, if the certificate is grandfathered in without an expiration date, it must have been completed within the past five (5) years to be considered for transfer credit. Credit may only be awarded for each course equate once.

Certification	Certification Title	Course Equate	Credits
ADESK002	Autodesk Certified User – AutoCAD	ETD-1316	3
ADESK011	Autodesk Certified User – Autodesk Inventor	ETD-2355	3
ADESK016	Autodesk Certified Associate – AutoCAD	ETD-1316	3
ADESK017	Autodesk Certified Associate – AutoCAD Architecture	ETD-2530	3
ADESK018	Autodesk Certified Associate – AutoCAD Civil 3D	ETD-2355	3
ADESK021	Autodesk Certified Professional – AutoCAD	ETD-2540	3
ADESK022	Autodesk Certified Professional – AutoCAD Architecture	ETD-2530	3
ADESK023	Autodesk Certified Professional – AutoCAD Civil 3D	ETD-2355	3
ADESK024	Autodesk Certified Professional – Inventor	ETD-2355	3
ADOBE010	Adobe Certified Associate (ADA) – Dreamweaver	GRA-2523	3
ADOBE011	Adobe Certified Associate (ADA) – Flash	GRA-2145	3
AMDDA001	ADDA Apprentice Drafter – Certification	ETD-1316	3
AMDDA002	Certified Apprentice Drafter – Architectural	ETD-2530	3
CISCO004	Cisco Certified Network Associate	CET-2020, CET-2610, CET-2025, CET-2026	12
CISCO005	Cisco Certified Network Professional	CTS-2020, CET-2610, CTS-2025, CET-2026	12
COMPT001	CompTIA A+	CTS-1131, CTS-1132, CTS-1138	9
COMPT005	CompTIA Linux+	CTS-4116	3
COMPT006	CompTIA Network+	CTS-2650, CTS-2134	6
COMPT007	CompTIA Project+	ISM-4314	3

Students who have passed Gold Standard Career Pathways Certificates approved by the Florida Department of Education are eligible to have those certificates translated into college credit. These certificates must be current (not expired). Furthermore, if the certificate is grandfathered in without an expiration date, it must have been completed within the past five (5) years to be considered for transfer credit. Credit may only be awarded for each course equate once.			
COMPT008	CompTIA Security+	CNT-4409	3
MICRO069	Microsoft Office Specialist (MOS)	CAP-2000	3
MICRO012	Microsoft Certified Systems Engineer	CGS-1100 (Any 3 MOS Certifications must be obtained: Word, PowerPoint, Excel, Access)	3
MICRO046	Microsoft Certified Solutions Associate	CTS-2354, CTS-2253, CTS-2358	9
MICRO027	Microsoft Certified IT Professional	CTS-2354, CTS-2353, CTS-2358	9
PROSO001	Certified Internet Web (CIW) Associate Design Specialist	CTS-2155	3
PROSO004	Certified Internet Web (CIW) Master Designer	GRA-2523	3
PROSO020	Certified Internet Web (CIW) Site Development Associate	GRA-2523	3
PROSO022	Certified Internet Web (CIW) Web Design Specialist	GRA-2523	3
PROSO027	Certified Internet Web (CIW) Advanced HTML5/CSS3	GRA-2523	3
SUNMI001	Sun Certified Java Programmer	COP-2550, COP-2251	6
SUNMI002	Sun Certified Java Associate	COP-2550, COP-2251	6

* Subject to associate dean or their designee approval.

** Must have been completed within the last five (5) years.

*** Award credit for ENC-1102 if student has credit for ENC-1101.

**** Must also receive a passing score on the speech portion of the exam.

4.6.5 – Challenge Exams

Under some circumstances, Hodges University allows undergraduate students the opportunity to challenge a course in their program if they have prior knowledge or experience in the subject area. Not all courses can be challenged; each academic school determines which courses are eligible to be challenged. Students should visit with the Office of the Registrar regarding challenge exams. Graduate courses are not eligible for challenge.

4.6.6 – Articulation Agreements

Hodges University has Articulation Agreements with a number of institutions, agencies and entities, including, but not necessarily limited to, the Independent Colleges and Universities of Florida, Nova Southeastern University, Florida Southwestern State College, North Port Police Department, the District School Board of Collier County, and the Lee County School Board. These agreements specify which courses will be accepted by each institution so that students can plan accordingly.

Detailed information about these agreements is available in the Office of Academic Affairs.

4.7 – Class Audit Refresher Education (CARE)

Class Audit Refresher Education (CARE) is a program open to graduates of the University or currently enrolled students who have successfully completed courses taken at the University.

CARE allows enrolled students or graduates to take refresher courses studied at Hodges University with no tuition charges, as long as there are seats available in the selected courses. Textbook resource 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 they wish to audit. As technology and new theories are constantly changing, this will be a benefit to both students and to their current employers. There is no time limit or limit to the number of courses that a student may take. Students interested in taking refresher classes should contact the Office of the Registrar.

4.8 – Online Learning

Online Learning initiatives at the University are supervised by the academic leadership of each respective school who monitors the integration of online courses and programs with the academic process. Online courses and programs are presented using Canvas, the University's learning management system. Students taking online courses are required to become familiar with the Canvas platform before they begin their courses.

All online courses taught at Hodges University may require a proctored final exam. Students are required to take final exams (requiring a webcam) during the dates listed in the MyHUGo portal. Each online course has an associated proctoring fee (please refer to the Tuition and Fees schedule in the Registration Terms and Conditions).

4.9 – Academic Integrity

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing submitted work are serious offenses. Please refer to the Student Handbook for the complete Academic Honesty Policy and the Registration Terms and Conditions for more information.

4.10 – Grading System

4.10.1 – Undergraduate Grading System

Academic achievement is based on the following grading system:

Grade Evaluation	Description	Grade Points per Credit Hour
A (90-100)	Excellent	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Below Average	1

Grade Evaluation	Description	Grade Points per Credit Hour
F (below 60)	Failure	0
I	Incomplete	Not Calculated
WF	Withdraw Failing	Not Calculated
WP	Withdraw Passing	Not Calculated
S	Satisfactory	Not Calculated
U	Unsatisfactory	Not Calculated
AU	CARE Program/Audit	Not Calculated
CR	Credit	Not Calculated
CL	CLEP Exam	Not Calculated

4.10.2 – Graduate Grading System

Academic achievement is based on the following grading system:

Grade Evaluation	Description	Grade Points per Credit Hour
A (90-100)	Superior Performance	4
B (80-89)	Satisfactory Performance	3
C (70-79)	Below-Average Performance	2
D (60-69)	Unacceptable Performance	1
F (below 60)	Failure	0
I	Incomplete	Not Calculated
WF	Withdraw Failing	Not Calculated
WP	Withdraw Passing	Not Calculated
S	Satisfactory	Not Calculated
U	Unsatisfactory	Not Calculated
AU	CARE Program/Audit	Not Calculated

The University defines demonstrating a competency (a grade of “pass”) as a grade equivalent to a “B” or better (3.0 on a 4-point scale). Students receiving a mark of “pass” or “not passed” on their permanent academic record for any courses for which they enroll, regardless of whether they attempt an assessment. A grade of “not passed” is counted as failed course and is counted against Satisfactory Academic Progress (SAP).

4.10.3 – Incomplete Grades

Hodges University recognizes that students may experience extenuating circumstances that prevent them from timely completion of required assignments. In these cases, a grade of Incomplete may be

recorded, allowing the student up to 30 days to complete missing coursework. A faculty member must be satisfied that the student has made sufficient progress in the course and can reasonably complete outstanding work in the 30-day period after the course closes. Once the student has completed the missing assignments, the faculty member will record grades for them and then calculate and record the final grade for the course. In extenuating circumstances, a petition to extend the Incomplete grade, beyond 30 days, may be submitted by the student in collaboration with the Office of the Registrar. The petition will then be reviewed by the appropriate academic official(s) with oversight of the course; if approved, the student would agree to the terms of the Incomplete grade and agree to meet the established deadlines to complete course assignments. In cases where the student does not submit missing work within the 30-day or other pre-approved window, or where the work is not of sufficient quality to earn a passing grade, the grade of Incomplete will automatically convert to a failing grade (F).

4.10.4 – Grade Appeals and Grade Changes

Students dissatisfied with their grades should first contact their instructor and if the dispute cannot be resolved at this level, students should then contact their associate dean or their designee. If the issue still remains unresolved, then students may fill out an academic petition through the Office of the Registrar to have their grade appeal reviewed by the appropriate Academic Affairs official whose decision is final.

Grade changes are approved by the associate dean or their designee upon recommendation of the faculty. Grade changes must be resolved and recorded during the session immediately following the session the original grade was earned. No grades will be changed following graduation.

4.10.5 – Calculation of Grade-point Average

Hodges University uses two grade-point average calculations to determine a student's academic progress. The cumulative grade-point average (CGPA) is used to calculate a student's progress for their entire collegiate academic performance. The institutional grade-point average (IGPA) is used to calculate the qualitative standard for a student's academic progress while attending Hodges University. The graduation grade-point average (GGPA) is used to calculate the student's academic progress for courses that are required to complete a particular degree. A student's IGPA is used to determine academic status, probation, suspension and dismissal. Application of the Repeat Policy may change the GPA calculation.

To compute grade-point average, take the number of semester hours per course and multiply that number by the equivalent grade points listed above.

A three credit hour course times the four grade points received for an A will earn a total of 12 grade points. A three-credit course in which a C grade (grade point value of two) has been accomplished will earn a total of six grade points. The total grade points earned are 18 and are divided by the six semester hours taken to date and produces a grade point average of 3.0. To compute cumulative grade-point average (CGPA), use the total number of courses taken during a student's collegiate academic performance, calculate the corresponding grade points earned, and divide the grade points by the number of credits earned. To compute the institutional grade-point average (IGPA), use the total number of courses taken during each session at Hodges University, calculate the corresponding grade points earned, and divide the grade points by the number of credits earned at Hodges University.

4.11 – Attendance Policy

The University is in session throughout the year except for holidays and vacations as listed on the academic calendar. For the purposes of Title IV, Hodges University is an institution not required to take attendance. However, for the purposes of student retention and academic success, attendance is taken weekly.

Students enrolled at Hodges University are required to regularly attend and actively participate in classes regardless of whether attendance or participation is factored into a student's final grade. Individual instructors also may impose additional attendance and participation requirements in their courses over and above the institution's standard requirements. Students should consult the course syllabus for information about requirements that apply to individual courses. In all cases, it is important for students to be aware that changes to the student's course schedule may affect eligibility for federal and/or financial aid funding.

4.11.1 - 4 or 8-week courses

Attendance is taken in the first week of every course. Students who do not attend the first week of a course will be administratively dropped from the course and will not be reinstated. Please note that students must complete a course activity specified by the faculty member in order to demonstrate attendance. In addition, students may be administratively dropped later in the course due to lack of participation.

4.11.2 - 16-week courses

Students who do not attend the first four weeks of a course will be administratively dropped from the course and will not be reinstated. In addition, students may be administratively dropped later in the course due to lack of participation.

4.11.3 - UPower™ courses

For a student enrolled in an UPower™ program, the student's faculty advisor verifies whether the student has completed an academic related activity by the 4th week of access in order to be eligible for federal and/or state financial aid funding.

When an instructor identifies a student, who is no longer attending and/or actively participating in their course, the student will be dropped from the course. A student receiving a WP or F grade is determined by the last day of attendance (LDA).

Class Length	Week of Reported LDA	Grad
16 – week	1 – 11	WP
	12 – 16	F
8 – week	1 – 5	WP
	6 – 8	F
4 – week	1 – 3	WP

Class Length	Week of Reported LDA	Grad
	4	F
UPower™	1 – 18	WP
	19 – 24	F

4.12 – Academic Calendar Definition

The University operates on a non-standard term calendar, i.e. 12 monthly starts with four 4-week courses within each session and three 16-week sessions each calendar year; therefore, a session is defined as four consecutive months. The University also offers 8-week and 16-week courses which can be taken with the monthly starts, if available.

4.13 – Semester Hour of Credit

A credit hour is a measure representing the amount of work required to achieve student learning outcomes for a specific course. Credit for a course is calculated using the traditional definition of the Carnegie unit - a class hour of instruction equals 50 minutes and a traditional semester length is 15 weeks. Therefore, one (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction - a total of at least 750 minutes per semester credit hour.

For every semester credit hour of instruction in a traditional, face-to-face class, it is expected that the typical student will average approximately 1500 minutes (a 2:1 ratio) outside the classroom in preparation and assignment completion. For online courses, it is expected that students will average 2250 minutes (a 3:1 ratio) per credit hour in preparation, online activity, and assignment completion. Hybrid or blended courses will meet face-to-face a minimum of 25% of the time that a face-to-face class meets and will therefore structure outside the classroom time in proportion to time met face-to-face (2:1) and time met online (3:1). Laboratory hours count a minimum of 30 class hours to equal one semester hour of credit and internships count a minimum of 45 class hours to equal one semester hour credit.

4.14 – UPower™ Programs

As of February 1, 2018, the University is no longer enrolling new students in the UPower™ programs. Self-paced learning (UPower™) is a fully online degree option available in selected academic programs. Qualified students may begin an UPower™ program on the first day of any month. The admissions and student registration process for UPower™ programs is continuous throughout the calendar year. Coursework is divided into separate learning modules. Before course work in each module is started, the student's command of the material is assessed. If that initial score is high enough, the student can move immediately to the next module. Once all the modules in the course are complete, the student moves to the final exam for the course. If the student passes that final assessment, they move on to the next course. If the assessment shows more study is needed, source materials are accessed and a faculty mentor guides their progress. The student's command of the material is then reassessed, and with a passing grade the student moves on to the next module. In this way, the student is given full credit for their own knowledge and real-world experience.

After one course is completed, any remaining courses that a student starts but does not complete at the end of an access period will be given a WP (withdraw passing) grade. The final grade for the student's course will appear as a WP on the student's transcript. If the student registers for the next subsequent access period, they will continue on within their Canvas section without the loss of any progress they have made. This may negatively affect satisfactory academic progress.

The University's unofficial withdrawal policy does not apply to students enrolled in UPowerTM programs; however, students may be dismissed from the program at the end of a subscription period for prolonged periods of inactivity which render a student unable to maintain good academic standing. Students also may be dismissed from the program if they enroll in a course and fail to complete it within two subscription periods.

4.15 – Core + Four and Self-Paced Learning Courses

Core + Four is a program that allows a student taking 12 credits in a single 4-month session to add one 4-credit, tuition free Self-Paced Learning (SPL) online course to their schedule. The SPL course is completed at the student's pace and may be completed at any point within the 16-week session of enrollment. Tuition-free learning requests must be submitted no later than the end of the add/drop period of the third month of the session. Availability and suitability of coursework for Core + Four is influenced by many factors including credits the student may have taken elsewhere and transferred, availability of elective credits in the student's degree audit, and number of credits remaining until degree completion. Core + Four courses generally have broad application and are therefore typically suitable to fulfill general education and general elective requirements. As the name suggests, core coursework in the degree is not available in the SPL format. Therefore, not all students in all degree programs would be eligible for an SPL course in every session. Students are encouraged to speak with an Admissions Counselor prior to enrollment or visit with the Office of the Registrar to map out their degree pathways (including Core + Four eligibility) and scheduling upon acceptance to a degree program.

Self-Paced Learning (SPL) coursework is divided into separate learning modules. The course grade is recorded on the student's transcript by the end of the session.

Self-Paced Learning courses are credit-bearing courses offered to students tuition-free. Any student who enrolls in a Self-Paced Learning course agrees that the enrollment counts as an attempt at the course and that a letter grade will be recorded in the Office of the Registrar at the completion of the session. Students also understand that grades earned in Self-Paced Courses are included in calculations of Grade Point Average (GPA).

4.16 – Course Options

Courses may be delivered at Hodges University in the following formats: on-campus, online, blended or technology enhanced.

4.16.1 – Course Modalities

- **C (Campus)** – Physical attendance is required 100% for each scheduled class.
- **O (Online)** – Students do not physically attend class. Students are not required to participate on

a specific day or time. However, class assignments must be submitted according to published due dates.

- **B (Blended)** – Physical attendance is required for at least 25% of the total course hours. Instruction is provided both in the classroom and online. In a 4-week blended course, students must attend class at least 3 hours per week.
- **T (Technology Enhanced Classroom)** – Physical attendance is the choice of the student. Students are not required to participate on a specific day or time. However, class assignments must be submitted according to published due dates. Instruction is provided live to students who are online and to students who are physically attending class. Lectures are offered as **live** (synchronous) and **recorded** for later viewing (asynchronous). A faculty member or proctor will be physically present during each class on the assigned campus. Please note that some students may be enrolled in a specialized program that mandates class attendance. Students should consult with their advisor. Students utilizing VA education benefits have additional requirements when taking classes of this modality. Veteran students should refer to the Hodges University Student Handbook, Section 2.7.3 – Veterans Students- Technology Enhanced Classroom (TEC) for more information.

Class lectures are recorded and typically will be available to the students within 48 hours after the course meeting day. However, neither the professor nor Hodges University is responsible for any technological or audio/video quality issues associated with WebEx, Zoom, or other systems. In some cases, the recorded lecture may not be available online at all.

4.16.2 – Online and Self-Paced Courses

Online courses are equivalent to the courses offered in the classroom, but have the content delivered completely online using the University's Learning Management System.

- Online: These courses may be offered as a 4-week, 8-week, or 16-week courses and proctored final exams may be required.
- Self-Paced: These courses are delivered fully online in a self-paced format. Refer to the UPower™ Programs and Self-Paced Learning Courses section of the catalog for more information. Proctored final exams may be required in these courses.

Please note that both online and self-paced courses are rigorous and require self-motivation and effective time management skills. These formats are not suitable for everyone, so students must be dedicated and have sufficient time to devote to online research and correspondence. Usually there are assignments due each week; other requirements are included in the courses' syllabi.

To help ensure your success in completing an online course, the following basic requirements must be met. You will need to:

- Possess a Windows-based computer equipped with an audio output device (headset or speakers), a webcam, and Microsoft Office 2013 or higher that can support Internet Explorer 10/11 or Firefox browsers, or a Mac running OS 10.5 or higher with Safari browser, as well as access to a high-speed Internet connection (DSL/cable modem). Use of other than listed platforms may not be supported.
- For Mac Users: While Macs are supported for basic access to resources housed in the MyHUGo

Portal, some courses will require the use of the Windows Operating System and the Windows edition of Microsoft Office 2013 (e.g. CGS-1100 and CGS2515 courses).

- Utilities which will allow you to run Windows within the Mac environment are available online. (These are up to the student to install and maintain. Hodges University cannot work on students' personal computer equipment.)
- Understand that certain courses may require synchronous (real-time) sessions where a webcam is utilized. Additionally, a headset with attached microphone is highly recommended for best audio quality.
- Have a working knowledge of Microsoft Office, email and Internet browsing.
- Review the online training and documentation found under the Training and Instructions tab on the log in page of MyHUGo (<https://myhugo.hodges.edu>). Students will be expected to use Canvas for all online courses.

4.16.3 – Directed Study Courses

Under the supervision of an assigned faculty member, the student completes an extensive research project appropriate to their academic program of study.

4.16.4 – Internships/Cooperative Work Experience

Internships/cooperative work experiences are a required component of some programs offered at the University and a voluntary component of others. The purpose of an internship/cooperative work experience is to provide the student with on-the-job experience in their chosen field of study. The faculty member assigned to supervise a student's internship/cooperative work experience is responsible for ensuring that a student is presented with the necessary learning objectives of the internship/cooperative work experience.

4.17 – Academic Load

An undergraduate student taking 12 or more semester hours in an appropriate program is defined as a full-time student. A normal credit load for full-time students is 12-16 credits per session.

Students wishing to take more than six credits in a 4-week session, nine credits in an 8-week session, or more than 15 credits in a 16-week session must obtain permission from the associate dean or their designee and/or Executive Vice President of Academic Affairs, or designee.

A graduate student taking nine or more semester hours in an appropriate program is defined as a full-time student. A normal course load for full-time graduate students is nine credits per session. Students wishing to take more than six credits in a 4-week session, nine credits in an 8-week session, or more than 12 credits in a 16-week session must obtain permission from their associate dean or their designee and/or Executive Vice President of Academic Affairs, or designee.

4.18 – Course Waiver Policy

A required course, or courses, may be waived by the associate dean or their designee if evidence of substantially equivalent academic preparation is provided and program degree credit hour

requirements are not reduced.

4.19 – Degree Program Changes Policy

A student seeking to change their degree program must be in good academic standing. The student should carefully review the requirements for any potential new program. Students are responsible for reviewing and being aware of the requirements of the Hodges University Catalog version effective at the time of the start of their new degree program. The request to begin a new program must be completed seven (7) days prior to the start of a student's next 4-month session in order to become effective for that term. The start of the new program will be effective for a student's next 4-month session start. Late requests may result in a 4-month delay of change to the degree program and will not become effective until the student's next available 4-month session start.

Previous transferred or completed Hodges University coursework may not apply to the new program due to differences in the new degree requirements. Prior to changing degree programs, students must work with the Office of the Registrar to perform an evaluation of all transferred and completed Hodges University coursework to determine applied credit hour(s) for the new degree program. Students must have documentation on file that all admission requirements for the new program have been met. Students are allowed to change their degree program two (2) times.

Any subsequent request to change degree programs requires a written request to the Office of the Registrar to seek approval from the appropriate academic college, department or major.

4.19.1 – Renaming Majors and Programs

Hodges University may from time to time rename a major or program. Some common justifications for a change in name may include, but are not limited to, the new name more accurately reflects the curriculum than the previous name or the name of the discipline has changed and consequently that major should be renamed to reflect this change in the discipline.

If a major or program is renamed, the University will follow a *phase-in* implementation. Students currently in the major or program will keep the old name. New students will enroll under the new name.

Current students who wish to change to the new name may do so in accordance with the degree program changes policy. Students under the new name may not change to the old name. Students with a conferred degree may not request a name change.

4.20 – Student Petitions

Students seeking variances from University academic policies and regulations may petition select policies. Submission of a petition does not guarantee approval, as petitions are considered exceptions and are evaluated on a case-by-case basis.

4.20.1 – Policies and Regulations That May Not Be Petitioned

The following items are considered variances from University academic policies, which may **not** be petitioned under any circumstances. The list is not inclusive.

- A student may not drop a course(s) after the add/drop deadline date. The student is fee liable and must withdraw.
- A student may not request to withdraw from a course after grades are posted.
- A student may not request grade forgiveness be removed or exchanged once applied.
- A student may not request to apply a previous attempt of a repeated course toward graduation requirements. The student's last attempt of a course will be the one used to determine degree completion.
- A student may not request that original and/or repeated grades be excluded from GPA calculations without using grade forgiveness.
- A student may not request that academic probationary status be removed from an academic record for any given term in which the student was placed in that status.

4.20.2 – Policies and Regulations That May Be Petitioned

The following items are considered variances from University academic policies, which may be petitioned:

- A student may request a course overload for a given session.
- A student may request to add a course late.
- A student may request to waive or take concurrently a course requisite.
- A student may request to utilize a course in place of a required course.
- A student may request to waive a course.
- A student may request to appeal a grade
- A student may request to take a special topics course.

A student wishing to submit a petition must work with the Office of the Registrar. A statement of extenuating circumstances and supporting documentation should be uploaded with the petition. A petition submitted without both a statement of extenuating circumstances and supporting documentation will not be considered. Letters of support from your Advisor, faculty member or other University staff are not required, but may be submitted in addition to the required documents.

All petitions are reviewed by the appropriate academic administrator.

4.20.3 – Petition to Appeal to Provost

If the student is not satisfied with the decision of a submitted petition, the student may appeal to the Provost whose decision is final. Additionally, all matters related to UPower™ programs require a petition of appeal to the Provost whose decision is final.

4.21 – Student Grade Level Progression

Hodges University determines student grade level as follows:

- Non-Degree: Students taking courses without pursuing a degree
- Certificate: Students enrolled only in a certificate program (credit hour or clock hour)

- Freshman: 0-29 credit hours
- Sophomore: 30-59 credit hours
- Junior: 60-89 credit hours
- Senior: 90 or more credit hours
- Graduate: Students seeking a Master's degree
- Clock-Hour Level 1: 0-900 clock hours
- Clock-Hour Level 2: 901 or more clock hours

Student grade level is not degree specific. It is based on total cumulative credit hours, including remedial coursework and transfer credit accepted by the university. The transfer of credit will be determined by the policies and procedures contained in Section 4.6 of this catalog.

*Students seeking an associate's degree will not be given a grade level higher than Sophomore regardless of total cumulative credit.

4.22 – Dual Enrollment at another College or University

A currently enrolled student at Hodges University may not attend another college or university without written permission obtained from the Executive Vice President of Academic Affairs and/or associate dean or their designee. Without permission, credit will not be granted at Hodges University for courses taken in another college during dual enrollment.

4.23 – Undergraduate Honor Lists

4.23.1 – Dean's List

The Dean's List includes those full-time undergraduate degree seeking students who have attained an institutional grade-point average (IGPA) of 3.50 or above in any one session. Students must successfully complete all courses in the session to be eligible for Dean's List.

4.23.2 – Honor Roll

The Honor Roll List includes those part-time undergraduate degree seeking students who have attained an institutional grade-point average (IGPA) of 4.00 or above in any one session. Students must successfully complete all courses in the session to be eligible for Honor Roll.

4.24 – Graduation

Commencement exercises are held once a year for students qualified to receive their certificate, associate, bachelor's and master's degrees. All students completing course work from the prior July through April or completing a subscription period ending in May (the prior year) through April are included in the graduating class of that year. Degrees are conferred twelve times per year. Students in an UPower program will be conferred after the subscription period has ended. All students receiving degrees are encouraged to participate in the commencement exercises and must purchase caps and gowns at their own expense. 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

complete an “Intent to Graduate” form at the beginning of their last session.

4.24.1 – Commencement Participation Policy

Commencement celebrates the accomplishments of students who have successfully completed all the requirements necessary for their degrees.

“Walking” is a term often used to indicate student participation in the commencement ceremony. “Walking” or participating in Hodges University Commencement exercises, however, does not necessarily indicate degree completion or a guarantee thereof. Only when all requirements are completed will a student’s degree be awarded.

4.24.2 – Eligibility to Participate

Students who have completed all degree requirements by April 30th are automatically eligible to participate in commencement ceremonies. In addition, students who are within six credits of completing all degree requirements and are actively registered for all remaining credits by April 30th may participate in the commencement ceremonies.

4.25 – Graduation Requirements

4.25.1 – Certificate

To qualify for a certificate program, students are required to meet the certificate minimum semester hour requirements (advanced standing credits included) with an average of C (CGPA, IGPA and GGPA of 2.0) or higher for undergraduate level and an average of B (CGPA, IGPA and GGPA of 3.0) or higher for graduate level. Residency requirements vary by certificate.

4.25.2 – Associate Degree

To qualify for the Associate in Arts or the Associate in Science degrees, students are required to accomplish the following:

Meet the program minimum semester hour requirements (advanced standing credits included) with an average of C (CGPA, IGPA and GGPA of 2.0) or higher for all work taken at the University, with a minimum of 21 identified semester hours in the 2000 level or higher.

Residency Requirements: A minimum of 15 semester hours must be completed at the University. Please note that the residency requirement may be comprised of specific courses for some degree programs and may exceed the minimum residency requirement.

Meet the specified minimum graduation requirements in the following areas as listed in the University Catalog under the specific associate degree program:

- | | |
|-----------|-----------------------------|
| Area I: | Major Component |
| Area II: | General Education Component |
| Area III: | Elective Component |

The student is responsible for meeting the requirements of the University catalog in effect at entrance or upon re-entry following one or more years of non-attendance. Matriculated students who elect to change to the requirements of a new catalog must meet all requirements of the new edition.

4.25.3 – Baccalaureate Degree

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

Meet the program minimum semester hour requirements (advanced standing credits included) with an average of C (CGPA, IGPA and GGPA of 2.0) or higher for all work taken at the University, with a minimum of 42 identified semester hours at the 3000 and 4000 level or higher.

Residency Requirement: A minimum of 30 semester hours must be completed at the University. Please note that the residency requirement may be comprised of specific courses for some degree programs and may exceed the minimum residency requirement.

Meet the specified minimum graduation requirements in the following areas as listed in the University Catalog under the specific baccalaureate degree program:

Area I: Major Component
Area II: General Education Component
Area III: Elective Component

The student is responsible for meeting the requirements of the University Catalog in effect at entrance or upon re-entry following one or more years of non-attendance. Matriculated students who elect to change to the requirements of a new catalog must meet all requirements of the new edition.

4.25.4 – Master's Degree

To qualify for a master's degree, students are required to accomplish the following:

Meet the program minimum semester hour requirements with a grade point average of at least 3.0 (CGPA, IGPA, and GGPA of 3.0) with no course grade below a C, in accordance with the University Catalog:

Program of Study	Credit Hours	Residency Req.
Master of Accountancy	30	21 credits
Master of Business Administration	36 – 45	27-36 credits
Master of Science in Legal Studies	30	21 credits
Master of Science in Management	30 – 39	21-30 credits
Master of Science in Clinical Mental Health Counseling	60	51 credits
Master of Science in APP	30	21 credits

Successfully complete one of the following with a B or better as indicated on the academic evaluation:

a capstone project, a comprehensive exam or thesis. Meet all program requirements within fifteen sessions. Satisfy all financial obligations with the University.

Students are responsible for meeting the requirements of the 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.

4.25.5 – Graduation with Honors

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

4.25.6 – Degree Programs

All students seeking the degree stated above must abide by all University rules and regulations, including satisfactory progress, attendance and conduct; and pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the University prior to graduation. Unless waived, all required courses in a program or approved substitutions must be successfully completed by that student in order to graduate.

4.25.7 – Certificate Programs

To be awarded a continuing education, undergraduate, or graduate certificate a student must abide by all University rules and regulations, including satisfactory progress, attendance and conduct; and pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the University prior to graduation. Unless waived, all required courses in a certificate program or approved substitutions, must be successfully completed by that student in order to graduate. Students also must fulfill all financial obligations, including tuition charges, fees and other expenses, before the certificate is awarded.

It is each student's responsibility to complete an "Intent to Graduate" application for the certificate program at the beginning of their last session. This requirement applies regardless of whether a student is currently enrolled in a degree program or is qualified to graduate with an associate or bachelor's degree. Students completing a certificate program also are required to pay an additional processing fee of \$25.00 in order to receive their transcript and certificate.

4.26 – Multiple Degrees/Change of Degree Programs

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 30 appropriate upper level semester hours in addition to the requirements of the first degree have been earned or permission by the associate dean or their designee. 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 baccalaureate degrees may be awarded simultaneously when the following conditions have been met: Course requirements for two majors have been completed as certified by the appropriate

academic credits. A minimum of 30 appropriate upper level semester hours in addition to the requirements of the first degree have been earned or permission by the associate dean or their designee. Each degree relates to a different CIP code.

Two associate degrees may be awarded simultaneously when the following conditions have been met: Course requirements for two majors have been completed as certified by the appropriate academic credits. A minimum of 15 appropriate semester hours in addition to the requirements of the first degree have been earned. Each degree relates to a different CIP code.

Additional master's degrees may be awarded to a student who has completed all of the requirements for all degrees. Students must complete all of the requirements for the first degree, and a minimum of 12 additional credits for each additional degree thereafter. Each degree relates to a different CIP code.

4.27 – Institutional Good Standing

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

- Never been subjected to any disciplinary action by the University.
- Never been convicted of a felony of a sexual or violent nature.

4.28 – Satisfactory Academic Progress

To maintain eligibility for program enrollment and federal student aid, students must make satisfactory academic progress toward achieving and completing their program of study through measurement of qualitative (grade-based) and quantitative (time-based) standards.

Qualitative Standard:

- Students enrolled in undergraduate programs must maintain a minimum institutional GPA of 2.0.
- Students enrolled in graduate programs must maintain a minimum institutional GPA of 3.0.

Quantitative Standard:

A student must have successfully completed at least 66.67% of all the credits hours attempted toward their program. This is calculated by dividing the total credits hours earned by the total credit hours attempted.

To ensure pace towards program completion, each program within the University has a defined number of credit hours required for completion. Students must complete their program within 150% of the published program length which is defined as the maximum timeframe. All credit hours attempted will count towards this timeframe.

For example, if the program requirements are 120 credits, then the student must satisfy all requirements of their program without having to attempt more than 180 credits.

If at any point it becomes evident that a student cannot mathematically complete the program within

the 150 percent time frame, the student will be withdrawn from the University and is no longer eligible for federal student aid. If the student has an alternative method of payment, the student may appeal the academic standing.

Coursework Used to Measure Standards:

Attempted Credit Hours

- Credit hours that a student is enrolled in on the eighth day of a class.

Successfully Completed Credit Hours

- Credit hours defined through the assignment of a grade that constitutes passing and earned credit hours.

Unsuccessfully Completed Credit Hours

- Credit hours defined through the assignment of a grade that constitutes failure and non-earned credit hours.

Incompletes

- Credit hours attempted but not earned until the course is completed by receiving a passing grade.

Repeated Coursework

- Repeated courses and earned credit hours awarded when a student repeats a course to improve a grade are subject to the SAP definitions and policy. Credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once a course is passed, the credit hours are counted as both attempted and completed hours (See Repeat Policy).

Developmental Coursework

- Credit hours will be counted as attempted credits and completed credits if successfully completed.

Transfer Credits

- All transfer credit attempted and applied toward the completion of a student's program will be included in the quantitative measurement of SAP.

Change of Program

- For students who change their program or complete one program and start another, the quantitative standard is based on credit hours attempted and earned in the new program of study.

Frequency of Reviews

- Academic progress will be determined at the conclusion of every session (16-weeks). A student must meet both the qualitative and quantitative standards in order to be program eligible and continue to receive federal financial aid.

Review Results

- Satisfactory academic progress reviews result in a status for program and Title IV eligibility. One of the following results will occur upon an academic review for satisfactory academic progress:
- Good Standing

- Students are placed on this status upon review that determines the student met the qualitative and quantitative standards required for satisfactory academic progress and can continue.
- SAP Warning
 - Students are placed on this status upon review that determines the student failed to meet the qualitative and/or quantitative standards for satisfactory academic progress. Students are placed on SAP Warning for one session (16-weeks). While on SAP Warning, students are eligible to receive federal student aid for that session. Notification of the change of academic standing will be emailed to the student's Hodges University email address. Lack of reception of notification does not exempt students from the policy requirements. Students who are on SAP Warning who do not meet SAP standards at their next SAP review will be suspended
- SAP Suspension
 - Students are placed on SAP Suspension for failing to meet the qualitative and/or quantitative standards for satisfactory academic progress at the conclusion of the student's session on SAP Warning. Students on SAP Suspension are not eligible to receive federal student aid disbursements. Notification of the change of academic standing will be emailed to the student's Hodges University email address. Lack of reception of notification does not exempt students from the policy requirements. To regain eligibility for enrollment, students must submit a successful academic appeal.

4.29 – Appealing SAP Suspension

Students must work with the Office of the Registrar to submit an appeal. Students may appeal an academic suspension by submitting a Suspension Appeal packet consisting of a Suspension Appeal form, an explanation of the qualifying circumstances that led to the student's failure to meet SAP standards, documentation of the eligible qualifying circumstances mentioned in the appeal and an academic plan developed in consultation with their Advisor.

4.29.1 – Potentially Qualifying Circumstances for SAP Suspension Appeal

- Injury or serious illness of the student or family member
- Loss of employment by student or family member
- Loss of housing
- Qualifying life event (divorce, birth or death of family member)
- Natural disaster
- Military duty
- Required relocation
- Other unexpected circumstance(s) beyond the control of the student

Supporting documentation (e.g., letters from employers, doctor's notes, receipts, court summons, military orders, lease documents, birth certificates, obituary notices) must be attached to the appeal form to verify that one or more of the qualifying circumstances above led to the suspension. An appeal may be denied for lack of documentation. Normal life and work circumstances are not grounds for an appeal.

Students who are active in courses and earn SAP Suspension will have a deadline of seven calendar days from the date of notification to submit an appeal to remain in courses. (The date of notification is considered to be the date on the email communication and constitutes day one of the seven calendar days). Such students may remain enrolled while the appeal is reviewed.

Students informed of their suspension when simultaneously registered in courses may remain enrolled while the appeal is reviewed, understanding that appeals from enrolled students must be received no later than seven calendar days from the date of notification. (The Date of Notification is considered to be the date on the email communication and constitutes day one of the seven days).

Students continuing in a course(s) while the appeal is processed who then receive a denial of the appeal or students who do not submit an appeal by the appeal deadline may no longer continue and are administratively dropped from all classes.

Students not currently enrolled must successfully complete their appeal submission 30 days prior to their next planned registration. Students not currently enrolled whose appeals are approved may enroll for a future course(s) provided the registration deadline has not passed and are subject to academic probation conditions.

Approved students will be placed on SAP Probation status and granted one session (16 weeks) to meet the qualitative and quantitative standards required for satisfactory academic progress. While on SAP Probation, students are eligible to receive federal student aid for that session.

4.29.2 – Academic Plan

The Academic Plan developed with their Advisor during the appeal process is used as an advising tool to return the student to good standing. The maximum length of an Academic Plan cannot exceed two sessions (32-weeks) to meet the qualitative and quantitative standards required for satisfactory academic progress.

After the SAP Probation session (16-weeks) has been completed, if the student meets the qualitative and quantitative standards required for satisfactory academic progress the student is returned to Good Standing.

After the SAP Probation period, if the qualitative and quantitative standards required for satisfactory academic progress have not been met, but the session GPA is 2.0 or higher for undergraduate students or 3.0 or higher for graduate students, the student remains eligible for a second session (16-weeks) in Probation status. If the student fails to meet the qualitative and quantitative standards required for satisfactory academic progress at the end of the second Probation period, the student will be suspended.

After the Probation period, if the student fails to meet the qualitative and quantitative standards required for satisfactory academic progress, the student will be suspended.

Students placed on SAP Suspension a second time may not return for further study for at least one session (16-weeks). After sitting out for at least one session, students may submit an appeal for reinstatement. If approved, the student will be placed on Final Probation.

After the Final Probation session (16-weeks) has been completed, if the student meets the qualitative and quantitative standards required for satisfactory academic progress the student is returned to Good Standing.

After the Final Probation period, if the qualitative and quantitative standards required for satisfactory academic progress have not been met, but the session GPA is 2.0 or higher for undergraduate students or 3.0 or higher for graduate students, the student remains eligible for an additional session (16-weeks) in Final Probation.

After the Final Probation period, if the student fails to meet the qualitative and quantitative standards required for satisfactory academic progress the student will be dismissed.

4.29.3 – Dismissal

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

4.30 – Repeat Policy

Repeated courses and earned credit hours awarded when a student repeats a course to improve a grade are subject to the SAP definitions and policy. Credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once a course is passed, the credit hours are counted as both attempted and completed hours.

A student may repeat a Failed (F) or Withdrawn (WP or WF) course only one time unless special circumstances are documented and approved by the associate dean or their designee. A student who does not pass a required course must repeat the course and earn a passing grade prior to graduation. If a student fails or withdraws from the repeated course again, these options are available:

- Submit a petition for a third course attempt
- Transfer a successfully completed, appropriately accredited course from another institution to Hodges. Residency restrictions apply.
- Change programs

Pending review of the petition, the student may be required to submit documentation of extenuating circumstances to justify a multiple attempt. If the petition is approved, the student will be allowed another attempt to pass the course. The student must pay all relevant tuition and fees for repeating the course.

Students using Title IV aid as their funding source should visit the Office of Financial Aid to determine financial impact when repeating a course.

Students may repeat any course to improve their grade point average; however, the student must be aware that a repeated course counts against the maximum number of credit hours that may be attempted prior to placement on academic warning or suspension from the University. Hodges University will not allow a student to continue the program if more credit hours than allowed by the Maximum Time Frame for Program Completion policy are attempted. The highest earned grade for

a repeated course will be used in the GPA calculation. All course attempts will be reflected on the transcript. All repeated credit hours are included in the Course Completion Rate and Maximum Time Frame for Program Completion calculations.

Certain programs may have additional restrictions. Students should review the requirements of their program.

4.31 – Transcript Information

Upon written application by the student to the Office of the Registrar, the University will furnish transcripts of each student's scholastic record. These transcripts will state, "Unofficial Student Copy." No transcript will be issued for a student who is not current on all payments due to the University. Official transcripts can be requested on the National Student Clearinghouse website.

During peak periods, particularly at the end of each session there may be a two-week delay. Transcripts are processed in the order in which applications are received.

4.32 – Academic Dismissal and Appeal

4.32.1 – Academic Dismissal

The University may initiate academic dismissal of a student for a variety of reasons, including, but not limited to, failure to make satisfactory academic progress, breach of academic integrity, or failure to fulfill requirements for admission. Additional program-specific bases for academic dismissal are provided in the student handbook.

Administrative Dismissal for violation of student conduct policies is provided in the student handbook.

Students who are academically dismissed from their program are dismissed from Hodges University. The Office of the University Registrar will remove the student immediately from the program(s) and from any future-registered courses.

4.32.2 – Appeal of Academic Dismissal

Students who are academically dismissed have the right to appeal the decision. Students who are administratively dismissed for violation of student conduct policies should refer to the Student Handbook for the appeal process.

Appeal Process

Students may appeal to the Executive Vice President of Academic Affairs or designee. If conditions or causes exist, requiring a modification of the time limits listed below, it is the responsibility of the Executive Vice President or designee to assess such circumstances and determine the nature or extent of any such modification. If the Executive Vice President or designee decides to modify the time limits, Executive Vice President or designee, immediately will inform all parties involved. Time limits may only be modified to allow for additional time, not less.

1. If the student decides to appeal the dismissal decision, the student must submit an Appeal for Academic Reinstatement within 10 working days of receipt of the decision for dismissal. The petition can be obtained from the Office of the Registrar. In the written appeal statement, the student must state clearly the reasons why the decision is being appealed, the nature of the appeal, the facts and circumstances leading to the appeal, reasons in support of the appeal, and the remedy or remedies requested. The appeal statement submitted by the student becomes the basis for all further consideration of the matter.
2. The Executive Vice President of Academic Affairs or designee must send a copy of the appeal statement to the academic administrator who issued the dismissal decision. Within seven (7) working days, the academic administrator will respond to the student's appeal and include any information or documentation related to the response. The academic administrator will provide that written response to the Executive Vice President of Academic Affairs or designee.
3. The Executive Vice President of Academic Affairs or designee shall examine and evaluate fully the dismissal decision, including any supporting documentation submitted by the student or by the academic administrator who issued the dismissal. At their discretion, the Executive Vice President of Academic Affairs or designee may interview the student and/or the academic administrator and/or consult with any others who the Executive Vice President of Academic Affairs or designee believes may assist in the review of the appeal. Depending on the circumstances, the Executive Vice President of Academic Affairs may appoint an Ad Hoc Committee to serve as the designee. The composition of a committee will be in the sole discretion of the Executive Vice President of Academic Affairs.
4. The Executive Vice President of Academic Affairs or designee is expected to conduct its review as expeditiously as possible.
5. The Executive Vice President of Academic Affairs or designee shall make the final decision and provide that decision in writing to the student, with a copy sent to the university registrar and the academic administrator who issued the dismissal.
6. If the appeal is approved, the university registrar will re-enroll the student into the program, and the student may re-register for courses. For programs with a secondary admissions process, students must reapply to the program.
7. If the appeal is denied, the student may, within 10 working days of receiving the decision, appeal to the President. In the written appeal statement, the student must state clearly the reasons why the decision is being appealed, the nature of the appeal, the facts and circumstances leading to the appeal, reasons in support of the appeal and the remedy or remedies requested. The decision of the President is final.

Chapter 5: Programs of Study

Hodges University offers post-secondary education programs that result in Semester Hour Credit.

Semester Hour Credit: These programs are comprised of a series of courses that provide general education and/or lead to a common outcome and they result in the award of semester hour credits for each course successfully completed. These semester hour credits are the basis for all Undergraduate Certificate Programs; AA, AS, and BS degree programs; and Graduate Certificate and Master's level degree programs. Courses are typically offered online, on-ground, blended, or TEC and are representative of what many would contemplate when thinking of traditional college or university courses and degree programs. An example of a semester hour credit program is the Bachelor of Science in Nursing.

All degree programs consist of an area of focus, otherwise known as an academic major. The major is defined as an area of study that a student will specialize in when pursuing their degree.

Undergraduate degree programs allow students to select a minor. See section 5.7.1 of the catalog for more information.

5.1 – Programs and Certificates by Level

UNDERGRADUATE CERTIFICATES (Cert)

Animation Design	Help Desk Support
AutoCAD Drafting	Information Technology Support
e-Business Software	Networking Specialist
e-Business Ventures	eDiscovery and eLitigation
Graphic Design Production	User Experience & Web Design
Tax Preparation	Substance Abuse Awareness & Treatment
Paramedic	Bookkeeping
Risk Management	Practical Nursing

ASSOCIATE IN ARTS DEGREES (AA)

Areas of Focus:

- Criminal Justice
- Digital Design & Graphics
- Health Sciences (to satisfy prerequisites for applying to Nursing, Physical Therapist Assistant, Dental, and other Healthcare related professions)

ASSOCIATE IN SCIENCE DEGREES (AS)

Business Administration	Paralegal Studies
	Physical Therapist Assistant

BACHELOR OF SCIENCE DEGREES (BS)

Accounting
Applied Psychology
Business Administration

Legal Studies
Cybersecurity & Networking
Finance
Organizational Management
Health Sciences

Interdisciplinary Studies

- Areas of Focus:
 - General
 - Diversity & Inclusion
 - Digital Design & Graphics
 - Legal Studies
 - Management Studies
 - Aviation Studies

Modern Marketing & Branding
Nursing
Software Development
Dental Hygiene

MINORS AVAILABLE IN SELECT UNDERGRADUATE PROGRAMS

Accounting
Business Administration
Communication
Criminal Justice
Diversity
Finance

Humanities
Legal Studies
Literature Management
Marketing Psychology
Sociology

GRADUATE CERTIFICATES (Cert)

Cybersecurity
Database Management

Diversity, Equity, & Inclusion Leadership

MASTER'S DEGREES (MA, MAcc, MBA, MS)

Master of Accountancy (MAcc)
Master of Business Administration (MBA)

Juris Master (JM)
Master of Science in Organizational Leadership (MS)
Master of Science in Clinical Mental Health Counseling (MS)

CONTINUING EDUCATION

English as a Second Language (Cert)

5.2 – Programs of Study by Discipline

The programs of study offered at Hodges University are assigned according to discipline to a school within the University as follows:

FISHER SCHOOL OF TECHNOLOGY

Animation Design (Cert)
AutoCAD Drafting (Cert)

e-Business Software (Cert)
Cybersecurity & Networking (BS)
Cybersecurity (GR Cert)
Database Management (GR Cert)

e-Business Ventures (Cert)
Graphic Design Production (Cert)
Help Desk Support (Cert)
Information Technology Support (Cert)
Networking Specialist (Cert)
Software Development (BS)
User Experience & Web Design (Cert)

JOHNSON SCHOOL OF BUSINESS

Accountancy (MAcc)
Accounting (BS)
Business Administration (AS, BS, MBA)
Finance (BS)
Tax Preparation (Cert)
Risk Management (Cert)

Organizational Management (BS)
Modern Marketing & Branding (BS)
Bookkeeping (Cert)
Organizational Leadership (MS)

NICHOLS SCHOOL OF PROFESSIONAL STUDIES

Applied Psychology (BS)
Diversity, Equity, & Inclusion (Cert)
Clinical Mental Health Counseling (MS)

eDiscovery & eLitigation (Cert)

Interdisciplinary Studies (BS)
Legal Studies (BS)
Paralegal Studies (AS)
Diversity, Equity, & Inclusion (GR Cert)
Juris Master (JM)

SCHOOL OF HEALTH SCIENCES

Nursing (BS)
Paramedic (Cert)

Physical Therapist Assistant (AS)
Dental Hygiene (BS)
Practical Nursing (Cert)

SCHOOL OF GENERAL STUDIES

Associate of Arts (AA)
English as a Second Language (Cert)

Health Sciences (BS)

5.3 – Undergraduate General Education Requirements

Each program of study consists of a general education component, which is designed to provide students with a well-rounded education through broad exposure to disciplines comprising the general education courses while also ensuring that students acquire the highly transferrable knowledge, skills and ability deemed essential to a globally competitive workforce.

Hodges University and the School of General Studies have established general education outcomes that help prepare graduates for the workforce. These outcomes are assessed in various general

education courses and are as follows:

Professional Communication

The process of transmitting ideas verbally, nonverbally and through the use of technology.

Critical Thinking

Thoughtful judgment or reflective decision-making through recognizing, defining and analyzing issues, drawing logical well-supported conclusions and applying reason to solve problems.

Research Ability

The capacity to obtain, analyze and utilize relevant and credible information in an ethical manner.

All associate and bachelor's degree-seeking students must complete at least one course from each of the following areas:

- English Composition
- Mathematics or Science
- Humanities
- Social or Behavioral Sciences
- Computer Applications or additional mathematics or additional science

A minimum of 30 semester hours in a bachelor's degree and 15 semester hours for the associate degree are required. Please refer to your individual degree program description for specific course requirements. Transfer credit guidelines have been established and approved by the associate dean or their designee to verify compliance.

To help ensure sufficient academic rigor, Hodges University requires that students must earn a grade of C or higher in the following General Education courses:

English to include ENC1101 and/or ENC1102 (at least 3 credits of English Composition with a grade of C or higher)

Mathematics to include MAC1105, MAC2233, MAT1033*, MGF1106, or STA2023 (at least 3 credits of mathematics with a grade of C or higher). MAC1105 is the prerequisite for some courses. See courses descriptions. *MAT1033 will not count towards college mathematics requirements for some degree programs; consult with your advisor.

Humanities to include HUM1210, HUM2230, REL2300, PHI2010, PHI2103, PHI2600 or LIT 2020 (3 credits of humanities with a grade of C or higher)

Social or Behavioral Sciences to include ECO2013, ECO2023, POS2041, PSY2012, SYG2000, or SYG 2430 (3 credits of social science with a grade of C or higher)

5.4 – General Education Courses

Category	Choose from Courses Listed Below
English Composition	ENC1101, ENC1102, ENC3213
Communications	COM1007, COM2101, COM2203, COM2412, COM2442, COM3051, COM4014, SPC2330, SPC2608, SPC4230, SPC4301, SPC4683, SPC4701
Mathematics	MAC1105, MAC2233, MAT1033, MGF1106, STA2023 NOTE: MAT1033 will not count towards college mathematics requirements for some degree programs; consult with advisor. NOTE: MAC1105 is a prerequisite for some courses. See course descriptions.
Science	BSC1005, BSC1010C, BSC1011C, BSC1020, BSC1085, BSC1085C, BSC1086, BSC1086C, CHM1020, CHM2025C, CHM2045C, CHM2046C, CHM2210C, CHM2211C, EVR1001, PHY2048C, PHY2049C
Humanities	HUM1210, HUM2230, LIT2020, PHI2010, PHI2103, PHI2600, REL2300
Social or Behavioral Sciences	ECO2013, ECO2023, PSY2012, POS2041, SYD2790, SYG2000, SYG2430, SYG4011
Computer Applications	CGS1100

5.5 – Undergraduate Certificate Programs

Final grades are reported at the end of each session using the grades of A, B, C, D or F as listed under grading system and progress reports. A certificate is awarded when a student earns the required number of semester hours with an average of C or higher (CGPA, IGPA and GGPA of 2.0) for all course work. The final three semester hours must be completed at the University. All University policies apply including the standards of academic progress.

5.5.1 – Animation Design

The Certificate in Animation Design is designed to prepare students for entry-level positions as Animation Designers in areas such as: corporate agencies, fashion industry, real estate, product/manufacturing, service industry related companies, and health care to name a few. This certificate blends design principles and practical, production-oriented knowledge and skills. The required courses provide students with a solid foundation in animation design by using state of the art technologies combined with current multimedia design techniques. All credits earned from this certificate are acceptable toward the Hodges University associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
GRA2131	Introduction to Multimedia	3
GRA2145	Digital Animation and Effects for the Web I	3
GRA3728	Digital Animation and Effects for the Web II	3
	Total Semester Hours Required for Certificate	9

5.5.2 – AutoCAD Drafting

The AutoCAD Certificate is designed to prepare students for entry-level positions as CAD technicians in areas such as: 2D and 3D computer generated graphics and animation, as well as the design and production of commercial, industrial and engineering graphics using CAD. This certificate blends design principles and practical, production-oriented knowledge and skills. The required courses provide students with a solid foundation in the Autodesk Suite of software applications. All credits earned from this certificate are acceptable toward the Hodges University associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
ETD1316	Introduction to AutoCAD	3
ETD2340	AutoCAD II	3
ETD2352	AutoCAD III	3
ETD2355	3D Modeling and Animation	3
ETD2530	Architectural Drafting	3
ETD2540	Civil Drafting	3
Total Semester Hours Required for Certificate		18

5.5.3 – E-Business Software

The e-Business Software Certificate is designed to prepare students for software development positions, focusing on the e-Business environment. This certificate blends program design and implementation, mobile and application development for e-Business, software engineering concepts, and project management knowledge and skills to equip students with the basic skill set necessary to gain employment as an e-Business software technician. The required courses provide students with a solid foundation in software development in an online business environment. All credits earned from this certificate are acceptable toward the HU associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
COP2048	Programming Concepts II	3
COP2250	Java Programming I	3
COP2251	Java Programming II	3
GRA2520	Web Design I	3
COP3655	Mobile Application Development	3
CEN4050	Software Engineering	3
CAP4062	Web Applications	3
ISM4314	Project Management	3
	Total Semester Hours Required for Certificate	24

5.5.4 – E-Business Ventures

The e-Business Ventures Certificate is designed to prepare students to plan, manage, supervise and market as an online business presence. This certificate blends general business concepts, business law, marketing principles, and the use of social media and collaborative technologies in the e-commerce space to equip students with the skill set necessary to be successful in an e-business venture. The required courses provide students with a solid foundation in business fundamentals, marketing, business law, social media and collaboration, e-commerce, and small business and entrepreneurship. All credits earned from this certificate are acceptable toward the HU associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
GEB1011	Introduction to Business	3
MAR2011	Principles of Marketing	3
ENT2020	Small Business Management	3
ISM3007	Organizational Applications: Social Media/Collaborative Tech.	3
BUL3130	Business Law	3
COP3655	Mobile Application Development	3
CGS4845	E-Commerce	3
	Total Semester Hours Required for Certificate	21

5.5.5 – eDiscovery/eLitigation

This certificate program provides training to anyone in the legal profession who wishes to obtain a better understanding of the issues surrounding electronic discovery and litigation support. Issues surrounding electronic discovery, use of social media, eFiling and eLitigation have a significant impact on the way legal professionals perform their daily tasks.

This certificate is also intended to provide the educational background necessary to address the concerns of our electronic age, including:

- An awareness of the pitfalls and legal issues surrounding electronic data, filing and litigation.
- An opportunity to actively engage in simulations representing real-world scenarios.
- Practice in using industry leading software applications to work through common and unique situations in order to provide a comprehensive understanding of the issues involved in modern discovery methods.

All of the courses and can be applied towards the Bachelor of Science in Legal Studies program or as elective courses in other programs.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
PLA2201	Litigation	3
PLA4264	eDiscovery	3
PLA4584	Data Privacy and Social Media	3
PLA4731	eLitigation and Litigation Support	3
PLA4920	eWorkshop	3
Total Semester Hours Required for Certificate		15

5.5.6 – Graphic Design Production

The Graphic Design Production Certificate is designed to prepare students for entry-level positions as Graphic Design Desktop Publishers in areas such as: Architectural/Engineering/ Construction, product/manufacturing, service industry related companies, and real estate to name a few. This certificate blends design principles and practical, production-oriented knowledge and skills. The required courses provide students with a solid foundation in traditional graphic design by using state of the art technologies combined with current creative process techniques. Students are required to have a computer and Adobe CC subscription for this specific certificate program. All credits earned from this certificate are acceptable toward the Hodges University associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
GRA1110	Graphic Design I	3
GRA2101	Visual Communication and Design	3
GRA2111	Graphic Design II	3
GRA2156	Digital Illustration	3
GRA2545	Multi-Page Design	3
GRA3102	Designing with Type	3
GRA3174	Advertising Design	3
GRA3178	Corporate Communication and Design	3
Total Semester Hours Required for Certificate		24

5.5.7 – Help Desk Support

The Help Desk Support Certificate is designed to prepare students for entry level positions as a help desk support technician in a variety of industries. This certificate blends hardware, operating systems, networking, and user support and help desk operations knowledge and skills to equip students with the basic skill set necessary to gain entry level IT employment. The required courses provide students with a solid foundation in IT basics and troubleshooting, with the opportunity to sit for industry level certifications (A+ and Net+). All credits earned from this certificate are acceptable toward the Hodges University associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
CTS1131	A+ Hardware I	3
CTS1132	A+ Hardware II	3
CTS1138	A+ Lab / Certification Prep	3
CTS2134	CompTIA Network+ Certification Prep	3
CTS2155	User Support and Help Desk Operations	3
CTS2650	Networking Essentials	3
	Total Semester Hours Required for Certificate	18

5.5.8 – Information Technology Support

The Information Technology Support Certificate is designed to prepare students for entry level positions as an IT support specialist in a variety of industries. This certificate blends basic office applications, hardware, operating systems, networks and telecommunications, and user support and help desk operations knowledge and skills to equip students with the basic skill set necessary to gain entry level IT employment as an IT Support Specialist. The required courses provide students with a solid foundation in IT basics and troubleshooting, with the opportunity to sit for two industry level certifications (A+ and Net+). All credits earned from this certificate are acceptable toward the Hodges University associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
CGS1100	Computer Applications	3
CTS1131	A+ Hardware I	3
CTS1132	A+ Hardware II	3
CTS1138	A+ Lab / Certification Prep	3
CTS2134	CompTIA Network+ Certification Prep	3
CTS2155	User Support and Help Desk Operations	3
CTS2318	Principles of Information Security	3
CTS2650	Networking Essentials	3
	Total Semester Hours Required for Certificate	24

5.5.9 – Networking Specialist

The Networking Specialist Certificate is designed to prepare students for employment as a network specialist within a wide variety of industries. This certificate builds basic networking skills into highly specialized networking skills necessary for administering and maintaining a variety of network topologies. The required courses provide students with a solid foundation in networking essentials, including PowerShell scripting, routing and switching, and Windows Server. Students will have the opportunity to sit for the A+, Net+, CCENT, CCNA, Linux+ and three Windows Server industry certifications. All credits earned from this certificate are acceptable toward the Hodges University associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
CTS1131	A+ Hardware I	3
CTS1132	A+ Hardware II	3
CTS1138	A+ Lab / Certification Prep	3
CET2020	Introduction to Networks	3
CET2025	Scaling Networks	3
CET2026	Connecting the Networks	3
CTS2134	CompTIA Network+ Certification Prep	3
CTS2166	Introduction to Scripting I	3
CTS2167	PowerShell Scripting II	3
CTS2353	Networking with Windows Server (Exam 70-741)	3
CTS2354	Installation, Storage, and Compute w/Windows Service 2016	3
CTS2358	Identity with Windows Server 2016 (Exam 70-742)	3
CET2610	Routing and Switching Essentials	3
CTS2650	Networking Essentials	3
CTS4116	Linux System and Security Administration	3
	Total Semester Hours Required for Certificate	45

5.5.10 – Substance Abuse Awareness and Treatment

The substance abuse awareness and treatment certificate program is designed to provide students with entry-level skills and knowledge to work in the field of addictions. Students are prepared to help prevent substance abuse, counsel individuals and families with drug and alcohol problems, and perform intervention and therapeutic services for persons suffering from addiction. The certificate meets only the training requirements for the Certified Addiction Professional (CAP) certification with the Florida Certification board or the International Certification and Reciprocity Consortium (IC&RC). Students need to refer to the Florida Certification Board for additional requirements for addiction specific work experience and on-the-job clinical supervision to achieve the full CAP certification. The 8 courses are offered in a combination of online and blended format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
PSB3441	Introduction to Chemical Dependence	3
PCO3005	Basic Counseling Skills	3
PCO3310	Professional Ethics in Alcoholism/Chemical Dep. Counseling	3
CLP3433	Screening and Assessment	3
CLP3374	Treatment Modalities	3
PCO3203	Advanced Counseling Methods	3
PCO3332	Advanced Professional Addiction Knowledge	3
PCO3220	Applied Practice in Addictions	3
	Total Semester Hours Required for Certificate	24

5.5.11 – User Experience (UX) and Web Design

The UXWD Certificate is designed to prepare students for entry-level positions as UX Designers in areas such as healthcare, product/manufacturing, service industry related companies, and real estate to name a few. This certificate blends design principles and practical, production-oriented knowledge and skills. The required courses provide students with a solid foundation in mobile device design by using state of the art technologies combined with user driven behavioral interaction. Students are required to have a computer and Adobe CC subscription for this specific certificate program. All credits earned from this certificate are acceptable toward the Hodges University associate and baccalaureate degrees. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
GRA2131	Introduction to Multimedia	3
GRA2145	Digital Animation and Effects for the Web I	3
GRA2520	Web Design I	3
GRA2524	Web Design II	3
GRA3102	Designing with Type	3
GRA3137	Web Design III	3
GRA4189	Senior Portfolio	3
	Total Semester Hours Required for Certificate	21

5.5.12 – Bookkeeping

The Bookkeeping Certificate is designed to prepare students for entry-level positions as bookkeepers in for-profit or non-profit organizations. Bookkeepers also can be self-employed and service a variety of small and medium sized commercial accounts. The course sequence meets the educational requirements of the National Association of Certified Public Bookkeepers (NACBP) and prepares students for the Certified Public Bookkeeper (CPB) licensure examination, a nationally recognized credential. All of the required courses are offered in a TEC format, which allows for maximum flexibility in scheduling and attendance.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
ACG2021	Introduction to Financial Accounting	3
ACG2071	Introduction to Managerial Accounting	3
ACG2450	Accounting Using QuickBooks™	3
ACO2806	Payroll Accounting	3
GEB4110	Business Plan Development	4
	Total Semester Hours Required for Certificate	16

5.5.13 – Risk Management

The Risk Management Certificate is designed to prepare students with an overall background in risk management and insurance. These skills are broadly applicable to positions in the insurance and financial services industries. All credits earned are transferrable to an Associate or Bachelor-level business degree programs in the Johnson School of Business. Earning this certificate in combination of the degree may meet State of Florida educational requirements for the Resident Health and Life Agent License (see the following URL)

<https://www.myfloridacfo.com/division/agents/Licensure/General/docs/2-15.htm>

All of the required courses are offered in a TEC format, which allows for maximum flexibility in scheduling and attendance.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
FIN2100	Personal Finance	3
RMI2110	Personal Insurance	3
RMI2212	Personal and Business Property Insurance	3
RMI3011	Risk Management	3
GEB4110	Business Plan Development	4
	Total Semester Hours Required for Certificate	16

5.5.14 – Tax Preparation

The Tax Preparation Certificate is designed to prepare students for entry-level positions as tax preparers for individual or small business tax filers. Tax preparers also can be self-employed and service a variety of small and medium sized commercial accounts. The course sequence meets the educational requirements of the Internal Revenue Service (IRS) and prepares students for the Special Enrollment Examination (SEE) required to become an Enrolled Agent with the IRS. An Enrolled Agent is a tax professional who prepares tax returns for individuals and business taxpayers and can represent these taxpayers before the IRS. All of the required courses are offered in a TEC format, which allows for maximum flexibility in scheduling and attendance.

<u>Area I</u>	<u>Component</u>	<u>Credit Hour</u>
TAX2000	Individual Income Tax	3
TAX4001	Federal Tax Accounting I	3
TAX4011	Federal Tax Accounting II	3
BUL3130	Business Law	3
GEB4110	Business Plan Development	4
	Total Semester Hours Required for Certificate	16

5.5.15 - Practical Nursing (PN)

The Practical Nursing program (PN) is designed for students to gain the knowledge and skills to qualify for entry-level positions in nursing. This program is developed to prepare students for employment as Licensed Practical Nurses. The Practical Nursing education program at Hodges University is approved by the Florida State Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399-3752. Upon graduation, students are eligible to sit for the NCLEX-PN examination and apply to practice as a Licensed Practical Nurse (LPN) for in Florida.

The Practical Nurse (PN) program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

This program length is 1 year, 3 semesters, and requires full-time attendance.

Applicants to the Practical Nursing Program should be aware that graduation from the program does not guarantee eligibility to take the National Council Licensure Examination (NCLEX-PN).

1. Submission of Hodges University Application
2. Submit a Secondary Practical Nursing Application
3. High school Diploma/GED
4. Submission of official high school transcripts/GED
5. Submission of official transcripts from all colleges currently or previously attended
6. Minimum 2.0 vocational cumulative grade point average
7. 18 years of age by end of program to be eligible to sit for the NCLEX-PN exam
8. Competitive Score (65% or higher) on the ATI Test of Essential Academic Skills (TEAS)
9. Will be expected to maintain a “C” or higher in each course of the program

Curriculum

Area I	Component	Credit Hour
--------	-----------	-------------

PRN0098	Practical Nursing Foundations 1 (300 hours)	8
PRN0099	Practical Nursing Foundation 2 (300 hours)	8
PRN0290	Medical Surgical Nursing 1 (300 hours)	8
PRN0291	Medical Surgical Nursing 2 (300 hours)	8
PRN0690	Comprehensive Nursing and Transitional Skills (150 hours)	4
	TOTAL CREDIT HOURS	36

5.5.16 – Paramedic

The paramedic certificate program is designed to provide students with entry-level skills and knowledge to work as a paramedic. Students will attend lecture and laboratory class, hospital clinical and ambulance internships. The 42-credit hour certificate program can be completed in three consecutive sessions. The paramedic Certificate program can be taken as a stand-alone program as well as part of the AS-EMS Paramedic degree program.

Graduates of the EMS-Paramedic Certificate Program are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT) certification examination. After passing the NREMT exam, students are eligible for Florida certification as a Paramedic and ready to join healthcare teams in a variety of settings, such as fire-rescue departments, public and private ambulance services, aeromedical services, hospitals, and police departments.

The Hodges University Paramedic Program is approved by the Florida Department of Health. All instruction meets the requirements of the Florida administrative code Chapter 64J Emergency Medical Services. The Program includes classroom and laboratory instruction and a required number of hours and competencies in the hospital clinical setting and field environment. The content includes but is not limited to patient assessment, advanced airway management, cardiovascular emergencies, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, pharmacology, medication administration, respiratory emergencies, endocrine emergencies, acute abdomen, communicable diseases, abnormal behavior, substance abuse, unconsciousness, emergency childbirth, pediatric and geriatric emergencies, burns, environmental hazards, communications, documentation, extrication, mass casualty incident, incident command system, and transportation of patients.

The Hodges University Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP Executive Office: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088 or by phone at 214-703-8445 or fax at 214-703-8992. www.coaemsp.org

The paramedic program has a limited enrollment due to clinical facilities and accreditation standards. Admission requirements include current Florida EMT-Basic certification, current CPR certification, satisfactory completion of immunization and health report, and satisfactory completion of college approved criminal advisory background check completed at the applicant's expense.

Enrollment in the cohort will be limited.

<u>Area I</u>	<u>Clinical Science Component</u>	<u>Semester Hour Credit</u>	
BSC1085	Anatomy and Physiology I	3	
BSC1086	Anatomy and Physiology II	3	
	Total Clinical Science Component		6
 <u>Area II</u>	 <u>Paramedic Component</u>		
EMS2601	Paramedic Theory I	6	
EMS2601L	Paramedic Laboratory I	5	
EMS2602	Paramedic Theory II	6	
EMS2602L	Paramedic Laboratory II	4	
EMS2622C	Paramedic Theory w/Lab III	5	
EMS2661	Paramedic Field Internship	7	
EMS2664	Paramedic Clinical I	1	
EMS2665	Paramedic Clinical II	2	36
	Total Paramedic Component		
	Total Semester Hours Required for Certificate		42

5.6 – Associate Degree Programs

5.6.1 – Associate in Arts

The Associate in Arts degree (AA) is a general-purpose degree that allows a student to explore different areas of potential interest while completing all of the general education requirements of the Bachelor's degree. It is a widely recognized credential that will allow a student to transition into the workforce and/or into a variety of Bachelor's degree programs. The Associate in Arts degree is comprised of 60 semester credit hours, 30 of which meet general education requirements and 30 elective credits. Students wishing to pursue a general degree program would pursue this option, as it provides the most flexibility to align with the individual's interest/focus.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
	Credit for courses may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with an Advisor.	
	Total Area of Focus Component	30
<u>Area II</u>	<u>General Education Component</u>	
	Required within the minimum of 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science, humanities, and social or behavioral sciences. A course in computer applications (or additional math or additional science) is also required.	
	Total General Education Component	30
	Total Required for Graduation	60

Some degree programs, especially those with a particular workforce objective, have specific prerequisite or other requirements. The Associate in Arts degree is designed to accept those prerequisite courses into its curriculum so that the student can earn the degree while simultaneously meeting many of the requirements for another program.

Examples include the Bachelor of Science in Criminal Justice, the Bachelor of Science in Health Sciences, the Bachelor of Science in Interdisciplinary Studies, the Bachelor of Science in Nursing, and the Associate in Science in Physical Therapist Assistant. Students interested in one of those programs should follow the curriculum outlined for the specific areas of interest below.

5.6.1.1 – Area of Focus in Digital Design and Graphics

Courses in this focus area are designed to study in many areas of the graphics industry including: print and interactive media design and production, 2D and 3D computer generated graphics and animation, photography, marketing graphic production, presentation graphics, video game production, as well as the design and production of commercial, industrial and engineering graphics using CAD. This curriculum blends design principles and practical, production-oriented knowledge, and skills.

The required courses provide students with a solid foundation in digital design and graphics and elective choices that allow students some degree of specialization based on their individual interests and goals. All credits earned from this degree/area of focus are acceptable toward the selected Hodges University baccalaureate degrees, including the Bachelor of Science in Interdisciplinary Studies. All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
GRA1110	Graphic Design I	3
ETD1316	Introduction to AutoCAD	3
GRA2101	Visual Communication and Design	3
GRA2111	Graphic Design II	3
GRA2145	Digital Animation and Effects for the Web I	3
GRA2181	Multimedia Portfolio	3
GRA2520	Web Design I	3
GRA3102	Designing with Type	3
	Total Area of Focus Component	24
<u>Area II</u>	<u>General Education Component</u>	
	Required within the minimum of 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science, humanities, and social or behavioral sciences. A course in computer applications (or additional mathematics or additional science) is also required.	
	Total General Education Component	30
<u>Area III</u>	<u>General Education Electives</u>	
	Total General Education Component	6
	Total Required for Graduation	60

5.6.1.2 – Area of Focus in Health Sciences

Hodges University has prepared an Associate in Arts pathway with a focus in Health Sciences to help students prepare for advanced or specialized studies in Associate in Science or Bachelor of Science programs. Students are required to take a combination of three-credit general education courses and four-credit science courses as specified below, to complete this degree Program.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
BSC1010C	Biology I w/Lab	4
BSC1085C	Anatomy and Physiology I w/Lab	4
BSC1086C	Anatomy and Physiology II w/Lab	4
MCB3020C	Microbiology w/Lab – or – AS Clinical Core Course	4
CHM2025C	Fundamentals of Chemistry w/Lab	
-or-	-or-	4
CHM2045C	General Chemistry I w/Lab	
	Total Area of Focus Component	20
<u>Area II</u>	<u>General Education Component</u>	
DEP2004	Human Growth & Development	3
ENC1101	English Composition I	3
ENC1102	English Composition II	3
MAT1033	Intermediate Algebra	
-or-	-or-	3
MAC1105	College Algebra I (recommended)	
PHI2600	Ethics	3
PSY2012	General Psychology	3
STA2023	Basic Statistics	3
	Total General Education Component	21
<u>Area III</u>	<u>Recommended Electives</u> <i>(Program where course is required)</i>	
HSC1531	Medical Terminology <i>(Physical Therapist Assistant)</i>	3
HSC3555	Pathophysiology <i>(Nursing, Dental)</i>	3
HUN1201	Nutrition <i>(Nursing, Dental)</i>	3
MAC1105	College Algebra I <i>(Dental, BS in Health Sciences)</i>	3
PHY2048C	Physics I w/Lab <i>(BS in Health Sciences)</i>	4
SPC2608	Introduction to Speech Communication <i>(Dental)</i>	3
SYG2000	Principles of Sociology <i>(Dental)</i>	3
	Total Elective Component	<u>19</u>
	Total Required for Graduation	60

Note: The EDF1XXX, TEAS Test Preparation for Healthcare Careers course may be taken in place of one of the Recommended Electives above if the student is applying to a healthcare degree program that requires the TEAS test as an admission criterion. In those cases, the student would take the EDF1XXX in place of an elective not required for their chosen program. For example, a Nursing applicant could take the EDF1XXX instead of SYG2000, Principles of Sociology. Students should consult with their Advisor.

5.6.2 – Associate in Science, Business Administration

The primary objective of the Associate in Science in Business Administration is to prepare students for entry-level supervisory and management positions in business and public service organizations. The curriculum is designed to provide students a firm foundation in applied and theoretical aspects of business-related principles as well as general education. Upon successful completion of the program, students will have a working knowledge of business functions and procedures, accounting, economics, computer applications, marketing and management applications. Students will also develop communication and comprehension skills to actively support the mission of an organization.

All credits earned from this degree are acceptable toward the Hodges University baccalaureate degree in business administration or management. This program is comprised of courses that may be offered in a variety of formats, including on-campus, blended, and online.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
GEB1011	Introduction to Business	3
MAR2011	Principles of Marketing	3
ENT2020	Small Business Management	3
ACG2021	Introduction to Financial Accounting	3
MAN2021	Principles of Management	3
FIN2100	Personal Finance	3
COM2412	Communication, Culture, and Community	3
ACG2450	Accounting Using QuickBooks™	3
Total Area of Focus Component		24

<u>Area II</u>	<u>General Education Component</u>	
	Required within the minimum of 15 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science, humanities, and social or behavioral sciences (to include macroeconomics or microeconomics). A course in computer applications is also required.	
	Total General Education Component	15

<u>Area III</u>	<u>Option A: Elective Component</u>
	Students are required to complete 21 credits in elective courses. Elective courses should be selected under the recommendation of an academic advisor in a fashion to meet the student's career interest. Students are recommended and encouraged to complete elective courses in business related fields such as: general business (GEB), economics (ECO), business law (BUL), marketing (MAR), management (MAN), quantitative skills (QMB), information system management (ISM), digital design (ETD/GRA), communication (COM), accounting (ACG, ACO), cooperative work experience (SLS), and/or finance (FIN).

Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits), articulated credit (such as through industry certifications), or classes taken at Hodges University as approved in consultation with an Advisor.

Student can complete 9 credits in one of the following tracks and 27 credits of elective courses:

Option B: Accounting Track

TAX4001 Federal Tax Accounting I	3
FIN3400 Managerial Finance	3
ACG3401 Acct. Info Sys	3

Option C: Health Office Administration Track

HSA1100 Introduction to Healthcare Services	3
HSA1190 Introduction to Healthcare Information Technology	3
HSA2172 Reimbursement & Revenue Cycle Management	3

(required for bachelor's in business HSA Track)

Total Track and Elective Components 36

Business Administration majors without transfer credits are encouraged to take the courses as listed below:

ACG2071	Introduction to Managerial Accounting	3
MAN3113	Variables in Managing Diversity and Inclusion	3
BUL3130	Business Law	3
FIN3400	Managerial Finance	3
MAR3503	Consumer Behavior	3
	Elective	3
	Elective	3
	Total Elective Component	21
	Total Required for Graduation	60

5.6.3 – Associate in Science, Paralegal Studies

The Associate in Science in Paralegal Studies is designed for students who intend to become legal support professionals in law firms, government entities, non-profit organizations, private industry, and other law related careers. It also prepares students considering advanced studies in law. The courses in the program provide students with a solid foundation in all the primary areas of law to prepare students for a successful career in the legal field assisting attorneys. The curriculum reflects the recommendations of the American Bar Association and prepares students to sit for either the Paralegal Advanced Competency Exam or the Certified Legal Assistant/Certified Paralegal Exam. It also meets the educational requirements to become a Registered Paralegal in Florida and other states with similar registration protocols. This course of study is offered in the on-campus, blended, and online delivery formats.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
PLA1001	Fundamentals of Law	3
PLA1104	Legal Research & Writing I	3
PLA1304	Criminal Law	3
PLA2114	Legal Research & Writing II	3
PLA2201	Litigation	3
PLA2202	Torts	3
PLA2303	Criminal Law and Court Procedure	3
PLA2423	Contracts	3
PLA2600	Wills and Trusts	3
PLA2610	Real Estate and Property	3
PLA2800	Family Law	3
PLA2880	Introduction to Constitutional Law	3
BUL3130	Business Law	3
PLA3703	Legal Ethics	3
	Total Area of Focus Component	42
<u>Area II</u>	<u>General Education Component</u>	
	Required within the minimum of 15 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science, humanities (to include Critical Thinking), and social or behavioral sciences (to include American National Government and College Developmental Skills), and computer applications.	
	Total General Education Component	15
<u>Area III</u>	<u>Elective Component</u>	
	Elective	
	Total Elective Component	3
	Total Required for Graduation	60

5.6.4 – Associate in Science, Physical Therapist Assistant

The Physical Therapist Assistant (PTA) program is designed to provide students with entry-level skills and knowledge to work under the supervision of a licensed physical therapist in the rehabilitation of patients with musculoskeletal and/or neuromuscular deficits, injury, disease, or disorders. Graduates will be eligible to take the national licensing board exam; a passing score is required to practice in the field of physical therapy. Students should be enrolled in the Associate in Arts program prior to a secondary application and acceptance to the PTA program. Once accepted into the PTA program, the student will be enrolled in the Associate in Science in PTA. Enrollment in the PTA core program is limited by the Commission of Accreditation in Physical Therapy Education (CAPTE). Students must have a science GPA and cumulative GPA of 2.75 in order to apply to the PTA program. All sciences, with the exception of one, must be completed or in progress by the application deadline. While in the program, students will attend class or internships all day, five days a week, for three consecutive sessions and must complete the coursework together as a cohort. All PTA courses are only provided in an on-campus format from 8:30 AM – 5:00 PM, Monday through Friday.

The Physical Therapist Assistant Program at Hodges University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Suite 100, Alexandria, Virginia, 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 239-938-7718 or email cvaccarino@hodges.edu.

Summary and additional program information:

- Students must complete all prerequisites prior to the start into the program.
- The PTA application/admission process includes a PTA Program application as well as a University application if not already enrolled at HU, 24 observation hours under a licensed PT or PTA, and a 2.75 GPA on both cumulative and science prerequisites. If these requirements are met, the applicant will be invited to the next step in the application process that includes interviews and a written essay.
- The PTA admission process is based on a point system. Points are awarded for GPAs, completion of (or enrollment in) all prerequisites courses at time of application, observation hours, working in field, interview scores, and essay rubric. While enrolled in the PTA program, students must maintain a session GPA of 2.5 in order to advance in the program.
- GPA calculation are based on the top score (the highest grade of the duplicated course)
- All courses must be completed with a C or higher.

Physical Therapist Assistant Component: Students must apply for entry and be accepted into the Program before starting the Physical Therapist Assistant Component (**PHT**) courses. Physical Therapist Assistant Component (**PHT**) courses are not eligible for transfer from another institution and must be completed at Hodges University.

Health Sciences Component: Three (3) of the four (4) courses must be in process or completed prior to applying to the PTA program. All (10) courses in the Health Sciences Component and General Education Component must be completed prior to enrollment in the Physical Therapist

Assistant Component (**PHT**) courses.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
A.	Physical Therapist Assistant Component	
PHT1120C	Kinesiology/Anatomy for PTA w/Lab	4
PHT1132C	Musculoskeletal Disorders/Pathology w/Lab	4
PHT1200C	PTA Principles and Procedures w/Lab	4
PHT2162C	Neurological Disorders w/Lab	3
PHT2211C	Modalities w/Lab	3
PHT2220C	Therapeutic Exercise I w/Lab	3
PHT2221C	Therapeutic Exercise II w/Lab	4
PHT2800	Clinical Internship I	3
PHT2810	Clinical Internship II	4
PHT3931	PTA Seminar	4
PHT3951C	PTA Capstone w/Lab	4
B.	Health Sciences Component	
BSC1010C	Biology w/Lab (traditional live course)	4
BSC1085C	Anatomy and Physiology I w/Lab (traditional live course)	4
BSC1086C	Anatomy and Physiology II w/Lab (traditional live course)	4
HSC1531	Medical Terminology	3
	Total Area of Focus Component	55
<u>Area II</u>	<u>General Education Component</u>	
ENC1101	English Composition I	3
ENC1102	English Composition II	3
MAT1033	Intermediate Algebra	
-or-	-or-	3
MAC1105	College Algebra I (<i>recommended</i>)	
PHI2103	Critical Thinking	3
PHI2600	Ethics	3
PSY2012	General Psychology	3
	Total General Education Component	18

PHI2103 Critical Thinking can be replaced with a three credit **General Education** Elective course if the student has an AS or AA degree.

PHI2600 can be substituted with any course type of Ethics (for example, Medical Ethics, Legal Ethics, Business Ethics). However, if the student does not have an Ethics course of any type, he or she then must take PHI2600 Ethics for the PTA Program.

Total Required for Graduation **73**

5.7 – Baccalaureate Degree Programs

The baccalaureate degree programs are comprised of the following areas:

- Area I: contains subject specific courses
- Area II: contains general education courses
- Area III: contains elective courses

5.7.1 – Minors

Students may elect to fulfill minor requirements by completing 15 semester hours at the 3000-4000 level as part of the elective courses currently specified for their degree. Please note that most courses at the 3000-4000 level require prerequisite courses. Students may select one of the following minors with the approval of their advisor:

- **Accounting** – Complete 15 semester hours in any 3000-4000 level accounting courses
- **Business Administration** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with GEB, MAN, MAR, SCM, or BUL
- **Communication** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with COM or SPC
- **Criminal Justice** – Complete 15 semester hours in any 3000-4000 level criminal justice courses
- **Diversity** – Complete the following courses: SPC4701, SOP4502, MAN3061, MAN3113, SLS4949
- **Finance** – Complete 15 semester hours in any 3000-4000 level courses whose prefix begin with FIN.
- **Humanities** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with HUM, PHI, REL, LIT or MUH
- **Legal Studies** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with PLA
- **Literature** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with LIT
- **Management** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with MAN
- **Marketing** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with MAR
- **Psychology** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with PSY, EDF, PPE, SOP, DEP, CLP, INP
- **Sociology** – Complete 15 semester hours in any 3000-4000 level course whose prefix begins with SYD, SYG

5.7.2 – Bachelor of Science, Accounting

The principal objective of the Bachelor of Science in Accounting is to provide students with accounting, business and technical knowledge which will serve as a basis for accounting positions in public and private industries, government, and nonprofit organizations. The curriculum is designed to provide students a firm foundation in the practical and theoretical aspects of accounting principles, as well as business concepts and general education. Upon successful completion of the program, students will have acquired skills in the major subject areas of accounting; taxation/regulation, financial reporting, auditing, cost management, finance, information systems, business, and management. This program is comprised of courses that may be offered in a variety of formats, including on-campus, blended, and online.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
GEB1011	Introduction to Business	3
TAX2000	Individual Income Tax	3
ENT2020	Small Business Management	3
ACG2021	Introduction to Financial Accounting	3
MAN2021	Principles of Management	3
ACG2071	Introduction to Managerial Accounting	3
FIN2100	Personal Finance	3
ACG2450	Accounting using QuickBooks™	3
ACO2806	Payroll Accounting	3
ACG3103	Intermediate Financial Reporting and Analysis I	3
ACG3113	Intermediate Financial Reporting and Analysis II	3
MAN3113	Variables in Managing Diversity and Inclusion	3
BUL3130	Business Law	3
ACG3341	Cost Accounting	3
FIN3400	Managerial Finance	3
ACG3401	Accounting Information Systems	3
TAX4001	Federal Tax Accounting I	3
SCM4011	Supply Chain Management	3
TAX4011	Federal Tax Accounting II	3
ACG4123	Intermediate Financial Reporting and Analysis III	3
ACG4180	Financial Statement Analysis	3
ACG4200	Advanced Financial Reporting and Analysis I	3
ACG4632	Independent Auditing I	3
ACG4931	Accounting Capstone	3

Total Area of Focus Component	72
--------------------------------------	-----------

<u>Area II</u>	<u>General Education Component</u>
	Required within the minimum of 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science (to include statistics), humanities, and social or behavioral sciences (to include macroeconomics and microeconomics). A course in computer applications is also required.

Total General Education Component	30
--	-----------

Area III

Elective Component

Students are required to complete 18 credits in elective courses. Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits), articulated credit (such as through industry certifications), or classes taken at Hodges University as approved in consultation with an Advisor.

Students are encouraged to complete elective courses in the Accounting (ACG, ACO) field.

Total Elective Component	18
---------------------------------	-----------

Total Required for Graduation	120
--------------------------------------	------------

Please note:

- In order to sit for the Certified Public Accountant (CPA) exam, students must complete a bachelor's degree program with 120 semester credit hours from an accredited college or university. The credit hours earned in each of the accounting and business component must include the 24 semester credit hours of upper level courses. The accounting component must include taxation, auditing, cost/managerial, accounting information system, and finance courses; whereas the business component must include the general business and business law and/or general education courses such as macroeconomics, microeconomics, statistics, and introduction to computers. As part of the general business hours, applicants are required to have a total of three semester credit hours in business law. Excess credit hours in upper level accounting courses may be used to meet the general business requirement, but not the business law requirement. It should also be noted that lower level accounting classes are not acceptable to satisfy the required accounting credit hours.
- In order to obtain the CPA licensure (upon passing the CPA exam), students are required to take an additional 30 semester hour credits to fulfill the 150-credit hour requirement by the Florida Department of Business Professional Regulation, Division of Certified Public Accounting and Florida Board of Accountancy. It is recommended that for those students, who are interested in obtaining the CPA licensure, should see the graduate programs section of this Catalog for suitable graduate programs and consult with an Advisor, to fulfill these additional semester hour credits. The Master of Accountancy (MAcc) at Hodges University is a recommended pathway for those who have a bachelor's degree in accounting or a related field and would like to advance their education, explore specialized practice areas and/or meet certification requirements.
- Additionally, please note that eligibility requirements to sit for the exam and requirements to become certified/licensed are very distinctive and both requirements are determined individually by state; students must review both requirements for the respective state's Board of Accountancy.

5.7.3 – Bachelor of Science, Applied Psychology

The Bachelor of Science in Applied Psychology provides students with the dynamic skill set and knowledge base needed by professionals in human services and other related professions. The curriculum is designed to provide students with a firm foundation in general education to complement the practical and theoretical aspects of the discipline. Emphasis is placed on the student's development of the professional attitude and behavior needed for working with others in human services, management and other occupational roles. Certification in the drug/alcohol field is an option available for students in this program. This course of study is offered in both the on- campus and online delivery format.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
PSY2012	General Psychology	3
PSY3017	Experimental Psychology	3
PSY3204	Principles of Analytic Techniques	3
EDF3210	Educational Psychology	3
CLP3376	Assessment and Case Management	3
PPE4003	Psychology of Personality	3
SOP4004	Social Psychology	3
DEP4032	Cognitive Psychology	3
DEP4054	Principles of Developmental Psychology	3
CLP4146	Abnormal Psychology	3
INP4313	Organizational Psychology	3
SOP4502	Psychology of Conflict Management	3
	Total Area of Focus Component	36

<u>Area II</u>	<u>General Education Component</u>	
	Required within the 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science (to include statistics), humanities, and social or behavioral sciences. A course in computer applications is also required.	
	Total General Education Component	30

<u>Area III</u>	<u>Elective Component</u>
	Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits), articulated credit (such as through industry certifications), or classes taken at Hodges University as approved in consultation with an Advisor.
	Students may elect to complete a minor requirement/obtain a certificate in substance abuse awareness and treatment by completing 24 semester hour credits to fulfill part of the elective requirement. These courses meet the education and training requirement of the Florida Certification Board: PSB3441, PCO3005, PCO3310, CLP3433, CLP3374, PCO3203, PCO3332, and PCO3220.

Students may choose to complete a minor of 15 credits at the 3000-4000 level as part of this requirement as approved by an Advisor.

Total Elective Component **54**

Total Required for Graduation **120**

5.7.4 – Bachelor of Science, Business Administration

The principal objective of the Bachelor of Science in business administration is to prepare students for a wide range of administrative and managerial positions in business and government or other public administration organizations. The curriculum is designed to provide students a firm foundation in applied and theoretical aspects of business-related principles, as well as general education. Upon successful completion of the program, students will have a working knowledge of business functions and procedures, accounting, legal concepts applicable to business professions, economics, computer applications, marketing, and operational management principles. Students will also develop communication, comprehension, and decision making, planning, problem solving and leadership skills. Students are encouraged to select a minor or certificate of completion option as part of the elective component to enhance career opportunities. This program is comprised of courses that may be offered in a variety of formats, including on-campus, blended, and online.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
GEB1011	Introduction to Business	3
MAR2011	Principles of Marketing	3
ENT2020	Small Business Management	3
ACG2021	Introduction to Financial Accounting	3
MAN2021	Principles of Management	3
ACG2071	Introduction to Managerial Accounting	3
FIN2100	Personal Finance	3
COM2412	Communication, Culture, and Community	3
ACG2450	Accounting using QuickBooks™	3
MAN3113	Variables in Managing Diversity and Inclusion	3
BUL3130	Business Law	3
FIN3400	Managerial Finance	3
MAR3503	Consumer Behavior	3
SCM4011	Supply Chain Management	3
MAN4143	Leadership, Development and Supervision	3
MAN4720	Strategic Management	3
CGS4845	E-Commerce	3
-or-	-or-	3
ISM4314	Project Management	3
GEB4890	Business Strategy Capstone	3
Total Area of Focus Component		54
<u>Area II</u>	<u>General Education Component</u>	
	Required within the minimum of 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science (to include statistics), humanities, and social or behavioral sciences (to include macroeconomics and microeconomics). A course in computer applications is also required.	
	Total General Education Component	30

Area III

Option A: Elective Component

Students are required to complete 36 credits in elective courses. Elective courses should be selected under the recommendation of an Advisor in a fashion to meet the student's career interest. Students are encouraged to complete elective courses in business related fields such as: general business (GEB), economics (ECO), business law (BUL), marketing (MAR), management (MAN), quantitative skills (QMB), information system management (ISM/CGS), digital design (ETD/GRA), communication (COM), accounting (ACG, ACO), cooperative work experience (SLS), and/or finance (FIN).

Total Elective Component

36

Option B: Healthcare Service Administration Track

Students can choose to complete 9 credits in the Health Service Administration track and 27 elective courses.

HSA3111 United States Healthcare System

3

HSA4191 Management of Healthcare Information

3

HSA4702 Research Methods in the Health Sciences

3

Total Track and Elective Components

36

Total Required for Graduation

120

5.7.5 – Bachelor of Science, Cybersecurity and Networking

The objective of the Bachelor of Science in Cybersecurity and Networking 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 their expertise focused in cybersecurity and networking. The curriculum is designed to give students a solid foundation in general education as well as the practical and theoretical aspects of business. Several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, Security+, Net+, CCENT, Linux+). All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
A.	Computer Information Technology Core	
CTS1131	A+ Hardware I	3
CTS1132	A+ Hardware II	3
COP2250	Java Programming I	3
CTS2318	Principles of Information Security	3
CGS2515	Advanced Computer Applications	3
GRA2520	Web Design I	3
COP2700	Introduction to Database Management Systems	3
ISM4314	Project Management	3
CIS4595	Systems Analysis & Solutions Architectures (Capstone)	3
COP4751	Advanced Database Management	3
B.	Cybersecurity and Networking Core	
CTS1138	A+ Lab / Certification Prep	3
CET2020	Introduction to Networks	3
CTS2134	Comp TIA Network+ Certification Prep	3
CTS2166	Introduction to Scripting I	3
CTS2167	PowerShell Scripting II	3
CET2610	Routing and Switching Essentials	3
CTS2650	Networking Essentials	3
ISM3324	Computer Forensics	3
CTS4116	Linux System and Security Administration	3
CTS4124	Incident Response, Disaster Recovery and Contingency Planning	3
CIS4200	Security Penetration Testing	3
CIS4204	Ethical Hacking	3
ISM4321	Information Systems Security Compliance	3
ISM4330	Policy and Administration in Information Systems	3
CNT4409	Fundamentals of System and Network Security	3
CIS4617	Information Systems for Knowledge Management/Decision Support	3
C.	Business Core	
GEB1011	Introduction to Business	3
FIN2100	Personal Finance	3

Total Area of Focus Component		84
<u>Area II</u>	<u>General Education Component</u>	
CGS1100	Computer Applications	3
COM4014	Gender Communication	3
ENC1101	English Composition I	3
ENC3213	Professional Writing	3
MAC1105	College Algebra I	3
MAT1033	Intermediate Algebra	3
PHI2103	Critical Thinking	3
PHI2600	Ethics	3
STA2023	Basic Statistics	3
ELECTIVE	Social or Behavioral Science	3
ELECTIVE	Open Upper Level (3000/4000) General Education Elective	3
ELECTIVE	Open Upper Level (3000/4000) General Education Elective	3
Total General Education Component		36
Total Required for Graduation		120

5.7.6 – Bachelor of Science, Finance

The Bachelor of Science in Finance places emphasis on problem solving, analytics and decision making, and encompasses a broad spectrum of fundamental knowledge and skills necessary for a successful career in the finance and investment industry. The program allows students to focus on unique finance specializations in the finance sector and reflects the current state of knowledge and practice within the field. Today's finance professionals are expected to apply accounting and finance skills in the context of business; to transform accounting and financial data into strategic positioning insight; to influence the decisions, actions, and behaviors of others; and to lead the organization at various levels. This program is designed to prepare finance graduates with the skills and competencies needed to address the fluctuations and opportunities in today's diverse and complex business landscape. This program is comprised of courses that may be offered in a variety of formats, including on-campus, blended, and online.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
GEB1011	Introduction to Business	3
MAR2011	Principles of Marketing	3
ENT2020	Small Business Management	3
ACG2021	Introduction to Financial Accounting	3
MAN2021	Principles of Management	3
ACG2071	Introduction to Managerial Accounting	3
FIN2100	Personal Finance	3
COM2412	Communication, Culture, and Community	3
ACG2450	Accounting using QuickBooks™	3
RMI3011	Risk Management & Insurance	3
MAN3113	Variables in Managing Diversity and Inclusion	3
BUL3130	Business Law	3
FIN3400	Managerial Finance	3
MAR3503	Consumer Behavior	3
FIN3604	International Finance	3
TAX4001	Federal Tax Accounting I	3
SCM4011	Supply Chain Management	3
MAN4143	Leadership, Development and Supervision	3
ACG4180	Financial Statement Analysis	3
REE4204	Real Estate Finance	3
ISM4314	Project Management	3
FIN4323	Commercial Bank Management	3
FIN4504	Investment Management	3
FIN4514	Security Analysis	3
FIN4533	Financial Derivatives	3
MAN4720	Strategic Management	3
Total Area of Focus Component		78

<u>Area II</u>	<u>General Education Component</u>
Required within the minimum of 30 semester hours of general	

education are at least three (3) credits in each of the following: English composition, mathematics or science (to include Statistics), humanities, and social or behavioral sciences (to include macroeconomics and microeconomics). A course in computer applications is also required.

Total General Education Component **30**

Area III

Elective Component

Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits), articulated credit (such as through industry certifications), or classes taken at Hodges University as approved in consultation with an Advisor.

Total Elective Component **12**

Total Required for Graduation **120**

5.7.7 – Bachelor of Science, Health Sciences

This curriculum prepares a pathway for students to advance from the associate to bachelor's degree in Health Sciences. The degree contains coursework that will provide a strong foundation for students who wish to continue their studies in master's and doctorate level graduate and professional programs. Some of the courses below require on-campus attendance while others are offered in online or blended (on-campus + online) formats.

For application to graduate and professional schools, it is important to check the admission requirements and prerequisite courses of the institution. The requirements may vary from school to school and state to state. It is important that students research these requirements early and monitor institutional websites in the event that requirements change.

NOTE: 42 of the total 120 credits must be Upper Level Courses numbered 3000-4000. The following courses are required to complete the Bachelor of Science degree in Health Sciences:

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
<i>*30 of 60 credits may be articulated with a professional License from a clinical associate degree major. These 30 credits will be validated as Upper Level courses in the final semester, upon completion of all other required courses outlined for the BS, Health Sciences degree. Students articulating credits must complete the last 20 non-transferred credits towards their Bachelor of Science in Health Sciences at HU, in addition of complying with the HU residency rule.</i>		
BSC1010C	Biology I w/Lab	4
BSC1085C	Anatomy and Physiology I w/Lab	4
BSC1086C	Anatomy and Physiology II w/Lab	4
CHM2025C	Fundamentals of Chemistry w/Lab	
-or-	-or-	4
CHM2045C	General Chemistry I w/Lab	
PHY2048	Physics I w/Lab	4
	Science or Health Sciences Electives: BCH, BSC, CHM, HSA, HSC, HUN, MCB, PCB, PHY, SLS, or Clinical Core Courses from AS Degree	40
HSC4922	Health Sciences Capstone	4
	Total Area of Focus Component	60
<u>Area II</u>	<u>General Education Component</u>	
DEP2004	Human Growth and Development	3
ENC1101	English Composition I	3
ENC1102	English Composition II	3
MAT1033	Intermediate Algebra	
-or-	-or-	3
MAC1105	College Algebra I (<i>recommended</i>)	
PHI2103	Critical Thinking	3
PHI2600	Ethics	3
PSY2012	General Psychology	3
STA2023	Basic Statistics	3
ELECTIVE	General Education Elective	3

ELECTIVE	General Education Elective	3
ELECTIVE	General Education Elective	3
	Total General Education Component	33

Area III

Elective Component

Elective

**See list of recommended courses below for application to master's and doctorate programs.*

Total Elective Component **27**

Total Required for Graduation **120**

Recommended Courses for Application to Master's/Doctorate Programs

Credit Hour

**Always check with the institution where applying to confirm requirements.*

BCH3025C	General Biochemistry w/Lab	4
BSC1011C	Biology II w/Lab	4
BSC2900	Directed Independent Study	1-4
CHM2045C	General Chemistry I w/Lab	4
CHM2046C	General Chemistry II w/Lab	4
CHM2210C	Organic Chemistry I w/Lab	4
CHM2211C	Organic Chemistry II w/Lab	4
HSC4900	Directed Independent Study	1-4
MAC1105	College Algebra I	3
MCB3020C	Microbiology w/Lab	4
PCB3063C	General Genetics w/Lab	4
PCB3103C	Cell Biology w/Lab	4
PCB3673C	Evolutionary Biology	4
PHY2049C	Physics II w/Lab	4
SLSXXXX	Cooperative Work Experience (internship)	variable

5.7.8 – Bachelor of Science, 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. Students may also choose one or more of the various areas of focus to explore.

In order for students to begin the Interdisciplinary Studies Component of the program, they must have an associate degree or complete 60 semester hours from an accredited institution. Each student is expected to present a course in English Composition or its equivalent. Any exceptions to the above must be approved by the associate dean or their designee.

In order to graduate from Hodges University with a Bachelor of Science in interdisciplinary studies, students must complete the interdisciplinary studies core courses through Hodges University. This core consists of seven required courses plus the student's selected area of focus courses and IDS4890 Interdisciplinary Studies Capstone course. The Capstone course may be substituted with an existing specific capstone course if available within the area of focus. Students may transfer in the general education and elective courses in accordance with University transfer policies.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
A.	Interdisciplinary Studies Core	
IDS1051	Introduction to Interdisciplinary Studies	3
MAN3113	Variables in Managing Diversity and Inclusion	3
IDS3187	Applied Interdisciplinarity	3
IDS3309	How We Know What We Know	3
SDS3340	Career Development	3
INP3380	Psychology of Teamwork	3
IDS4355	Innovative Strategic Thinking	3
B.	Student must choose 1 of the following areas of focus:	
<i>Option 1: General Interdisciplinary Studies</i>		
ENT3003	Introduction to Entrepreneurship	3
IDS4213	Contemporary Global Issues	3
SOP4502	Psychology of Conflict Management	3
PLA4584	Data Privacy and Social Media	3
SPC4701	Intercultural Communication	3
IDS4890	Interdisciplinary Capstone	3
	Total Credits for Interdisciplinary Studies	18
<i>Option 2: Digital Design and Graphics</i>		
GRA1110	Graphic Design I	3
ETD1316	Introduction to AutoCAD	3
GRA2101	Visual Communication and Design	3
GRA2111	Graphic Design II	3

GRA2145	Digital Animation and Effects for the Web I	3
GRA2156	Digital Illustration	3
ETD2340	AutoCAD II	3
ETD2355	3D Modeling and Animation	3
GRA2520	Web Design I	3
GRA2524	Web Design II	3
GRA2545	Multi-Page Design	3
GRA3102	Designing with Type	3
GRA3119	Packaging Design	3
GRA3137	Web Design III	3
GRA3174	Advertising Design	3
GRA3178	Corporate Communication and Design	3
GRA3512	Identity Design	3
GRA3728	Digital Animation and Effects for the Web II	3
GRA4115	Design Study (Senior Project)	3
GRA4189	Senior Portfolio	3
Total Credits for Digital Design and Graphics		60

Option 3: Diversity and Inclusion Studies

SOP4202	Psychology of Conflict Management	3
IDS4213	Contemporary Global Issues	3
PLA3025	Gender and Law	3
SOP3704	Psychology of Diversity	3
IDS3343	Generational Changes	3
IDS4890	Interdisciplinary Capstone	3
Total Credits for Diversity and Inclusion Studies		18

Option 4: Management Studies

MAN3025	Management of Organizations	3
MAN3061	Business Ethics	3
MAN4143	Leadership, Development and Supervision	3
MAN3151	Organizational Behavior in the Workplace	3
MAN4441	Conflict, Negotiation and Resolution	3
IDS4890	Interdisciplinary Capstone	3
Total Credits for Management Studies		18

Option 5: Legal Studies

PLA1001	Fundamentals of Law	3
PLA4876	Animal Law	3
PLA2880	Introduction to Constitutional Law	3
PLA3703	Legal Ethics	3
PLA4584	Data Privacy and Social Media	3
IDS4890	Interdisciplinary Capstone	3
Total Credits for Legal Studies		18

Option 6: Aviation Studies

ASC1000	Introduction to Aviation	3
ASC2320	Aviation Law	3
ASC2470	Physiology/Psychology of Flight	3
ASC2870	Aviation Safety	3
ASC3135	Global Navigation and International Flight Planning	3
ASC3211	Aviation Meteorology	3
ASC4460	Crew Resource Management – Human factors of flight	3
ASC4914	Capstone Directed Research Project	3
Total Credits for Aviation		24

Option 7: Computer Information Technology

CTS1131	A+ Hardware I	3
CTS1132	A+ Hardware II	3
COP2250	Java Programming I	3
CTS2318	Principles of Information Security	3
CGS2515	Advanced Computer Applications	3
GRA2520	Web Design I	3
Total Credits for Computer Information Technology		18

Option 8: Special Topics

The *Special Topics* track at Hodges University will offer students the opportunity to earn, in true interdisciplinary fashion, a degree with a custom concentration. Students must complete all requirements of the Bachelor of Science in Interdisciplinary Studies degree. The interdisciplinary studies core courses (21 semester credit hours) and a capstone course (3 semester credit hours) at must be taken at Hodges University. The concentration itself must include related coursework taken at or transferred to Hodges University totaling a minimum of 18 semester credit hours. A minimum of 30 semester credit hours of core and concentration coursework must be at the upper level (3000 or 4000). Students may transfer in the general education and elective courses in accordance with University transfer policies

Area II

General Education Component

Required within the minimum of 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science, humanities or fine arts, and social or behavioral sciences. A course in computer applications is also required.

Total General Education Component **30**

Area III

Elective Component

Credit for courses taken under the **Elective Component** may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University. The total **Elective Component** will require 9-69 credits, dependent on the designated area of focus chosen.

Note: This program is designed to allow for the seamless award of articulated elective credit for various aviation related licenses and certifications. Students can be awarded up to 30 credit hours for

current commercial pilot licensing with appropriate additional ratings or 30 credits for current Airframe and Powerplant technician certification. Total articulated credit cannot exceed 48 credits. Students must take the IDS core and at least 21 of the 24 credits of the *Aviation Studies* Option courses at Hodges University.

Total Elective Component	9-69
---------------------------------	-------------

Total Required for Graduation	120
--------------------------------------	------------

5.7.9 – Bachelor of Science, Legal Studies

The Bachelor of Science in Legal Studies offers a curriculum focused on developing critical reasoning and analysis, communication, legal research and writing skills, and practice in performing a variety of law-related tasks in a number of disciplines. Courses focus on legal theory, practice and application preparing students to work in legal support positions in law firms, government entities, non-profits organizations, private industry and other law related careers. It also prepares students considering advanced studies in law including graduate work in legal studies or law school. This program is comprised of courses that may be offered in a variety of formats, including on- campus, blended, and online.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
PLA1001	Fundamentals of Law	3
CCJ1020	Introduction to Criminal Justice Systems	3
PLA1104	Legal Research & Writing I	3
PLA1304	Criminal Law	3
PLA2114	Legal Research & Writing II	3
PLA2201	Litigation	3
PLA2303	Criminal Law and Court Procedure	3
PLA2880	Introduction to Constitutional Law	3
BUL3130	Business Law	3
PLA3703	Legal Ethics	3
PLA4115	Legal Research & Writing III	3
PLA4191	Legal Reasoning	3
PLA4193	Statutory Interpretation	3
PLA4264	eDiscovery	3
CCJ4497	Criminal Justice and Public Policy	3
PLA4584	Data Privacy and Social Media	3
CCJ4678	Identity Politics & the Legal System	3
PLA4731	eLitigation and Litigation Support	3
PLA4881	Advanced Constitutional Law	3
PLA4920	eWorkshop	3
	Total Area of Focus Component	60

<u>Area II</u>	<u>General Education Component</u>	
	Required within the 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science, humanities (to include PHI2103), social or behavioral sciences (to include POS2041), computer applications and COM2412.	
	Total General Education Component	30

<u>Area III</u>	<u>Elective Component</u>
	Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with an Advisor. Students must complete 30 semester hours in elective

courses.

Total Elective Component

30

Total Required for Graduation

120

5.7.10 – Bachelor of Science, Organizational Management

The Bachelor of Science in Organizational Management provides students with a broad yet comprehensive background of management and leadership techniques and processes that are applicable to virtually any type of organization or industry. The degree integrates the practical and theoretical aspects of effectively and efficiently managing an organization's resources by studying its behavior, ethics, and culture. Students develop the ability to think critically and strategically, identify and solve problems, communicate effectively, and make recommendations on preferred courses of action.

This program is comprised of courses that may be offered in a variety of formats online or in a TEC format, which allows for maximum flexibility in scheduling and attendance.

In order for students to begin the management component of the program, they must have an associate degree or have completed complete 60 semester hours from a regionally accredited institution. The prospective student is expected to have the background necessary to successfully complete this program, including a related employment history. Each student is expected to present a course in English composition or its equivalent as evidenced by the student's transcripts. Any exceptions to the above must be approved by the associate dean or their designee.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
MAN3025	Management of Organizations	3
MAN3061	Business Ethics	3
MAN4720	Strategic Management	3
MAN4952	Management Portfolio Capstone	3
MAN3113	Variables in Managing Diversity and Inclusion	3
MAN4046	Teamwork, Collaboration, Group Dynamics	3
MAN4143	Leadership, Development and Supervision	3
FIN3460	Finance for Managers	3
MAN3151	Organizational Behavior in the Workplace	3
MAN3301	Human Resource Management	3
MAN4441	Conflict, Negotiation and Resolution	3
MAR4804	Marketing Strategy	3

Total Area of Focus Component	36
--------------------------------------	-----------

<u>Area II</u>	<u>General Education Component</u>
	Required within the minimum of 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science, humanities, and social or behavioral sciences. A course in computer applications is also required.
	Total General Education Component

30

<u>Area III</u>	<u>Elective Component</u>
------------------------	----------------------------------

Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits), articulated credit (such as through industry certifications), or classes taken at

Hodges University as approved in consultation with an Advisor. Based on the student’s total credit hour completion in the electives, the following elective courses are recommended, and it is strongly suggested management students use 12 of their elective credits to add a Certificate in Diversity, Equity, & Inclusion (see section 5.5.12.

Total Elective Component	54
Total Required for Graduation	120

5.7.11 – Bachelor of Science, Modern Marketing and Branding

The Bachelor of Science in Modern Marketing and Branding helps provide students with both the theoretical and practical skills that marketers use today. It expands on the basic “5 Ps of Marketing” to include other traditional marketing topics such as market planning, geodemographic and psychodemographic research, product placement, branding, and the psychology of various consumers. To that, the program adds computer-aided graphic design skills so that the student can learn to both create and dissect advertising copy, logos, digital billboards, social media posts, videos, and related printed and electronic content that supports a brand. Combined, the degree develops the students’ ability to succeed in a range of marketing and related careers.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
ACG2021	Introduction to Financial Accounting	3
ACG2071	Introduction to Managerial Accounting	3
BUL3130	Business Law	3
CGS4845	E-Commerce	3
COM2412	Communication, Culture, and Community	3
GEB1011	Introduction to Business	3
GRA1110	Graphic Design I	3
GRA2520	Web Design I	3
GRA2524	Web Design II	3
GRA2545	Multi-page Design	3
GRA3102	Designing with Type	3
GRA3174	Advertising Design	3
MAR2011	Principles of Marketing	3
MAN2021	Principles of Management	3
MAN3113	Variables in Managing Diversity and Inclusion	3
MAN4143	Leadership, Development and Supervision	3
ISM3007	Organizational Applications of Social Media and Collaborative Technologies	3
MAR3503	Consumer Behavior	3
MAR4418	Marketing Capstone	3
MAR4613	Marketing Research	3
MAR4804	Marketing Strategy	3
MAR4830	Pricing Strategy	3
MAR4832	Product Development and Branding	3
MAR4841	Services Marketing	3
	Total Area of Focus Component	72

<u>Area II</u>	<u>General Education Component</u>
	Required within the minimum of 30 semester hours of general education are at least three (3) credits in each of the following: English composition, mathematics or science (to include statistics), humanities, and social or behavioral sciences (to include macroeconomics and microeconomics). Course in computer applications is required.
	Total General Education Component

30

Area III

Elective Component

Modern Marketing and Branding majors are encouraged to take specialized courses pertaining to the career field; for example, additional MAR or GRA courses. Students may elect to complete a cooperative work experience opportunity.

Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits), articulated credit (such as through industry certifications), or classes taken at Hodges University as approved in consultation with an Advisor.

Total Elective Component	18
---------------------------------	-----------

Total Required for Graduation	120
--------------------------------------	------------

5.7.12 – Bachelor of Science, Nursing

The Bachelor of Science in Nursing (BSN) program is designed to prepare students to become knowledgeable, caring, ethical nurses. The curriculum is divided into two parts:

The first portion of the nursing curriculum consists of general education and prerequisite science courses to provide the student with the foundational skills required to successfully complete the program. Students who are interested in pursuing the BSN degree program and meeting with the prerequisite requirements of the program, should be enrolled in the Associate in Arts prior to a secondary application and acceptance into the BSN program. This secondary acceptance is required before the student can enroll in the BSN program coursework.

In the second portion, the nursing core, students learn the art and science of nursing and begin their commitment to excellence in practice through the delivery of the highest quality, holistic care to diverse populations. Through a planned sequence of theoretical, laboratory, simulation, and clinical experiences, students acquire the knowledge, skills, values, and abilities of a professional nurse.

A secondary program application process is undertaken by students to be admitted into the nursing core. When students have completed at least thirty pre-nursing credits of the science and general education courses, they are able to apply to the nursing core. Candidates are evaluated for acceptance into the program based on a combination of factors including GPA, Test of Essential Academic Success (TEAS) score, a pre-enrollment interview with faculty, and an application essay on a selected topic.

The limited-enrollment nursing core is a full-time course of study and is only offered at the Fort Myers campus during the evenings and on weekend days. The nursing core classes must be taken as directed as a cohort and cannot be taken out of sequence; therefore, students move through the Program as a cohort. All upper level nursing core classes must be completed at Hodges University. Transfer nursing credits into the core will not be accepted.

Students who have not moved through the Program with their cohort may be required to take additional courses if the curriculum has changed or repeat courses if it is determined that they require current knowledge and skills. Nursing courses that are older than 3 years from date of completion need to be repeated.

Additional programmatic information includes:

- A GPA of at least a 2.75 for all courses required by the Nursing Program with NO grade forgiveness and a “C” or better in all prerequisite courses.
- Students must earn a grade of “B” or higher in all nursing (NUR) courses. Students who receive a grade lower than a “B” in a nursing course (NUR) will not be permitted to continue with their cohort. They must petition the Director of Nursing to be included in the following cohort. That decision will be made by the Director in consultation with the Nursing faculty and will occur within one month of the submission of the request. Additionally, return is based upon class and space availability.
- A competitive score on the ATI Test of Essential Academic Skills (TEAS) Exam.

- Students who have met all of these entry requirements may submit a secondary application for the Nursing Program. These students will be invited to interview with the nursing faculty. At the time of the interview, prospective students will write an essay on a selected topic; a rubric is used to evaluate the interview and essay. Students will be notified shortly after the interview of their status. If accepted, prospective students will be provisionally admitted pending their background check, immunization record, and drug screening.
- Before beginning any nursing (NUR) course, all students are required to satisfy all compliance requirements outlined in the Student Handbook. Students must be in full compliance with all of the requirements (with the exception of the flu vaccine) for the entire academic year. Additionally, students may be required by a clinical agency to meet additional compliance requirements. In these situations, students will be informed of this via email by the course instructor.
- The nursing core is a sequential, four session course of study where students take between 14 and 16 nursing (NUR) credits each session. Anything greater than 12 credits is considered to be a full-time course load; therefore, each nursing session is considered full-time. Students in the Nursing Program move through the four sessions in cohort groups.
- Any student who does not pass a course with a clinical component will be required to repeat both the clinical and coursework for that course.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
A.	Nursing Core	
NUR3029	Fundamentals of Professional Nursing Practice	6
NUR3065	Health Assessment and Promotion	4
NUR3145	Pharmacology for Nursing	4
NUR4165	Research and Evidence-Based Practice	4
NUR4226	Promoting Health and Health Restoration of Adults I	6
NUR4227	Promoting Health and Health Restoration of Adults II	6
NUR4467	Promoting Maternal, Pediatric, and Family Health	10
NUR4535	Promoting and Restoring Mental Health	6
NUR4636	Promoting Healthy Communities	6
NUR4827	Nursing Leadership	4
NUR4948	Transition to Professional Practice; Seminar and Practice	4
B.	Health Sciences Core	
BSC1010C	Biology I w/Lab	4
-or-		4
BSC1005	Biology I w/Lab	4
BSC1085C	Anatomy & Physiology I w/Lab	4
BSC1086C	Anatomy & Physiology II w/Lab	4
CHM2025C	Fundamental of Chemistry w/Lab	4
-or-	-or-	4
CHM2045C	General Chemistry I w/Lab	3
HSC3555	Pathophysiology	3
HUN1201	Nutrition	3
MCB3020C	Microbiology w/Lab	4
	Total Area of Focus Component	86

<u>Area II</u>	<u>General Education Component</u>	
DEP2004	Human Growth and Development	3
ENC1101	English Composition I	3
ENC1102	English Composition II	3
MAT1033	Intermediate Algebra	
-or-	-or-	3
MAC1105	College Algebra I (<i>recommended</i>)	
PHI2600	Ethics	3
PSY2012	General Psychology	
-or-	-or-	3
SYG2000	Introduction to Sociology	
STA2023	Basic Statistics	3
ELECTIVE	General Elective	3
ELECTIVE	General Elective	3
ELECTIVE	General Elective	3
	Total General Education Component	30
 <u>Area III</u>	 <u>Elective Component</u>	
	Total Elective Component	4
	Total Required for Graduation	120

5.7.13 – Bachelor of Science, Software Development

The objective of the Bachelor of Science in Software Development 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 their expertise focused in software development. The curriculum is designed to give students a solid foundation in general education as well as the practical and theoretical aspects of business. Several opportunities are integrated into the curriculum to assist students in achieving industry recognized certifications (A+, MOS, ICCP, C++). All courses offered by the Fisher School of Technology will be available in either a blended, TEC, or online format.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
A.	Computer Information Technology Core	
CTS1131	A+ Hardware I	3
CTS1132	A+ Hardware II	3
COP2250	Java Programming I	3
CTS2318	Principles of Information Security	3
CGS2515	Advanced Computer Applications	3
GRA2520	Web Design I	3
COP2700	Introduction to Database Management Systems	3
ISM4314	Project Management	3
CIS4595	Systems Analysis & Solutions Architectures (Capstone)	3
COP4751	Advanced Database Management	3
B.	Software Development Core	
CAP2023	Introduction to Game Programming	3
COP2048	Programming Concepts II	3
COP2251	Java Programming II	3
ISM3007	Org. Applications of Social Media and Collaborative Technologies	3
COP3337	Advanced C++ with OOP (Object Oriented Programming)	3
COP3655	Mobile Application Development	3
CEN4050	Software Engineering	3
ISM4052	Internet Application Programming and Databases	3
CAP4062	Web Applications	3
CIS4305	Enterprise Applications	3
CGS4845	E-Commerce	3
ELECTIVE	CTS, CAP, CGS, COP, GRA Elective	3
C.	Business Core	
GEB1011	Introduction to Business	3
FIN2100	Personal Finance	3
	Total Area of Focus Component	72
<u>Area II</u>	<u>General Education Component</u>	
MAT1033	Intermediate Algebra	3
CGS1100	Computer Applications	3

ENC1101	English Composition I	3
MAC1105	College Algebra I	3
STA2023	Basic Statistics	3
PHI2103	Critical Thinking	3
PHI2600	Ethics	3
ENC3213	Professional Writing	3
COM4014	Gender Communication	3
ELECTIVE	Social or Behavioral Science	3
ELECTIVE	Open Upper Level (3000/4000) General Education Elective	3
	Total General Education Component	33

Area III

Elective Component

Credit for courses taken under the Elective Component may be granted through either advanced standing credit (transfer credits) or classes taken at Hodges University as approved in consultation with an Advisor.

Total Elective Component **15**

Total Required for Graduation **120**

5.7.14 - Bachelor of Science, Dental Hygiene

The Bachelor of Science degree in Dental Hygiene (BSDH) prepares students with both an academic and clinical education that prepares them for employment within the state of Florida as a dental hygienist. Dental hygiene students are educated in didactic, clinical, and expanded services methodologies that prepares them for employment in private and group dental practice settings, and community health centers where dentists are also on staff. Additionally, graduates may also find employment in public health, the research and insurance industry as well as dental/pharmaceutical sales.

The program has met the standards and requirements stipulated by the American Dental Association, Council on Dental Accreditation and the state of Florida Dental Hygiene Practice Act and has been granted initial accreditation.

After completing the program's admission prerequisites, the BSDH degree can be completed in fifteen (15) months. Students are welcomed into the program each September as a member of a cohort. In addition to on-campus classes during weekdays, students can expect to complete clinical requirements within the dental hygiene clinic a minimum of three days per week. Students will be assigned specific clinic times (8:30A-12:30P) or (1:30P-5:30P) depending on the semester. Thus, students should be prepared to be on-campus Monday through Friday from 8:15A-6:00P to complete their required coursework and clinical requirements.

The cost for the Program includes books, student fees, and instruments. The Program is a limited access program admitting a limited number of students each year. The Program does not include fees associated with licensing examinations.

Admission Requirements:

Specified program pre-requisites and minimum 2.5 GPA

Provide and clear a Level II Background Check and 10 Panel Drug Screening (instructions and forms will be provided upon acceptance)

Interview process with essay completion

Manual dexterity test

Provide health history, physical examinations, and Florida Certification of Immunization (DH Form 680)

Area I	Area of Focus Component	Credit Hour
A. Biomedical Science Core		
BSC1010C	Biology I with Lab	4
BSC1085	Anatomy and Physiology I with Lab	4
BSC1086C	Anatomy and Physiology II with Lab	4
CHM2025C	Fundamentals of Chemistry with Lab	4
Or		
CHM2045C	General Chemistry I with Lab	4
DEP2004	Human Growth and Development	3
HSC3555	Pathophysiology	3
HUN1201	Pathophysiology	3
MCB3020C	Microbiology with Lab	4
Or		

MCB2010C	Microbiology with Lab		4
Total Biomedical Science			29
B. Dental and Dental Hygiene Science Core			
DH3800	Dental Hygiene Theory I		3
DH3800C	Clinical Dental Hygiene	4	
DH3030	Dental Anatomy, Histology & Physiology		2
DH3010	Head and Neck Anatomy		2
DH3200C	Dental Radiology		4
DH3802	Dental Hygiene Theory II		3
DH3802C	Clinical Dental Hygiene II		5
DH3100C	Dental Materials with Lab		3
DH3300	Pharmacology		2
DH4804	Dental Hygiene Theory III		3
DH4804C	Clinical Dental Hygiene III		6
DH4400	Oral Pathology	2	
DH4600	Periodontology	2	
DH4700	Community Dental Health and Research	3	
DH4806	Dental Hygiene Theory IV		3
DH4806C	Clinical Dental Hygiene IV		6
DH4948	Dental Specialty Practicum		3
DH4947	Dental Hygiene Capstone		4
Total Dental and Dental Hygiene Science			60
Area II: General Education Component			
ENC1101	English Composition I	3	
ENC1102	English Composition II	3	
MAC1105	College Algebra I		3
Or			
MAC1033	Intermediate Algebra		3
PHI2600	Ethics		3
PSY2012	General Psychology		3
SPC2608	Introduction to Speech Communications	3	
STA2023	Basic Statistics	3	
SYG2000	Principles of Sociology	3	
Humanities: HUM1210, HUM2230, REL2300, PHI2010 PHI2103, LIT2020 (Choose one)			3
Area III: General Education Electives			4
Total General Education			31
Total Semester Hours Required for Graduation			120

5.8 – Graduate Certificate Programs

Final grades are reported at the end of each session using the grades of A, B, C, D or F as listed under grading system. A certificate is awarded when a student earns 12-18 semester hours with an average of B or higher (CGPA, IGPA and GGPA of 3.0) for all course work. The final six semester hours must be completed at the University. All University policies apply including the standards of academic progress.

5.8.1 – Cybersecurity

The Cybersecurity Certificate is designed to prepare students for management and utilization of the various aspects of information systems with a focus on advanced cybersecurity topics. This certificate blends broad information systems topics with focused cybersecurity topics to equip students with the knowledge to improve their education, advance within their current field, or to better prepare for a career change. This course of study is offered in an online delivery format.

Graduates of the Certificate in Cybersecurity must successfully complete the following certificate components with an overall GPA of 3.0 and no course grade below a C.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
ISM5327	Information Systems Security Compliance	3
ISM5328	Information Security and Assurance	3
CIS5370	Principles of Cybersecurity	3
CIS5396	Advanced Forensics	3
ISM6319	Strategic Management and Planning of Technology Integration	3
ISM6251	Issues and Trends in IT Management	3
	Total Area of Focus Component	18

5.8.2 – Database Management

The Database Management Certificate is designed to prepare students for management and utilization of the various aspects of information systems with a focus on database management topics. This certificate blends broad information systems topics with focused database management topics to equip students with the knowledge to improve their education, advance within their current field, or to better prepare for a career change. This course of study is offered in an online delivery format.

Graduates of the Certificate in Database Management must successfully complete the following certificate components with an overall GPA of 3.0 and no course grade below a C.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
ISM5327	Information Systems Security Compliance	3
ISM5328	Information Security and Assurance	3
CIS5376	Database Security and Auditing	3
CAP5766	Data Warehouse and Decision Support Systems	3
ISM6251	Issues and Trends in IT Management	3
ISM5319	Strategic Management and Planning of Technology Integration	3
	Total Area of Focus Component	18

5.8.3 – Diversity, Equity and Inclusion Leadership

In today's ever-changing global environment, businesses and organizations are increasingly seeking skilled professionals to serve as chief diversity officers as well as needing managers, human resource specialists, healthcare and educational administrators, and other executive staff that can transform the work environment by implementing and maintaining workplaces that promote diversity and foster inclusivity.

The graduate certificate in Diversity, Equity and Inclusion Leadership is designed to provide education and training in diversity and inclusion for professionals in various industries including K-12, higher education, non-profit social justice organizations, healthcare and mental health settings, as well as business and industry. This certificate will equip professionals to make a difference in their places of employment.

The certificate is delivered in an online format to accommodate the busy schedules of professionals. Two of the courses are contained within the core of the juris master degree and two are within the core of the master of management program. Students in either of these graduate degree programs can also earn the graduate certificate by taking 2 additional courses. The certificate can also be earned without a master's degree.

Graduates of the Certificate in Diversity, Equity and Inclusion Leadership must successfully complete the following courses with an overall GPA of 3.0 and no course grade below a C.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
JRM6551	Perspective of Diversity, Equity and Inclusion	3
JRM5550	Antidiscrimination Law	3
MAN5305	Strategic Human Resources Development	3
MAN6066	Ethical Practices in a Diverse World	3
	Total Area of Focus Component	12

5.9 – Master’s Degree Programs

5.9.1 – Master of Accountancy (MAcc)

The Master of Accountancy (MAcc) at Hodges University is an online program of study offering rigorous specialized instruction designed to prepare students to enter the profession and succeed. In addition to acquiring specialized expertise in accounting theories and topics, students develop the quantitative, analytical, communication, and research skills demanded of accounting professionals in business, public accountancy, and industry today. The graduate level course work of the MAcc may be completed in 10 months.

The MAcc program is also a pathway for students who are interested in obtaining the CPA licensure (upon passing the CPA exam) and meeting the requirements of additional 30 semester hour credits to fulfill the 150-credit hour requirement by the Florida Department of Business Professional Regulation, Division of Certified Public Accounting and Florida Board of Accountancy. While students satisfy these required credit hours for educational qualifications for the CPA licensure, they also earn the MAcc designation and gain the knowledge and training to work in the top tier of accountancy.

Students who complete their undergraduate degree in accounting at Hodges University, an equivalent degree from an accredited institution, or any undergraduate degree along with the accounting and business prerequisite courses will meet all requirements to begin the Master of Accountancy degree. Students without an undergraduate degree/equivalent in accounting or lacking foundational prerequisite courses must complete those prerequisites prior to being admitted into the MAcc Program.

PREREQUISITES

Competitive applicants will have an overall GPA of 3.0 on a 4.0 scale in all undergraduate course work attempted. If enrollment capacity permits, applicants who do not meet the competitive 3.0 GPA may have the opportunity to submit a Request for GPA Waiver for admission. The associate dean or their designee of the respective program will consider waivers on a case-by-case basis.

The following are required for admission into the MAcc program.

1. Completion of a bachelor’s degree at a regionally accredited institution
2. Interview with the faculty
3. Admission Statement/Personal Statement Letter explaining qualifications for graduate work.
4. Completion of the following upper division undergraduate accounting courses (or approved equivalents)
 - Federal Tax Accounting I
 - Intermediate Financial Reporting and Analysis I
 - Intermediate Financial Reporting and Analysis II
 - Cost Accounting or Managerial Accounting (upper level)
 - Independent Auditing
5. Completion of 24 Upper Division General Business credit hours to include:
 - Microeconomics

- Macroeconomics
- Statistics
- Business Law
- Excess upper division accounting courses may be used to meet the general business requirement, but not the business law requirement. However, elementary accounting classes are never acceptable for credit. Neither are courses for non-accounting majors and any MBA courses that are equivalent to elementary accounting.

Students who are interested in eligibility requirements of the Certified Public Accountant (CPA) licensure are recommended to visit the Florida Department of Business Professional Regulations, Division of Certified Public Accounting in Florida Board of Accountancy requirements. Please note that eligibility requirements to sit for the exam and requirements to be certified are very distinctive and both requirements are determined individually by state; therefore, students must review both requirements for the respective state's Board of Accountancy.

MAcc PROGRAM OF STUDY

Accounting Core Component – 30 Credits

The accounting core component courses are designed to expand critical thinking and research competencies required of practitioners in regulated professions. Courses focus on ethical and legal issues related to the regulated practice environment and research skills unique to accounting, tax and finance professionals. The accounting core component includes advanced accounting specialization courses providing students an opportunity to explore professional certification/designation requirements. Students will have the opportunity to develop and apply skill-sets related to various accounting specializations. These competencies and skill-sets will support student certification and specialization goals and further differentiate them from their peers by demonstrating specialized expertise.

MAcc ACADEMIC COURSE STRUCTURE

Graduates of the MAcc program must successfully complete the following degree components with an overall GPA of 3.0 and no course grade below a C.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
ACG5505	Government and Not-for-Profit Accounting	3
ACG5685	Forensic Accounting	3
ACG6135	Accounting Theory	3
ACG6255	International Accounting	3
ACG6308	Advanced Managerial Accounting	3
ACG6677	Internal Auditing	3
ACG6815	Accounting Ethics	3
TAX6877	Tax Practice and Representation	3
ACG6955	Advanced Independent Auditing	3
ACG6935	Special Topics in Accounting	3
	Total Area of Focus Component	30

TRANSFER CREDIT

No transfer credits are permitted for this program.

READMISSION TO THE MASTER OF ACCOUNTING PROGRAM

As this is a ten-month intensive cohort program, any graduate students who do not complete the program with the cohort in which they were admitted must apply for readmission to the MAcc program. Upon reapplication, the associate dean or their designee will determine the courses required for completion.

5.9.2 – Master of Business Administration (MBA)

The Master of Business Administration (MBA) is a general business degree program, intended to prepare graduates for roles in business and nonprofit enterprises. Graduates of the program will be equipped with the knowledge and skills required to lead and contribute to organizational success at the executive level. Mastery of the critical competencies such as planning, decision making, environmental scanning, financial analysis, marketing, global business and business research are included in the MBA program of study. MBA graduates must satisfactorily complete the MBA comprehensive examination.

This program is comprised of courses that may be offered online or in a TEC format, which allows for maximum flexibility in scheduling and attendance. The convenient schedule and the applicability of the learning to the workplace attract full-time working professionals who are interested in graduate education without interruption to their careers. The learning is current, streamlined, accelerated and designed to facilitate success in a rapidly changing and increasingly global work environment. A full-time student may complete the program of study within one calendar year contingent on the availability of courses.

MBA PROGRAM OF STUDY

Graduates of the MBA program must successfully complete the following degree requirements with an overall GPA of 3.0 and no course grade below a C.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
ACG5065	Managerial Accounting and Finance	3
QMB5305	Graduate Statistical Methods for Management	3
GEB5875	Business Administration Concepts and Theory	3
MAN5305	Strategic Human Resources Development	3
MAN6066	Ethical Practices in a Diverse World	3
MAN6608	Advanced International Environment	3
BUL6138	Legal and Ethical Environment of Business	3
FIN6406	Financial Analysis	3
ECP6705	Applied Economics	3
MAN6782	Leaders and managers in the 21 st Century	3
MAR6815	Marketing Methods	3
GEB6895	Business Strategy and Decision Making	3
Total Required for Graduation		36

5.9.3 – Master of Science, Clinical Mental Health Counseling (CMHC)

Graduates of the program will be prepared for professional counseling positions in the mental health and substance abuse fields. CMHC is specifically designed for graduates of the program to be eligible for candidacy for licensing as a mental health counselor in the State of Florida.

Students in the program will begin to develop their professional identity with a strong awareness of professional ethics, and a master's degree level knowledge base and skill set in order to work with individuals, families, groups and the community at large. CMHC students will be required to complete the core counseling skill courses and a series of electives. CMHC students are required to take a full-time graduate load of 9 credit hours for six sessions and 6 credit hours for one session, per the Program Curriculum Guide. Enrollment is limited to two cohorts per year.

The course of study is offered in both a blended format (combination classroom setting and online), or a fully online format.

The Master of Science in Clinical Mental Health Counseling program at Hodges University is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

CMHC PROGRAM OF STUDY

The CMHC program of study consists of three parts, all designed to assist the student to be able to apply for Florida State licensing as a mental health counselor. The state licensing content component provides the essential coursework necessary for a master degree prepared therapist. The internship component allows the student to experience the profession in a community setting with supervision. The elective component allows the student to select additional courses that will allow further specialization and the continued building of a professional identity. These three components prepare the student to apply as a registered mental health counselor intern with the State of Florida upon graduation. Students will also complete a comprehensive exam as a requirement to graduate.

CMHC ACADEMIC COURSE STRUCTURE

Graduates of the CMHC program must successfully complete the following degree components with an overall GPA of 3.0 and no course grade below a C.

	<u>State Licensing Content Component</u>	<u>Credit Hour</u>
MHS5007	Counseling in Community Settings	3
MHS5060	Social and Cultural Foundations of Counseling Practice	3
MHS5200	Individual Evaluation and Assessment	3
MHS5340	Career and Lifestyle Assessment	3
MHS5400	Counseling Theories and Practice	3
MHS5500	Group Theories and Practice	3
MHS6071	Diagnosis and Treatment of Psychopathology	3
MHS6450	Substance Abuse Theory and Prevention Methodology	3
MHS6470	Human Sexuality	3
MHS6486	Human Growth and Development	3
MHS6710	Research and Program Evaluation	3
MHS6780	Legal, Ethical and Professional Standards of Counseling Practice	3
MHS6960	MS in CMHC Comprehensive Examination	0
	Total State Licensing Component	36

Practicum and Internship Component

All students will take one session of Practicum before entering into their internship courses.

MHS6800	Practicum <i>(155 on-site hours/min. 40 clock hours direct) (15 hours site supervision/24 hours Hodges group supervision)</i>	3
MHS6885	Internship Track 2/Level 1 <i>(300 on-site hours/min. 120 clock hours direct) (15 hours individual site supervision/24 hours Hodges group supervision)</i>	6
MHS6886	Internship Track 2/Level 2 <i>(300 on-site hours/min. 120 clock hours direct) (15 hours individual site supervision/24 hours Hodges group supervision)</i>	6
Total Practicum and Internship Component		15

Elective Component

Students will select three (3) elective courses from the choices below, when offered.

MHS6402	Strength Based Assessment and Counseling	3
MHS6423	Adolescent Therapy	3
MHS6424	Child Therapy	3
MHS6435	Family Treatment	3
MHS6446	Couples Therapy	3
MHS6457	Advanced Addiction Treatment Methodologies	3
MHS6466	Trauma Therapy	3
MHS6511	Group Therapy	3
MHS6620	Direct Supervision and Administration	3
MHS6932	Special Topics in Counseling Practice	3
Total Elective Component		9

Residency Component

For online format (CMHC.OL) students only.

MHS6881	Residency 1	0
MHS6884	Residency 2	0
MHS5895	Residency 3	0
MHS5896	Residency 4	0
Total Residency Component		0

Total Required for Graduation **60**

MEANS OF EVALUATING STUDENT ACHIEVEMENT

Achievement of course objectives will be measured by examinations, projects, evaluation of counseling skills and other measures deemed appropriate by the professor or associate dean or their designee. Achievement of program objectives will be measured by completion of a comprehensive

exam.

ESTIMATED DEGREE COMPLETION TIME

With a full-time graduate load, students will be able to complete the program in 7 sessions.

5.9.4 – Juris Master (JM)

Students enrolled in the Juris Master will have diverse backgrounds and interest in various disciplines, fields, and professions such as business, political science, law, communications, human services, diversity and inclusion departments, healthcare, law enforcement, and management.

This program is designed for students seeking a graduate degree to advance in their current career, make a professional career change and/or seeking advanced education about the law and its impact, influence, and practical relevance within a variety of professions. The Juris Master degree can be obtained by part-time or full-time study and is an online program consisting of 10 courses.

PROGRAM OF STUDY

The program provides comprehensive courses on a variety of legal issues and matters and prepares students to enter and/or advance in a variety of professions.

All students will develop expertise and experience in written communication, reading and interpreting laws, negotiation and advocacy, identification of legal issues and potential risks and liabilities, antidiscrimination law, diversity, equity and inclusion initiatives, and statutory, administrative and regulatory compliance.

ACADEMIC COURSE STRUCTURE

Graduates of the Juris Master program must successfully complete the following courses with an overall GPA of 3.0 and no course grade below a C.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
JRM5300	Dynamics of the US Legal System	3
JRM5550	Antidiscrimination Law	3
JRM6020	Intellectual Property	3
JRM6090	Regulatory Compliance	3
JRM6200	International Law	3
JRM6210	Ethics and Law	3
JRM6400	Mediation, Arbitration, and Conflict Resolution	3
JRM6500	Administrative Law, the Regulatory Process, and Risk Management	3
JRM6540	Employment and Human Resources	3
JRM6551	Perspectives of Diversity, Equity and Inclusion	3
	Total Area of Focus Component	30

MEANS OF EVALUATING STUDENT ACHIEVEMENT:

Achievement of course outcomes will be measured by examinations, projects, presentations, and other assignments deemed appropriate by the professor or associate dean or their designee.

ESTIMATED DEGREE COMPLETION TIME:

A full-time student may complete the Juris Master program within a year.

5.9.5 – Master of Science, Organizational Leadership (MSOL)

The Master of Science in Organizational Leadership is a unique program of study, specifically designed to prepare working professionals for increasing responsibility in management positions in contemporary organizations. The program is designed to bridge the gap between theory and practice and develops competencies in decision making, leading people, developing team players and facilitating change in today's diverse organizations and society. MSOL graduates have the skills to think critically, create vision based on ethical values, discern the future, take risks, become global leaders and institute change within their organizations. These management skills can be applied in a broad range of professional settings in both the private and public sectors, in production and service-oriented activities, and in traditional as well as high-technology environments.

This program is comprised of courses that may be offered in a variety of formats online or in a TEC format, which allows for maximum flexibility in scheduling and attendance. The convenient schedule and the applicability of the learning to the workplace attract full-time working professionals who are interested in graduate education without interruption to their careers. The learning is current, streamlined, accelerated and designed to facilitate success in a rapidly changing and increasingly global work environment.

MSOL PROGRAM OF STUDY

The MSOL program is suitable for either full-time or part-time study. The curriculum consists of TEC and online courses. Both formats require extensive outside study and preparation for comprehensive in-class development of the material in addition to online meetings each week. Full-time students can expect to complete the program in one year.

GRADUATE CERTIFICATE COMPONENT

The graduate certificate in Diversity, Equity and Inclusion Leadership is designed to provide education and training in diversity and inclusion for professionals in various industries. The Master of Science in Organizational Leadership Program has embedded this 18-credit hour graduate certificate in the core curriculum to enhance the value of the curriculum and add to students' academic and professional profiles.

MSOL ACADEMIC COURSE STRUCTURE

Graduates of the MSOL program must successfully complete the following degree components with an overall GPA of 3.0 and no course grade below a C.

<u>Area I</u>	<u>Area of Focus Component</u>	<u>Credit Hour</u>
MAN5305	Strategic Human Resources Development	3
MAN5347	Managerial Performance	3
MAN5640	Research Methods in Management	3
JRM5550	Antidiscrimination Law	3
JRM6551	Perspective of Diversity, Equity and Inclusion	3
MAR6815	Marketing Methods	3
MAN6066	Ethical Practices in a Diverse World	3

MAN6448	A Contingency Approach to Employee Relations	3
MAN6782	Leaders and Managers in the 21st Century	3
MAN6950	Management Capstone Project	3
Total Required for Graduation		30

MEANS OF EVALUATING STUDENT ACHIEVEMENT:

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor or associate dean or their designee. Achievement of program objectives will be measured by the Management Capstone Project.

ESTIMATED DEGREE COMPLETION TIME:

The MSOL program is designed to be completed in ten (10) months.

5.10 – Continuing Education Programs

5.10.1 – English as a Second Language

This certificate program is designed to provide English as a Second Language (ESL) instruction to enhance a student's existing knowledge, training, and job skills and further the student's ability to communicate in English and pursue academic and employment opportunities in the United States.

The courses run for 16 weeks and are at three levels of proficiency: beginning, intermediate and advanced, based on a placement test given at registration.

THE FOCUS OF THE PROGRAM

The program focuses on enhancing and developing grammar, reading, writing, listening and speaking skills and comprehension. Computer-assisted learning reinforces students' English language studies and software skills. Students can enroll in three four-credit courses per session and attend classes for 16 weeks. A Certificate of Program Completion is issued to students who complete 30 semester hours within the allotted time frame and with a cumulative GPA of 2.0 or higher.

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

<u>ESL Course</u>	<u>Description</u>	<u>Credit Hour*</u>	<u>Placement</u>
ENI0101	ESL I: Grammar	4	Placement test score
ENI0102	ESL I: Listening/Speaking	4	
ENI0103	ESL I: Reading/Writing	4	
ENI0201	ESL II: Grammar	4	Completion of ENI0101, ENI0102, ENI0103 – or – Placement test score
ENI0202	ESL II: Listening/Speaking	4	
ENI0203	ESL II: Reading/Writing	4	
ENI0301	ESL III: Grammar	4	Completion of ENI0201, ENI0202, ENI0203 – or – Placement test score
ENI0302	ESL III: Listening/Speaking	4	
ENI0303	ESL III: Reading/Writing	4	
ENI0400	ESL IV: College Preparatory English	NA	ESL Certificate of Completion – or – Placement test score

COMPLETION REQUIREMENTS

Final grades are reported at the end of each session using the grades of A, B, C, D or F as listed under grading system. A certificate of completion is awarded when a student earns 30 semester hours with an average of C or higher (CGPA, IGPA and GGPA of 2.0) for all work taken at the University. The final 12 semester hours must be completed at the University.

All students seeking the certificate must abide by all University rules and regulations, including

satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the University prior to graduation.

Chapter 6: Course Descriptions

6.1 – Undergraduate Course Descriptions

All courses are listed in semester hours of credit.

ACG2021 Introduction to Financial Accounting 3 Credits

This course is an introduction to the fundamental concepts of financial accounting as prescribed by the U.S. Generally Accepted Accounting Principles (GAAP) as applied to transactions and events that affect the preparation and interpretation of financial statements for business organizations. Emphasis is placed on compiling, recording, reporting, and interpreting financial information for sole proprietorship and corporations. Topics include the nature of accounting, financial statements, the accounting cycle, assets, current liabilities, long term debt, and owner's equity; accounting for sole proprietorship and corporations.

ACG2071 Introduction to Managerial Accounting 3 Credits

This is an introductory course that focuses on managerial accounting concepts and procedures related to planning, organizing, directing, and controlling business operations. Topic covered include costing methods, variance analysis, cost volume profit analysis, capital budgets, and marginal cost.

ACG2450 Accounting Using QuickBooks™ 3 Credits

This is an introductory accounting course that use QuickBooks™ Pro accounting software. This course covers the accounting principles, practices, and procedures as applied to a computerized environment. The course covers computerized procedures such as setting up a new company and the charting of accounts; recording transactions with customers, vendors and employees; managing lists; running and customizing reports; changing forms; and generating letters.

ACG3103 Intermediate Financial Reporting and Analysis I 3 Credits

This is the first of three intermediate financial reporting and analysis courses. It focuses on the theory, measurement, and reporting standards of Generally Accepted Accounting Principles (GAAP) and the ongoing harmonization process of GAAP with IFRS (International Financial Reporting Standards). Topics include accounting concepts, pronouncements, processes, income measurements, present value concepts, cash, receivables, inventories, non-current assets, and current liabilities. Prerequisite: ACG2021 or permission of the associate dean or their designee.

ACG3113 Intermediate Financial Reporting and Analysis II 3 Credits

This second intermediate financial reporting and analysis course deals with a continuation of GAAP and IFRS harmonization as applied to financial reporting. Areas covered include depreciation; acquisition and disposition of property, plant, and equipment; intangibles; stockholders' equity; and earnings per share. Prerequisite: ACG3103 or permission of the associate dean or their designee.

ACG3341 Cost Accounting 3 Credits

This course examines the cost principles used to analyze and categorize costs for inventory valuation and pricing purposes. Topics include cost accounting models, activity- based costing, CVP analysis, budgeting, and standard costing variances. Prerequisite: ACG2021 or ACG2071 and FIN3400 or permission of the associate dean or their designee.

ACG3401 Accounting Information Systems 3 Credits

This course covers the development of the analysis, synthesis, design, operation, control, and evaluation of manual and computerized accounting information systems. Prerequisites: CGS1100, ACG2021, or permission of the associate dean or their designee.

ACG4123 Intermediate Financial Reporting and Analysis III 3 Credits

This third intermediate financial reporting and analysis course deals with a continuation of GAAP and IFRS harmonization as applied to financial reporting. Areas covered include investments; revenue recognition, accounting for income taxes, pensions, leases, cash flows, and financial reporting disclosures. Prerequisite: ACG3113 or permission of the associate dean or their designee.

ACG4180 Financial Statement Analysis 3 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. Prerequisite: ACG4123 or permission of the associate dean or their designee.

ACG4200 Advanced Financial Reporting and Analysis I 3 Credits

This is the first of two advanced financial reporting and analysis courses. It focuses on accounting concepts related to business consolidations, mergers and acquisitions, and other business combinations. Topics include stock investments, consolidated financial statements, and inter-company transactions. Prerequisite: ACG4123 or permission of the associate dean or their designee.

ACG4201 Advanced Financial Reporting and Analysis II 3 Credits

The second advanced financial reporting and analysis course continues the study of financial concepts related to business combinations. Areas covered include accounting for branch operations, foreign currency concepts and financial statements, segment and interim financial reporting, and the formation, operation, dissolution, and liquidation of partnerships and governmental and not-for-profit accounting. (This course may be taken independent of ACG4200.) Prerequisite: ACG4123 or permission of the associate dean or their designee.

ACG4351 Advanced Cost Accounting 3 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, and target costing and inventory models. Prerequisite: ACG3341 or permission of the associate dean or their designee.

ACG4501 Governmental & Not-For-Profit Accounting 3 Credits

Applications of financial accounting principles to governmental and nonprofit entities including GASB pronouncements, budgets, fund accounting, and combined financial statements. Prerequisite: ACG4123 or permission of the associate dean or their designee.

ACG4632 Independent Auditing I 3 Credits

This course focuses on independent auditing in the private sector as it relates to Generally Accepted Auditing Standards (GAAS). Emphasis is on the auditor's role, AICPA Code of Professional Conduct, auditing standards, evidence, and procedures. This course includes an auditing and attestation comprehensive exam. Prerequisites: ACG4123 and ACG3401 or permission of the associate dean or their designee.

ACG4642 Independent Auditing II 3 Credits

This course will focus on topics which 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 or permission of the associate dean or their designee.

ACG4684 Forensics and Fraud Examination 3 Credits

This course explores the forensic accountant's role in today's economy. Topics covered include fraud detection and fraud investigation techniques, valuation of closely held businesses, lost profits analyses, and various types of litigation support services. Fundamental legal concepts governing expert witness testimony are also examined, and students are required to quantify economic damages in cases. By the end of the course, students are able to understand both the pervasiveness and the causes of fraud and white-collar crime in our society, examine the types of fraud and fraud schemes that affect business enterprises, explore methods of fraud detection and prevention, and increase their ability to recognize potential fraudulent situations.

ACG4900 Directed Study in Accounting 1 Credit

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the session. *(zero textbook cost)*

ACG4901 Directed Study in Accounting 2 Credits

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least two hours per week during the session. *(zero textbook cost)*

ACG4903 Directed Study in Accounting 3 Credits

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least three hours per week during the session. *(zero textbook cost)*

ACG4931 Accounting Capstone 3 Credits

This course is a comprehensive review of the theory and practice in financial accounting, auditing, and taxation, as well as of the business environment and business concepts. Students must take this course during their last session at Hodges University in order to graduate and have a minimum of 98 credit hours completed. Prerequisite: TAX4011, ACG4632, ACG4123, ACG3341, ACG4200, or permission of the associate dean or their designee. *(zero textbook cost)*

ACO2806 Payroll Accounting 3 Credits

This course covers federal and state regulations pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on calculating wages; social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Topics covered include payroll and personnel records; federal payroll laws; payroll accounting systems; payroll operations; and preparation of payroll records such as payroll register, individual's earning records; and federal and state and local payroll tax forms. QuickBooks™ software is used in this course. Prerequisites: ACG2021 or ACG2071 AND ACG 2450, or permission of the associate dean or their designee.

- ASC1000 Introduction to Aviation 3 Credits**
 This course surveys the major topics of the aviation industry. Components of the course include history, regulations, air space, fundamentals of flight, propulsion, and navigation. Basic crew concepts are introduced and various career paths are investigated. Corporate, airline and airport operations are discussed. This will provide an overview of the aviation industry, available career paths, major challenges, key private and governmental agencies and the skill and knowledge required to succeed within the industry. *(zero textbook cost)*
- ASC1555 Aerodynamics and Performance 3 Credits**
 Aerodynamics and flight principles related to airplane operations and performance. Design concepts for high performance, supersonic and special use airplanes are studied to enable pilots to understand and predict airplane performance and limitations in a wide range of flight applications with special regard for speed and configuration. *(zero textbook cost)*
- ASC2320 Aviation Law 3 Credits**
 Legal principles governing the aviation industry. Historical precedents, regulatory statutes, standards, contracts, liability and insurance, current developments and court decisions. *(zero textbook cost)*
- ASC2470 Aviation Physiology 3 Credits**
 The effect of high-altitude flight on the human body, flying and health, first aid, and survival. Attention will also be given to information processing and perception in flight. *(zero textbook cost)*
- ASC2870 Aviation Safety 3 Credits**
 Risk management, accident prevention, and threats to security relating to flight safety with an emphasis on the cause and effect of aircraft accidents and related problem-solving processes. Includes a basic systems approach to safety program development and management.
- ASC3135 Global Navigation and International Flight Planning 3 Credits**
 Advanced navigation and equipment including RNAV and RNAV/RNP, pictorial displays, flight directors, airborne radar, INS, IRS, OMEGA, GLONASS, SATCOM, and GPS. Principles of worldwide navigation including time zones, spherical distance and course, and electronic calculations for decision making. Long range planning including air transport performance of navigation systems. *(zero textbook cost)*
- ASC3211 Aviation Meteorology 3 Credits**
 Application of meteorological principles and data to flight operations. Includes analyses of weather data including atmospheric temperature, pressure, humidity; clouds; fronts, weather events; and US Weather Service maps, reports, and forecasts. *(zero textbook cost)*
- ASC4460 Crew Resource Management 3 Credits**
 Social and task requirements of effective group performance. Topics include communications, leadership, roles, decision-making, resources, and team building. *(zero textbook cost)*
- ASC4671 Advanced Aircraft Systems 3 Credits**
 This course is a comprehensive review of the theory and practice in financial accounting, auditing, This course is designed to familiarize the student with advanced aircraft systems of modern turbojet

aircraft in the air transport category. Basic knowledge of electrical, hydraulic, pneumatic, and jet engine powerplant systems are covered. Instruction is presented similar to an airline ground-training program, which stresses the operational knowledge required of a pilot. The focus is on a Boeing 787 aircraft. *(zero textbook cost)*

ASC4914 Capstone Directed Research Project 3 Credits

The student will show evidence of advanced concepts of aviation, aerospace, and aeronautics to solve problems commonly found in the Aviation industry. This project is designed to apply a student's critical thinking to a specific area of aviation. This project requires the student to do extensive research concerning a problem area in the aviation field. *(zero textbook cost)*

This course is intended to be the final course in the aviation sequence.

AVM4516 Airline Operations and Management 3 Credits

This course presents an overall introduction to the field of airline operations and management. The course will cover such topics as airline industry and history, airline finance and economics, airline organization, airline business and low-cost carriers' strategy, management structure, pricing strategy, revenue management technology, financial analysis, demand forecasting models, aircraft fleet selection, marketing strategy, sales and distribution, capacity planning, routing network, cost analysis, business alliance, international business, labor relationship, cargo business, safety and security measure, public relations, daily operations, emerging and future development.

BCH3025C General Biochemistry with Lab 4 Credits

The course provides a survey of basic biochemical principles dealing with the molecular components of cells including the composition of proteins, lipids, carbohydrates and nucleic acids. The course includes discussion of the structure and function of proteins, the chemical mechanism and regulation of enzyme catalysis, biomembrane structure and function, the metabolic transformations of fatty acids, lipids, amino acids and nucleotides, and the molecular basis of genetics including DNA and RNA metabolism and protein biosynthesis. Prerequisites: BSC1010C and CHM2210C with a grade of C or better. (Lab Fee required)

BSC1005 Introduction to Biology 3 Credits

This course is intended as a general education course for students seeking an Associate in Arts or any non-science major. Students enrolled in the Bachelors of Science in Health Sciences are recommended to take this course in their first session, before enrolling in Biology I. The course provides a broad introduction to life and its diversity, the cell, genetics, organismal structure, evolution and ecology. *(zero textbook cost)*

BSC1010C Biology I with Lab 4 Credits

The course provides an introduction to the basic principles of biological science. It includes the scientific process, the chemistry of life, structure and function of cells, cellular metabolism, cell division, Mendelian and molecular genetics, and a broad overview of the higher taxonomic classification. Prerequisite: MAT0018 and ENC0020 with a grade of C or better; ENC1101 as a corequisite. (Lab Fee required/ *zero textbook cost*)

BSC1011C Biology II with Lab 4 Credits
This course provides a review of the general concept of the evolutionary process, a survey of the major prokaryote and eukaryote phyla, population dynamics, communities and ecosystems, and conservation biology. Prerequisite BSC1010C with a grade of C or better. (Lab Fee required/ *zero textbook cost*)

BSC1020 Introduction to Human Biology 3 Credits
This course is intended as a general education course for non-science majors. The course provides a broad introduction to human biology, through topics such as the human body structure and function, reproduction, genetics and the biological basis of health. (*zero textbook cost*)

BSC1085 Anatomy and Physiology I (No Lab) 3 Credits
This course is a general education course that also serves as the first of a two-course sequence offered to students in the health-related fields. The structure and function of the human body will be investigated. The course will cover the structure and function of the integumentary, skeletal, muscular and nervous systems and how these systems integrate with other systems. Prerequisite: None. (*zero textbook cost*)

BSC1085C Anatomy and Physiology I with Lab 4 Credits
This course is a general education course that also serves as the first of a two-course sequence offered to students in the health-related fields. The structure and function of the human body will be investigated. The course will cover the structure and function of the integumentary, skeletal, muscular and nervous systems and how these systems integrate with other systems. Prerequisite: None. (Lab Fee required) (*zero textbook cost*)

BSC1086 Anatomy and Physiology II (No Lab) 3 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, cardiovascular, respiratory, lymphatic and immune, digestive, urinary and reproductive systems and how these systems integrate and function with other systems, the dynamic nature of these systems, and homeostatic/non-homeostatic function. Prerequisite: BSC1085 or BSC1085C with a grade of C or better. (*zero textbook cost*)

BSC1086C Anatomy and 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, cardiovascular, respiratory, lymphatic and immune, digestive, urinary and reproductive systems and how these systems integrate and function with other systems, the dynamic nature of these systems, and homeostatic/non-homeostatic function. Prerequisite: BSC1085C with a grade of C or better. (Lab Fee required) (*zero textbook cost*)

BSC2900 Directed Independent Study Variable Credits
This is a blended course involving the study of a topic of biological importance, and directed by a faculty member. The topic is selected on an individual basis, and depending on the faculty expertise. The study involves literature search, observation, data collection and analysis, and presentation, and may include hands on experimentation. The course is open to Individual students as well as groups. Hours may vary. Prerequisites: BSC1010C or BSC1086C. (*zero textbook cost*)

BUL3130 Business Law 3 Credits
This course examines the history and development of the American legal system, the laws relevant

to general business operations, and the impact that laws and regulations have on businesses and effective executive decision making. These include, but are not limited to, an overview of torts, contracts, the Uniform Commercial Code (UCC), agency and employment law, ever changing governmental regulations, and choice of business entity. Prerequisites: ENC1101 or permission of the associate dean or their designee.

CAP2023 Introduction to Game Programming 3 Credits

This course will provide basic knowledge on the various aspects of the game industry. Topics covered include types of game development careers, game development and design processes, marketing themes, copyright laws, game company structures, various types of programming languages used by different types of games, and the impact of video games on modern society. The students will learn general programming concepts and to use common game development environments. Prerequisite: COP2251.

CAP4062 Web Applications 3 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. Prerequisites: GRA2520 and COP2700.

CCJ1020 Introduction to Criminal Justice Systems 3 Credits

This course provides an overview of the major institutions of criminal justice in the United States (police, courts, and corrections) with an emphasis on how these institutions integrate together to form a system. Students learn about how crime is measured, criminal law, law enforcement, criminal adjudication, criminal detention and incarceration, community corrections, and future trends. *(zero textbook cost)*

CCJ2011 Special Topic in Criminal Justice 3 Credits

Special topics courses are used to address timely issues that do not fit into the regular criminal justice course offerings. This course is designed to provide the student with focused exposure to current issues in the criminal justice system. The subject matter will be selected by the instructor prior to registration, with approval of the associate dean or their designee.

CCJ3092 Juvenile Justice and Delinquency 3 Credits

Students learn about the history and operations of the juvenile justice. They learn about and examine issues involving policing juveniles, juvenile court, and juvenile corrections. Issues involving policing juveniles, juvenile court, and juvenile corrections are examined. Biological findings and the main sociological theories used to explain delinquency are reviewed. Delinquency is examined in relation to gender differences, the family, schools, gangs, and other special populations. Prerequisite: CCJ1020.

CCJ3195 Interviews and Interrogation 3 Credits

Students learn interview and interrogation procedures and techniques used to identify deceit and build criminal cases, how to mediate and deescalate high tense situations, and control emotions in response to provocation. Prerequisite: CCJ1020, CJE1000. *(zero textbook cost)*

CCJ3334 Alternatives to Incarceration 3 Credits

Students learn about the supervision techniques and treatment programs that are used as alternatives

to incarceration including, but not limited to, probation, parole, electronic monitoring, problem-solving courts, residential facilities, therapeutic communities, restitution, and fines. Prerequisite: CCJ1020, CJC1000.

CCJ3604 Crime and Mental Illness 3 Credits

Employees in law enforcement, the courts, and corrections, routinely come into contact with people who are mentally ill. The largest and most common residential mental health facilities in the world are our nation's jails and prisons. This course examines various issues associated with mental illness in regards to policing, investigation, adjudication, detention, probation, incarceration, parole, and treatment. Prerequisite: CCJ1020.

CCJ3613 Forensic Psychology (SPL Course) 4 Credits

This course examines a variety of issues in criminal justice from a psychological and legal perspective. Topics examined in this course include profiling, the accuracy of eye-witness evidence, offender risk and need assessment, defendant competency, offender culpability and insanity, psychopathy, involuntary civil commitment, juvenile offending and decision-making, family welfare investigation, sex crimes, victimization, and the treatment and rehabilitation of inmates.

CCJ3641 Organized Crime 3 Credits

This course covers the history, evolution, and business of organized crime; specific organized crime groups; the relationship between organized crime and the illicit drug trade; the relationship between organized crime and terrorism; alliances between organized crime and various political and corporate entities; and law enforcement efforts used to reduce organized crime. Prerequisite: CCJ1020.

CCJ3644 White Collar Crime 3 Credits

This course reviews different types of white-collar crime in American society such as the selling of unsafe products, environment pollution, corporate and securities fraud, crimes perpetrated by governments, the corruption of public officials, and medical crime. The latest trends in white collar crime and the consequences of these types of crimes from a legal and sociological perspective are examined. Prerequisite: CCJ1020.

CCJ3661 Terrorism 3 Credits

This course covers the rise of domestic and international terrorist threats and security issues from a historical and sociological perspective. Students examine various types of terrorism, organizational agendas, operational strategies, and probable future trends; as well as the role that Homeland Security and the intelligence community plays in preventing terrorism. Prerequisite: CCJ1020. (*zero textbook cost*)

CCJ3667 Victims of Crime 3 Credits

This course introduces students to traditional victimology theories and responses to victimization. Students are introduced to techniques for empowering victims, considerations in regard to certain types of victims, issues involving youth violence, and various civil remedies which are available to victims. Prerequisites: CCJ1020.

CCJ4497 Criminal Justice and Public Policy 3 Credits

Criminal justice policy introduces students to the many methods of crime control and reviews the research concerning their effectiveness. A variety of criminal justice policy issues such as immigration, drugs, mental health, and capital punishment are examined in regard to politics, public

sentiment, model practices, application (street level bureaucracy), and future directions. Prerequisite: CCJ1020, PLA1001.

CCJ4678 Identity Politics and the Legal System 3 Credits

This course will examine current issues and social problems relating to the administration of justice in a culturally diverse society. Unique issues raised by race, ethnicity, and gender in conjunction with crime and the legal system is a central theme. Cross-cultural communication, implementing cultural awareness training, multi-cultural representation in law enforcement and criminal justice interaction with various racial and ethnic groups is covered. Prerequisites: CCJ1020 and PLA1001.

CCJ4932 Special Topics in Criminal Justice 3 Credits

Special topics courses are used to address timely issues that do not fit into the regular criminal justice course offerings. This course is designed to provide the student with focused exposure to current issues in the criminal justice system. The subject matter will be selected by the instructor prior to registration, with approval of the associate dean or their designee. Prerequisite: CCJ1020.

CEN4050 Software Engineering 3 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. Prerequisites: COP3337.

CET2020 Introduction to Networks 3 Credits

As the first course of two in the Cisco ICND1 (CCENT) curriculum, the student will learn about the architecture, structure, functions, components, and modules of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Prerequisite: CTS2650.

CET2025 Scaling Networks 3 Credits

This is the first course of two in the Cisco ICND2 (CCNA) curriculum. The student will learn about the architecture, components, and operations of routers and switches in a larger and more complex network. Students will learn how to configure routers and switches for advanced functionality. Prerequisite: CET2610. (Routing and Switching Essentials)

CET2026 Connecting the Networks 3 Credits

This is the final course of two in the Cisco ICND2 (CCNA) curriculum. The student will learn about the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and wan technologies to meet network requirements. This course prepares the student for the Cisco CCNA routing and switching certification exam. Prerequisite: CET2025. (Certification exam fee required)

CET2610 Routing & Switching Essentials 3 Credits

This is the final course of two in the Cisco ICND1 (CCENT) curriculum. The student will learn essential routing and switching concepts. Topics covered include; switch port security, static & dynamic routing protocols, VLANs & inter-VLAN routing, standard access control lists, DHCP, and NAT. This course prepares the student for the Cisco CCENT certification exam. Prerequisite:

CET2020. (Certification exam fee required)

CGS1100 Computer Applications 3 Credits

This course helps students develop the knowledge and skills necessary to be able to use a computer effectively as a tool for productivity, communication, collaboration and problem- solving. The course coverage includes: knowledge of computer operations and file management, the use of email, navigating the Internet to search for information and resources, online safety, security and privacy, as well as the ability to use the current Microsoft Office suite including Word, Excel, PowerPoint and Access at a level of basic proficiency.

CGS2515 Advanced Computer Applications 3 Credits

This course is a continuation of CGS1100. It provides a more in-depth coverage of the current Microsoft Office suite (Word, Excel, Access and PowerPoint). This is a required course for all CIT majors, but will also be open to other students desiring further computer experience as an elective course. Students taking both CGS1100 and CGS2515 will be prepared to take one or more of the MCAS certification exams. Prerequisite: CGS1100. (Certification exam fee required)

CGS3362 Information Systems Hardware and Systems Software 3 Credits

Given the ever-decreasing budgets for information systems, managers need a detailed understanding of the systems necessary to manage current business environments. This course will provide a thorough introduction to the underpinnings of hardware and software architecture.

CGS4845 E-Commerce 3 Credits

This course is a broad survey of theory and practices of conducting business over the Internet and World Wide Web. Topics include electronic commerce fundamentals, web auctions, supporting infrastructure, software selection, security, electronic payment, business strategies, legal, taxation and ethical issues. Prerequisites: CGS1100.

CHM1020 Introduction to Chemistry 3 Credits

This course is intended as a general education course for students seeking an Associate in Arts, or any non-science major. Students enrolled in the Associate in Arts, and in the Bachelors of Science in Health Sciences are recommended to take this course as an elective during their first year. This course provides an introduction to general chemistry principles including atoms, states of the matter, solutions, and compounds.

CHM2025C Fundamentals of Chemistry with Lab 4 Credits

This is a one session course that provides an introduction to general chemistry. It includes basic concepts of matter and measurements, atomic structure and bonding, gases, chemical reactions, solutions, and acids, bases and buffers. Prerequisites: MAT1033 equivalent or higher or MAC1105 with a grade of C or better, or MAT1033 or MAC1105 as a corequisite. (Lab Fee required) (*zero textbook cost*)

CHM2045C General Chemistry 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, acid-base theory, and liquids, solids and phase changes. Prerequisites: MAC1105 and CHM2025C with a grade of C or better. (Lab

Fee required/ *zero textbook cost*)

CHM2046C 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 CHM2045C. Topics covered include the properties of mixtures, solutions and colloids; thermodynamics, chemical equilibrium, acid- base equilibrium, buffers and titrations, the solubility product principle, electrochemistry, and nuclear chemistry. Prerequisite: CHM2045C with a grade of C or better. (Lab Fee required/*zero textbook cost*)

CHM2210C Organic Chemistry I with Lab 4 Credits

This is the first session of a two-session 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: CHM2046C with a grade of C or better. (Lab Fee required/*zero textbook cost*)

CHM2211C Organic Chemistry II with Lab 4 Credits

This is a continuation of CHM2210C. 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: CHM2210C with a grade of C or better. (Lab Fee required/*zero textbook cost*)

CIS4200 Security Penetration 3 Credits

The content of this course is designed to expose the student to groundbreaking methodologies in conducting thorough information security analysis, as well as advanced penetration testing techniques. Armed with the knowledge, along with hands-on experience, students will be able to perform the intensive assessments required to effectively identify and mitigate risks to the security of the organization's infrastructure. Prerequisite: CNT4409.

CIS4305 Enterprise Applications 3 Credits

This course focuses on the fundamentals of maximizing enterprise application availability. Students will be presented with model practices on managing the many diverse aspects of integration, deployment, and maintenance. An in-depth look at methodologies, developmental layers, distribution patterns, preventative techniques, and support for the growth of enterprise applications will be examined. Prerequisites: COP2251 and COP4751.

CIS4595 Systems Analysis & Solutions Architectures (Capstone) 3 Credits

This course covers the analysis of business requirements and the definition of technical solutions architectures. Topics include security, performance, maintenance, extensibility, and integration into existing applications, data models and conceptual and logical designs. Certification (MS, ICCP) opportunities exist upon course completion. Prerequisite: Students must have a minimum of 105 credits completed.

CIS4617: Information Systems for Knowledge Management and Decision Support 3 Credits

This course examines information systems which specifically support decision makers: knowledge

management and decision support systems. Consideration will be given to the design, development, implementation and application of these systems. Prerequisite: COP2700.

CIS4204 Ethical Hacking 3 Credits

This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system.

Students will also learn about intrusion detection, policy creation, social engineering, DDoS attacks, buffer overflows and virus creation. Prerequisite: CNT4409.

CJC1000 Corrections 3 Credits

Students learn about theory, philosophy and practice of state sanctioned punishment and treatment of criminal offenders. A variety of topics are reviewed such as differences between jails and prisons, offender treatment and rehabilitation, juveniles in corrections, offender re-entry, the privatization of prison, and probation and parole. *(zero textbook cost)*

CJE1000 Law Enforcement 3 Credits

Students learn about the history of Law Enforcement and the way officers have dealt with issues over time. As Law Enforcement has evolved, today's issues are dealt with differently but more effectively. From the challenges of becoming a Law Enforcement officer to the day to day issues, Law Enforcement has become one of the most challenging professions in today's world. Areas covered include introductory survey of the historical development of Law Enforcement over time, and an overview of training, laws, and new issues facing Law Enforcement today.

CJE2600 Criminal Investigation 3 Credits

The student will learn the entire process of Criminal Investigation from the dispatched call to successful prosecution of the offender. The student will learn the role of the Police Officer, the Crime Scene Unit, Detectives and Prosecutors. An understanding of the "real word" hurdles that Law Enforcement must overcome will allow for the student to realize how difficult it truly is to investigate a crime from beginning to end. *(zero textbook cost)*

CJE2603 Forensics: Crime Scene to Court 3 Credits

This course covers the evidence and investigative cycle, from processing the crime scene to testimony about the evidence. The student will learn how different forensic disciplines assist in the identification of a suspect and in the reconstruction of crimes. The student will have the opportunity to obtain hands-on experience in the documentation, development, sketching, mapping, collection and preservation of evidence at the crime scene.

CLP3004: Psychology of Adjustment 3 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. Corequisite ENC1101.

CLP3374: Treatment Modalities 3 Credits

Meets 30 hours of Florida Certification Board (FCB) category Treatment Planning and meets 15

hours of Florida Certification Board (FCB) category Case Management and Referral. This course will cover the following required FCB topics in the Treatment Planning category: Client Placement Criteria; Developing Individualized Treatment Plans; Drug Court/Correction-based Treatment/Policy/Theory; Enhancing Client Choice/Client-Directed Care; Evidence Based Practice (EBP) Treatment Protocols; Intake/Orientation to Treatment; Medication-assisted Treatment; Ongoing Assessment; Overcoming Barriers to Treatment Progress; Special Population Needs; Stages of Change and Treatment Goals/Interventions; Treatment Goals and Measuring Success and Treatment Planning/Models of Treatment. This course will also cover the following required FCB topics in the Case Management category: Advocacy/Liaison Activities; Case Management; Community Resources/Services; Confidentiality/HIPPA Issues with Referrals; Consultation, Continuum of Care/Placement; Making Referrals; Managed Care Systems; Referral Outcome/Evaluation; Self-help Groups; Service/Care Coordination/ Collaboration and Special Population Needs. Prerequisite: PSB3441

CLP3376 Assessment and Case Management 3 Credits

This course will acquaint the student with the assessment methodology needed to perform a bio-psycho-social assessment of clients in the human services field. A strong emphasis will be to help the student develop skilled interviewing techniques and artful methods for eliciting information. Students will also learn decision-making and referral skills involved with case management. Prerequisites: ENC1101 and PSY2012 or permission of the associate dean or their designee. *(zero textbook cost)*

CLP3433 Screening and Assessment 3 Credits

Meets 35 hours of Florida Certification Board (FCB) category Clinical Evaluation and meets 10 hours of Florida Certification Board (FCB) category Documentation. This course will cover the following required FCB topics in the Clinical Evaluation category: Addiction & Human Growth/Development; Addictive Process; Assessment Instruments, Procedures and Techniques; Client Engagement; Client Matching to Service Array; Detoxification; DSM IV/Diagnosis Criteria / ASAM; Motivational Interviewing; Other Substance & Behavioral Addictions – Gambling/Smoking/Food; Readiness and Motivation for Treatment; Risk Factors/Risk Assessment/Risk Management; Screening Instruments, Procedures and Techniques; Screening/Assessment for Dual Diagnosis/Co-Occurring Disorders; Signs/Symptoms/Stages of SUD, Active Use and Withdrawal and Urinalysis and Other Biological Assessments. This course will also cover the following required FCB topics in the Documentation category: Assessment, Treatment, Progress, Discharge or Transfer Summaries; Clinical Documentation; Progress Notes and Psychosocial Summaries. Pre-requisites: PSB3441, PCO3005

CLP4146 Abnormal Psychology 3 Credits

To provide specific instruction in the varieties of human behavior as identified with mental disorders and deviant behavior. To develop a better understanding of such behavior as it relates to effective personal and social adjustment. Prerequisites: ENC1101 and 30 semester hours.

CNT4409 Fundamentals of System and Network Security 3 Credits

The main goal of this course is to introduce to the student methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate risks for an organization. Students will learn how to create a secure network by putting policies and procedures in place, and how to restore a network in the event of a disaster. This course also serves to expose the student to diverse technologies while mapping them to real world applications. The course looks at cybercrime and security by explaining basic security procedures and challenges that arise in the workplace, and includes

discussions of the various security threats and attacks to which today's computer users are vulnerable. Prerequisite: CTS2650.

COM1007 Fundamentals of Professional Communication 3 Credits

This course introduces basic communication concepts, skills, and strategies that can be applied to professional situations. Students will inventory personal communication behaviors and develop professional documents. This course emphasizes thinking, writing, and speaking within global contexts, collaborative situations, and in various electronic environments. *(zero textbook cost)*

COM2101 Interpersonal Communication in the Workplace 3 Credits

Students study the skills and techniques for effective communication and the application of those skills to their daily lives. Topics include an awareness and appreciation of the complexities of the communication process, understanding interpersonal and intrapersonal communication, identifying barriers to communication, and resolving conflict in communication. Students will learn to develop effective relationships with coworkers, managers, and customers. *(zero textbook cost)*

COM2203 Conflict, Listening, and Workplace Dynamics 3 Credits

This course provides a theoretical foundation for understanding communication in the workplace, personal relationships, and mediated environments. Students will master the basics of conflict management, listening, nonverbal communication, strategic use of language, interviewing, leadership, teamwork, and intercultural communication. The course helps students master communication proficiencies essential to success in professional and personal life. Students will be exposed to communicative, behavioral, and organizational strategies to become successful at work. *(zero textbook cost)*

COM2412 Communication, Culture, and Community 3 Credits

This course provides an understanding of the communication skills required to develop constructive relationships in the multicultural workplace, helping students develop skills to relate to persons with different world views, verbal codes, and body language, and allowing them to interact more effectively in diverse populations, age groups, and lifestyles and to think through and value human diversity. *(zero textbook cost)*

COM2442 Team Effectiveness 3 Credits

Students study the required communication skills for effective discussion to achieve positive outcomes within formal and informal groups. The course focuses on problem solving, decision making, leadership and interpersonal communication within small groups. *(zero textbook cost)*

COM3051 Cultural Studies in New Media 3 Credits

This course applies theories of media and media industries to analysis of media texts to investigate relationships among culture, media, and diverse audiences. Prerequisite: ENC1101 or permission of the associate dean or their designee.

COM3471 Professional Social Media 4 Credits

This course will examine social media from a communication perspective with a focus on how media technologies influence the way we communicate (verbally and nonverbally). Additionally, students will learn how to participate in and effectively use popular social media sites. Prerequisite: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee. *(zero textbook cost)*

COM4014 Gender Communication 3 Credits
An investigation of the role of communication in creating images of gender roles, differences in gendered communication styles, and the implications of those images and styles for relationships in a variety of contexts. Prerequisite: ENC1101 or permission of the associate dean or their designee. *(zero textbook cost)*

COM4901 Directed Study in Communication 1 Credit
This course requires an original research project leading to the completion of a formal paper. Students will meet with the assigned faculty at least once per week during the session.
Prerequisite: Permission of the associate dean or their designee.

COM4902 Directed Study in Communication 2 Credits
This course requires an original research project leading to the completion of a formal paper. Students will meet with the assigned faculty at least once per week during the session.
Prerequisite: Permission of the associate dean or their designee.

COM4903 Directed Study in Communication 3 Credits
This course requires an original research project leading to the completion of a formal paper. Students will meet with the assigned faculty at least once per week during the session.
Prerequisite: Permission of the associate dean or their designee.

COP2048 Software Application Development 3 Credits
This course focuses on the utilization of a current programming language that is in high demand by industry for application development. The topics covered in this course include imperative programming, execution control structures, randomness, object-oriented programming, GUIs, recursion, web and search functions, and database integration. Prerequisite: COP2251.

COP2250 Java Programming I 3 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 Java programming language is used to implement key topics. At course end, students will be able to plan the logic for complete programs.

COP2251 Java Programming II 3 Credits
This course continues the study of Java Programming I. Topics will include classes, polymorphism, inheritance, streams, exception handling, dynamic memory allocation, and memory management. An introduction to data abstraction and data structures is also included. Prerequisite: COP 2250.

COP2700 Introduction to Database Management Systems (DBMS) 3 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 and secure database concepts are covered. Students will be introduced to structured query language (SQL) and to client-server computing. Prerequisite: CGS2515.

COP3337 Advanced C++ w/OOP (Object Oriented Programming) 3 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: COP2251.

COP3655 Mobile Application Development 3 Credits

The course focuses on the study, design, and development of software for mobile devices. Topics to be covered include application lifecycles, user interfaces and interaction, device communication, threading, and general software development processes.

COP4751 Advanced Database Management 3 Credits

The course presents in detail the concepts of advanced database design & implementation, transaction management and concurrency control, distributed DBMS, database warehousing, and object-oriented databases. Special emphasis is placed on a project implementation approach to reinforce selected topics. Advanced topics in SQL and Crystal Reporting are also examined. Prerequisite: COP2700.

CRW2000 Creative Writing 3 Credits

This course will focus on the development of skills necessary to compose in various genres (fiction and non-fiction). Prerequisite: ENC1101 with a grade of C or better. (*zero textbook cost*)

CTS1131 A+ Hardware I 3 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 simulations coupled with essential lecture concepts provide support in preparation to take the A+ certification exam.

CTS1132 A+ Hardware II 3 Credits

This course is designed to familiarize the student with the installation, configuration, upgrading, and troubleshooting of various computer operating systems. Emphasis on the various advantages and disadvantages of each of the major operating systems will be presented, and the various lab work required will assist the student in retaining those skills and concepts acquired in CTS1131. Prerequisite: CTS1131.

CTS1138 A+ Lab/Certification Prep 3 Credits

The purpose of this course is to prepare a student to successfully pass both parts the CompTIA A+ certification exam. The course begins with an evaluation of a student's current readiness to successfully pass each of the two CompTIA A+ certification exams. Results from the evaluation will identify areas of weakness that the student must improve before attempting to complete either of the two CompTIA A+ certification exams. This course will provide interactive content to assist a student in improving skills in successfully answering both objective exam questions, as well as hands-on simulation questions. Prerequisite: CTS1132. (Certification exam fee required)

CTS2134 CompTIA Network+ Certification Prep 3 Credits

The purpose of this course is to prepare a student to successfully pass the CompTIA Network+ certification exam. The course begins with an evaluation of a student's current readiness to successfully pass the CompTIA Network+ certification exam. Results from the evaluation will identify areas of weakness that the student must improve before attempting to complete the CompTIA

Network+ certification exam. This course will provide interactive content to assist a student with improving skills in successfully answering both objective exam questions and hands-on simulation questions. Prerequisite: CTS2650 (Certification exam fee required)

CTS2155 User Support and Helpdesk Operations 3 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.

CTS2166 Introduction to Scripting I 3 Credits

This course provides an introduction to Windows PowerShell. Students will learn to write interactive PowerShell commands within a shell environment, as well as how to create Windows automation scripts. This course is focused on understanding the PowerShell environment, using the built-in help system, basic PowerShell syntax (including cmdlet structure, cmdlet parameters, parameter values, piping between cmdlets, and formatting output). By the end of this course, students will have learned the fundamental skills needed to effectively read, write, and debug basic PowerShell scripts. This course is part one of a two- part series. Prerequisite: CTS1132.

CTS2167 PowerShell Scripting II 3 Credits

This course builds on the PowerShell content delivered in Introduction to Scripting I. This course explores in detail more advanced functionality within Windows PowerShell. Students will learn to write more advanced interactive PowerShell commands within a shell environment, as well as how to create more advanced Windows automation scripts. This course is focused on implementing PowerShell remoting, interacting with Windows management instrumentation, multitasking with background jobs, as well as introducing programming concepts, including; using variables and loops to accomplish more advanced Windows automation tasks. By the end of this course, students will have learned the advanced skills needed to effectively read, write, and debug advanced PowerShell scripts. This course is part two of a two-part series. Prerequisite: CTS2166. (Introduction to Scripting I)

CTS2314 Network Defense 3 Credits

The main goal of this course is to provide students with a vendor neutral approach to defending a network from intrusion and hackers. It covers the fundamental skills in evaluating internal and external threats to network security, design and how to enforce network level security policies, and ultimately protect an organization's information. Covering a broad range of topics from secure network fundamentals, protocols and analysis, standards and policy, hardening infrastructure, to configuring IPS, IDS, and firewalls, bastion host and honeypots, among many other topics, students completing this course will have a full understanding of defensive measures taken to secure an organization's information. Prerequisites: CTS2650 & CTS2318.

CTS2318 Principles of Information Security 3 Credits

Examination of current standards of due care and best business practices in information security. Includes examination of security technologies, methodologies and practices. Focus is on evaluation and selection of optimal security posture. Topics include evaluation of security models, risk assessment, threat analysis, organizational technology evaluation, security implementation, disaster recovery planning and security policy formulation and implementation. Prerequisite: CGS1100.

CTS2353 Networking with Windows Server (Exam 70-741) 3 Credits

This course addresses all of the concepts, terminology and technology covered through networking and Microsoft Windows Server 2016, and it provides student with the opportunity to get hands-on practice with virtual labs for a complete learning experience. Through this course, students can prepare for the 70-741: Networking with Windows Server 2016 Exam.

Prerequisite: CTS 2354. (Certification exam fee required)

CTS2354 Installation, Storage, and Compute with Windows Server 2016 3 Credits

This course addresses all of the concepts, terminology and technology covered in the installation, storage and computing of Microsoft windows server 2016, and it provides students with the opportunity to get hands-on practice with virtual labs for a complete learning experience. Through this course, students can prepare for the 70-740: installation, storage and compute with Windows Server 2016 Exam. Prerequisite: CTS 2650. (Certification exam fee required)

CTS2358 Identity with Windows Server 2016 3 Credits

This course addresses all of the concepts, terminology and technology covered through a deep investigation into the world of active directory and its associated technologies. Students will also learn a lot of PowerShell along the way, and it provides students with the opportunity to get hands-on practice with virtual labs for a complete learning experience. Through this course, students can prepare for the 70-742: identity with Windows Server 2016 Exam.

Prerequisite: CTS 2353. (Certification exam fee required)

CTS2650 Networking Essentials 3 Credits

This course allows students to gain the knowledge and skills required to become a productive networking professional. Topics include: examination of IP networking, physical and logical network topologies, client/server network configurations, and various aspects of network administration. Emphasis will be on practical implementation of these concepts in modern network operating environments. Prerequisite: CTS1132.

CTS4116 Linux System & Security Administration 3 Credits

This is an advanced course covering the Linux operating system. Emphasis is placed on kernel configuration and an in-depth look at Linux networking services. It stresses securing the Linux OS in a networking environment. Topics include Linux server roles, interconnecting with windows OS and hardening Linux servers. Prerequisite: CTS2650.

CTS4124 Incident Response, Disaster Recovery and Contingency Planning 3 Credits

This course is about being prepared for the unexpected, being ready for events such as incidents and disasters. Businesses depend heavily on information systems; this course will help students learn the knowledge and skills necessary to effectively plan and manage disaster recovery and contingency planning for information systems. Prerequisite: CTS2318.

DEP2004 Human Growth and Development 3 Credits

In this course, biophysical, cognitive and psychosocial development throughout the life span (from conception to death) will be considered, as well as problems specific to each stage. Prerequisite: ENC1101. (*zero textbook cost*)

DEP4032 Cognitive Psychology 3 Credits

This course deals with the changes in the life cycle, from birth to death and the major transitions most individuals are likely to encounter. The emphasis in this course deals with rearing children, understanding adolescents and dealing with death. Prerequisites: ENC1101 and 30 semester hours.

DEP4054 Principles of Developmental Psychology 3 Credits

This course provides a scientific account of human development from conception through adolescence, and into old age. It will focus on descriptions, theoretical explanations, research evidence, and practical applications. Prerequisites: ENC1101 and 30 semester hours. (*zero textbook cost*).

DH3800 Dental Hygiene Theory I 3 Credits

This course provides a hierarchical progression of knowledge and skills essential in the provision of dental hygiene care. Advanced concepts, principles, and skills essential in planning comprehensive dental hygiene care will prepare students to perform preventive therapies such as oral hygiene instruction and care while employing the latest infection control protocols. Students will formulate patient assessment plans through the identification of the individual care needs for medically compromised patients, as well as plan preventive therapies for children, adolescents and adults utilizing evidence-based, patient-centered preventive care modalities.

Prerequisite: Acceptance to the Dental Hygiene Program

DH3800C Clinical Dental Hygiene I 4 Credits

This course is designed to develop the technical and judgement skills necessary to provide clinical procedures and comprehensive patient care. In DH3800, students will acquire the theoretical knowledge and in DH3800C, students will apply gained clinical knowledge through hands-on experiences. Upon completion of this course, the student clinician will be familiar with basic patient care procedures and will be able to assess a patient's oral health status, develop problem lists, and dental hygiene care plans in order to provide comprehensive patient care. Students will gain experience, confidence, and begin to develop their clinical judgment skills.

DH3010 Head and Neck Anatomy 2 Credits

This course examines the structure and anatomy of the human head and neck as they relate to the function of the natural dentition and their supporting structures pertinent to dental and dental hygiene care. Medical terminology and complex head and neck anatomy including origin, insertion, action, and innervation of the muscles of mastication and facial expression are examined. This course provides the student with knowledge and understanding of the specific external and internal morphological characteristics of the human head and neck as well as the anatomic and physiologic considerations with regard to form and function of orofacial structures. Students will be able to examine normal development of head and neck structures as well as determine anomalies associated with these structures. Students will relate this information when providing care within the clinical setting utilizing this information during the administration of local anesthesia. Prerequisite: Acceptance to the Dental Hygiene Program, BSC1085C and BSC1086C.

DH3030 Dental Anatomy Histology & Physiology 2 Credits

This course provides an in-depth examination of the development, function, and histology of the human dentition and tooth morphology. This advanced course provides the student with a detailed knowledge and understanding of terminology and nomenclature relating to the specific external and internal morphological characteristics of the human dentition, anatomic and physiologic considerations of form and function of the teeth and oral structures. Students will examine normal development of teeth and supporting structures and determine anomalies associated with them.

Knowledge of developmental processes and tissue histology provides the background for accurate evaluation of variations within the oral cavity as they relate to occlusion, language development, mastication, and the development of oral pathology. Prerequisite: Acceptance to the Dental Hygiene Program, BSC1085C and BSC1086C, and HSC3555

DH3200C Dental Radiology

4 Credits

This laboratory course evaluates of the principles and practices of dental radiology. The course includes lectures and laboratory exercises in radiation physics, radiation biology, radiation safety and hands-on radiographic techniques. Students will use descriptive terminology and radiographic evidence to identify dental caries, periodontal disease, periapical and pulpal lesions, and other intraoral anomalies to develop evidence-based treatment plans to be used in their delivery of patient care. Students will gain competency in digital radiography and error recognition to assist in quality control in comprehensive patient care. Students will also learn to manage special needs patients with mobility issues using a handheld radiographic system. Prerequisite: Acceptance to the Dental Hygiene Program, BSC1085C, BSC1086C, CHM2025C or CHM2046C, and MCB3020C or MCB2010C.

DH3802 Dental Hygiene Theory II

3 Credits

This course emphasizes the provision of preventive therapies and the identification of services required for medically compromised patients. Students will provide in-depth analyses of mini-case studies which center on problems presented by patients with special needs. Students will develop and propose specific treatment modifications and interventions necessary to provide quality, patient-centered dental health care. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene 1 and Dental Hygiene Theory.

DH3802C Clinical Dental Hygiene II

5 Credits

This course continues to develop the student clinician's patient care procedures and ability to assess each patient's oral health status. Upon completion of this course, the student clinician will be knowledgeable in the dental hygiene process of care in both basic and special needs patients. Students will use radiographs and intraoral photographs to provide additional assessment information in the development of the patient's care plan which outlines dental problems and identifies an appropriate treatment sequence to facilitate optimal oral health. Students will continue to gain experience, confidence and enhance their clinical judgment skills. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene 1 and Dental Hygiene Theory.

DH3100 Dental Materials with Lab

3 Credits

This laboratory course applies the science of dental materials to evaluate the characteristics and properties necessary for dental materials to optimally function within the oral cavity to provide individualized, quality patient care. The course emphasizes the clinical aspects of dental materials in providing care to patients. Students will fabricate study models to assess proper occlusion or maladaptive oral functioning. Students will demonstrate expanded functions techniques including matrix placement, placing temporary restorations, and the fabrication and placement of temporary crowns among other services used in the prevention and treatment of oral disease within the scope of dental hygiene care. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene 1 and Dental Hygiene Theory, CHM2025C or CHM2046C.

DH3300 Pharmacology

2 Credits

This course provides comprehensive coverage of pharmacological principles and medications broadly used to treat medical conditions and disease. Special emphasis is placed on drugs used in

dentistry and on those with significant dental implications. Students examine the use of specific drugs, particularly as they relate to the treatment and prevention of disease. The rationale for the use of medications, usage with indications and contraindications are presented utilizing interactive lectures and classroom discussions which will enhance the student's ability to utilize the information while providing patient care. Emphasis is placed on therapeutic antibiotic regimes for treatment in periodontal patients, pain control to include anesthetic medications used in dental hygiene procedures, nitrous oxide administration, and topical medications. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene 1 and Dental Hygiene Theory, CHM2025C or CHM2046C, HSC3555.

DH4804 Dental Hygiene Theory III

3 Credits

This course expands dental hygiene concepts, principles, and skills essential in providing comprehensive care. Lectures, demonstrations, laboratory activities, and classroom discussions will be closely correlated with the supervised clinical experiences provided in Clinical Dental Hygiene II. Pain management techniques, non-surgical periodontal therapy, human motivation and patient education, oral photography, nutrition and tobacco counseling, vital bleaching, caries risk assessment, oral rehabilitation and maintenance of implants are practiced to proficiency in the simulation lab and performed in the clinic. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene II and Dental Hygiene Theory II.

DH4804C Clinical Dental Hygiene III

6 Credits

This course provides students the opportunity to implement evidence-based practice. Students critically assess their patient care experiences in the dental hygiene clinic. Students will independently assess each patient's oral health status, and develop a comprehensive dental hygiene treatment plan which outlines dental problems and patient-related considerations. Students will now incorporate pain management procedures to help overcome a patient's discomfort while providing non-surgical periodontal therapy. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene II and Dental Hygiene Theory II.

DH4400 Oral Pathology

2 Credits

This course expands on the student's prerequisite course in Pathophysiology and examines the principles and mechanisms of systemic disease with an emphasis on the clinical aspects of oral diseases including the relationship between systemic disease and the oral cavity. The course will present general pathology topics of developmental, metabolic, neoplastic and degenerative diseases, and immune and inflammatory responses with an emphasis to recognize abnormalities and their impact in the provision of dental hygiene care. The course focuses on the mechanisms of the disease process, recognition of deviations from normal, and the differential diagnosis of oral conditions to safely manage patient care. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene II, Dental Hygiene Theory II, HSC3555, and MCB3020C or MCB2010C.

DH4600 Periodontology

2 Credits

This course evaluates the etiology, classification, examination, and diagnosis of periodontal diseases, rationale for therapy and critical analysis of patient assessments and other current therapies in determining a plan of care and maintenance. Emphasis will be placed on the hygienist's role in recognizing oral disease, and creating and implementing a plan of care and maintenance as well as educating the patient on effective self-care techniques. The implemented plan of care could include the use of the pulse ndYAG laser therapy for sterilization as well as other current periodontal maintenance modalities of oral disease control which will be practiced to proficiency in

the simulation lab. Surgical and non-surgical interventions are evaluated emphasizing the dental hygienist's role in periodontal therapy. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene II, Dental Hygiene Theory II, HSC3555, and MCB3020C or MCB2010C.

DH4700 Community Dental Health and Research

3 Credits

This course provides multiple opportunities for dental hygiene students to realize their potential and explore their role as dynamic leaders within their community and explore the complex determinants of health and disease. Students will recognize and analyze epidemiological patterns of oral diseases and epidemiological methods of investigation. Emphasis will be placed on community assessment and diagnosis, program planning, implementation, and evaluation of dental health programs utilizing evidence-based research. Group instruction, activities, investigations and projects will identify barriers and promote solutions in gaining optimum oral health as well as strengthening their understanding and ability to work effectively with a variety of patient populations within a community. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene II and Dental Hygiene Theory II, and STA2023.

DH4806 Dental Hygiene Theory IV

3 Credits

This course maximizes the dental hygiene student's communication and technical skills in rendering comprehensive oral hygiene care. Lectures, case-base studies, and student-led classroom discussions will be closely correlated with the supervised clinical and laboratory experiences provided in Clinical Dental Hygiene IV. Endodontic, orthodontic treatment, and the continuing care of patients will be examined. The course will also allow students to learn to recognize signs of domestic violence and examine their responsibilities related to reporting domestic violence. Students will study the Florida Laws and Rules in preparation to take the State of Florida jurisprudence examination for licensure. Within in the course, students will finalize their preparations to complete their Dental Hygiene National Board Examination and the American Board of Dental Examiners (ADEX) Dental Hygiene Licensing Examination. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene III and Dental Hygiene Theory III

DH4806C Clinical Dental Hygiene IV

6 Credits

This course will allow the student clinicians to continue to provide pain control management and periodontal therapy experiences. Students will refine their preventive, supplemental, and therapeutic clinical dental hygiene care to achieve professional clinical competency as they prepare to successfully complete their clinical licensing examinations and enter professional dental hygiene practice. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene III and Dental Hygiene Theory III

DH4948 Dental Specialty Practicum

3 credits

This course enables senior dental hygiene students to apply the knowledge gained in assessing diverse patient care needs with the opportunity to interact with dental specialists in determining and implementing patient care in specialty clinical practice. Students will explore their vital role in providing collaborative care with the different dental specialties through the provision of oral health education and the prevention of oral disease by promoting healthy oral behaviors. Specialists will present case studies to enable dental hygiene students the opportunity to prepare for their joint role in providing preventive and non-surgical dental hygiene care for patients receiving specialty care. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene III and Dental Hygiene Theory III.

DH4947 Dental Hygiene Capstone

4 credits

This course prepares students to make the transition from the university clinical setting to private practice. Senior dental hygiene students are assigned to a private practice dental office or a dental clinic during a 10-hour period during the last weeks of Semester 4 of the program. Within these clinical sites, students will observe and assist in both dental and dental hygiene procedures as well as provide office management support. In addition to preparing the student for private practice dental hygiene positions, this course introduces other potential career options including hospital/clinic administration, sales, consulting, public health, insurance and advance degree education. The business aspects of dental hygiene to include supply chain management, patient recall management, and revenue cycle management including insurance coding and electronic claims submission will be addressed. Students will experience the dental team concept, complete their résumés, and participate in a job interview. Prerequisite: Grade of 75 or better in Clinical Dental Hygiene III and Dental Hygiene Theory III.

ECO2013 Macroeconomics 3 Credits

A basic study of economics and cultural changes with research into the economics system. its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, the laws of supply and demand, and public production control.

Prerequisites: MAT1033 equivalent or higher.

ECO2023 Microeconomics 3 Credits

This course includes a study of the tools for economics analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: MAT1033 equivalent or higher.

ECO4223 Money, Banking, and Monetary Policy 3 Credits

This course connects macroeconomic theory to real-world policy and business applications. It provides the student with an advanced exploration of the banking system, the money supply, and monetary policy. Prerequisites: ECO2013 or permission of the associate dean or their designee.

ECO4303 History of Economic Thought 3 Credits

An advanced study of the history of economics and philosophies that drive the economic way of thinking. This course stresses the importance of understanding contemporary economics, explains the ideas of the economic thinkers, and their connections to the United States and the world economy in the past, present, and future. Prerequisites: ECO2013 or ECO2023, or permission of the associate dean or their designee.

ECP3704 Managerial Economics and Business Decisions 3 Credits

A study of the microeconomic principles and quantitative tools that can be used to aid managers in making sound economic and business decisions under conditions of risk and uncertainty. Topics include forecasting consumer demand, production and cost analysis, and optimal pricing and production decisions in different market structures. Prerequisites: ECO2023, or permission of the associate dean or their designee.

EDF1969 TEAS Test Preparation for Healthcare Careers 3 Credits

The TEAS Prep course will prepare students for the standardized ATI TEAS nursing school entrance exam. The course will focus on reading, mathematics, science, and English language usage. Study skills, practice questions, and sample exams will strengthen areas of weakness and increase basic

knowledge.

EDF3210 Educational Psychology 3 Credits

This course focuses on variables that affect learning in the educational setting. Among the topics to be covered are cognition, motivation, individual differences, development, and classroom evaluation. This course also covers classroom management and other relevant topics of interest to prospective teachers. Prerequisite: ENC1101 and 30 semester hours.

EMS2551C Advanced Cardiac Life Support 1 Credit

The American Heart Association Advanced Cardiac Life Support provider course is designed to provide instruction and skill testing of specific treatments for various cardiac emergencies. The target population for this course is the practicing physician, paramedic or critical care nurse. This course includes strenuous skills such as lifting and carrying techniques that are present in actual patient care situations.

EMS2601 Paramedic Theory I 6 Credits

This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on general patient assessment and assessment-based management; airway and ventilation assessment venous access and medication administration; clinical decision-making; shock and fluid resuscitation; aspects of advanced training on prehospital trauma and burn management; the respiratory system which includes disease pathophysiology and respiratory arrest management; management of geriatric and psychiatric patients; patients experiencing anaphylaxis and patients with disorders of the neurological system related to trauma and the pulmonary system.

EMS2601L Paramedic Laboratory I 5 Credits

This laboratory course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which cover skills related to Paramedic Theory I.

EMS2602 Paramedic Theory II 6 Credits

This course is an in-depth student of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which includes aspects of prehospital medical emergencies related to the cardiovascular systems, disease pathophysiology, cardiac arrest management, the nervous system, toxicology, endocrine emergencies, infectious disease, obstetrical, gynecological, neonatal assessment and management, pediatrics, and patients requiring special considerations.

EMS2602L Paramedic Laboratory II 4 Credits

This laboratory course is an in-depth student of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which covers skills related to Paramedic Theory II.

EMS2622C Paramedic Theory III with Lab 5 Credits

This is the third of three courses in the paramedic curriculum. This course includes both didactic and laboratory components. EMS2622C will cover Modules V Medical, VL Special Considerations, VLL Assessment Based Management, and VLLL Operations, of the U.S.D.O.T. EMT-P National Standards Curriculum. Additional certification in pediatric advanced life support (PALS) will be

issued upon successful. The laboratory complement will cover the psychomotor skills related to the modules and certification listed above. Per state requirements, the program will strive to maintain a 6:1 student to instructor ratio in the lab and 30:1 ratio for the didactic portion.

EMS2661 Paramedic Field Internship 7 Credits

This capstone course is a planned, scheduled, educational student time on an Advanced Life Support (ALS) unit to develop and evaluate team leading skills. The primary purpose of field internship is a capstone experience managing the paramedic level decision-making associated with pre-hospital patients.

EMS2664 Paramedic Clinical I 1 Credit

This course provides developing-level reinforcement of EMT-B and basic life support theory and skills as students participate as part of the multi-disciplinary healthcare team during rotations through various departments of local hospitals, health departments, clinics, and specialty centers. The program provides clinical schedules, and students practice under the direct supervision of licensed clinical facilitators and/or preceptors. Enrollment in this course requires continuous admission to the paramedic program. The student must maintain paramedic program eligibility throughout the course.

Prerequisites: BSC1085 Anatomy and Physiology I, BSC1086 Anatomy and Physiology II

Co-requisites: EMS2601 Paramedic Theory I, EMS2601L Paramedic Laboratory I.

EMS2664 Paramedic Clinical II 2 Credits

This course provides developing-level reinforcement of paramedic and advanced life support theory and skills as students participate as part of the multi-disciplinary healthcare team during rotations through various departments of local hospitals, health departments, clinics, and specialty centers. The program provides clinical schedules, and students practice under the direct supervision of licensed clinical facilitators and/or preceptors. Enrollment in this course requires continuous admission to the paramedic program. The student must maintain paramedic program eligibility throughout the course.

Prerequisites: EMS2601 Paramedic Theory I, EMS2601L Paramedic Laboratory I, EMS2664 Paramedic Clinical I. Co-requisites: EMS2602 Paramedic Theory II, EMS2602L Paramedic Laboratory II.

ENC0020 Developmental Writing 3 Credits

This course provides instruction for those students needing a basic course. The course will focus on assisting students develop strategies for sentence structure, paragraph development, and 1-page essay creation. Grammar usage, punctuation, and sentence structure will be addressed through review, exercises, and the writing process. (May not be used as a General Education requirement or counted towards credits required for graduation). Minimum grade C. Students required to take this course must complete the course by the end of their second session. *(zero textbook cost)*

ENC1101 English Composition I 3 Credits

This is a course in which students will produce expository writing with textual conventions, such as grammatical structure and style. Students will work on skills to improve reading, writing and researching abilities to process and synthesize texts. Prerequisite of C or better in ENC0020 or suitable placement score. *(zero textbook cost)*

ENC1102 English Composition II 3 Credits

This course develops students' abilities in argumentative writing and introduces them to the methods, techniques, and materials of research. The course will stress clarity of expression, English usage, and

grammar as needed. Prerequisite: ENC1101 with a grade of C or better. (*zero textbook cost*)

ENC2305 Writing Thoughtfully 3 Credits
This course develops students' ability to write thoughtfully for a variety of situations and audiences. Students will produce academic and non-academic texts. Students will also apply knowledge of composing processes, rhetorical strategies, genre requirements, and textual conventions, such as grammatical structure and style. In addition to writing, this course is geared toward thinking about, processing, and analyzing texts. (*zero textbook cost*)

ENC3213 Professional Writing 3 Credits
This course concentrates on proper English usage for business correspondence. Business terminology, common punctuation errors, English usage, and format will be discussed. At the end of this course, the student will be able to compose effective business correspondence including memos, letters, and short reports. Special consideration is placed on purpose, scope, and audience analysis and adaptation. Prerequisites of a C in ENC1101 and completion of undergraduate 60 credits. (*zero textbook cost*)

ENC4901 Directed Study – A Written Senior Research Project 1 Credit
This course requires an original research project leading to the completion of a formal paper that is appropriate to the student's major. Students will meet with the assigned faculty member at least one hour per week during the session. This project is done under faculty supervision. Registration is for senior session students. Prerequisites: Permission of associate dean or their designee.

ENC4902 Directed Study – A Written Senior Research Project 2 Credits
This course requires an original research project leading to the completion of a formal paper that is appropriate to the student's major. Students will meet with the assigned faculty member at least one hour per week during the session. This project is conducted under faculty supervision. Registration is for senior session students. Prerequisites: Permission of associate dean or their designee.

ENC4903 Directed Study – A Written Senior Research Project 3 Credits
This course requires an original research project leading to the completion of a formal paper that is appropriate to the student's major. Students will meet with the assigned faculty member at least one hour per week during the session. The project is conducted under faculty supervision. Registration is for senior session students. Prerequisites: Permission of associate dean or their designee.

ENI0101 ESL I, Grammar 4 Credits
This course enables students at a beginning proficiency level to build their fluency by learning to use standard English grammar accurately and meaningfully in various speaking, reading and writing activities. Coursework includes (pro)nouns, verbs, verb tenses and modals. Prerequisite: Placement test score.

ENI0102 ESL I, Listening/Speaking 4 Credits
This course enables students at a beginning proficiency level to build their speaking fluency by learning to listen actively and use vocabulary accurately. Coursework includes pronunciation practice and a cultural component to enhance spoken interactions. Prerequisite: Placement test score.

ENI0103 ESL I, Reading/Writing 4 Credits
This course enables students at a beginning proficiency level to build their reading and writing

fluency by learning to navigate passages and compose meaningful sentences and descriptive paragraphs. Coursework includes vocabulary, capitalization, syntax and punctuation. Prerequisite: Placement test score.

ENI0201 ESL II, Grammar 4 Credits

This course enables students at an intermediate proficiency level to build their fluency by learning to use standard English grammar accurately and meaningfully in various speaking, reading and writing activities. Coursework includes verb tenses, modals and passive voice. Prerequisite: Completion of ENI0101 or placement test score.

ENI0202 ESL II, Listening/Speaking 4 Credits

This course enables students at an intermediate proficiency level to build their speaking fluency by learning to listen actively and use vocabulary accurately. Coursework includes dialogue situations, pronunciation practice and a cultural component to enhance spoken interactions. Prerequisite: Completion of ENI0102 or placement test score.

ENI0203 ESL II, Reading/Writing 4 Credits

This course enables students at an intermediate proficiency level to build their reading and writing fluency by learning to navigate passages and compose meaningful sentences in expository paragraphs. Coursework includes vocabulary, coherence, syntax and punctuation. Prerequisite: Completion of ENI0103 or placement test score.

ENI0301 ESL III, Grammar 4 Credits

This course enables students at an advanced proficiency level to build their fluency and accuracy by using standard English grammar in various speaking, reading and writing activities. Coursework includes verb tenses, modals, passive voice and gerunds and infinitives. Prerequisite: Completion of ENI0201 or placement test score.

ENI0302 ESL III, Listening/Speaking 4 Credits

This course enables students at an advanced proficiency level to build their speaking fluency and accuracy by learning to listen actively and use vocabulary accurately. Coursework includes presentation skills, pronunciation practice and a cultural component to enhance spoken interactions. Prerequisite: Completion of ENI0202 or placement test score.

ENI0303 ESL III, Reading/Writing 4 Credits

This course enables students at an advanced proficiency level to build their reading and writing fluency and accuracy by learning to navigate passages and compose longer, more cohesive sentences, expository paragraphs and short essays. Coursework includes vocabulary, rhetoric, syntax, punctuation and editing. Prerequisite: Completion of ENI0203 or placement test score.

ENI0400 College Preparatory English 0 Credits

This course enables English proficient students to read and write for academic and professional purposes by providing extensive practice in understanding and using academic-level material. Students learn to navigate complex reading texts, acquire and use academic vocabulary, and write essays using various rhetorical patterns such as compare/contrast and persuasion. Writing strategies to develop and support a thesis, revise and edit, and use formal English are covered extensively. This course also provides a comprehensive and in-depth presentation of English grammar which includes verb tenses, gerunds and infinitives, adverb and adjective clauses, conditional structures, noun

clauses, modal verbs, and the passive voice. Prerequisite: ESL Certificate of Completion or placement test score.

ENT2020 Small Business Management 3 Credits

This course incorporates current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues, numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporates material to help them explore small business issues. Prerequisite: GEB1011 or permission of the associate dean or their designee.

ENT3003 Introduction to Entrepreneurship 3 Credits

This course introduces students to the nature of business and entrepreneurship as a vehicle for making money by creating wealth and producing goods and services for profit. Emphasis on different forms of business organizations, including sole proprietorships, partnerships, corporations, joint ventures, and not-for-profit enterprises will be discussed as well as a comparison between entrepreneurs and intrapreneurs. Prerequisites: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

ENT3004 Entrepreneurship Process and Creativity 3 Credits

This course discusses the quality of originality that leads to the generation of novel ideas, and developing those ideas into important drivers to discover new business opportunities. The focus is on the five stages of creativity: preparation, incubation, insight, evaluation, and elaboration. Prerequisites: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

ENT3422 Finance and New Venture Funding for Entrepreneurs 3 Credits

This course covers different aspects of the financing of a new or expanding business by attracting seed capital and growth capital, valuing and pricing new ventures, performing financial analysis, forecasting, and going public. It covers all stages of the venture's life cycle, from startup to exit and how each stage should be structured. Prerequisites: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

ENT4025 Operations Management in Service Businesses 3 Credits

This course examines both traditional and new approaches for achieving operational competitive advantage in service businesses. Major service-sectors such as healthcare, technical support services, financial services, transportation, and hospitality and tourism are examined for effective service delivery systems, productivity, and quality management. Prerequisites: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

ETD1316 Introduction to AutoCAD 3 Credits

Upon the completion of this course, the student will be able to work with and identify the commands required to work with AutoCAD and the basic drawing setup, scale factors and plot scales for modeling. The student will learn concepts of layering, line weights, line types, 2D drawing, editing, display, drawing aids, object selection, groups, calculation strategies and text commands.

ETD2340 AutoCAD II 3 Credits

Upon the completion of this course, the student will be able to work with and identify the commands required to work with AutoCAD software including intermediate drawing commands, editing

processes, modifying and intermediate inquiry commands, dimensioning and annotation, intermediate skills in layering, attributes, and output files. Prerequisite: ETD1316.

ETD2352 AutoCAD III 3 Credits

This course is an advanced course of hardware/software configurations required for the computer-drafting environment. It provides CAD students an opportunity to approach detailed design problems from a computer perspective, hands-on experience in creating custom menus, text fonts, attributes, rotations, X-Ref and more. Different methods of generating commands are also covered.

ETD2355 3D Modeling and Animation 3 Credits

The 3D Modeling and Animation course is a complete overview of the three-dimensional CAD. It focuses on rapid prototyping using software, creation and editing of 3D Wireframe modeling, and 3D solid modeling. It also includes a broad overview of the theory and practice of rendering realistic simulations of objects in motion. Prerequisite: ETD1316 and ETD2340.

ETD2530 Architectural Drafting 3 Credits

This course is an overview of basic concepts of residential construction to include site planning, floor plans, room planning, wall sections, roof types and elevation of single-story and multi-story structures. This course will explore residential drafting techniques, commands and terminology, color matching, shadow development, and cabinet detailing using CAD software.

ETD2540 Civil Drafting 3 Credits

This course includes an introduction to civil drafting, symbols, terminology, standards and development of an engineering drawing from survey notes to its inclusion into a set of construction plans or an engineering report. Other topics covered include structural details for concrete, steel and wood for light commercial, residential and heavy commercial building, and framework using CAD software.

EVR1001 Environmental Studies 3 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. (*zero textbook cost*)

FIN2100 Personal Finance 3 Credits

A study of personal financial management including retirement planning; budgeting; individual taxation; consumer credit; investments such as stock, mutual funds, and annuities; insurance; and major expenses. Prerequisite: MAT1033 equivalent or higher or MGF1106, or permission of the associate dean or their designee. (*zero textbook cost*)

FIN2901 Directed Study in Finance 1 Credit

This course integrates the work of the various courses and provides the student an opportunity to utilize the tools and techniques of financial research. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisites: FIN3400, FIN3420, or permission of associate dean or their designee. (*zero textbook cost*)

FIN3124 Financial Planning 3 Credits

This course covers an overview of the field of financial planning and the financial planning process.

Topics covered include personal financial statements, budgeting, emergency fund planning, credit and debt management, buy vs. lease decisions, and educational funding. Prerequisites: FIN2100, or permission of the associate dean or their designee.

FIN3244 Money and Capital Markets 3 Credits

This course introduces the role of the financial market's instruments and institutions in the economy. Topics include flow of funds, interest rate determination, taxes, credit management, major expenses, insurance, investments, retirement planning, and the allocation of resources. Prerequisites: FIN2100, FIN3400, or permission of the associate dean or their designee.

FIN3460 Financial Analysis for Managers 3 Credits

This course analyzes and interprets criteria that affect management performance in an organization through review and interpretation of an organization's profitability, liquidity, growth potential, and overall prospects. Management efficiency analysis and in-depth situational analysis are used to make sound management decisions. Prerequisites: ENC1101 and 60 semester hours of credit or permission of the associate dean or their designee.

FIN3400 Managerial Finance 3 Credits

This course covers financial techniques and analysis for business decision-making and builds upon the prerequisites of economics, accounting, and statistical methods. The major tools include cash flow, financial statement structure and analysis, the time value of money, and risk. Specific applications include working capital management, asset investment and capital budgeting, corporate financial structure, the choice of debt vs. equity financing, financial market valuations, and the financial implications of business strategic decisions. Prerequisites: FIN2100 and ACG2021 or ACG2071, or permission of the associate dean or their designee.

FIN3604 International Finance 3 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, ECO2023, FIN3400, or permission of the associate dean or their designee.

FIN3901 Directed Study in Finance 2 Credits

This course integrates the work of the various courses and provides the student an opportunity to utilize the tools and techniques of financial research. Students will meet with the assigned faculty member at least two hours per week during the session. Prerequisites: FIN3400, FIN3420, or permission of the associate dean or their designee. (*zero textbook cost*)

FIN4132 Retirement Planning 3 Credits

This course covers the various aspects of the retirement planning process including determining retirement needs and matching appropriate retirement plans, and developing recommendations for retirement plans for individual and small businesses. Prerequisites: FIN2100, FIN3400, or permission of the associate dean or their designee.

FIN4323 Commercial Bank Management 3 Credits

This course is an introduction to the organization, structure, and operation of commercial banking. The emphasis is on the banking functions, exploration of current theories of profitable bank

operations, and competitive aspects of the industry. The course explores the services that banks and their principal competitors, including savings and loans, credit unions, and security and investment firms, offer in an increasingly competitive financial-services marketplace. Prerequisites: FIN2100, FIN3400, or permission of the associate dean or their designee.

FIN4504 Investment Management 3 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: FIN3400 or permission of the associate dean or their designee.

FIN4514 Security Analysis 3 Credits

This course focuses on various concurrent theories of investment portfolio management that integrate the United States and global markets. The course is structured with real practice case studies of market trading and the examination of financial data. Other topics to be covered include global exchange funds, index funds, debt and equity securities, derivatives and hedge funds, exchange traded funds, implementation of arbitrage pricing policy, and performance measurement. Prerequisite: FIN2100, FIN3400, FIN4504, or permission of the associate dean or their designee.

FIN4533 Financial Derivatives 3 Credits

This course introduces students to the theoretical and practical aspects of derivative securities such as forwards, futures, options, and swaps. The course will describe the market for these securities and will present an analysis that demonstrate effective management of these securities instruments. Prerequisites: FIN2100, FIN3400, FIN4504, FIN4514, or permission of the associate dean or their designee.

FIN4902 Directed Study in Finance 3 Credits

This course integrates the work of the various courses and provides the student an opportunity to utilize the tools and techniques of financial research. Students will meet with the assigned faculty member at least three hours per week during the session. Prerequisites: FIN3400, FIN3420, or permission of the associate dean or their designee. *(zero textbook cost)*

GEB1011 Introduction to Business 3 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. Prerequisite: ENC1101 or permission of the associate dean or their designee.

GEB3355 International Business Development 4 Credits

A study of the foundations of trade, finance, and investment in an international context. A review of the theory and history of international trade and what has been done in multi-national integration. Students will create a business plan to introduce a business to a new foreign market. Prerequisite: GEB1011 or permission of the associate dean or their designee.

GEB4110 Business Plan Development 4 Credits

This course provides the essential elements of creating, acquiring, and operating various forms of business such as sole proprietorships, partnerships, or corporations. Practical guidance is provided in the basic requirements of starting an entrepreneurial venture such as registering a trade name,

choosing a form of operation, permitting, tax issues, and risk management.

Students will complete a business plan for a proposed business. Prerequisite: GEB1011 or permission of the associate dean or their designee.

GEB4890 Business Strategy Capstone 3 Credits

A senior-level capstone course of study of the processes used to analyze a firm's business environment, utilize those analyses to establish business objectives, implement strategic management plans, and make strategic decisions. Prerequisites: ACG2071, BUL3130, MAR2011, must be in the graduating session, or permission of the associate dean.

GEB4910 Directed Study in Business 1 Credit

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the session. This course can be used to complete a minor. Prerequisite: Permission of the associate dean or their designee. *(zero textbook cost)*

GEB4911 Directed Study in Business 2 Credits

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least two hours per week during the session. This course can be used to complete a minor. Prerequisite: Permission of the associate dean or their designee. *(zero textbook cost)*

GEB4912 Directed Study in Business 3 Credits

Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least three hours per week during the session. This course can be used to complete a minor. Prerequisite: Permission of the associate dean or their designee. *(zero textbook cost)*

GRA1110 Graphic Design I 3 Credits

This course provides an overview of the field of graphic communications and digital design. Students will survey many of the specific fields within the broad category of graphics and digital design. They will also be introduced to the range of career options within digital graphics and design. Topics will include: computer graphics, desktop publishing, web design, multimedia, animation, CAD, virtual reality, photography, and video production.

GRA2101 Visual Communication and Design 3 Credits

Visual Communications is an exploration into the idea that memorable visual messages with text have the greatest power to inform, educate and persuade an individual. This course will include the study of visual elements and principles of line, plane, shape, form, pattern, texture, gradation, color, symmetry, order, balance, unity, contrast, mass and proportion.

Additionally, spatial relationships and compositions in two- and three-dimensional space will be explored. Prerequisites: GRA1110 and GRA2111.

GRA2111 Graphic Design II 3 Credits

This course provides an advanced perspective into the field of graphic communications and digital design. Students will explore specific fields within the narrow perspective of graphics and digital design. Topics will include: raster-based design, vector rendering, advertising design, photography, and typography.

GRA2131 Introduction to Multimedia 3 Credits

This course is intended to give students an introduction to multimedia systems and an understanding of the multimedia data types, how to handle, and store and transmit multimedia data. Topics related to multimedia operating and communication systems will also be covered. It is also aimed to give the participants a chance to build a multimedia application using a multimedia application development tool.

GRA2145 Digital Animation and Effects for the Web I 3 Credits

An introduction to media concepts featuring digital media hardware and software, tools and techniques, survey of digital media applications, and issues relating to the use of digital media. Students conceptualize a media-based project using text, graphics, audio, video, animation and interactivity and follow a development process to project delivery.

GRA2156 Digital Illustration 3 Credits

This course is designed to teach students the proper procedures for designing professional vector-based solutions for digital design. Topics include advanced digital illustration techniques, scalable vector graphics, Bezier curves, gradient mesh, filter effects, 2D vs. 3D rendering, positive vs. negative space, balance, rhythm, and unity. Adobe Illustrator will be heavily utilized in the course. Additional raster resources may be developed in other Adobe programs.

GRA2181 Multimedia Portfolio 3 Credits

Students will learn about portfolios: how to plan and design them; how to display art work by reproducing it both graphically and photographically; how to organize and physically assemble portfolios; and finally, how to use them as an integral portion of their resume for interviews and employment opportunities. (*zero textbook cost*)

GRA2520 Web Design I 3 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, Internet literacy and secure Web design. The HTML language is stressed as the tool for web site creation. Also investigated are popular GUI interfaces such as Adobe Dreamweaver.

GRA2524 Web Design II 3 Credits

This course is designed to teach students the advanced application to create and post Web pages suitable for course work, professional purposes and personal use. Topics include search engine optimization, browsers, Internet literacy and secure Web design. Students will be investigating current GUI interfaces such as Adobe Dreamweaver and Bootstrap. Prerequisite: GRA2520.

GRA2545 Multi-Page Design 3 Credits

This course is designed to teach students the proper procedures for designing professional multi- page publication. Topics include master pages, character styles, paragraph styles, text wrapping, linking imagery, pre-flight documents, baseline grids and alignment. Adobe InDesign will be heavily utilized in the course. Additional resources may be developed in other Adobe programs.

GRA3102 Designing with Type 3 Credits

This course is designed to teach students the proper procedures for designing with type. Topics include leading, kerning, ascender, baseline, cap height, counter, serif and the anatomy of the

letterform. Typography is a major component to a successful career in digital design. *(zero textbook cost)*

GRA3119 Packaging Design 3 Credits

This course is designed to teach students the process for designing across multiple surfaces in three-dimensional packaging solutions. Students will experiment with different templates examining their structures. Exploration of materials will be studied while being conscious of the target market and point of purchase. Topics include bleed marks, crop marks, folds, reading a template, managing resources, crossing over the Adobe software suite, appropriating resources and creating a comp. The entire Adobe Creative Suite will be heavily utilized in the course. *(zero textbook cost)*

GRA3137 Web Design III 3 Credits

This course is designed to teach students the proper procedures for designing enhanced multimedia experiences. Topics include wireframes, storyboarding, animated banners, interactive GUI, video usage and enhanced interactive experiences. Adobe Dreamweaver and Adobe Flash will be heavily utilized in the course. Additional resources may be developed in other design programs.

GRA3174 Advertising Design 3 Credits

This course is designed to teach students the proper procedures for designing professional raster-based solutions in advertising design. Topics include advanced image manipulation techniques, resolution, color mode, file format, copyright, blending techniques, designing on a grid and visual hierarchy. Adobe Photoshop will be heavily utilized in the course. Additional vector resources may be developed in other Adobe programs.

GRA3178 Corporate Communication and Design 3 Credits

Upon the completion of this course, the student will be able to work with and develop corporate imaging/branding and develop corporate identification tied to logo design and application. Prerequisites: GRA2101.

GRA3512 Identity Design 3 Credits

This course is designed to teach students the process for conceptualizing, designing and managing corporate identity marks. Topics include letter mark, symbol mark, work mark, combination mark, Pantone Matching Systems, brand manual, brand package and designing across multiple mediums. Adobe Illustrator will be heavily utilized in the course. Additional resources may be developed in other Adobe programs.

GRA3514 Environmental Design 3 Credits

This course is designed to teach students the process for designing of large format graphical installations. Topics include installation design, point of purchase, vehicle wrap, merchandising, materials selection, printing processes, managing a brand and exploring the design space. The entire Adobe Creative Suite will be heavily utilized in the course. Additional resources may be developed in other programs. *(zero textbook cost)*

GRA3728 Digital Animation and Effects for the Web II 3 Credits

This course is designed to teach students the proper procedures for designing enhanced animations using the most current action scripting language. Topics include short story, web banners, websites, interactive GUI, video clips and enhanced multimedia experiences. Adobe Flash will be heavily utilized in the course. Additional resources may be developed in other Adobe programs.

GRA4115 Design Study (Senior Project) 3 Credits

This course is designed as a senior project class to teach students the development of several design solutions for a particular client/company. Topics include logo design, identity package, advertising, multimedia design, environmental graphics, packaging design and many other necessary design applications. The entire Adobe Creative Suite will be heavily utilized in the course.

GRA4189 Senior Portfolio 3 Credits

This course is designed to teach students how to research, design and deliver a professional portfolio of their work. Students will be required to develop both a print and electronic form of their portfolio along with a complete identity package focusing on their area of expertise. In addition, students will be required to attend at least one professional networking event locally in their field of study. *(zero textbook cost)*

HSA1100 Introduction to Healthcare Services 3 Credits

This introductory course focuses on the various elements and stakeholders in the US health care system. Students will gain an understanding of the system as a whole and how the industry is both a public and a private enterprise. The health care industry trends as well as the major players in the various parts of health care are covered. All Health Science students must earn a C or better in this course. Prerequisite: ENC1101.

HSA1190 Introduction to Healthcare Information Technology 3 Credits

Students will be introduced to the fundamentals of information technology in health care today. The language of health information technology will be explored providing the student with knowledge about data structure, content, and standards. The role of the EHR in all health care settings will be explored. All Health Science students must earn a C or better in this course. Prerequisite: ENC1101.

HSA2172 Reimbursement & Revenue Cycle Management 3 Credits

This course provides an overview of reimbursement methods and the various third-party payers in health care. The language of health care reimbursement will be explored and elements of health care reform will be covered. Clinical coding and compliance will be discussed along with the coding issues that affect compliance, with an emphasis on ethics in coding. Revenue cycle basics will be addressed along with charge master maintenance, charge capture, and claims management. All Health Science students must earn a C or better in this course. Prerequisites: HSA1190 completed with a C or better or permission of the associate dean or their designee.

HSA3111 United States Healthcare System 3 Credits

This course provides an overview of the U.S. healthcare system, identifying the various stakeholders. Particular emphasis is placed on the effects the political, social, economic and technological environments have on the U.S. healthcare system. All Health Science students must earn a C or better. Prerequisite: ENC1102 with a grade of C or better.

HSA4191 Management of Healthcare Information 3 Credits

The distinctions and commonalities between information collected for clinical purposes and information collected for administrative purposes provides the healthcare manager with many challenges. This course will look at the acquisition, storage, and use of information as a systematic way to improve the healthcare process. The view is from a healthcare manager's perspective, not an information technology professional's perspective. All Health Science students must earn a C or better.

Prerequisite: ENC1102 with a grade of C or better.

HSA4553 Healthcare Ethics 3 Credits

This course explores both clinical and administrative ethical issues in health care. Students will learn to identify, analyze, and assess ethical conflicts arising in specific health care situations, and to address, resolve, and defend a position in dealing with these problems.

Health Services Administration students must earn a C or better. Prerequisite: ENC1102 with a C or better or permission of the associate dean or their designee.

HSA4702 Research Methods in the Health Sciences 3 Credits

This course provides an overview of the research methods used in the health sciences as well as the principles of experimental design. Topics to be covered include the scientific method and the philosophy of scientific inquiry, the goals of scientific research, ethical issues in research, research design strategies, and the quantification of biological phenomena. The course will provide students with an understanding of the scientific process including ways in which research is conducted, presented, and interpreted. All Health Science students must earn a C or better. Prerequisites: CGS1100, ENC1102, STA2023 with a grade of C or better.

HSC1531 Medical Terminology 3 Credits

This course is designed to provide the student with a working knowledge of the principles of medical word building to help the student develop extensive medical vocabulary used in health care occupations. The course provides the student with an overview of prefixes, word roots, suffixes, and terms that pertain to body systems, anatomic structures, medical procedures and diseases. The study focuses on correct pronunciation, spelling and use of medical terms. This course is offered both in an online and classroom format. All students enrolled in a School of Health Sciences program must earn a C or better in this course.

HSC3555 Pathophysiology 3 Credits

This course will take an in-depth look at the pathology and general health management of disease and injuries across the life span. Topics include etiology, symptoms and the physical and psychological reactions to diseases and injuries. This course is designed for students preparing for an advanced degree in a clinical area. Prerequisites: BSC1086C.

HSC4050 Health Sciences Capstone 4 Credits

This capstone course involves the analysis of selected topics in contemporary scientific research as it applies to health sciences. Students will acquire hands-on experience on the scientific method, problem identification, internet search techniques and library use, research paper analysis, research study designs, research techniques and scientific writing. Students will be assigned a project based on selected publications relevant to health sciences research; students will present their work in writing and will defend it, orally in class. All Health Science students must earn a C or better.

Prerequisites: Students must have completed the BS-HS Area of Focus Component. (*zero textbook cost*)

HSC4900: Direct Independent Study – Variable Credit

This is a blended course involving the study of a Health Sciences related topic, and directed by a faculty member. The topic is selected on an individual basis, and depending on the faculty expertise.

The study involves literature research, data collection and analysis, and may include hands on experimentation. The course is available to individual students as well as groups. Hours may vary. Prerequisites: HSA4702 and one of the following MCB3020C, CHM2046C, PCB3063C, PCB3103C, or PCB3073C. *(zero textbook cost)*

HUM1210 Introduction to Humanities: Prehistoric to the Renaissance 3 Credit

This course is a combined study of human civilization from prehistory to the Renaissance, including art, history, music, architecture, religion, philosophy and literature. Emphasis is placed on critical reading of written communication and cultural enrichment. Prerequisite: ENC1101 with a grade of C or better. *(zero textbook cost)*

HUM2230 Humanities- Renaissance to the Present 4 Credits

This course is a combined study of human civilization from the Renaissance to the present, including art, history, music, architecture, religion, philosophy and literature. Emphasis is placed on critical reading of written communication and cultural enrichment. Prerequisite of C or better in ENC1101. *(zero textbook cost)*

HUM4910 Directed Study in Humanities 1 Credits

This course is designed for students who desire to do an elective research project encompassing the combined study of human civilization including art, history, music, architecture, philosophy and literature. Emphasis is placed on written communication and cultural enrichment. Students will meet with an assigned faculty member at least one hour per week during the session. Prerequisites: Permission of the associate dean or their designee.

HUM4911 Directed Study in Humanities 2 Credits

This course is designed for students who desire to do an elective research project encompassing the combined study of human civilization including art, history, music, architecture, philosophy and literature. Emphasis is placed on written communication and cultural enrichment. Students will meet with an assigned faculty member at least one hour per week during the session. Prerequisites: Permission of the associate dean or their designee.

HUM4912 Directed Study in Humanities 3 Credits

This course is designed for students who desire to do an elective research project encompassing the combined study of human civilization including art, history, music, architecture, philosophy and literature. Emphasis is placed on written communication and cultural enrichment. Students will meet with an assigned faculty member at least one hour per week during the session. Prerequisites: Permission of the associate dean or their designee.

HUN1201 Nutrition 3 Credits

This course introduces the student to the principles of human nutrition. Current research is presented along with the basic nutritional concepts. Special emphasis is given to the role nutrition plays in disease and clinical practice along with how nutrition can be implemented in health promotion and maintenance. *(zero textbook cost)*

IDS1XXX Foundations of Diversity, Equity, and Inclusion 4 Credits

This course will provide an overview of historical, social, political, and legal views regarding diversity, equity, and inclusion in the United States. An examination of the evolution of diversity and inclusion to create equity in organizations, social institutions, law and public policy will be addressed

with a focus of the impact of this evolution and theories of intersectionality on the changing dynamics of today's work environments.

IDS1051 Introduction to Interdisciplinary Studies 3 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. *(zero textbook cost)*

IDS3187 Applied Interdisciplinary 3 Credits

This course explores the history and challenges of interdisciplinary, as well as defines what a discipline is and explores interdisciplinary approaches to solving problems. Student will be able to identify why interdisciplinary approaches can be helpful and how this approach can be applied to a community or global issue. *(zero textbook cost)*

IDS3309 How We Know What We Know 3 Credits

World, local and national events of the past two decades have triggered the most extreme traumatic transformation of information technology and information. The viral spread of digitized information demands education and awareness to enable students to locate, evaluate and effectively use information. This course increases knowledge of issues, processes, trends and systems in the collection analysis and use of information on local, national and global scales. This course identifies and critically analyzes types, sources and formats of information. *(zero textbook cost)*

IDS3343 Generational Changes 3 Credits

Students will gain an understanding of changes across different generations. Students will understand the impact of generational changes on society and in our everyday lives.

IDS4213 Contemporary Global Issues 3 Credits

This course engages students in global thinking concerning such topics as worldwide hunger and health care, population trends, distribution of wealth and resources, intercultural and international disputes and warfare, and other current worldwide issues. Students will research topics utilizing U.S. and non-U.S. media. Prerequisite: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee. *(zero textbook cost)*

IDS4331 Social Processes 3 Credits

A multi-disciplinary survey of the political, economic, legal, familial, religious, educational and cultural institutions. Particular attention is placed on how these institutions influence our thinking and decision-making. Prerequisite: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

IDS4355 Innovative Strategic Thinking 3 Credits

This course is multidisciplinary that provides a broad perspective of innovative solutions. The course introduces students to new and powerful tools to boost their creative and innovative thinking skills. This course encourages students to find new and better solutions to today's problems and embraces the richness that a multidisciplinary approach offers. *(zero textbook cost)*

IDS4890 Interdisciplinary Capstone 3 Credits

This course is a capstone course for interdisciplinary studies majors with a focus on reflection, job market, or further education preparation, and civic mindedness. (*zero textbook cost*)

IDS4910 Directed Studies in Interdisciplinary Studies 1 Credit

Designed for students who desire to do an in-depth project as part of their course of study in the interdisciplinary program. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisite: Permission of the associate dean or their designee. (*zero textbook cost*)

IDS4912 Directed Studies in Interdisciplinary Studies 2 Credits

Designed for students who desire to do an in-depth project as part of their course of study in the interdisciplinary program. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisite: Permission of the associate dean or their designee. (*zero textbook cost*)

IDS4917 Directed Studies in Interdisciplinary Studies 3 Credits

Designed for students who desire to do an in-depth project as part of their course of study in the interdisciplinary program. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisite: Permission of the associate dean or their designee. (*zero textbook cost*)

IEP0002 Intensive English Program 12 Credits

This course enables English proficient students to read and write academically by providing extensive practice in understanding and using college-level material. Students learn to navigate complex reading texts, acquire and use academic vocabulary, and write essays using various rhetorical patterns such as compare/contrast and persuasion. Writing strategies to develop and support a thesis, revise and edit, and use formal English are covered extensively. This course also provides a comprehensive and in-depth presentation of English grammar which includes verb tenses, gerunds and infinitives, adverb and adjective clauses, conditional structures, noun clauses, modal verbs, and the passive voice. (May not be used as a liberal arts requirement or counted towards credits required for graduation). A grade of at least a C is required. Students required to take this course must complete the course by the end of their second session.

INP3380 Psychology of Teamwork 3 Credits

This course focuses on the dynamics of small groups and teams from a social and applied psychology perspective.

INP4313 Organizational Psychology 3 Credits

This course focuses on the analysis of the psychological principles underling individual and group behavior in an organizational setting. Topics include group dynamics, leadership and participation, intergroup behavior and organization development.

ISM3007 Organizational Applications of Social Media and Collaborative Technologies 3 Credits

Recent IT spending studies rank collaboration tools as a top priority. Advantages of collaboration can include increased team productivity, reduction of project time, fewer meetings and less travel. On the negative side, executives are not sure about the possible security risks of Web 2.0 based collaboration tools. This course will explore the range and capabilities of modern Web-based tools and will not

only help students develop the basic skills to use some of these tools but also to be able to evaluate the value vs. risk and to understand how they are being used effectively in many businesses today.

ISM3324 Computer Forensics 3 Credits

The main goal of this course is to provide the student with the knowledge and skills to identify, track and prosecute the cybercriminal. It is designed to expose the student to the process of detecting attacks and collecting evidence in a forensically sound manner with the intent to report crime and prevent future attacks. Students will be introduced to advanced techniques in computer investigation and analysis with interest in generating potential legal evidence. In full, this course provides for the preparation to identify evidence in computer related crime and abuse cases as well as track the intrusive hacker's path through a client system. This course will help the student to profile an intruder's footprint and gather all necessary information and evidence to support prosecution in a court of law. Prerequisites: CGS1100 and CTS2650.

ISM4052 Internet Application Programming and Databases 3 Credits

This course will introduce the learner to Web-based systems that are commonly encountered on the World Wide Web. Various Microsoft technologies that support Web technologies will be introduced. Behind these technologies are the .NET framework which have a rich set of tools that are available to the Web developer. Typically, a web-based system will consist of three tiers: the front-end which is usually some type of HTML document, the middle-tier which is some type of server-side technology and the back-end which is usually a database system. All three tiers will be introduced including various other technologies such as JavaScript and CSS which support the Web-based system. Prerequisite: GRA2520 and COP2700.

ISM4314 Project Management 3 Credits

Managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting and closing a project. Topics include project integration, scope, time, cost, quality control and risk management; managing the changes in organizations resulting from introducing or revising information systems; identifying project champions, working with user teams, training, and documentation; and the change management role of the IT specialist. Prerequisites: CGS1100.

ISM4330 Policy and Administration in Information Systems 3 Credits

Detailed examinations of a systems-wide perspective of information security, beginning with a strategic planning process for security. Includes an examination of the policies, procedures and staffing functions necessary to organize and administer ongoing security functions in the organization. Subjects include security practices, security architecture and models, continuity planning and disaster recovery planning. Prerequisite: CTS2318.

ISM4321 Information Systems Security Compliance 3 Credits

This course will provide an in-depth study of the managerial and procedural aspects of effectively securing enterprise information systems. Topics in this course will include security policies and model practices, asset classification and control, personnel security, business continuity management, regulatory compliance, operational security, and information security program lifecycles. The course will include an analysis of current practices and procedures in securing critical information infrastructures, with an emphasis placed on emerging trends and opportunities for research in the management of information security. Prerequisites: CGS2515 and CTS1132.

ISM4400 **Data Warehouse & Decision Support Systems** **3 Credits**
An investigation of data warehousing, data mining and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment, and maintenance issues. Prerequisite: COP2700.

LIT2020 **Short Stories** **3 Credits**
This course focuses on a variety of short fiction and non-fiction. Focus will be on interpretations of short fiction in various forms and discussions of social thought and problems reflected in European and American stories. Emphasis will be on basic written analysis of narration, form, and theme. (*zero textbook cost*)

LIT3013 **The Novel** **3 Credits**
This course focuses on a variety of novels. Topics include 1. The meaning of and the techniques used in the novel; 2. Recognition of the characteristics of the novel as represented in selected works; 3. Basic written analysis of theme, structure, and style. (*zero textbook cost*).

MAC1105 **College Algebra I** **3 Credits**
Functions and functional notation 2. Domains and ranges of functions 3. Graphs and function and relations 4. Operation on functions 5. Polynomial functions and factoring 6. Linear, quadratic, and rational functions 7. Radical functions 8. Exponential and logarithmic properties, functions, and equations 9. Systems of equations and inequalities. 10. Application (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay). Prerequisite MAT1033 equivalent or higher or MGF1106 or suitable placement score.

MAC2233 **Calculus** **3 Credits**
This course is designed to introduce students to the concepts and practical application of calculus. It provides a review of equations and inequalities and their applications, functions, and graphs. Major topics will include exponential and logarithmic functions, differentiation and integration of algebraic functions. Prerequisite of MAC1105 or suitable placement score.

MAN2021 **Principles of Management** **3 Credits**
A study of management processes, resources, and various organizational structures. Special emphasis is placed on the basic management functions: Planning, Organizing, Leading, and Controlling as well as the skills to carry out these management functions effectively. Prerequisite: ENC1101 or permission of the associate dean or their designee.

MAN3025 **Management of Organizations** **3 Credits**
A study of history, theories, and effective application of management principles. This course includes applying contemporary management theories, practices, critical thinking in the workplace, solving management problems, and implementing appropriate solutions. Prerequisite: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

MAN3061 **Business Ethics** **3 Credits**
A study in how personal values and ethics influence the decision-making capacity of the manager within an organization. The student will learn ethical theories and roles they play in the social and corporate behavior of an organization. Prerequisite: ENC 1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

MAN3113 **Variables in Managing Diversity and Inclusion** **3 Credits**
This course discusses the complexities of issues of diversity and inclusion by examining and reviewing typical values, habits, interactions, and concerns of different cultural groups in the workplace. Students will identify and practice strengths to overcome cultural barriers and conflict in the workplace. Prerequisite: ENC1101 and 60 semester hours of credit or permission of the associate dean or their designee.

MAN3151 **Organizational Behavior in the Workplace** **3 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. Prerequisite: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

MAN3301 **Human Resource Management** **3 Credits**
The content of this course is designed to contribute to a student's understanding of the techniques for developing human resources. Topics applied to the workplace include HR strategy; recruitment, selection and retention; the evaluation process; training; and group dynamics. Prerequisite: ENC1101 and 60 semester hours of credit or permission of the associate dean or their designee.

MAN4046 **Teamwork, Collaboration, Group Dynamics** **3 Credits**
This course focuses on the knowledge and skills necessary for teamwork, collaboration, and group dynamics that can lead to successful group problem solving and decision making. Prerequisite: ENC1101 and 60 semester hours of credit or permission of the associate dean or their designee. (*zero textbook cost*)

MAN4143 **Leadership, Development, and Supervision** **3 Credits**
This course focuses on the responsibilities of leadership and supervision and the knowledge and skills which must be developed to successfully lead in today's dynamic environment. Prerequisite: ENC1101 and 60 semester hours of credit or permission of the associate dean or their designee.

MAN4162 **Customer Relationship and Personal Service Management** **3 Credits**
This course is designed to outline the skills for providing outstanding customer service by engaging and listening to customers across external channels, and internally across business units, markets, and suppliers; and offering customers with a seamless experience each time they interact with a company. Students will learn model practices for many customer relationships. Prerequisites: ENC1101 and 60 semester hours of credit or permission of the associate dean or their designee.

MAN4441 **Conflict, Negotiation, and Resolution** **3 Credits**
This course focuses on the negotiation skills needed to meet the challenges facing today's managers. The course integrates experiential and intellectual components of negotiation, and developing individual bargaining styles. Various techniques will be used to demonstrate the basic elements of negotiation: when to reach a deal, and when to walk away. Prerequisite: ENC1101 and 60 semester hours of credit or permission of the associate dean or their designee.

MAN4720 **Strategic Management** **3 Credits**
This course examines strategic management's formulation, implantation, execution, and evaluation and its contribution to organizational success. The focus is on the evaluation of the effectiveness of existing strategies as related to changing market conditions and the potential implementation of a

different, more effective strategy. Prerequisites: ENC1101 and 60 semester hours of credit or permission from the associate dean or their designee.

MAN4903 Directed Study in Management 3 Credits
Each student will conduct a research project or study in thesis form on a relevant topic relating to the field of management. The student must possess a solid foundation in formal research methodology as demonstrated by the completion of at least one trimester of core component classes in the BSM program. Students will meet with the assigned faculty member at least three hours per week during the session. Prerequisites: ENC1101 and permission of the associate dean or their designee. *(zero textbook cost)*

MAN4904 Directed Study in Management 1 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 component classes in the BSM program. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisites: ENC1101 and permission of the associate dean or their designee. *(zero textbook cost)*

MAN4905 Directed Study in Management 2 Credits
Each student will conduct a research project or study in thesis form on a relevant topic relating to the field of management. The student must possess a solid foundation in formal research methodology as demonstrated by the completion of at least one trimester of core component classes in the BSM program. Students will meet with the assigned faculty member at least two hours per week during the session. Prerequisites: ENC1101 and permission of the associate dean or their designee. *(zero textbook cost)*

MAN4952 Management Portfolio Capstone 3 Credits
This course serves as the overall capstone integrating the knowledge and skills acquired throughout the Bachelor of Science in Management program. This course should be taken in the student's last term. Prerequisites: Successful completion of at least 27 credit hours of upper level management courses, or permission of the associate dean or their designee. *(zero textbook cost)*

MAR2011 Principles of Marketing 3 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: GEB1011 or permission of the associate dean or their designee.

MAR3400 Introduction to Professional Selling 3 Credits
This course covers professional selling practices and philosophies at an introductory level. Personal selling skills including developing and qualifying prospects, creating a sales presentation, closing techniques, and servicing the sales are covered.

MAR3430 Financial Selling 4 Credits
This course applies the basic principles of marketing management to establish competitive advantage in the saturated financial services market. It explores the marketing activities of well-known financial service enterprises, banks, investment companies, and insurance companies. It examines the marketing strategies of financial institutions and the attendant risks and opportunities associated with

their asset allocation decisions using the case study method. Attention is paid to research, planning, strategic decision-making, and implementation as the marketing value chain is developed over the life cycle of a financial institution. This course DOES NOT qualify or license a student to sell financial products.

MAR3503 Consumer Behavior 3 Credits

This course provides a foundation for understanding the behavior of people as consumers. Students explore the basic methods and techniques necessary to analyze and interpret consumer behavior in various market places. Topics covered include perceptions, attitudes, values, consumer information processing, consumer decision-making, and persuasion and customer satisfaction.

MAR4403 Sales Management 3 Credits

This course will take the students through the fundamentals of sales management with structured theories and practical learning experiences. It focuses on the formulation, implementation and evaluation of sales execution and immerses students into the current issues of sales management.

MAR4415 Advanced Professional Selling 3 Credits

This course covers advanced study of professional selling process, including team selling, negotiating, customer conflict management, and Customer Relationship Management (CRM). Prerequisite MAR3400 or permission of the associate dean or their designee.

MAR4418 Marketing Capstone 3 Credits

This course is the capstone course for the Bachelor of Science in Modern Marketing and Branding program. Its main focus is for students to demonstrate they have achieved the goals for learning established by Hodges University and the Johnson School of Business. The students will demonstrate and apply their knowledge, skills, abilities and theoretical concepts developed throughout the program to a project which serves as an instrument of evaluation. This course must be completed at Hodges University. Prerequisite: completion of a substantial portion of the core to include 12 credits of GRA-prefix courses and 18 credits of upper level MAR-prefix courses, or permission of the associate dean or their designee. *(zero textbook cost)*

MAR4613 Marketing Research 3 Credits

Research is the process of collecting and analyzing data in order to assist in the marketing and managerial decision-making process. This course provides tools necessary in the marketing research process including design, collection, analysis, interpretation, and reporting of marketing research data relevant to a firm's current and future goals. Prerequisite MAR2011 or enrollment in the Bachelor of Science in Management degree program or permission of the associate dean or their designee.

MAR4804 Marketing Strategy 3 Credits

This course explores the types of strategies related to marketing, their creation and implementation, and the measurement of the results they are designed to deliver. Some of these include target strategy, product positioning strategy, and marketing models-based strategies. Prerequisite MAR 2011 or permission of the associate dean or their designee.

MAR4830 Pricing Strategy 3 Credits

A comprehensive study of pricing and how to manage markets strategically—rather than simply calculating price based on product cost and desired profit—in order to improve competitiveness and profitability. Topics addressed include value creation, costs, price structures and levels, competition,

pricing over the product life cycle, transfer pricing (B2B), and ethical pricing concerns. Prerequisite: MAR2011, ECO2023, or permission of the associate dean or their designee.

MAR4832 Product Development and Branding 3 Credits
Theories related to product development, innovation, and related branding concepts are examined as is a framework for their practical application. Topics include building brand equity, developing a brand architecture, minimizing the risks of new product development, and adopting a customer-focused mindset around innovation. Prerequisite MAR 2011 or permission of the associate dean or their designee.

MAR4841 Services Marketing 3 Credits
Service marketing examines the services-based economy from the customer and service provider perspective. Service marketers must deal with a broad range of issues, including design of the service production process, use of the Internet, recruitment and training of service providers, relationship marketing for customer retention, and measurement of service provider quality. The course is designed to provide students opportunities to understand related concepts and theories and to develop skills related to case study analysis, process blueprinting and service quality assessment measures that contribute to the formulation of a 7Ps marketing strategy. Prerequisite: GEB1011 or permission of the associate dean or their designee.

MAT0018 College Prep Mathematics 3 Credits
This course will introduce students to basic math concepts. The topics include addition, subtraction and multiplication, division of real numbers, decimals and fractions. Other topics will include exponents, ratios, proportions and percentages. Other topics may include applications of percent, histograms, mean, median and mode, perimeter, area, solving linear equations. (May not be used as a General Education requirement or counted towards credits required for graduation). Minimum of C is required to pass.

MAT1033 Intermediate Algebra 3 Credits
This course is designed to improve beginning algebra skills: 1. Factoring 2. Algebraic fractions 3. Radicals and rational exponents 4. Complex numbers 5. Quadratic equations 6. Rational equations 7. Linear equations and inequalities in two variables and their graphs 8. Systems of linear equations and inequalities 9. Introduction to functions. 10. Applications of the above topics. *MAT1033 may not count towards college mathematics requirements for some degree programs; consult with your advisor. Prerequisite of MAT0018 or suitable placement score.

MCB3020C 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: BSC1010C or BSC1086C with a minimum grade of C. (Lab Fee required/*zero textbook cost*)

MGF1106 College Mathematics I 3 Credits
The intent of this course is to introduce students to the beauty and utility of mathematics. Topics include: 1. Number Theory 2. Algebra and Graphs 3. Personal Finance. Prerequisite of C or better in MAT0018 or suitable placement score.

MTB2345 Advanced Technical Mathematics 3 Credits
Fundamental arithmetic concepts including integers, fractions, decimals, ratios, proportions, and percentages. Linear measurement including English to Metric conversions. Algebraic equations, applications, and formulas. Geometric principles for triangles, other polygons, and circles. Areas and volumes of geometric figures. Trigonometry including Law of Sines and Law of Cosines. Applying compound angle formulas to find lengths and angles. Polar coordinate system and binary numerations system for Computer Numerical Control.

NUR3029 Fundamentals of Professional Nursing Practice 6 Credits
This course focuses on the concepts and development of skills that are employed by professional nurses to promote and maintain the health of adult clients. Through nursing theory, students apply the nursing process, caring behaviors, and basic nursing skills in the on-campus laboratory as well as in the care of adult clients in clinical settings. The parameters of nursing practice, ethical and legal aspects of care, and the importance of clinical judgment and effective communication are explored. Prerequisites: Acceptance into the Bachelor of Science in Nursing Program.

NUR3065 Health Assessment and Promotion 4 Credits
This course is designed to provide the student with the beginning knowledge and skills needed to assess and document the health status of a diverse group of adults with an emphasis on how pathophysiology is manifested through assessment data. Emphasis is on the assessment of the physical, developmental, psychosocial, cultural, and spiritual dimensions of individuals as well as factors that influence behavioral responses to health and illness. Nurse's role in health promotion is explored. Prerequisites: Acceptance into the Bachelor of Science in Nursing Program.

NUR3145 Pharmacology for Nursing 4 Credits
This course focuses on the pharmacological concepts relevant to the scope of practice for an entry-level generalist professional nurse. General principles of pharmacotherapeutics provide the framework for the course. Concepts related to clinical reasoning and nursing judgement, patient safety, model practices, professional nursing responsibilities and accountability are threaded throughout the course. Emphasis is placed on knowing the different classifications of pharmacological agents used to prevent and treat common illnesses and conditions across the life-span. Additionally, current and investigational drugs, alternative medicine, genetics, genomics, and economic implications of drug therapy are explored. Prerequisites: Acceptance into the Bachelor of Science in Nursing Program.

NUR4165 Research and Evidence-Based Practice 4 Credits
This course provides an introduction to research methodology essential to critiquing research and providing a basis for evidence-based nursing care. Students become consumers of research who critically evaluate and utilize research and evidence as a foundation for delivery of safe, high quality care and the restoration of health and well-being. Attention will be devoted to working within a cultural framework with vulnerable populations in research, ethical and legal issues, and the role of information technology in the scholarly communication and dissemination of research. Prerequisites: NUR3029, NUR3145, NUR3065.

NUR4226 Promoting Health and Health Restoration of Adults I 6 Credits
This course is designed to provide the student with the opportunity to acquire knowledge and develop holistic nursing skills related to delivering patient-centered care to acutely ill adults. Refinement of

nursing judgement occurs while providing the highest quality, evidence-based care for diverse patient populations. Communication and collaboration between the patient and health care team in promoting and maintaining an optimal level of functioning is addressed. Health promotion, disease prevention, as well as illness care of the adult is explored. Prerequisites: NUR3029, NUR3145, NUR3065.

NUR4227 Promoting Health and Health Restoration of Adults II 6 Credits

This course provides the student with the knowledge and holistic nursing strategies to care for adult patients with complex health concerns. These health concerns include multisystem involvement, chronic disease management, life threatening conditions, and end-of-life care. Legal and ethical issues that may arise are addressed. The focus is on evidence-based strategies that promote quality, safety, the maintenance of an optimal level of patient functioning. Students build upon concepts learned in previous courses and refine their skills and nursing judgment. Prerequisites: NUR4226, NUR4535, NUR4165.

NUR4467 Promoting Maternal, Pediatric, and Family Health 10 Credits

This course provides for the application of the nursing process in promoting maternal health as well as the health of children and families. One aspect of the course focuses on the delivery of holistic nursing care to pregnant, laboring, and postpartum mothers and their newborns.

Another aspect of this course examines how to care for children of all developmental levels who are experiencing alterations in health. Legal and ethical issues related to these populations are addressed. Individual, societal, cultural, and environmental variables and health care disparities relating to childbearing and children are explored. Three levels of prevention are addressed with students providing anticipatory guidance, wellness care, age appropriate screenings, and illness care. These health promotion strategies are applied with recognition of the centrality of the family in achieving positive health outcomes. Prerequisites: NUR3029, NUR3145, NUR3065.

NUR4535 Promoting and Restoring Mental Health 6 Credits

This course incorporates holistic, safe nursing care of persons with mental health needs. Students explore the continuum of mental health and mental illness. The course provides students with an opportunity to examine a broad range of evidence-based nursing interventions to promote optimal mental health. Ethical and legal issues related to this population is explored. Emphasis is placed on the students' use of advanced therapeutic communication techniques and providing holistic care. Prerequisites: NUR3029, NUR3145, NUR3065.

NUR4636 Promoting Healthy Communities 6 Credits

This course provides a perspective of professional nursing functioning in public health and community settings. Course content includes theoretical principles and evidence for specific issues encountered in the community, Implications of health care policy, and societal concerns that affect community health nursing practice. Some of the topics that are addressed include: epidemiological applications in community health; health disparities; risk factors and health problems for populations across the lifespan; specific health care needs and issues for populations at risk; ethical issues; and communicable disease risk and prevention. Students apply previous knowledge and skills in maximizing the health status of culturally diverse individuals and families and seek ways to improve the wellbeing of populations. Prerequisites: NUR4467, NUR4227.

NUR4827 Nursing Leadership 4 Credits

This course addresses the principles of leadership in a systems context. The study of leadership and management structures and processes that are evidence-based and enable an organization to deliver

the highest quality safe care are explored. The scientific, technological, financial, and political climate surrounding healthcare are discussed within the context of changing service delivery models. The importance of moral, legal and ethical decision-making within healthcare is emphasized. Prerequisites: NUR4467, NUR4227.

NUR4948 Transition to Professional Practice; Seminar and Practice 4 Credits
This senior-level seminar and practicum facilitates students' synthesis of the knowledge, skills, and experiences they have obtained throughout the Program. The practicum enables students to develop independence in professional practice; students are paired with an agency preceptor to attain the course outcomes. A faculty facilitated seminar is conducted weekly which explores issues related to students' practicum experiences and contemporary nursing practice. Prerequisites: NUR4467, NUR4227.

OCB1000 Survey of Marine Biology 3 Credits
A survey of life in the sea and the relationships between marine organisms and their environment. An added emphasis will be placed upon Man's impact upon ocean ecosystems.

PCB3063C General Genetics with Lab 4 Credits
The objective of this course is to introduce Mendelian (classical) and modern principles of heredity as well as population and evolutionary genetics. While provided with an overview of major concepts of genetics, students will examine their applications in today's world. Students will understand the basic processes of gene transmission, mutation, expression and regulation. The focus will be on problem solving and analytical thinking. Prerequisite: BSC1011C with a grade of C or better. (Lab Fee required)

PCB3103C Cell Biology with Lab 4 Credits
This course offers detailed study of the microscopic and molecular structure of cells. Emphasis is given to the study of the eukaryotic cell structure and function including cell organization, cellular metabolism, endomembrane system and membrane trafficking, cell communication, the cell cycle, the flow of genetic information within the cell and gene regulation. Prerequisites: BSC1010C and CHM2046C with a grade of C or better. (Lab Fee required)

PCB3673C Evolutionary Biology 4 Credits
The course is an overview of biological evolution, including the history of the field, the mechanisms of evolution and the historical record of evolution on earth. The concepts of evolutionary biology, including selection, drift, mutation, non-random mating, systematics, speciation and species concepts will be covered in both lectures and literature review. Prerequisites: BSC1011C with a grade of C or better; PCB3063C recommended but not required.

PCO3005 Basic Counseling Skills 3 Credits
Meets 45 hours of Florida Certification Board (FCB) Counseling category. This course will cover the following required FCB topics: Counseling Theories/Techniques; Developing a Therapeutic Alliance; Motivational Interviewing and Types of Treatment Programs/Levels of Treatment. Prerequisite: PSB3441 (*zero textbook cost*)

PCO3203 Advanced Counseling Methods 3 Credits
Meets 15 hours of Florida Certification Board (FCB) category Client Family and Community Education, meets 5 hours of Florida Certification Board (FCB) Counseling category, and meets 15

hours of Florida Certification Board (FCB) Application to Professional Practice/Readiness category, also adds 10 extra hours in the Counseling Category not required by the FCB. This course will cover the following required FCB topics in the Client Family and Community Education category: Adult Learning Theory; Anger Management Skills; Changing Criminal Behavior/Criminal Thinking Errors/Offender Treatment; Co-Dependency; Cultural Diversity/Special Populations; Domestic Violence; Family Dynamics; Group Facilitation/Styles of Presentation; HIV/TB/Hepatitis C; Life Skills; Moral Development; Theories of Counseling/Personality; Toxicology and Victim/Perpetrator; and the following required FCB topics in the Counseling category: Client Progress Assessment and Response; Evidence-based Practices; Individual/Group/Family Counseling, as well as the following required FCB topics in the Application to Professional Practice/Readiness category: Observation and Communication Skills; Referrals; Special Population Needs/Cultural Competence and Understanding Research/Translating Research to Practice. Prerequisites: PSB3441, PCO3005, PPE4003, CLP4146.

PCO3220 Applied Practice in Addictions 3 Credits

Meets 5 hours of Florida Certification Board (FCB) category Documentation and 40 hours of FCB category Application to Professional Practice/Readiness. This course will cover the following required FCB topics in the Application to Professional Practice/Readiness category: Crisis Intervention/Verbal De-escalation and Individual, Group and Family Counseling Techniques. This course will also cover the following required FCB topics in the Documentation category: Electronic Health Records/Technology; Privacy & Confidentiality and Reports/Record Keeping/Records Management. Prerequisites: PSB3441, PCO3005.

PCO3310 Professional Ethics in Alcoholism and Chemical 3 Credits
Dependency Counseling

Meets 30 hours of Florida Certification Board (FCB) category Ethics and Professional Responsibilities and 15 hours of FCB category Application to Professional Practice/Readiness. This course will cover the following required FCB topics in the Ethics and Professional Responsibilities category: Boundaries/Transference; Computer Ethics; Cultural Competence; Ethical Decision Making/Code of Ethics; Laws/Rules & Regulations; Organizational Ethics; Policy in Human Services; Privacy/Confidentiality/HIPPA; Relationships / Dual Relationships and Sexual Misconduct. This course will also cover the following required FCB topics in the Application to Professional Practice/Readiness category: Ethics and Ethical Decision-making; Laws Governing Privacy, Confidentiality and HIPAA; Management and Leadership Skills and Rules and Regulations that Govern Full Continuum of Services and Supervision Techniques.

PCO3332 Advanced Professional Addiction Knowledge 3 Credits

Meets 35 hours of Florida Certification Board (FCB) category Understanding Addictions/Treatment Knowledge and 10 hours of FCB category Application to Professional Practice/Readiness. This course will cover the following required FCB topics in the Understanding Addictions/Treatment Knowledge category: Dual or Triple Diagnoses (mental illness, HIV, mental retardation); Involvement and Treatment of Family in Recovery; Models of Treatment; Treatment Components and Types of Service Modalities (residential, outpatient, etc.). This course will also cover the following required FCB topics in the Application to Professional Practice/Readiness category: Care for the Caregiver; Medication- Assisted Treatment; Models of Treatment and Wellness, Alternative Therapies, Nutrition. Prerequisite: PSB3441

PHI2010 Philosophy 3 Credits

The course acquaints student with the most significant directions of philosophical thought so that they can formulate questions, arrive at reasonable answers, and evaluate those of others. Prerequisite: ENC1101 with a grade of C or better. (*zero textbook cost*)

PHI2103 Critical Thinking 3 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. Prerequisite: ENC1101 with a grade of C or better. (*zero textbook cost*)

PHI2600 Ethics 3 Credits

The course investigates current issues and events in the light of various moral principles that justify, clarify, explain, and direct our actions and attitudes. Prerequisite: ENC1101 with a grade of C or better. (*zero textbook cost*)

PHT1120C Kinesiology/A&P for the PTA with Lab 4 Credits

This course provides the PTA student with foundational knowledge of structure and function of the musculoskeletal system with focus primarily on normal structure and function. Biomechanics, cardiopulmonary and neuromotor development are included. This course is required in session one for all core PTA students and is only offered in the winter session. Prerequisites: Admission to the PTA program. (Lab Fee required)

PHT1132C Musculoskeletal Disorders/Pathology w/Lab 4 Credits

This course provides a foundation for the application of skills and techniques related to treatment of common musculoskeletal disorders, diseases, surgeries and injuries. Introduction to physical therapy related measurements and progression of treatment, cause and effect factors associated with selected common orthopedic disorders and injuries and healing. This course covers upper and lower extremities, spine and trunk. This course is required in session one for all core PTA students and is only offered in the winter session. Prerequisites: Admission to the PTA program. (Lab Fee required)

PHT1200C PTA Principles & Procedures w/Lab 4 Credits

This course will provide the PTA student with the foundation of the profession of physical therapy including: supervision requirements; the PTA/PT relationship; PT/PTA scope of practice; professional communication; patient interaction, management and education; principles of documentation; safety considerations; infection control; taking vital signs; proper body mechanics; patient transfer training; use of assistive devices and special equipment; basic wound care; incident and emergency response; CPR. This course is required in session one for all core PTA students and is only offered in the winter session. Prerequisites: Admission to the PTA core program. (Lab Fee required)

PHT2162C Neurological Disorders with Lab 3 Credits

This course is a survey of common neurological disorders, disease and dysfunction, and associated clinical manifestations and treatment techniques related to PT intervention, including stroke, brain and spinal cord injuries, amputations, birth defects, and other selected neuromuscular diseases and disorders. Introduction to physical therapy related measurements and progression of treatment, cause and effect factors associated with selected common neurological disorders, injuries and healing. This course covers healing, pathology of major body systems, special considerations across the lifespan

and cultural considerations. This course is required in session two for all core PTA students and is only offered in the summer session. Prerequisites: PHT1200C, PHT1120C and PHT1132C. (Lab fee required)

PHT2211C Modalities with Lab 3 Credits

This course introduces therapeutic intervention modalities commonly used in physical therapy treatment including heat, cold, light, sound, water, electricity, biofeedback, traction, massage and soft tissue treatment, as well as modality treatment and infection control for wound management. Students will learn the physiological effects, indications/contraindications, precautions and methods of application, treatment and problem solving concerning each modality. Effective documentation and discharge planning are continued in this course. This course is required in session two for all core PTA students and is only offered in the summer session. Prerequisites: PHT1200C, PHT1120C, PHT1132C. (Lab Fee required)

PHT2220C Therapeutic Exercise I with Lab 3 Credits

This course is an introduction to therapeutic exercise with primary focus on musculoskeletal dysfunction, and a continuation of measurement and treatment skills of the extremities and spine. This course will continue with concepts discussed in the Kinesiology course of the prior session and Musculoskeletal Disorders in current session. The therapeutic exercise intervention methods will prepare the student for application in Clinical Internship I. This course is required in session two for all core PTA students and is only offered in the summer session. Prerequisites: PHT1200C, PHT1120C, PHT1132C. (Lab Fee required)

PHT2221C Therapeutic Exercise II with Lab 4 Credits

This course will continue the focus on therapeutic exercise with primary concentration on neurological dysfunction and treatment. This course will continue with concepts discussed in Therapeutic Exercise I and Neurologic Disorders. Current theories of motor control, motor learning and skill acquisition will be explored, as well as practicing treatment techniques for balance, mobility and gait. The therapeutic exercise intervention methods will assist in preparing the student for application in Clinical Internship II. This course is required in session three for all core PTA students and is only offered in the fall session. Prerequisites: PHT2220C, PHT2211C, PHT2162C. (Lab Fee required)

PHT2800 Clinical Internship I 3 Credits

This course will provide the student with the opportunity to receive clinical experience as a student physical therapist assistant in a health care facility under the supervision of a licensed physical therapist. The CI (clinical instructor) may be a licensed PT or PTA. The purpose is to gain real time experience and training in the clinical setting and to apply the various knowledge and skills that have been taught in the classroom and lab. This is a 40 hour per week, full-time internship. A total minimum of 280 hours is required. This course is required in session two for all core PTA students and is only offered in the summer session. Corequisites: PHT2211C, PHT2162C, PHT2220C.

PHT2810 Clinical Internship II 4 Credits

This terminal, full-time clinical internship will provide the student with the opportunity to receive clinical experience as a student physical therapist assistant in a clinical setting, and demonstrate entry level skills under the supervision of a licensed physical therapist. The CI (clinical instructor) may be a licensed PT or PTA. The purpose is to gain real time experience and training in the clinical setting and to apply the various knowledge and skills that have been taught in the classroom and lab, and

prepare for entry to the workplace as a PTA. Students are expected to perform at entry-level. This course is a 40-hour per week full-time internship for eight consecutive weeks. A total of 320 contact hours is required. This course is required in session three for all core PTA students and is only offered in the fall session. Prerequisites: PHT2220C, PHT2211C, PHT2162C. Corequisites: PHT2221C.

PHT3931 PTA Seminar 4 Credits

This course assists the student in preparation for employment as a PTA. Topics include resume preparation, review of the Florida PT Practice Act, PT Guide to Physical Therapy Practice, PT Ethics Statement and Florida PT laws and rules information. NPTE and Florida Laws and Rules Exam review and practice, special topics and education on the role of the PTA in the community and wellness arena will also be covered. Portfolios started in session one will be submitted for final grading in this course. Prerequisites: PHT2220C, PHT2211C, PHT2162C.

PHT3951C PTA Capstone with Lab 4 Credits

This capstone course is a culmination of evidence-based practice of physical therapy assessments, interventions, and manual techniques learned throughout the program. Overview of the PTA program, which gives the students the ability to apply their knowledge during labs and patient-based case studies. This class will encapsulate all of the learning objectives of the PTA program. This course is required in session three for all core PTA students and is only offered in the fall session. Prerequisites: PHT2220C, PHT2211C, PHT2162C. (Lab Fee required)

PHY2048C 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: MAC1105 with a grade of C or better. (Lab Fee required/ *zero textbook cost*)

PHY2049C 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: PHY2048C with a grade of C or better. (Lab Fee required/ *zero textbook cost*)

PLA1001 Fundamentals of Law 3 Credits

This course is designed to introduce beginning students to the study of the law, the organization of the legal system, and the various parties' roles in the legal system. The course explores such topics as sources of law, classification of the law and steps in the litigation process. The U.S. Constitution is also covered with an emphasis on the branches of government, and the Bill of Rights. Additionally, substantive areas of the law such as contracts, torts, real property, and criminal law are also discussed. (*zero textbook cost*)

PLA1104 Legal Research & Writing I 3 Credits

This course focuses on problem analysis using resource materials, research techniques, presentation of research, writing memoranda and legal briefs. Topics addressed will apply to both PLA1104 and PLA2114. The emphasis of this course is legal research. Prerequisite: ENC1101.

PLA1304 Criminal Law 3 Credits

This course is a study of the principles and elements of criminal laws for violent, property, drug, public-order, attempted, and group offenses. Arguments used to excuse or diminish the criminal responsibility of defendants charged with various offenses (such as self-defense, defense of others, necessity, duress, mistake of fact, consent, insanity, and entrapment, etc.) are examined in the context of the prosecution and defense. *(zero textbook cost)*

PLA2114 Legal Research and Writing II 3 Credits

This course focuses on problem analysis using resource materials, research techniques, presentation of research, writing memoranda and legal briefs. Topics addressed will apply to both PLA1104 and PLA2114. The emphasis of this course is legal writing. Prerequisite: ENC1101, PLA1104. *(zero textbook cost)*.

PLA2201 Litigation 3 Credits

This course covers the process of litigation, with an emphasis on civil litigation. It includes the basic principles of pre-trial procedures and a survey of the courts and their jurisdiction, investigation of facts, settlement of lawsuits, judgments and post-trial considerations. The emphasis is on drafting legal documents in each of these areas.

PLA2202 Torts 3 Credits

This course covers principles of tort litigation, lawyer and client relationships, causes of action, remedies and defenses, jurisdiction, commencement of lawsuits, rules of procedure, pleadings, gathering evidence, and ethical considerations. *(zero textbook cost)*.

PLA2303 Criminal Law and Court Procedure 3 Credits

This course presents constitutional aspect of various law enforcement practices, focusing on the 4th, 5th, 6th, and 8th amendment of the U.S. Constitution. The rights of criminal suspects and defendants are examined in regard to stops, searches, arrests, the admissibility of evidence, attorney-client privilege, pretrial release, interrogations, plea bargaining, trials, and appeals.

PLA2423 Contracts 3 Credits

This course covers the fundamentals of contract law including contract formation, the UCC, contract provisions and drafting of simple contracts.

PLA2600 Wills and Trusts 3 Credits

This course examines basic concepts of the estate planning process including intestacy, transfer of assets, wills, probate, trusts, capacity, and intent. After taking this course students will be able to describe key terms and their meaning, draft a sample will, and properly chart distribution of assets.

PLA2610 Real Estate and Property 3 Credits

This course provides a study of ownership, title issues, legal descriptions, real estate contracts, real estate transfers and transactions, real estate closings, and ethical considerations.

PLA2800 Family Law 3 Credits

This course is designed to provide an overview of the law and procedures of family and domestic law. The focus will be on Florida's laws governing marriage, divorce (dissolutions), property settlements, child custody, support obligation, adoption proceedings, and in drafting the various pleadings and papers. Prerequisite: ENC1101.

PLA2880 Introduction to Constitutional Law 3 Credits

This course is designed to give an overview from a lawyer's perspective of the constitutional articles and amendments. The student will explore the three branches of government, the interpretation of the articles creating each, individual rights in society, changes in Constitutional interpretation, and the role of the Supreme Court in this interpretation. *(zero textbook cost)*

PLA2903 Directed Study in Paralegal Studies 1 Credit

This course requires an original research project regarding an approved legal topic and leading to a legal memorandum. This project is done under the supervision of a faculty member and conducted either online or meeting for at least one hour per week. *(zero textbook cost)*

PLA2904 Directed Study in Paralegal Studies 2 Credits

This course requires an original research project regarding an approved legal topic and leading to a legal memorandum. This project is done under the supervision of a faculty member and conducted either online or meeting for at least one hour per week. *(zero textbook cost)*

PLA2905 Directed Study in Paralegal Studies 3 Credits

This course requires an original research project regarding an approved legal topic and leading to a legal memorandum. This project is done under the supervision of a faculty member and conducted either online or meeting for at least one hour per week. *(zero textbook cost)*

PLA3022 Contemporary Legal Issues 3 Credits

This course presents current controversial issues in a debate-style format designed to stimulate student interest and develop critical thinking skills. Prerequisites: ENC1101 or permission of the associate dean or their designee. *(zero textbook cost)*

PLA3025 Gender and the Law 3 Credits

This course provides an overview of gender and its treatment under the law through a series of different theoretical perspectives. A comprehensive survey and analysis of the constitutional and statutory mechanisms addressing gender and gender inequity in the United States will be the focus of the course, as well as the policies and processes behind the law.

PLA3240 Alternative Dispute Resolution 3 Credits

A comprehensive study of the alternative dispute resolution process as it applies to all aspects of business, professional and personal life. The history, rationale, law, methodology and application of ADR procedure are studied and reviewed relevant to application and participation by the student. Prerequisites: ENC1101 or permission of the associate dean or their designee.

PLA3310 Family and Intimate Partner Violence (SPL Course) 4 Credits

Family and Intimate Partner Violence is studied from an interdisciplinary perspective. The cycle of violence, dominance, and control are among the issues covered sociologically and psychologically. The legal perspective covers proactive arrest policies, restraining orders, and anti-stalking legislation that have emerged across the United States.

PLA3703 Legal Ethics 3 Credits

Examines the ethical rules of conduct governing attorneys and other legal professionals. Topics include conflicts of interest, maintaining client confidences, solicitation of clients, zealous representation and the unauthorized practice of law. Includes 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. *(zero textbook cost)*

PLA4115 Legal Research and Writing III 3 Credits

This course is designed to improve the student's crafting skills of legal documents, including the nuts and bolts of construction of common practice documents and sophisticated legal writing. Prerequisites: PLA1104, PLA2114, ENC1101 and 30 semester hours or permission of the associate dean or their designee. *(zero textbook cost)*

PLA4191 Legal Reasoning 3 Credits

This course is designed to for students to develop skills in legal analysis and critical thinking in providing remedies and solutions to legal problems. *(zero textbook cost)*

PLA4193 Statutory Interpretation 3 Credits

This course focuses primarily on what laws mean through statutory interpretation by the courts, but also covers the process of statutory enactment by legislatures and their implementation and enforcement. *(zero textbook cost)*

PLA4264 eDiscovery 3 Credits

This course will focus on the effect of electronic information on the litigation practice. Specific areas to be covered include preservation of electronic information, data collection, production issues, spoliation of evidence, ethical issues and admissibility. Students will be able to identify and discuss key terms and concepts associated with eDiscovery techniques.

PLA4584 Data Privacy and Social Media 3 Credits

This course will help students identify problem areas associated with data privacy and social media as it applies to the legal and business environment. The implications of using social media in the law office can be more profound and far reaching than some may expect and this course will teach students areas of concern and tips to avoid legal trouble caused by social media. This course is also intended to discuss the importance of data privacy and the safeguards necessary to protect data in an increasingly electronic society.

PLA4731 eLitigation and Litigation Support 3 Credits

This course will focus primarily on teaching students the necessary skills for litigation support in the electronic age. Students will learn the basics of e-filing at the state and federal level, preservation of litigation material, and trial presentation and support. Students will be able to identify various methods of litigation support techniques based on the type of case and issues presented for trial. Prerequisite: PLA2201 Litigation.

PLA4843 Immigration Law 3 Credits

This course examines issues involving immigrants and the law. Starting with the historical origins of United States immigration law and a consideration of the laws and policies of other nations, the course initially focuses on family and employer sponsored petitioning laws; United States and international refugee and asylum guidelines; and naturalization, exclusion and deportation. Prerequisites: ENC1101 or permission of the associate dean or their designee.

- PLA4876 Animal Law 3 Credits**
 This course will introduce students to the broad range of U.S. laws that affect non-human animals (“animals”), including companion animals, farm animals (with a particular focus on factory farms), animals used in the context of entertainment (such as zoos and aquaria), animals used in scientific experimentation, and wild animals. The course will also engage with fundamental questions about animals and the law, such as: Are some animals more deserving of protection than others, and if so, on what basis? What role does culture and belief play in animal law—why are dogs considered pets in the U.S. and food in some parts of the world, for example? Does the status of animals as property pose an insurmountable barrier to increasing protections for animals? What are the advantages and disadvantages of the concepts of “animal rights” and “animal welfare”? *(zero textbook cost)*
- PLA4881 Advanced Constitutional Law 3 Credits**
 This course is a study of a selection of landmark U.S. Supreme court cases. The course focuses on the influence these cases have had on framing the parameters of doctrines whose labels are widely known but whose roots and true meaning are often misunderstood.
 Prerequisite: PLA2880. *(zero textbook cost)*
- PLA4903 Directed Study in Legal Studies 1 Credit**
 Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisites: ENC1101 or permission of the associate dean or their designee. *(zero textbook cost)*
- PLA4904 Directed Study in Legal Studies 2 Credits**
 Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisites: ENC1101 or permission of the associate dean or their designee. *(zero textbook cost)*
- PLA4905 Directed Study in Legal Studies 3 Credits**
 Each student will prepare an approved study in either thesis form or directed study form if the answer to the study has already been determined. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisites: ENC1101 or permission of the associate dean or their designee. *(zero textbook cost)*
- PLA4920 eWorkshop 3 Credits**
 This course will give students the opportunity to apply what they have learned in PLA4264 using real-world eDiscovery software from AccessData, Lexis/Nexis, etc. to work through a simulated case study. Students will be taught project management techniques including how to collect data, review and identify the data, then analyze it for litigation purposes. Prerequisite: PLA4264 eDiscovery.
- PLA4930 Special Topics 1 Credit**
 Special topics courses are used to address timely issues that do not fit into the regular legal studies course offerings. This course is designed to provide the student with focused exposure to contemporary issues in the law and legal system. The subject matter will be selected by the instructor prior to registration, with approval of the associate dean or their designee. Topics will rotate and student may take this course up to three times, but never more than once per session. Prerequisite: ENC1101 or permission of the associate dean or their designee.

PLA4931 Special Topics 2 Credits

Special topics courses are used to address timely issues that do not fit into the regular legal studies course offerings. This course is designed to provide the student with focused exposure to contemporary issues in the law and legal system. The subject matter will be selected by the instructor prior to registration, with approval of the associate dean or their designee. Topics will rotate and student may take this course up to three times, but never more than once per session. Prerequisite: ENC1101 or permission of the associate dean or their designee.

PLA4932 Special Topics 3 Credits

Special topics courses are used to address timely issues that do not fit into the regular legal studies course offerings. This course is designed to provide the student with focused exposure to contemporary issues in the law and legal system. The subject matter will be selected by the instructor prior to registration, with approval of the associate dean or their designee. Topics will rotate and student may take this course up to three times, but never more than once per session. Prerequisite: ENC1101 or permission of the associate dean or their designee.

POS2041 American National Government 3 Credits

The purpose of this course is to survey the organization, structure and function of the three branches and levels of government in the United States. The course will trace the evolution of the American governmental system including the institutions and processes that are in place to govern the United States of America. (*zero textbook cost*)

PPE4003 Psychology of Personality 3 Credits

This course will examine a number of theories of personality, from Sigmund Freud's psychoanalysis to Viktor Frankl's logotherapy. It will include biographies, basic terms and concepts, and therapies associated with specific personality theories. Prerequisites: ENC1101 and PSY2012 or permission of the associate dean or their designee.

PRN0098 Practical Nursing Foundations I 8 Credits

This course (300 hours) introduces the student to the basics necessary to enter and be employed in health care. It will teach about the healthcare system as well as the occupations associated with it. The course includes safety practices, emergency procedures, knowledge of blood borne diseases, infection control practices as well as legal and ethical responsibilities. Additionally, the student will learn how to provide personal care to all individuals and focus on the geriatric population. Basic anatomy and physiology and principles of nutrition will also be covered. In general, this course puts down a solid diversified foundation of knowledge that will be used throughout the remainder of the program.

PRN0099 Practical Nursing Foundation II 8 Credits

In this course (300 hours), the student will learn basic nursing procedures performed by the Practical Nurse as well as medication administration. In addition, the student will learn how to provide bio-psycho-social support to patients and family and provide education and resources for family wellness.

PRN0290 Medical Surgical Nursing I 8 Credits

In this course (300 hours), the student will be introduced to common diseases of the Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine and Integumentary systems. They will then assist in both pre and post-operative care of these patients.

PRN0291 Medical Surgical Nursing II 8 Credits

In this course (300 hours), the student will be introduced to common diseases of the Gastrointestinal, Neurological, Urinary, Reproductive systems and Oncological diseases/disorders. They will then assist in both pre and post-operative care of these patients.

PRN 0690 Comprehensive Nursing & Transitional Skills 4 Credits

This course (150 hours) provides the student with the skills and knowledge needed to care for patients in maternity from conception through birth and into postpartum. They will be prepared to care for the newborn as well as other Pediatric patients. The student will also be introduced to the skills necessary to transition from the student to the practitioner following graduation.

PSB3441 Introduction to Chemical Dependency 3 Credits

Meets 45 hours of Florida Certification Board (FCB) category Understanding Addictions/Treatment Knowledge. This course will cover the following required FCB topics: Disease of Addiction; Etiology/Causation of Addiction; History of Addiction and/or Addiction Treatment; Other Substances and Behavioral Addictions; Pharmacology; Physical Aspects of Addiction; Brain Science; Relationship of Addiction to Health, Crime, and Other Social Problems; Signs, Symptoms, Progression of Addiction and Use of Support Groups.

PSY2012 General Psychology 3 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. Corequisite: ENC1101. *(zero textbook cost)*

PSY3017 Experimental Psychology 3 Credits

This course covers the logic and design of experimental and other research methods in psychology. Topics will include an introduction to the scientific method, an overview of experimental design, survey research, unobtrusive research, hypothesis testing, data collection and analysis, and interpretation of results. Prerequisites: ENC1101, PSY2012, STA2023. *(zero textbook cost)*

PSY3204 Principles of Analytic Techniques 3 Credits

This course focuses on the psychological statistics concepts which facilitate systematic appraisal of psychological tests. Topics include history of psychological statistics methods, and statistical principles of test construction and standardization. Prerequisites: ENC1101 and STA2023 or permission of the associate dean or their designee.

PSY4910 Directed Study – A Written Senior Research Project 1 Credit

This course requires an original research project leading to the completion of a formal paper. The project is conducted under faculty supervision. This course is for senior session students. Prerequisite: ENC1101 and permission of the associate dean or their designee. *(zero textbook cost)*

PSY4911 Directed Study – A Written Senior Research Project 3 Credits
This course requires an original research project leading to the completion of a formal paper. The project is conducted under faculty supervision. This course is for senior session students. Prerequisite: ENC1101 and permission of the associate dean or their designee. *(zero textbook cost)*

PSY4912 Directed Study – A Written Senior Research Project 3 Credits
This course requires an original research project leading to the completion of a formal paper. The project is conducted under faculty supervision. This course is for senior session students. Prerequisite: ENC1101 and permission of the associate dean or their designee. *(zero textbook cost)*

PSY4940 Internship in Applied Psychology 3 Credits
This is a planned and supervised professional practice experience in a human services environment with an emphasis on familiarization with the roles and duties of an entry-level professional. 135 hours of internship experience are required. Students will be required to pay a fee for liability insurance. Prerequisites: CLP3376, ENC1101, and 12 credits of psychology classes. *(zero textbook cost)*

PSY4944 Psychology Service Learning 3 Credits
Students learn about mental health and substance abuse through academic study and volunteering in local community settings. Through exploration of identity, diversity and social responsibility, students develop skills to become multicultural community builders. A minimum number of community service hours are required for each additional credit hour. Prerequisite: Approval of the associate dean or their designee. *(zero textbook cost)*

QMB3600 Decision Making and Problem Solving 3 Credits
This course introduces decision making and problem-solving processes in organizations, utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities using managerial decision-making tools. Prerequisites: ENC1101, must have 60 semester hours of credit or permission of the associate dean or their designee.

REE3005 Real Estate Fundamentals 3 Credits
This course is design to teach students the business aspects of Real Estate ownership, contracts, deeds, titles, mortgages, property law, and regulations.

REE4204 Real Estate Finance 3 Credits
This course includes the most fundamental concepts, principles, analytical methods, and tools useful for making investment and finance decisions regarding residential and commercial real estate. This course prepares the students to apply concepts and techniques associated with any approaches that are used when investing in real estate. The concepts discussed include primary and secondary markets, trust deed, mortgage risk analysis, investing (REITs), financing, consulting, leasing, property tax, and managing real estate portfolios. Prerequisites: FIN2100, FIN3400, or permission of the associate dean or their designee.

REL2300 World Religions 3 Credits
This course examines the critical relationship of ritual, religious practice, belief, and culture, while introducing the principles and methods of both ritual studies and liturgics. Prerequisite of C or better in ENC1101. *(zero textbook cost)*

RMI3011 Risk Management and Insurance 3 Credits

This course is designed to enhance students' recognition of risk analysis and its implications for individuals, business, and society. The course focuses on the impact of uncertainty on decision-making and risk-reward trade-off. Students examine the implications in a variety of settings. Prerequisites: ECO2013, ECO2023, FIN3400, or permission of the associate dean or their designee.

SCM4011 Supply Chain Management 3 Credits

This course provides an overview of the theories and application of supply chain management. It includes topics such as the supply chain operations of planning, sourcing materials, production, inventory management, outsourcing, and quality matters. Prerequisite: ENT2020 or permission of the associate dean or their designee.

SDS3340 Career Development 3 Credits

This course helps students to prepare for their career today and the one they hope to achieve in the future. Through this course, the students will use self-assessment tools to identify their strengths and how to best use them for career success. Students will develop a career portfolio and learning how to market themselves. Students will identify and know how to use career resources to ensure career success.

SLS1103 College Developmental Skills 3 Credits

This course focuses on basic developmental skills to help students survive and prosper in a college environment. It will emphasize how basic academic skills can be applied, including problem solving, communication skills, academic and work ethics, information literacy, student financial responsibilities, and other related topics. The course contains an assessment of basic skills in math and English as well as information about Hodges resources. It is intended for students who transfer in 0-29 undergraduate credit hours. *(zero textbook cost)*

SLS1948 Cooperative Work Experience I Variable Credits

This course provides the opportunity to experience a work situation where the student interns in a public or private organization relative to their program of study. The organization must be acceptable to the University. Arrangements for the internship training which will include assignment of duties, hours, and working conditions must be satisfactory to the student, internship coordinator, and the supervisor of the participating business.

This course may also be 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. This course requires the cooperation of the student's employer and supervision by a University faculty member. This course can be used to complete a minor or certificate program. Prerequisites: Student must have a minimum of 24 credit hours complete. Permission of the associate dean or their designee. *(zero textbook cost)*

SLS2949 Cooperative Work Experience II Variable Credits

This course provides the opportunity to experience a work situation where the student interns in a public or private organization relative to their program of study. The organization must be acceptable to the University. Arrangements for the internship training which will include assignment of duties, hours, and working conditions must be satisfactory to the student, internship coordinator, and the supervisor of the participating business.

This course may also be 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. This course requires the cooperation of the student's employer and supervision by a University faculty member. This course can be used to complete a minor or certificate program. Prerequisites: Student must have a minimum of 48 credit hours complete. Permission of the associate dean or their designee. *(zero textbook cost)*

SLS3506 College Study Skills 3 Credits

This course focuses on basic skills and practical applications in becoming effective in higher education, career, and social settings. Critical thinking, time management, self-esteem, studying and exam-taking techniques, goal setting, decision-making, rational problem solving, and other learning strategies are emphasized. Study and survival skills and written/ oral communication are emphasized. This course is intended for students who transfer in 30- 59 college credit hours. *(zero textbook cost)*

SLS3948 Cooperative Work Experience III Variable Credits

This course provides the opportunity to experience a work situation where the student interns in a public or private organization relative to their program of study. The organization must be acceptable to the University. Arrangements for the internship training which will include assignment of duties, hours, and working conditions must be satisfactory to the student, internship coordinator, and the supervisor of the participating business.

This course may also be 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. This course requires the cooperation of the student's employer and supervision by a University faculty member. This course can be used to complete a minor or certificate program. Prerequisites: Student must have a minimum of 72 credit hours complete. Permission of the associate dean or their designee. *(zero textbook cost)*

SLS4949 Cooperative Work Experience IV Variable Credits

This course provides the opportunity to experience a work situation where the student interns in a public or private organization relative to their program of study. The organization must be acceptable to the University. Arrangements for the internship training which will include assignment of duties, hours, and working conditions must be satisfactory to the student, internship coordinator, and the supervisor of the participating business.

This course may also be 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. This course requires the cooperation of the student's employer and supervision by a University faculty member. This course can be used to complete a minor or certificate program. Prerequisites: Student must have a minimum of 108 credit hours complete. Permission of the associate dean or their designee. *(zero textbook cost)*

SOP3704 Psychology of Diversity 3 Credits

Students will demonstrate an understanding of psychological influences and how they are related to human diversity. Areas of focus include: ethnic background, gender, sexuality and belief systems. Prerequisite: ENC1101 and 30 semester hours.

SOP4004 Social Psychology 3 Credits

This course will review topics including impression formation, attribution of cause, social influence and personal control, attitudes and attitude change, affiliation and attraction, antisocial and pro-social behaviors, prejudice and discrimination, sex-role behaviors, and social ecology. Prerequisite: ENC1101 and 30 semester hours.

SOP4502 Psychology of Conflict Management 3 Credits

This course will introduce the student to various perspectives which are utilized to assess the dynamics of conflict and develop resolution strategies in order to manage conflict. Individual, corporate and multicultural conflict management perspectives will be utilized in the context of various personal and professional settings. Students will study conflict resolution models and develop the knowledge and skills in order to manage conflict in their personal and professional lives. Prerequisites: ENC1101 and 30 semester hours.

SPC2330 Nonverbal Communication 3 Credits

This course reviews theory and practice of nonverbal communication emphasizing kinesics, proxemics, environmental factors, physical characteristics and personal appearance of the communicators. Concepts such as effective professional behavior and appropriate nonverbal communication in the workplace will be covered. *(zero textbook cost)*

SPC2608 Introduction to Speech Communication 3 Credits

This course introduces students to communication theory and its application to preparing and delivering public speeches. Emphasis on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public speaking. *(zero textbook cost)*

SPC4301 Interpersonal Communication 3 Credits

Examines interpersonal communication theory and research as it functions in the development, maintenance and dissolution of relationships. Prerequisite: ENC1101 or permission of the associate dean or their designee. *(zero textbook cost)*

SPC4701 Intercultural Communication 3 Credits

Explores issues of culture, power, and politics inherent in the ways we practice intercultural communication. Prerequisite: ENC1101 or permission of the associate dean or their designee. *(zero textbook cost)*

STA2023 Basic Statistics 3 Credits

Basic philosophy of statistical thinking acquisition of data. Techniques for organizing and presenting statistical data. Sample mean, variance and standard deviation. Probability, discrete and normal distributions. Statistical decisions - confidence intervals and hypothesis testing design of experiments. Correlation and regression. Goodness-of-fit-test. TI-84 graphing calculator. Prerequisite of MAT1033 equivalent or higher or MGF1106 or suitable placement score.

SYD2790 Race, Class, and Gender 3 Credits

This course examines the social significance of race, class, and gender in contemporary society. Students will explore how individuals develop in the context of their race, class and gender. *(zero textbook cost)*

SYG2000 Principles of Sociology 3 Credits

This course provides an overview of sociology and how it applies to everyday life. Student will study

topics such as cultural origins, cultural diversity, social interaction, class and caste systems, race, gender, heritage, and religion. *(zero textbook cost)*

SYG2430 Marriage & Family 3 Credits

This course will focus on the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment, conflict resolution, and dissolution of marriage. *(zero textbook cost)*

SYG4011 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 social issues. Emphasis will be placed on teaching the student to develop a more objective and complete view of the social issues that surround us daily. Prerequisite SYG2000. *(zero textbook cost)*

SYG4900 Directed Study in Sociology 1 Credit

This course is designed for students who desire to do an in-depth project as part of their course of study in sociology. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisite: Permission of associate dean or their designee.

SYG4903 Directed Study in Sociology 2 Credits

This course is designed for students who desire to do an in-depth project as part of their course of study in sociology. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisite: Permission of associate dean or their designee.

SYG4904 Directed Study in Sociology 3 Credits

This course is designed for students who desire to do an in-depth project as part of their course of study in sociology. Students will meet with the assigned faculty member at least one hour per week during the session. Prerequisite: Permission of associate dean or their designee.

TAX2000 Individual Income Tax 3 Credits

This course focuses on the federal income taxation of individuals. The course emphasizes the conceptual framework underlying the U.S. tax system, tax accounting procedures and federal tax laws relating to the preparation of individual tax returns.

TAX4001 Federal Tax Accounting I 3 Credits

Topics of this course 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 as they relate to an individual's taxation. Prerequisite: TAX2000, or permission of the associate dean or their designee.

TAX4011 Federal Tax Accounting II 3 Credits

This course focuses on the taxation of corporations and partnerships. The general topics of income recognition and business deductions precede the discussion of the taxation of these business entities. The tax consequences of the formation, operation, reorganization, and liquidation of the various business forms are addressed. Prerequisite: TAX2000 or permission of the associate dean or their designee.

6.2 – Graduate Course Descriptions

ACG5065 Managerial Accounting and Finance 3 Credits

Nearly every decision made by an organization has important financial implications. Using a “hands-on” approach, with a focus on practical applications in managerial accounting and finance, this course provides graduate business students with an opportunity to expand their knowledge, develop quantitative expertise, and perform financial analyses. A grade of B or better is required for this course. Course must be completed within the first 6 credit hours at Hodges University.

ACG5505 Government & Not-For-Profit Accounting 3 Credits

This course covers the application of GASB standards to government and not-for-profit accounting with emphasis on governmental accounting. Prerequisites: ACG4123, or permission of the associate dean or their designee.

ACG5685 Forensic Accounting 3 Credits

This course provides an in-depth study of forensic accounting and the important elements of fraud examination. The course provides the basis for developing an effective awareness of the potential for and signs of fraud in financial statements and the financial environment.

ACG6135 Accounting Theory 3 Credits

The course focuses on trends and techniques in the accounting industry. The course specifically addresses current specialized industry accounting and auditing issues and techniques. Specific topics addressed may vary from session to session. Prerequisites: ACG4200 and ACG4632, or permission of the associate dean or their designee.

ACG6255 International Accounting 3 Credits

This course is designed to provide a working knowledge of major accounting practices unique to international and multinational business enterprises. The course specifically addresses IASB standards, FASB pronouncements, and tax laws related to international activities. The focus is on comparative accounting and harmonization, financial accounting and reporting, management accounting and control in foreign operations, and taxation of international activities.

Prerequisites: ACG4123, ACG4200 and ACG4632, or permission of the associate dean or their designee.

ACG6308 Advanced Managerial Accounting 3 Credits

This course is an advanced level examination of managerial accounting concepts primarily focused on organizational control and emphasizes the accounting necessary to record and use cost for planning, decision making, and performance management. The use of financial and non-financial data will be presented in the context of decision-making models. Prerequisites: ACG3341, ACG4123, and FIN3400, or permission of the associate dean or their designee.

ACG6655 Advanced Independent Auditing 3 Credits

Advanced auditing is an intensive course that focuses on complex topics concerning auditing judgement and emerging issues in auditing and assurance services. The primary emphasis is on the auditor’s decision-making process in a financial statement audit including internal controls, the understanding of professional standards, and the use of advanced auditing techniques. This course is a discussion-based, graduate seminar, not a lecture class. Prerequisites: ACG4632, and ACG6677, or permission of the associate dean or their designee. (*zero textbook cost*)

ACG6677 Internal Auditing 3 Credits

This course examines the internal auditor's roles, duties, and objectives related to the audit process. Prerequisites: ACG3401, ACG4123, and ACG4632, or permission of the associate dean or their designee.

ACG6686 Fraud Examination 3 Credits

This course utilizes case studies to explore fraud fundamentals, broad categories of fraud, sub-schemes, and the complex social factors behind fraudulent behavior.

ACG6687 Financial Statement Fraud 3 Credits

The typical goal of fraudulent financial statement schemes is to mislead financial statement users about the profitability or viability of an organization. However, the methods of perpetuation and reasons for the schemes are different for commercial enterprises and nonprofit organizations. This course explores and differentiates the motives and methods of both types. *(zero textbook cost)*

ACG6797 Fraud Investigation Methods 3 Credits

This course is a fraud investigation special situation course. The course focuses on trends and techniques in fraud investigation efforts. The course specifically addresses current specialized fraud investigation issues and techniques. For example: Investigating Money Laundering may be covered one session and Tracing Concealed Assets another session. Specific topics addressed may vary from session to session.

ACG6815 Accounting Ethics 3 Credits

This course demonstrates critical thinking and research competencies as applied to issues and dilemmas in the accounting environment. It provides an opportunity to integrate writing within the discipline skills with professional analysis of real-world emerging issues.

ACG6838 Occupational Fraud and Abuse 3 Credits

Using case studies, this course explores occupational frauds - schemes perpetrated by individuals using their occupation for personal enrichment through the deliberate misuse of their employing organization's resources. *(zero textbook cost)*

ACG6935 Special Topics in Accounting 3 Credits

A comprehensive examination of selected contemporary issues and topics in accounting. This graduate level course presents advanced topics of current interest in auditing, financial accounting, managerial accounting, systems, and/or taxation. Individual investigation and reporting emphasized in seminar fashion. Students will be expected to demonstrate mastery of all graduate-level curriculum concepts. *(zero textbook cost)*

BUL5810 Legal Environment of Business and Professional Regulation 3 Credits

A comprehensive study of the legal process as it applies to business and professional regulation. The course focuses on the convergence of business law and professional regulation issues, and also includes coverage of contracts, torts and the UCC.

BUL6138 Legal and Ethical Environment of Business 3 Credits

A comprehensive examination of the legal process as it applies to business enterprises. The political environment and the impact of public policy on business are studied and reviewed relevant to

integrating public ideologies and ethical expectations of the manager.

CAP5766 Data Warehouse and Decision Support Systems 3 Credits

An investigation of data warehousing, data mining and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment, and maintenance issues.

CIS5370 Principles of Cybersecurity 3 Credits

This course provides an understanding of IT infrastructure and services, their vulnerabilities as well as the size and complexity of security threats faced by enterprises. The Course will focus on the tenets of cybersecurity of confidentiality, integrity, availability and governance. Building on an understanding of these infrastructures, the development of security practices, policies, and awareness and compliance programs, with an introductory look at legal and regulatory issues will be examined in the context of assurance and security. Issues of access and authentication; data confidentiality and integrity; data availability; and networking and routing will also be addressed.

CIS5376 Database Security and Auditing 3 Credits

This course is broken into three sections: Security, Auditing and Implementation. Students will fully understand how to implement database security on modern business databases using practical scenarios and step-by-step examples that are presented throughout the course. Hands- on projects and case projects are used to reinforce and showcase the topics learned.

CIS5396 Advanced Forensics 3 Credits

This course provides an analysis of the use of industry tools, technologies, and practices involved in gathering, protecting and analyzing digital evidence. The class uses industry tools to perform forensic analysis and examines how various operating systems store data on storage media - hard disk drives and other digital media. The course will highlight how computers are used in crimes and how this can be linked to criminal motivations to focus a digital investigation. Students will gain an in-depth study of the theories and practices for the prevention of cyber-attacks. Countermeasures discussed include training, encryption, virtual private networks, policies, practices, access controls, secure systems development, software assurance arguments, verification and validation, firewall architectures, anti-virus, patching practices, personnel security practices, and physical security practices. Business continuity plans and disaster recovery plans are also discussed. Strategies for large-scale prevention are also discussed, such as critical infrastructure protection, international collaboration and law enforcement. Emphasis is on methods to identify system vulnerabilities and threats and prevent attacks.

DIG5130 Design Strategies 3 Credits

This course explores design thinking as a mindset and the methods that can be applied to nearly any innovation challenge or endeavor. Students enrolled in this course will learn to use structured methods for observation, reframing, ideation, prototyping and planning. Design strategies will be used to develop innovative solutions in a wide range of business scenarios and social reform. Strategists, managers, designers and researchers undertake the challenge of innovation every day using these model practices approach.

DIG5167 Visual Culture and the Social Media Message 3 Credits

This course will introduce students to the contexts and forms of social media. What are social media, who uses them, who gains from them and how are they transforming the media landscape and the

way we inhabit the world? Students will become familiar with a range of social media tools, analyze and discuss their uses and implications. They will have the opportunity to explore both theory and practice of social media through writing assignments, applied tasks and a course project. The purpose of this course is to equip students with the knowledge, critical thinking ability and practical skills they will need to meet the personal, professional and civic challenges posed by social media, today and in the future. *(zero textbook cost)*

DIG5507 Organizational Innovation and Leadership 3 Credits

Creativity and innovation are integral to an organization's ability to survive and thrive in today's competitive marketplace. This course provides students with an understanding of how creativity and innovation can be facilitated and managed in a design setting. Students will learn about theoretical conceptualizations of creativity and innovation as well as practical applications involved in fostering creativity and innovation in the design workplace. Students will be expected to play an active role in learning through class exercises, class discussions and presentations about real creative innovations in organizations.

DIG6541 Managing Design Projects and Teams: Design/CAD 3 Credits

Managing Design Projects teaches students how to successfully plan and manage a project, work in teams and collaborate with others. The course highlights key issues for understanding and dealing with different organizational characteristics and design issues in society. It integrates profound theoretical insights with practical applications through critical analysis of current issues and trends.

DIG6575 Studio Lab 6 Credits

Studio Lab is a course that provides a professional studio experience. Students work under the guidance of visual communications department faculty to build case study analysis. Investigation of issues and inquiry into topics of relevance to design; group projects/discussions and analysis of events, processes, manifestations and procedures in visual communication.

DIG6971 Thesis 6 Credits

As a culmination of study at the master's level, the student is responsible for the development of an individually determined, session-long project in response to defined objectives, periodic critical commentary by committee and formal review. Final faculty review, and a project book containing a written as well as graphic theoretical component are the forms of final presentation for this contribution to the field. *(zero textbook cost)*

EAB5130 Behaviorism 3 Credits

Behavioral theory and science provide a crucial guide to how humans are influenced by the outside environment and their own learning experiences. This course covers classical and operant conditioning and their impact on learning, as well as the contribution of social learning theory to the understanding

ECP6705 Applied Economics 3 Credits

An advanced study of the application of economic data in organizational planning. Case studies are utilized to demonstrate the practical applications of economics by the executive in all facets of the enterprise. Prerequisite: ACG5065 or permission of the associate dean or their designee.

EDF6300 Positive Psychology and Motivation 3 Credits

This course provides an advanced understanding of human motivation. This course covers the integration of behavioral theory and research with positive psychology. Research from other

disciplines, which help explain human motivation are incorporated into an overall theory of the stages of change, which centers the process of change in motivational steps. *(zero textbook cost)*

ENC5226 Technical Writing 3 Credits

This course focuses on internal and external communication strategies needed in professional contexts. Emphasis will be placed on audience analysis, examination, revision, and creation of documents.

FIN6326 Commercial Banking 3 Credits

This course reviews the concepts of banking principles and theory and offers an in-depth analysis of theory and the principles related to retail, business, and lending. Prerequisites: ACG5065 for MBA students, FIN6406 or permission of the associate dean or their designee.

FIN6406 Financial Analysis 3 Credits

This course focuses on corporate financial analysis and the control of capital. The course develops decision-making skills in the areas of projecting, securing, and controlling long-term assets and funding, including analysis of the cost of capital. Prerequisites: ACG5065, or permission of the associate dean or their designee.

FIN6465 Financial Statement Analysis 3 Credits

This class provides a framework for analyzing a firm's past performance, estimating its future performance, and valuing its equity. The course integrates key concepts from accounting, finance, economics, and business strategy and applies them to financial analysis and decision-making. The course also focuses on how to interpret financial statements, analyze cash flows, make judgments about earnings quality, and uncover hidden assets and liabilities. Topics include the analysis of profitability, cash flows, concepts of growth, and the role of financial policies.

FIN6515 Investment Management 3 Credits

This course is an in-depth study of marketable securities investment, including stock and bond markets, security price movements, portfolio selection, risk analysis of alternative investments, and current trends in the investment community. Prerequisites: ACG5065 for MBA students, FIN6406 or permission of the associate dean or their designee.

FIN6605 International Financial Management 3 Credits

This course focuses on the current practices of international business finance. Key areas of study include multi-national business finance, the impact of monetary exchange rates, international money markets, foreign investment, economic systems, and import-export financing. Prerequisites: ACG5065 for MBA students, FIN6406, or permission of the associate dean or their designee.

GEB5875 Business Administration Concepts & Theory 3 Credits

This course examines prevailing theories, concepts, principles and practices in management, marketing, and information technology management. A grade of B or better is required for this course. Course must be completed during the first session in the degree program at Hodges University.

GEB6895 Business Strategy & Decision Making 3 Credits

This is an integrative capstone course of study of the formulation and implementation of organizational strategy and policy by the chief executive. The course utilizes case studies to simulate actual business conditions and requires students to exercise advanced planning concepts to achieve

the organization's objectives. Prerequisites: Student must be in final 6 credit hours of degree program. This course must be completed at Hodges University.

GRG5160 History of Communication Design 3 Credits

This course is designed to present a survey of the historical, socio-economic and cultural perspectives influencing visual communication. This course focuses on work created within the last 125 years, and explores relevant connections to contemporary society and to current concepts and practices in visual communication and design. *(zero textbook cost)*

GRG5401 Visual Communication Theory 3 Credits

This course addresses the connections between visual perception, cognition and communication in contemporary Western society. While being introduced to vital theoretical concepts, students should come to a more critical understanding of the role of visual media and technology in contemporary society and the cultural interchange. *(zero textbook cost)*

GRG6973 Directed Research 3 Credits

This course addresses design opportunities, including the skills of problem identification, formulation, qualitative and quantitative research, analysis, synthesis, and project proposals for visual communication.

ISM5327 Information Systems Security Compliance 3 Credits

This course will provide an in-depth study of the managerial and procedural aspects of effectively securing enterprise information systems. Topics in this course will include security policies and model practices, asset classification and control, personnel security, business continuity management, regulatory compliance, operational security, and information security program lifecycles. The course will include an analysis of current practices and procedures in securing critical information infrastructures, with an emphasis placed on emerging trends and opportunities for research in the management of information security. Graduate research skills will be practiced and evaluated through an additional assignment.

ISM5328 Information Security and Assurance 3 Credits

This is an introductory graduate course in information and cyber-security. The course focuses on both the theoretical and practical foundations of information security and assurance. Topics include, but are not limited to, access control, security architecture and design, physical security, application security, and operations security. The course also covers interdisciplinary topics such as security and risk management, business continuity and disaster recovery planning, digital forensics, legal regulations and compliance.

ISM6251 Issues and Trends in IT Management 3 Credits

This course examines current issues and trends related to emerging technologies. Students will examine the technologies as well the implications for the integration and management of these new technologies within the organization.

ISM6319 Strategic Management and Planning of Technology Integration 3 Credits

In this course students will examine strategic management as it applies to the acquisition, integration and use of technology by an organization and also as it relates to the basic functions of the management of technology. Students will examine the need for a continuous process of creating, implementing and evaluating decisions that enable an organization to achieve its objectives.

Continuous development of technology is valuable as long as there is a value for the customer and therefore the technology management function in an organization should be able to argue when to invest on technology development and when to withdraw.

JRM5300 Legal Dynamics of the US Legal System 3 Credits

The American legal system and legal reasoning will be the focus of this introductory course. The course materials will cover rights and obligations created by civil and criminal law and the laws associated with business formation and relationships. Students will delve into legal research and writing, and assimilation of various resources into pertinent legal documents.

JRM5500 Antidiscrimination Law 3 Credits

This course examines the regulation of discrimination through Title VII of the Civil Rights Act of 1964 and related laws in the workplace and Title IX of the Education Amendments Act of 1972. Race and sex are the primary focus, but with attention to and comparison with disability, national origin, religion, age, and sexual orientation. The course provides both practical knowledge necessary to identify and analyze employment discrimination problems and a theoretical foundation relevant to other areas of civil rights and antidiscrimination law and offers a comprehensive introduction to conceptualizing and relating difference, discrimination, and equality in the workplace.

JRM6020 Intellectual Property 3 Credits

Copyright, trademarks and patents are explored and discussed, as is social media usage and violations of others' property. Employment, collaborative endeavors and business relationships must now abide by rules governing electronic media and other online activities.

JRM6090 Regulatory Compliance 3 Credits

This course is designed to provide an in-depth understanding of the parameters for regulatory compliance, successful approaches to compliance, and meeting the concerns of regulators in a variety of industries.

JRM6200 International Law 3 Credits

A legal overview of the sources and historical development of legal principles as well as the foundations of civil and criminal law systems throughout the world. Course readings and assignments will focus on American legal principles compared to selected countries worldwide.

JRM6210 Ethics and Law 3 Credits

Legal ethics, professional behavior and moralistic ethics, and the relationship of ethical decision making to businesses, institutions and organizations in society will be analyzed. The focus shall be on legal ethical principles, including confidentiality, documentation, record-keeping and privilege.

JRM6400 Mediation, Arbitration, and Conflict Resolution 3 Credits

Preparation for conflict resolution by analyzing the issues and finding viable opportunities for closure through various processes of alternative dispute resolution, including mediation, arbitration, negotiations and settlements.

JRM6500: Administration Law, the Regulatory Process, and Risk Management 3 Credits

Administrative law governs the procedures by which a variety of governmental entities – local, state and federal – exercise their powers. This course provides information and strategies to form the basis of compliance with agency regulation and the development of risk management programs.

JRM6540 Employment and Human Resources 3 Credits

Emphasis is placed on applying employment law to develop programs that enable organizations to be proactive in meeting both organizational and work force needs while at the same time, resolving workplace disputes, providing negotiation, preventing litigation and implementing and administering human resource policies and practices in compliance with applicable law.

JRM 6551 Perspectives of Diversity, Equity and Inclusion 3 credits

This course will help students to identify the historical, political, and legal foundations of diversity and inclusivity, as well as their impact on the changing dynamics of today's work environments. Current events, Supreme Court decisions, policies, regulations, and laws related to diversity and inclusion in organizations will be examined. Upon completion of this course, students will be prepared to distinguish best practices in organizational Diversity & Inclusion and have the foundation to research and develop organizational diversity initiatives.

MAN5305 Strategic Human Resources Development 3 Credits

This course examines the major functions of human resources development including theory, processes, and skills from a strategic perspective. Also examined are special human resources challenges faced by contemporary organizations in a rapidly-changing, global environment including reviewing conscious and unconscious biases, values, habits, interactions, and concerns of different cultural groups in the workplace.

MAN5347 Managerial Performance 3 Credits

This course presents quantitative and qualitative management concepts and tools needed for effective business planning and decision-making. Topics are presented from a managerial perspective and include industry and environmental analysis, financial statement analysis and interpretation, organizational management planning and forecasting, and strategy formulation.

MAN5640 Research Methods in Management 3 Credits

This course focuses on basic research methods/design in management and applying scientific thinking to management problems. Students will demonstrate and prepare a management research proposal, literature review, and compare and contrast data collection methods including surveys, interviews, case studies, and primary and secondary data collection.

MAN6066 Ethical Practices in a Diverse World 3 Credits

This course provides the opportunity for the study of ethical issues in leadership and management focusing on different themes, topics, or current events, which are of consequential interest to leaders and managers and their organizations. These include diversity and inclusion initiatives, ethical decision making, sustainability, and social responsibility.

MAN6448 A Contingency Approach to Employee Relations 3 Credits

This course focuses on the theoretical issues and concepts associated with contemporary and classic employee relations. Topics covered include theories of the employment relationship, conflict resolution, the impact of multi-national organizational culture, negotiation, and labor unions. (*zero textbook cost*)

MAN6608 Advanced International Environment 3 Credits

This course is a study of the considerations and complexities of managing an organization in a global business arena. The focus is on international opportunities and threats that exist in the differing legal, economic, cultural, ethical and regulatory environments. Prerequisite: GEB5875 or permission of the associate dean or their designee.

MAN6782 Leaders & Managers in the 21st Century 3 Credits

This course focuses on classical and contemporary leadership concepts and explores new demands, responsibilities, and relevant strategies for leaders in the 21st century. Students examine the effect on the manager/leader/facilitator in light of potentially fluid personal, organizational, and societal needs.

MAN6930 Special Topics in Management 3 Credits

Students may select a topic of interest which is related to management or leadership. The topic is to be selected in consultation with and approved by the faculty member. This course may be taken more than once. Prerequisites: Advanced graduate standing and permission of the associate dean or their designee. *(zero textbook cost)*

MAN6950 Management Capstone Project 3 Credits

This course is the capstone course for the Master of Science in Management program. Its main focus is for students to demonstrate they have achieved the goals for learning established by Hodges University and the management department. Students demonstrate and apply their command, analysis, and synthesis of knowledge, skills, abilities, and theoretical concepts fostered throughout the program to a project, which serves as an instrument of evaluation. Prerequisite: Completion of at least 21 credits in the Master of Science in Management program. *(zero textbook cost)*

MAR6815 Marketing Methods 3 Credits

This course is an advanced study of strategic marketing methodology in complex consumer and industrial markets. Case studies of actual marketing problems are used to augment this study of the critical strategic component of marketing.

MHS5007 Counseling in Community Setting 3 Credits

This course will provide an overview of the many facets of community counseling. A brief history, philosophy, current trends, professional identity, counseling in various settings and ethical and legal issues in practice are explored. Focus will also be on the importance of self-awareness in becoming a successful community counselor through experiential learning.

MHS5060 Social & Cultural Foundations of Counseling Practice 3 Credits

This course addresses the needs and issues relevant to working with clients from diverse racial and ethnic groups. Diversity within these groups in the context of the counseling relationship as well as an understanding of ethnic psychology will be explored. Basic principles, sensitivities and knowledge that will lay a foundation for becoming a culturally competent professional will be examined.

MHS5200 Individual Evaluation and Assessment 3 Credits

The course provides general information about assessment, including basic concepts, ethical and legal implications, and test construction, as well as the selection, administration, scoring and interpretation of assessment instruments. A comprehensive exploration of the major areas of assessment will be incorporated. The role of clinical assessment as the main summary of all assessment will be emphasized. Tests and inventories in the areas of clinical, personality, behavioral, intelligence, aptitude, achievement, career, and couples and family assessment will be studied.

MHS5340 Career & Lifestyle Assessment 3 Credits

This course surveys the major theories of career development as well as standardized methods of assessing vocational interests and aptitudes. Practical application of concepts will be emphasized. Career counseling in educational settings, work settings and career transitions throughout life will be examined. Emphasis will be placed on individual and group career counseling skills across diverse populations and focus on balancing all life roles in an ever-changing world.

MHS5400 Counseling Theories & Practice 3 Credits

This course will cover the major counseling theories from Freud to the shorter-term therapies prevalent today. Emphasis will be placed on the important tenets driving each theory and how to put those to practical use. Students will be encouraged to identify the theories they are most comfortable with. The value of an eclectic theory base will be discussed.

MHS5500 Group Theories & Practice 3 Credits

This course is designed to give students an understanding of the role of theories in group counseling and the many process applications of groups with a variety of diverse populations and age groups. Emphasis will be placed on practical knowledge and techniques for effective group leadership. Both basic and advanced leadership skills for planning and implementing a group as well as specific strategies and skills for each stage of the group process will be covered.

MHS5895 Residency 3 0 Credits

The residency requirement provides the basis for students to develop their skills as scholar-practitioners. Through the residency experiences, students begin to apply the core skills and techniques introduced in the state licensing component coursework. Students also continue to develop the ethical practices, multicultural competencies, and professional identity needed to be an effective clinical mental health counselor. Per program requirements, students complete the residency in a face-to-face classroom setting. Students will receive specific information about their upcoming field experience and credentialing processes. *(zero textbook cost)*

MHS5896 Residency 4 0 Credits

The residency requirement provides the basis for students to develop their skills as scholar-practitioners. Through the residency experiences, students begin to apply the core skills and techniques introduced in the state licensing component coursework. Students also continue to develop the ethical practices, multicultural competencies, and professional identity needed to be an effective clinical mental health counselor. Per program requirements, students complete the residency in a face-to-face classroom setting. Students will receive specific information about their upcoming field experience and credentialing processes. *(zero textbook cost)*

MHS6071 Diagnosis and Treatment of Psychopathology 3 Credits

This course reviews current standards of diagnostic categorization and treatment options for each diagnosis. Students will use critical thinking in order to identify the differential diagnosis from the assessment data. Treatment options will be considered based upon effectiveness for that condition. Correct use of diagnosis requiring a split approach of use of diagnosis with professionals but reframing positively for clients will be discussed.

MHS6457 Advanced Addiction Treatment Methodologies 3 Credits

Substance abuse therapy theory and technique has gone through a revolution of change, with motivational enhancement and cognitive therapies demonstrating research-based effectiveness along

with 12-step enhancement and harm reduction methodologies. Also, the increasing role of pharmacotherapy and the essential nature of including family treatment methodologies in substance abuse treatment will be reviewed. Prerequisite: MHS6450.

MHS6423 Adolescent Therapy 3 Credits

This course will identify the importance of knowledge of adolescent development stages and how to assess current development and the appropriateness of parenting strategies utilized for that stage. Family stress will be explored as a real and significant amplifier of negative symptom display for adolescents. Age based theory approaches and teachings will be identified, discussed and analyzed. Typical issues which bring adolescents to treatment will be discussed in order to enhance assessment and intervention strategies. Pre-requisite: 24 course credits in the program completed.

MHS6402 Strength Based Assessment and Counseling 3 Credits

Current therapy modalities emphasize shorter term solutions and therapy length. Identification of client strengths and use of the principle of Occam's razor both shorten the time necessary to assist a client to find solutions. This course will emphasize finding "solution talk" instead of "problem talk," and will assist the student to find ways to creatively and credibly identify client strengths. Work with client emotions and behaviors will be emphasized also. Prerequisite: 24 course credits in the program completed. *(zero textbook cost)*

MHS6424 Child Therapy 3 Credits

Work with children and adolescents demands a specialized knowledge base and skill set. Problems of childhood and adolescence will be studied, and counseling techniques geared to the developmental level of the child will be outlined. Special emphasis will also be place on the engagement of parents in their child's therapy to avoid falling into the "identified patient" trap. Cultural factors in children and adolescent therapy will be stressed. Prerequisite: MHS6486 and 24 course credits in the program completed.

MHS6435 Family Treatment 3 Credits

Family therapy skills require an awareness of the family as a system. Basic methodologies of systems therapy will be discussed and emphasized through discussion, videotape and other methods. Methodologies stemming from the original communication school, through the structural and insight approaches, to the strategic systems approach will be explored. Awareness of family diversity and cultural competence will be strongly emphasized. Prerequisite: MHS5060 and 24 course credits in the program completed. *(zero textbook cost)*

MHS6446 Couples Therapy 3 Credits

Research from Gottman will be utilized to present how happy couples function, and Gottman's psychoeducation and techniques for couples will be explored. The stages of EFT system will be presented and analyzed in a step-by-step approach. Approaches and techniques for couples, including the best basic counseling skills for couple's sessions will be explored. The best intervention systemic strategies and couple dynamics with which to use them will be outlined. Pre-requisite: 24 course credits in the program completed.

MHS6450 Substance Abuse Theory & Prevention Methodology 3 Credits

This course will focus on the history of substance abuse in our society, how it is defined, perceived, and accommodated. The various methods of prevention will be examined from a medical, psychological and social perspective. Student will conduct a case study using one of these methods

to determine the efficacy of each.

MHS6466 Trauma Therapy

3 Credits

This course will integrate and apply foundational skills treatment with those critical skills needed for both disaster response and trauma treatment. It will include a review of theories, stages, and practice methods of crisis intervention and trauma treatment, as well as how psychological first aid strategies differ. How counseling professionals interact as part of an emergency management interdisciplinary team will be examined. Training activities in the methods of assessment for diagnosis, treatment planning, and developmental purposes including suicide prevention, additions, and aggression to self and others are implemented. Also covered are vicarious trauma and focus on self-care. Pre-requisite: 24 course credits in the program completed.

MHS6470 Human Sexuality

3 Credits

This course presents an investigation of sexuality within the larger context of the human experience. Emphasis is placed on the study of human sexual development, dimensions of sexual behavior, sex education, health issues, sexually transmitted diseases and ethical and legal aspects of sexuality.

MHS6486 Human Growth & Development

3 Credits

The focus of this course will be on human biopsychosocial development and change through the passages of life. There will be a focus on how this information applies to assessment and counseling throughout the lifespan. The developmental needs of each stage and community resources that can support these needs will be discussed. Applications to practice with children, adolescents, adults and older adults will be emphasized.

MHS6620 Direct Supervision & Administration

3 Credits

Supervision of therapists requires a new skill set and knowledge base due to the far-reaching ramifications of supporting other therapists clinically. Models of supervision will be explored, and the significance of differing levels of expertness between supervisor and supervisee will be reviewed. Supervision within an agency structure considering all attendants ethical and liability concerns will be covered at length. Prerequisites: MHS5400 and MHS6780.

MHS6710 Research & Program Evaluation

3 Credits

The focus of this course is to provide practical skills evaluation research that focuses on intervention results and improvements. Basic statistics, research designs, research ethics and program evaluation within the human services field is examined. Both qualitative and quantitative research methods will be explored. It also provides experience in performing data analysis. The emphasis will be on continuously improving practitioner and agency practice.

MHS6780: Legal, Ethical and Professional Standards of Counseling Practice

3 Credits

Standards for professional conduct in counseling are the focus of this course. Ethical and legal decisions that mental health counselors must make are explored. Professional issues in counseling from both an ethical and a legal point-of-view are examined. Difficult issues will be addressed and practical, realistic advice will be given through vignettes that showcase typical situations and dilemmas faced by practicing counselors.

MHS6800 Practicum

3 Credits

The practicum program provides the entry point for the internship program, utilizing classroom education in a practical setting. The student will be located on site at a human services placement for

at least 155 clock hours and will actively engage clients in a professional capacity for at least 40 clock hours of the internship under professional supervision by the agency and the Hodges University field placement coordinator. Students will be supervised at least one hour per week by the field supervisor (15hours), and will participate in Hodges University led group supervision for one class period every other week (24 hours). There will be an orientation class, and students will be responsible for purchasing malpractice insurance prior to the first day of placement. Corequisite: MHS6780
Prerequisites: 24 course credits in the program completed, and permission of the associate dean or their designee.

MHS6830 Internship Track 1/Level 1 4 Credits

The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement for at least 200 clock hours and will actively engage clients in a professional capacity for at least 80 clock hours of the internship under professional supervision by the agency and the Hodges University field placement coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (24 hours). Students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: MHS6800. *(zero textbook cost)*

MHS6881 Residency 1 0 Credits

The residency requirement provides the basis for students to develop their skills as scholar-practitioners. Through the residency experiences, students begin to apply the core skills and techniques introduced in the state licensing component coursework. Students also continue to develop the ethical practices, multicultural competencies, and professional identity needed to be an effective clinical mental health counselor. Per program requirements, students complete the residency in a face-to-face classroom setting. Students will receive specific information about their upcoming field experience and credentialing processes. *(zero textbook cost)*

MHS6882 Internship Track 1/Level 2 4 Credits

The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement for at least 200 clock hours and will actively engage clients in a professional capacity for at least 80 clock hours of the internship under professional supervision by the agency and the Hodges University field placement coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (24 hours). Students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: MHS6830. *(zero textbook cost)*

MHS6883 Internship Track 1/Level 3 4 Credits

The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement for at least 200 clock hours and will actively engage clients in a professional capacity for at least 80 clock hours of the internship under professional supervision by the agency and the Hodges University field placement coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (24 hours). Students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: MHS6882. *(zero textbook cost)*

MHS6884 Residency 2 0 Credits

The residency requirement provides the basis for students to develop their skills as scholar-practitioners. Through the residency experiences, students begin to apply the core skills and techniques introduced in the state licensing component coursework. Students also continue to develop the ethical practices, multicultural competencies, and professional identity needed to be an effective clinical mental health counselor. Per program requirements, students complete the residency in a face-to-face classroom setting. Students will receive specific information about their upcoming field experience and credentialing processes. *(zero textbook cost)*

MHS6885 Internship Track 2/Level 1 6 Credits

The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement for at least 300 clock hours and will actively engage clients in a professional capacity for at least 120 clock hours of the internship under professional supervision by the agency and the Hodges University field placement coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (24 hours). Students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: MHS6800. *(zero textbook cost)*

MHS6886 Internship Track 2/Level 2 6 Credits

The internship program provides the basis for utilizing classroom education in a practical setting. The student will be located on site at a human services placement for at least 300 clock hours and will actively engage clients in a professional capacity for at least 120 clock hours of the internship under professional supervision by the agency and the Hodges University field placement coordinator. Students will be supervised at least one hour per week by the field supervisor (15 hours), and will participate in Hodges University led group supervision for one class period every other week (24 hours). Students will be responsible for purchasing malpractice insurance prior to the first day of placement. Prerequisite: MHS6885. *(zero textbook cost)*

MHS6930 Special Topics in Counseling Practice 1 Credit

This course will focus on a current counseling topic. The topic area will be determined by its timeliness as a trend, educational need and interests of the student population. Students will be expected to master the curriculum concepts in cognitive, affective and psychomotor taxonomies of learning and knowledge/skill acquisition. Topics will rotate and students may take this course up to three times, but not more than once per session. Prerequisite: 24 course credits in the program completed.

MHS6931 Special Topics in Counseling Practice 2 Credits

This course will focus on a current counseling topic. The topic area will be determined by its timeliness as a trend, educational need and interests of the student population. Students will be expected to master the curriculum concepts in cognitive, affective and psychomotor taxonomies of learning and knowledge/skill acquisition. Topics will rotate and students may take this course up to three times, but not more than once per session. Prerequisite: 24 course credits in the program completed.

MHS6932 Special Topics in Counseling Practice 3 Credits

This course will focus on a current counseling topic. The topic area will be determined by its timeliness as a trend, educational need and interests of the student population. Students will be

expected to master the curriculum concepts in cognitive, affective and psychomotor taxonomies of learning and knowledge/skill acquisition. Topics will rotate and students may take this course up to three times, but not more than once per session. Prerequisite: 24 course credits in the program completed.

MHS6511 Group Therapy 3 Credits

This course will explore the therapeutic factors of group therapy such as group cohesiveness, experiential learning and transference work. Methods for design of the group and the formation of group rules and a trusting atmosphere will be explored. Issues in the formation of specific types of groups will be analyzed, and strategies for working with certain types of “problem” clients in groups will be presented. Prerequisite: MHS5500 and 24 course credits in the program completed.

MHS6960 MS in CMHC Comprehensive Examination 0 Credits

This is a non-credit requirement. Students need to pass the Master of Science in clinical mental health counseling (CMHC) comprehensive examination after completion of all CMHC courses and is a qualifying condition for graduation. MHS6960 is not a course of study but is an examination that is listed as a course number to assure documentation of successful completion. This examination also serves as preparation for taking the NCMHCE required for licensure as a mental health counselor in the state of Florida. *(zero textbook cost)*

PSY5219 Research Methods in Positive Psychology 3 Credits

The course covers a literature review of positive psychology research in summary. The literature review knowledge base will help the student refine their thesis project with a scientific focus. The student will receive individual help in assessing the extent of research knowledge and progress in their area of interest and the ways in which this can inform the individual’s thesis project. *(zero textbook cost)*

PSY5863 Positive Psychology and Leadership 3 Credits

The course explores the main theories of effective influence of self and others. The discipline of positive psychology is utilized as a framework for an effective approach to inspiring self and others. Key areas of focus will be identification of the strengths of self and others, enhancing levels of motivation and setting affirmative goals.

PSY5864: Positive Psychology Applied to Administration/Supervision Skill 3 Credits

To join with good leadership habits, an upwardly mobile employee needs to know how to organize, teach, empower, and consult in strategic ways that encourage employee motivation, cohesion, and a continually renewed sense of purpose. Positive psychology methods for assessing and nurturing employee strengths and well-being are examined for their benefit in creation of a high functioning self and organization. *(zero textbook cost)*

PSY5865 Motivational Enhancement 3 Credits

This is an advanced study of the stages of change model as a framework for applying course learning to date. Key course concepts scaffold to the framework, and students apply the model to both their own personal change goals and their professional change goals. *(zero textbook cost)*

PSY5867 Introduction to Positive Psychology, History and Theory 3 Credits

This course orients students to the potential that positive psychology can have on their professional and personal lives. An introduction to the positive psychology approach will acquaint students with

the theory and science of the approach. The Students will also begin to form their individual plans for a final thesis project. *(zero textbook cost)*

PSY5890 Thesis Project: Focus and Refine 3 Credits

This course provides individualized thesis project support and refinement with class and instructor engagement and feedback. Assignments and readings will be individualized to the needs and progress of each class member, with the class utilized to provide peer support and accountability. *(zero textbook cost)*

PSY5972 These Project Completion 3 Credits

This course provides support and instruction for the student to complete their thesis project. The thesis deliverable by the end of the class might be in the form of a Book/Book Proposal, Business Plan, Educational Curriculum, Empirical Study, Literature Review, Thesis Paper, Community Workshop Presentation or other approved format. *(zero textbook cost)*

QMB5305 Graduate Statistical Methods for Management 3 Credits

This course develops the basic statistical tools used in the quantitative analysis in Business and Economics. After a brief review of data description, basic probability concepts, and probability distribution, the course concentrates on interval estimations, hypothesis testing, analysis of variance, regression, and correlation, time series analysis, categorical data analysis, and non- parametric statistics. The emphasis is on applications concepts and interpretation of results, rather than theory and calculations.

SOP6058 Advanced Social Psychology 3 Credits

Social psychological theory and science informs positive psychology by explaining human motivations, perceptions, and behavior. This course explores the influence of different types of messages, the impact of group behavior and perception on the individual, and strategies for enhancing motivation in order to shape behavior.

TAX6877 Tax Practice and Representation 3 Credits

This course is devoted to the complex area of tax practice and procedure. Topics address current issues and trends in the representation of taxpayers before the IRS, from initial contact through litigation. Prerequisites: TAX4011, or permission of the associate dean or their designee.

VIC6405 Design for a Global Economy 3 Credits

This course explores the relationship between images and messages in global media, the primary role that visual design plays in globalized media presentations, the ethics of visual messages and the impact of visual communication technology on messages. The use of visual messages in journalism, advertising, public relations, and in all media is dissected and analyzed, as well as how traditional visual design converges in present-day global media. The course conveys the story of how media provides global audiences with messages through imagery.

From the power of still photography to the explosiveness of film, the strength of images to convey stories is deeply rooted in our humanity. We will take a look at the meaning of images from a global perspective. Visual communication while regionally influenced is global in essence, as mankind has from its primitive origins naturally communicated with images.

Analysis of the characteristics, basic design and vehicles of presentation will be addressed. Thus, a theoretical approach to how messages are conveyed visually is at the core of the course.

Chapter 7: Faculty Directory

7.1 – Undergraduate Faculty

Alizadeh, Mahsa (Administrative)
Ed.D. Eastern Kentucky University

Allen, Cody (Part-time)
B.A. Saint Leo University
A.S. Hodges University

Ahern, Karen (Part-time)
M.S. Hodges University
B.S. Worcester State College

Anderson, Susan (Program Director, Full-time)
Ed.D. Nova Southeastern University
M.S. Florida Gulf Coast University
B.S. Florida Gulf Coast University

Anderson, Vanessa (Administrative)
M.S.M. Hodges University
MBA Western Governors University

Antonini, Albert (Part-time)
M.S. Florida Gulf Coast University
M.S. Hodges University
B.A. Cleveland State University

Araujo, Lourdes (Part-time)
Ed.D. National Louis University
LMHC State of Florida

Balan, Jaclyn (Part-time)
J.D. Widener University
B.A. Widener University

Bagby, Melissa (Full-time)
M.S.N. Western Governor's University
B.S.N. Indiana University

Ball, Stanley (Part-time)
A.S. Florida Southwestern State College

Balan, Jaclyn (Part-Time)
J.D. Widener University
B.A. Widener University

Baradat, Carlos (Part-time)
J.D. Florida A&M University
B.S. Hodges University

Barrett, Willard (Part-time)
M.B.A. Hodges University
B.S.N. Hodges University

Bravo, Vanessa (Administrative)
M.A. University of Connecticut
M.A. University of Saint Joseph
B.S. Siena College Bushey, Kelly (Part-time)
Ph.D. Northcentral University

M.S. Baptist Bible College Graduate School
 B.S. Liberty University
 Calderin, Liana (Part-time)
 M.S. Hodges University
 B.S. Hodges University
 Cali, Leisha (Program Director, Full-time)
 Ed.D. Nova Southeastern University
 M.A. CUNY Herbert Lehman College
 B.A. SUNY at Oswego
 Campbell, Brian (Part-time)
 M.A. Lincoln Christian University
 M.A. Saint Xavier University
 B.A. Saint Xavier University
 Camps, Yaneisy (Part-time)
 M.S.N Wilkes University
 A.S.N Florida Southwestern State College
 Charles, George (Part-time)
 D.B.A. Argosy University
 M.B.A Southeastern University
 Chilson, Luz (Part-time)
 M.A. University of Kansas
 B.S. Del Valle University
 Cooney, William (Part-time)
 Ph.D. Marquette University
 M.A. Northern Illinois University
 B.A. Trinity College
 Coyle, Marcia (Part-time)
 M.S.N Nova Southeastern University
 B.S.N. University of South Florida
 A.S.N Florida Southwestern State College
 Durant, Rick (Part-time)
 M.S. University of Southern Mississippi
 B.S. University of Southern Mississippi
 Ebel, Robert (Part-time)
 Ph.D. Washington State University
 M.S. Washington State University
 Eldridge, Randy (Part-time)
 D.B.A. Northcentral University
 M.B.A. Lincoln Memorial University
 B.S. Northern Kentucky University
 Ebaugh, Debra (Part-time)
 M.S.N. University of Miami
 B.S.N. Valdosta State College
 Fielding, Andrew (Part-time)
 M.I.S.M. Hodges University
 B.S. Hodges University
 Forrer, Donald (Part-time)
 D.B.A. Nova Southeastern University

M.S. Central Michigan University
 B.A. Capital University
 Fortin, Andrea (Part-time)
 Ph.D. University of South Florida
 M.A. Fordham University
 B.A. Florida Gulf Coast University
 Garcia-Fernandez, Rossana (Part-time)
 Ph.D. University of Havana
 M.S. University of Havana
 B.S. University of Havana
 Glaser, Katelyn
 A.S. Florida Southwestern State College
 Gonzalez, Julissa (Part-time)
 M.S.N. University of South Florida
 B.S.N. University of South Florida
 Grinberg, Arkady (Part-time)
 M.S. Hodges University
 M.S. Donetsk Polytechnic Institute
 B.S. Hodges University
 Hanna, Michael (Part-time)
 M.S. Maharishi University of Management
 B.S. Helwan University
 Harris, Barry (Part-time)
 Ph.D. University of Alabama at Birmingham
 M.S. University of Alabama at Birmingham
 B.S. Lipscomb University
 Harrison, Jonathan (Part-time)
 Ph.D. University of Leicester
 B.A. University of Leicester
 Heller, Craig (Part-time)
 Ph.D. Pennsylvania State University
 M.A. University of New Mexico
 B.A. University of Minnesota
 Hernandez, Jesus (Part-time)
 M.A. Cambridge College
 M.S. Manuel Fajardo Higher Institute of Physical Education
 B.S. Manuel Fajardo Higher Institute of Physical Education
 Hofmann, Thomas (Part-time)
 Ph.D. Northcentral University
 M.S.W. University of Wisconsin
 B.S. University of Wisconsin
 Hugi, Jess (Part-time)
 M.S. Florida Gulf Coast University
 B.S. Florida Gulf Coast University
 A.A. Florida Southwestern State College
 Ikeokwu, Francis (Full-time)
 Ph.D. Union Institute and University
 MAC. Florida Atlantic University

M.B.A. Tampa College
 B.S. University of South Florida
 A.A. Hillsborough Community College
 Iranpour-Farhadi, Afsaneh (Administrative)
 Ed.D. Nova Southeastern University
 M.A. Northeastern University
 B.A. Wheaton College
 Jackson, Jeffrey T. (Part-time)
 BSN Rasmussen University
 RN Rasmussen University Joyce, Patrick (Part-time)
 M.S.N. Nova Southwestern University
 B.S. International College
 A.S. College of DuPage
 A.S. Rasmussen College
 A.A. Edison Community College
 Katz, Todd (Part-time)
 J.D. University of Florida
 B.A. University of Florida
 Kodsey, George (Part-time)
 Ph.D. Middlesex University of London
 M.S. Middlesex University of London
 B.A. Ain Shams University
 Kohl, Michael (Part-time)
 M.B.A. University of Scranton
 J.D. Loyola Law School
 B.A. University of California
 Labachova, Iryna (Part-time)
 M.A. University of Rochester
 B.S. Mogilev State University
 Lanham, Tracey (Part-time)
 M.S. Hodges University
 B.S. Hodges University
 McElroy, Arthur (Full-time)
 M.F.A. Marywood University
 B.F.A. Marywood University
 McSheehy, Michael (Part-time)
 A.S. Florida Southwestern State College
 Schneider, Ellen (Part-time)
 D.N.P. Chamberlain University
 M.S.N. Chamberlain University
 B.S.N. Chamberlain University
 A.S.N. Florida Southwestern State College
 Murphy, Cassandra (Part-time)
 B.S. University of Miami
 Nichols, James (Part-time)
 M.S. Capella University
 B.S. Hodges University
 Nuosce, Mary (Full-time)

Ph.D. University of Akron
 M.S. University of Akron
 B.S. University of Dayton
 Onorevole, Kevin (Part-time)
 B.A. Montclair State University
 Pastula, Robert (Part-time)
 M.S. University of Alabama
 B.A. University of South Florida
 Passos, Vanessa (Full-time)
 M.S. Florida Gulf Coast University
 B.S. Hodges University
 Perez-Mas, Francisco (Full-time)
 M.P.S. Hodges University
 B.A. Higher Pedagogical Institute of Foreign Languages
 Pontzer, Dan (Part-time)
 Ph.D. Indiana University of Pennsylvania
 M.A. Indiana University of Pennsylvania
 B.A. Indiana University of Pennsylvania
 Pranjic, Davor (Part-time)
 M.A. University of South Florida
 B.B.A. Schiller International University
 A.S. Schiller International University
 Quinn, Brian (Full-time)
 Ph.D. St. John's University
 B.A. Lake Forest College
 Rietz, Richard (Part-time)
 D.P.A. Capella University
 M.P.A. Hodges University
 B.S.M. Hodges University
 Rubinski, Miles
 Ph. D. University of Florida
 B.S. Stetson University
 Sagastume, Jessica (Part-time)
 M.A. University of Central Florida
 B.S. Florida Gulf Coast University
 Sarantos, George (Vice Program Director, Full-time)
 D.C. Palmer College of Chiropractic
 Schultz, Diana (Program Director, Full-time)
 Ph.D. Swedish University of Agricultural Sciences
 A.E. National University of Mar del Plata, School of Agricultural Sciences
 Short, James (Part-time)
 Ed.D. University of Central Florida
 M.Ed. Florida Gulf Coast University
 B.S. University of South Florida
 Shuman, Shawn (Part-time)
 A.S. Lake Superior State University
 Sullivan, Angie (Part-time)
 Ph.D. Regent University

M.A. American Public University
 M.A. Purdue University
 B.A. Purdue University
 Summerton, Susan (Part-time)
 O.D. Nova Southeastern University
 B.S. Florida State University
 Swanson, Verner (Full-time)
 D.P.T. College of Saint Scholastica
 M.S. Florida Gulf Coast University
 Swiersz, Thomas (Full-time)
 Ph.D. Florida State University
 M.E. University of Illinois Urbana
 B.S. Illinois State University
 Vaccarino, Cynthia (Program Director, Full-time)
 D.P.T. Simmons College
 B.S. Georgia State University
 Veloz, Blair (Part-time)
 Ph.D. Nova Southeastern University
 M.A. Gonzaga University
 Watkins, Tracy (Part-time)
 D.N.P. Frontier Nursing University
 M.S.N. Frontier Nursing University
 B.S.N. Nova Southeastern University
 Wendel, Charlene (Full-time)
 J.D. Northeastern University School of Law
 M.S. Florida State University
 M.Ed. Boston University
 B.A. State University New York at Albany
 Weyl, Andrew (Part-time)
 J.D. Hamline University
 MBA Hamline University
 B.A. Gustavus Adolphus College
 Wharton, Riva (Full-time)
 M.L.S. Wayne State University
 B.S. Hodges University
 Williams, Anthony (Part-time)
 D.B.A The National Graduate School
 M.S. The National Graduate School
 B.S. Southern Illinois University
 Winters, Steven (Part-time)
 A.S. Florida Southwestern State College
 Wolak, George (Part-time)
 M.S.N. University of Pennsylvania
 B.S.N. Wilkes College
 Ziomek, Jeffrey (Program Director, Full-Time)
 D.P.A. Capella University
 M.S. Florida Gulf Coast University
 B.S. Empire State College

7.2 – Graduate Faculty

Anderson, Susan (Full-time)
Ed.D. Nova Southeastern University
M.S. Florida Gulf Coast University
B.S. Florida Gulf Coast University

Balan, Jaclyn (Part-time) – JM Program
J.D. Widener University
B.A. Widener University

Baradat, Carlos (Part-time) – JM Program
J.D. Florida A&M University
B.S. Hodges University

Forde, Edward (Part-time) – MBA Program
Ph.D. Walden University
Ph.D. Capella University
M.I.S. University of Phoenix
B.S. University of Phoenix

Forrer, Donald (Part-time) – MBA/PA Cert. Program
D.B.A. Nova Southeastern University
M.S. Central Michigan University
B.A. Capital University

Griffin, Nicole (Part-time)
Ed.D. Argosy University
M.S. Palm Beach Atlantic University
B.S. Florida Atlantic University
A.A. Florida State University

Guyton, Cecilia (Full-time) – CMHC Program
Ed.D. Argosy University
M.A. Walden University
B.A. University of Florida

Hofmann, Thomas (Part-time)
Ph.D. Northcentral University
M.S.W. University of Wisconsin
B.S. University of Wisconsin

McElroy, Arthur (Full-time) – MVC Program
M.F.A. Marywood University
B.F.A. Marywood University

Niles, Elisa (Part-time) – CMHC Program
Ph.D. Walden University (Doctoral Candidate)
M.A. Argosy University
B.A. The University of the Virgin Islands

Nuosce, Mary (Full-time)
Ph.D. University of Akron
M.S. University of Akron
B.S. University of Dayton

Schmitt, Erik (Part-time) – CHMC Program
Ph.D. University of Georgia

M.A. Appalachian State University
B.S. West Virginia Wesleyan University
Wendel, Charlene (Full-time) – JM Program
J.D. Northeastern University School of Law
M.S. Florida State University
M.Ed. Boston University
B.A. State University New York at Albany
Weyl, Andrew (Part-time) – JM Program
J.D. Hamline University
MBA Hamline University
B.A. Gustavus Adolphus College
Williams, Anthony (Part-time) – MSM Program
D.B.A The National Graduate School
M.S. The National Graduate School
B.S. Southern Illinois University
Ziomek, Jeffrey (Program Director, Full-Time) – MSM Program
D.P.A. Capella University
M.S. Florida Gulf Coast University
B.S. Empire State College

Chapter 8: Academic Calendar

The [Student Academic Calendar](#) is located on the student portal and is updated regularly. Students are encouraged to regularly check the student academic calendar for updates.