FNU's Main Campus

Florida National University

Catalog 2021-2022

Volume XXXIV

www.fnu.edu

Main Campus

4425 W Jose Regueiro (20th) Avenue

Hialeah, FL 33012

Inquiries, applications, and student credentials should be addressed to:

Admissions Office or Human Resources

FNU Main Campus & Executive Offices

4425 W Jose Regueiro (20th) Ave.

Hialeah, FL 33012

305-821-3333; Fax 305-362-0595

FNU South Campus

11865 SW 26th St., Suite H-3

Miami, FL 33175

305-226-9999; Fax 305-226-4439

FNU Training Center

4206 W 12th Ave.

Hialeah, FL 33012

305-231-3326; Fax 305-819-9616

Distance Learning at Hialeah Campus

4425 W Jose Regueiro (20th) Ave.

Suite 143

Hialeah, FL 33012

305-821-3333; Fax 305-362-0595

Notice

The provisions of this publication are not to be regarded as a contract or an offer to contract.

The Board of Governors, administrative officers, and their agents, through appropriate action, reserve the right to change any provision as appropriate.

Florida National University does not discriminate on the basis of age, color, disability, national or ethnic origin, race, sex, or any other characteristic protected by law in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any University-administered program.

Limitation on Florida National University's Liability

I understand and agree that Florida National University's liability pursuant to any controversy, claim or dispute of any sort between myself (or any of my heirs, spouses, children, beneficiaries, successors, assigns, executors, representatives, personal representatives, or trustees) and Florida National University arising out of or relating to this agreement shall be limited to the total tuition and fees incurred and satisfied for the student's program of enrollment the subject of this agreement. I understand and agree that this limitation on Florida National University's liability shall apply regardless of whether such liability or damages were foreseeable, regardless of the legal or equitable theory upon which any controversy, claim or dispute is based, and regardless of the judicial, quasi-judicial, or administrative forum in which such controversy, claim or dispute is raised or litigated. Without limiting the foregoing, I understand and agree that Florida National University shall not be liable for any consequential, indirect, incidental, special, exemplary, punitive, or enhanced damages (including lost profits or wages) sought in any controversy, claim or dispute of any sort between myself (or any of my heirs, spouses, children, beneficiaries, Successors, Assigns, Executors, Representatives, Personal Representatives, Or Trustees) and Florida National University arising out of or relating to this agreement.

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Foreword

The Florida National University ***Catalog***.

This Catalog presents the administrative and academic policies and procedures that are needed for the efficient and effective operation of FNU, and for achieving the highest quality of academic excellence. FNU has pledged its resources and its services, to the betterment of the community. This catalog details FNU's degree programs at the Master's, Bachelor's, and Associate levels, as well as the career education programs. FNU will continue to revise and enhance academic offerings in the best interests of FNU, our students, and the needs of our community.

FNU looks to the future with an unwavering commitment to the founding vision of Dr. José Regueiro. His vision still guides FNU to contribute to the betterment of all those who entrust FNU with their educational goals. FNU values those individuals who are determined to work bravely to achieve their goals; who demonstrate good citizenship; and who wish to contribute to their community.

We welcome students coming from every country; we proudly recognize our graduates; and we honor our dedicated faculty, staff, and administration for what has been accomplished to this point, and for what will be accomplished as the third millennium unfolds.

Sincerely,

Dr. Maria C. Regueiro

President and CEO

Accreditation, Licenses, Approvals

Licenses

Florida National University is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Accreditation

Florida National University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award diploma, certificate, associate, baccalaureate, and master's degrees. Questions about the accreditation of Florida National University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Florida National University, Respiratory Therapy program #200557, Associate of Science Degree, Hialeah Campus is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

The Florida National University Degree Advancement program #510003, Bachelor of Science degree, Hialeah Campus holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

The Physical Therapist Assistant Program at Florida National 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 (305) 821-3333 ext. 1051 or email ptaprogram@fnu.edu

The Associate of Science in Radiologic Technology and Diagnostic Medical Sonographer Technology (Medical Ultrasound) programs at Florida National University are Educational Programs recognized by the American Registry of Radiologic Technologist (www.arrt.org) 1255 Northland Drive St. Paul, MN 55120, (651) 687-0048. This accreditation recognizes the Program's compliance with the nationally established accreditation Standards.

Florida National University's Nursing Division has four licenses: one for the Hialeah Campus (for the BSN program), two for the South Campus (one for the BSN program and one for the ADN program), and one for the Training Center for the ADN. All licenses are issued by The Florida Board of Nursing, 4052 Bald Cypress Way BIN C02, Tallahassee, Florida 32399. MQA_Nursing@doh.state.fl.us

Effective April 23, 2021, Associate Degree in Nursing (ADN), Training Center, is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy stratus expires on April 23, 2023, 2023. Accreditation Commission from Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. (940) 975-5000. http://www.acenursing.us/candidates/candidacy.asp

The baccalaureate degree program in nursing at Florida National University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

The master's degree nursing program at Florida National University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Approvals

Florida National University is a participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA). For more information on this initiative, contact National Council for State Authorization Reciprocity Agreements, 3005 Center Green Drive, Suite 130, Boulder, Colorado 80301, 303.848.3275, info@nc-sara.org

In accordance with appropriate regulations, Florida National University is approved for Veterans Training by the State of Florida, Department of Veterans Affairs, Bay Pines, Florida 33744, (727) 319-7402. http://www.floridavets.org. As a result, the university is authorized to receive veterans educational benefit funds.

Note: Florida National University complies with Title 38/10 requirements, and notably Title 38 US Code 3679 subsection (e).

Florida National University is an authorized participant of the Department of Defense Instruction (DoDI) 1322.25, Change 3 (Voluntary Education Partnership), effective July 7, 2014; as a result, the university is authorized to receive military tuition assistance (TA) funds. Florida National University is authorized by federal law to enroll non-immigrant alien students.

In accordance with the National Accreditation & Equivalency Council of the Bahamas Act, Florida National University has met NAECOB's standards for recognition. Programs offered online, blended, hybrid or ground-based to the people of the Bahamas will be recognized in the Bahamas.

Florida National University is listed in the Classification of Colleges and Universities of the Carnegie Foundation. http://www.carnegiefoundation.org/Classifications

Professional Organizations And Memberships

Alzheimer's Association, South East Florida Chapter
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Hispanics in Higher Education, Inc. (AAHHE)
Accreditation Council for Business Schools and Programs (ACBSP)
American Council on Education (ACE)
American Library Association (ALA)
American Physical Therapy Association (APTA)
Association of Private Colleges and Schools of Dade County
Association to Advance Collegiate Schools of Business (AACSB)
Career Education Colleges and Universities (CECU)
Center for Computer-Assisted Legal Instruction (CALI)
CollegeBoard
Commission on Accreditation for Respiratory Care (CoARC)
Continental Athletic Conference (CAC)
Council for Higher Education Accreditation
Council of College and Military Educators (CCME)
Cystic Fibrosis Foundation
Florida Association of Postsecondary Schools and Colleges (FAPSC)
Florida Association of Student Financial Aid Administration (FASFAA)
Florida Consortium for International Education
Florida Hemophilia Association
Florida Library Association
Hialeah Chamber of Commerce and Industries
Higher Education Partnership of Southeast Florida (HEPSEF)
Instructional Technology Council
Lambda Beta Society for Respiratory Care Programs
Lambda Nu National Honor Society for Radiologic and Imaging Sciences
Latin Chamber of Commerce of USA (CAMACOL)

Library and Information Resources Network (LIRN)

Medical Library Association

Minority Chamber of Commerce

National Accreditation and Equivalency Council of the Bahamas (NAECOB)

National Association of Bilingual Education (NABE)

National Association of College and University Business Officers (NACUBO)

National Association of Intercollegiate Athletics (NAIA)

National Association of Student Financial Aid Administrators (NASFA)

National Council for State Authorization Reciprocity Agreements (SARA)

Nursing Consortium of South Florida, Inc.

Organization of American States (OAS) Consortium of Universities

Southeast Florida Library Information Network (SEFLIN)

Society for Human Resource Management (SHRM)

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Southern Business Administration Association

The South Florida Hispanic Chamber of Commerce (SFLHCC)

United States Collegiate Athletic Association (USCAA)

US Army Concurrent Program (ConAP)

Transfer and Articulation Agreements

What is an articulation agreement? An articulation agreement is an agreement with a four-year university that specifies which Florida National University courses may be transferred to meet general education courses, major requirements and electives. These agreements facilitate the successful transfer of students from FNU to baccalaureate level universities.

FNU has signed articulation agreements with the following institutions:

1. American College of Education
2. American Intercontinental University of South Florida
3. Atlantis University
4. Barry University
5. Blue Hill College, Ecuador
6. Carlos Albizu University
7. Catholic University of Colombia
8. College of Business and Technology
9. Columbia Southern University
10. Eduline Academy, Vietnam
11. Executive Business and Computational Institute, Mauritius
12. Florida Memorial University
13. Hebei College of Industry and Technology, China
14. Hebei Foreign Studies University, China
15. Hebei University of Technology, Tianjin, China
16. Instituto Parauniversitario, Costa Rica
17. Institución Universitaria de Envigado (Colombia)
18. La Universidad Metropolitana del Ecuador (UMET)
19. Lake Erie College of Osteopathic Medicine (LECOM)
20. Larkin Health Sciences Institute - College of Pharmacy
21. Middle Georgia Technical College
22. Nova Southeastern University
23. Palmer College of Chiropractic
24. Sherman College of Chiropractic (SCC)
25. Shijiazhuang Information Engineering Vocational College

26. Southern College, Bahamas
27. St. Thomas University
28. Union Institute University
29. Universidad Latinoamericana de Ciencias y Tecnología, Costa Rica
30. Universidad de Rosario, Colombia
31. Universidad Issac Newton, Costa Rica
32. Universidad San José, Costa Rica
33. Universidad Tecnológica de Bolívar, Cartagena, Colombia
34. Universidad Técnica de Machala, Ecuador
35. University of Phoenix

Academic Calendar

2021-2022

Spring Semester 2021 (16 weeks)

Term A (8 weeks)

Jan. 04, 2021 Start of Spring Semester Term A

Jan. 08, 2021 Last day for add-drop courses

Jan. 18, 2021 Martin Luther King, Jr. – (Faculty Workday)

Feb. 15, 2021 Presidents' Day – (Faculty Workday)

Feb. 25, 2021 End of Term A

Term B (8 weeks)

Mar. 01, 2021 Start of Term B

Mar. 05, 2021 Last day for add-drop courses

Apr. 01, 2021 Holy Thursday – (Faculty Workday)

Apr. 02, 2021 Good Friday – *University Closed*

Apr. 22, 2021 End of Spring Semester

Apr. 26, 2021 Summer Recess-*No Classes* (Planning and Assessment Week)

Summer Semester 2021 (16 weeks)

Term A (8 weeks)

May 03, 2021 Start of Summer Semester Term A

May 07, 2021 Last day for add-drop courses

May 31, 2021 Memorial Day – *University Closed*

June 24, 2021 End of Term A

Term B (8 weeks)

June 28, 2021 Start of Term B

July 02, 2021 Last day for add-drop courses

July 05, 2021 Independence Day Observed–*University Closed*

Aug. 19, 2021 End of Summer Semester

Aug. 23, 2021 Summer Recess-*No Classes*

Fall Semester 2021 (16 weeks)

Term A (8 weeks)

Aug. 30, 2021 Start of Fall Semester Term A

Sept. 03, 2021 Last day for add-drop courses

Sept. 06, 2021 Labor Day – *University Closed*

Oct. 11, 2021 Columbus Day – (Faculty Workday)

Oct. 21, 2021 End of Term A

Term B (8 weeks)

Oct. 25, 2021 Start of Term B

Oct. 29, 2021 Last day for add-drop courses

Nov. 11, 2021 Veteran's Day (Observed) (Faculty Work Day)

Nov. 25, 2021 Thanksgiving Day – *University Closed*

Dec. 16, 2021 End of Fall Semester

Dec. 20 – Dec. 31 Winter Recess–*No Classes*

Spring Semester 2022 (16 weeks)

Term A (8 weeks)

Jan. 03, 2022 Start of Spring Semester Term A

Jan. 07, 2022 Last day for add-drop courses

Jan. 17, 2022 Martin Luther King, Jr. – (Faculty Workday)

Feb. 21, 2022 Presidents' Day – (Faculty Workday)

Feb. 24, 2022 End of Term A

Term B (8 weeks)

Feb. 28, 2022 Start of Term B

Mar. 04, 2022 Last day for add-drop courses

Apr. 14, 2022 Holy Thursday – (Faculty Workday)

Apr. 15, 2022 Good Friday – *University Closed*

Apr. 21, 2022 End of Spring Semester

Apr. 25, 2022 Summer Recess-*No Classes* (Planning and Assessment Week)

Summer Semester 2022 (16 weeks)

Term A (8 weeks)

May 02, 2022 Start of Summer Semester Term A

May 06, 2022 Last day for add-drop courses

May 30, 2022 Memorial Day – *University Closed*

June 23, 2022 End of Term A

Term B (8 weeks)

June 27, 2022 Start of Term B

July 01, 2022 Last day for add-drop courses

July 04, 2022 Independence Day - *University Closed*

Aug. 18, 2022 End of Summer Semester

Aug. 22, 2022 Summer Recess-*No Classes*

Fall Semester 2022 (16 weeks)

Term A (8 weeks)

Aug. 29, 2022 Start of Fall Semester Term A

Sept. 02, 2022 Last day for add-drop courses

Sept. 05, 2022 Labor Day – *University Closed*

Oct. 10, 2022 Columbus Day – (Faculty Workday)

Oct. 20, 2022 End of Term A

Term B (8 weeks)

Oct. 24, 2022 Start of Term B

Oct. 28, 2022 Last day for add-drop courses

Nov. 11, 2022 Veteran's Day

Nov. 24, 2022 Thanksgiving Day – *University Closed*

Dec. 15, 2022 End of Fall Semester

Dec. 19 – Dec. 30 Winter Recess–*No Classes*

Florida National University

Administration

Ownership

Florida National University in South Florida is privately owned by Florida National University, Inc., which is jointly owned by:

Dr. José Regueiro, President Emeritus & Founder

Maria Cristina Regueiro, EdD, CMM, BSEE, President & Founder

Omar Sánchez, VP of Assessment & Research / Director of Financial Aid & Founder

Lourdes Andreu, EdD, MBA, Comptroller

Frank Andreu, VP of Operations

Board of Governors

Marta San Martin, Chairperson

Maria Cristina Regueiro, EdD, CMM, BSEE, Permanent Member

Frank Andreu, Permanent Member

Omar Sánchez, Permanent Member

Jorge I. Alvarado CPA, CGMA, MST, Vice Chair

Elizabeth Chardon, MS, Member

Ana Maria Garcia, MS, Secretary

Carlos Marin, Member

University Administration

President Emeritus, José O. Regueiro, LHD

President/CEO, Maria Cristina Regueiro, EdD, CMM, BSEE

Comptroller, Lourdes Andreu, EdD, MBA

VP of Academic Affairs, Anthony Berrios, PhD

VP of Assessment and Research / Director of Financial Aid, Omar Sánchez

VP of Operations, Frank Andreu

Director of Accreditation & Compliance, Kelly Krenkel, PT, DPT

Director of Admissions, Giancarlo Lignarolo, MS

Director of Athletics, Ryan Raposo, MS
Director of Assessment and Research, Rodrigo Loaiza, BS
Director of Student Services, Seilyn Santos, MS
University Library Director, Ida Tomshinsky, MLS
University Registrar, Jose L. Valdes, MS
University Associate Registrar, Bradley Arnette Erz, BA
Allied Health Division Head, Loreto Almonte
Business & Economics Division Head, Ernesto Gonzalez, PhD
English as a Second Language (ESL) Division Head, Reynaldo Ales, MA
Humanities & Liberal Arts Division Head, Vacant
Nursing Division Head, Penelope Pattalitan, EdD, APRN, FNP, BC, RN, BC
Psychology Division Head, Jose Perez, PsyD

Hialeah Campus Administration

Campus Dean, Yedi Cepero, MBA
Assistant Campus Dean, Harold Flores, MBA
Assistant Campus Dean, Juan Tapia, MBA, JD
Assistant Campus Dean, Israel Katz, MS

South Campus Administration

Campus Dean, Guillermo Araya
Assistant Campus Dean, Bernardo Navarro, MS
Assistant Campus Dean, Pamela Alvarez, MBA

Training Center Administration

Campus Dean, Jose Luis Valdes, MS

Distance Learning Administration

Director of Distance Learning, Emry Somnarain, MD, BSc
Blackboard Student Support (HC), Kelly Bravo
System Administrator Carlos Rivero, BS

Military Affairs Department

Director, Elijah Taylor, MSHRM

Silvia Borges, MS

Administrative Staff

Accounts Payable, Miriam Vega, BS

Administrative Assistant to Academic Affairs, Annette Cruz, MS

Default Management Officer, Yasmina Dominguez

Executive Administrative Assistant, Naomi Mitjans, MHA

International Student Advisor Julia Sanchez

Nursing Clinical Rotation Manager Maria Eugenia Garcia, MHSA, BS

Payroll Specialist Maria Zaceta, BS

Student Accounts Ana Patterson, BS

Systems Administrator Michael Ambroise, BS

Campus Support Staff

Building Superintendent, Juan M. Soto

Collections, Karla Garlobo, MBA

Human Resources Generalist, Isel Casales, MBA

Human Resources Generalist, Andrea Wybranski

Student Services Officer (HC)

Student Services Officer (SC), Janell Carmona

Student Services Assistant, Yadira Rodriguez

University Head of Maintenance, Gerardo Quintana

University Consultants

Pantheon Student Solutions

Independent Certified Public Accountants

Knutte & Associates, P.C., CPA

General Information

Governance

Florida National University is a proprietary, urban commuter, senior university offering Graduate Certificates, Master's Degrees, Baccalaureate Degrees, Associate Degrees, Diplomas and Certificates to a diverse student body.

The university is led by Dr. Maria Cristina Regueiro, President/CEO. The governance of the institution is performed by the Board of Governors. "The Board of Governors has been established to ensure that the mission of Florida National University is implemented. The Board is the legal body responsible for approval and oversight of the policy-making functions, the financial resources, and the educational mission of the Institution (Board of Governors bylaws, Article II)."

Mission Statement of the University

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student, the attainment of a quality university education according to the students' personal goals, and the advancement of modern technology.

Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.

Philosophy of Education of the University

Florida National University devotes itself to the cause of education, aware that: (1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies; (2) there is much to gain from the impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida. Florida National University would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

History of the University

Florida National University opened its first class on January 4th, 1988, in the city of Hialeah, Florida, as Florida International Institute under the administration of Dr. José Regueiro, Dr. María C. Regueiro and Mr. Omar Sánchez. It offered business, computer, dental, electronics, medical, paralegal, and travel programs. The institution soon became Florida International College and then in September 1989, Florida National College. The second campus (Flagler Campus) was opened in Miami on March 3, 1989 and the third campus in Miami (Bird Road Campus) opened on March 5, 1990.

Florida National College officially changed its name to Florida National University on March 24, 2012, after receiving approval by SACSCOC to offer graduate level degree programs. Florida National University offers a variety of career, certificate, undergraduate and graduate degree programs.

Physical Facilities of the University

The Hialeah Campus is located in the northwest area of Miami-Dade County in Hialeah, Florida. The main campus consists of two buildings, the main building and the Dr. José Regueiro (JR) Building. Between the two buildings is an outdoor covered plaza. The main building occupies approximately 56,000 square feet and includes a reception area, cafeteria, childcare facility, administrative offices, human resources, computer labs, classrooms, and several labs for medical programs. The building is equipped with elevators and wide aisles for accessibility by individuals with disabilities. There is wireless internet throughout the campus.

The JR Building occupies 125,741 square feet and is attached to the main building via a bridge and to the parking garage with elevator services. This building was inaugurated in June of 2018; it has a capacity of approximately 3,000 individuals. The classrooms and lab capacity are approximately for 1,700 individuals and there are approximately 21 offices with a seating capacity for approximately 70 people.

The first floor houses the lobby, a student lounge, offices, security counter, reception desk and storage rooms. There are vending machines a drinking fountain. The student lounge has a capacity for approximately 80 individuals.

The second floor houses the library, the auditorium, and a covered balcony. The auditorium can accommodate approximately 240 individuals. The library is approximately 10,000 square feet. doubling the size of the former library and accommodates approximately 380 students, a 300% increase from the former library.

The third floor has a capacity for approximately 624 students in 17 classrooms. There are also 6 offices, a faculty planning room, a computer lab, 4 storage rooms and mechanical rooms. The third floor also has an air-conditioned bridge that connects to the fourth floor of the former main classroom building providing the students access to both buildings without going outside.

The fourth floor has a capacity for approximately 573 students in 15 classrooms. There are also 8 offices, a crime lab, a 10-bed nursing lab with a maternity room, a pediatrics room, 2 SimMan simulation rooms and a classroom. The fourth floor also has 4 storage rooms and mechanical rooms.

The fifth floor has a capacity for approximately 519 students in 13 classrooms, a chemistry/biology lab, a physics/math lab, and a physical therapy lab with a classroom. There are also 8 offices, 3 storage rooms and mechanical rooms.

The sixth floor houses the student union and has the capacity for approximately 700 students. It also includes the Student Government office, a game room, and a cafeteria. There are also vending machines.

The South Campus is located in the west area of Miami-Dade County. The campus occupies approximately 24,900 square feet. and it includes a media resource room, medical and computer Labs, student lounge, reception area, and administrative offices. The campus is situated in a large shopping mall with ample lighted parking and surrounding services. There is an elevator and wide aisles for accessibility by individuals with disabilities.

The Training Center is located in the northwest area of Miami-Dade County. The campus occupies approximately 5,600 square feet and it includes a computer lab, classrooms and labs, a reception area, and administrative offices. There is lighted parking and the building is equipped with elevators and wide aisles for accessibility by individuals with disabilities.

Library & Resource Room

The state-of-the-art modern main Florida National University (FNU) Library is located on the second floor of the JR Building of the Hialeah campus. The library has a maximum capacity of 380 people. The main FNU library also serves the Training Center and Distance Learning Division. The library provides eighteen individual and group-study rooms, a conference room, and a Law Library. One of the purposes of the FNU library is to provide student-focused services such as academic support and the curricular needs of the university. Therefore, library staff oversee the acquisition, organization, maintenance, and provision of timely access to library materials in a variety of formats. These efforts reflect current advances in academic and professional knowledge, as well as information technology. As part of this mission, the library supports student and faculty research, the use of evolving information formats, and techniques that seek to encourage lifelong learning.

The main FNU Library at the Hialeah Campus and the South Campus Resource Room is operated by professional library staff: Librarians, Library Assistants, and Library Clerks. The library staff assists in locating research materials, as well as instructing users in the effective use of library resources and major equipment. Library resources include physical materials such as collections of books and multimedia; electronic resources such as computers, copiers, along with online databases and websites that can be accessed 24/7 from any location. The library provides free WiFi access, allowing access to online full text periodicals, scholarly journals, and electronic books.

The library webpage is available at the https://www.fnu.edu/library/ with access to the Library Catalog, the LIRN virtual library with eResources and eServices, and other digital resources. The password to LIRN is updated every year and can be found via an instructional tutorial, the professors, or the library staff. Additionally, the library's webpage provides the FNU Library locations for all campuses, hours of operation, and contact information.

Athletics Department

Florida National University (FNU) offers intercollegiate athletics programs as a member of the United States Collegiate Athletic Association (USCAA), the National Association of Intercollegiate Athletics (NAIA) and the NAIA's Continental Athletic Conference (CAC). FNU currently offers the following sports teams: baseball (men; varsity and junior varsity), men's and women's basketball (varsity and junior varsity), men's and women's cross country, men's and women's soccer (varsity and junior varsity), softball (women; varsity and junior varsity), men's and women's tennis, men's and women's track & field, and women's volleyball. In addition, for the 2021-22 school year, the men's and women's tennis teams will participate as an affiliate member of the NAIA's Southern States Athletic Conference (SSAC). The FNU Athletics Department operates under control of the University President / CEO and the Director of Athletics. For more information regarding FNU's Athletics Department visit: https://www.fnu.edu/athletics/

FNU Mascot: Conquistadors

FNU Athletics Vision: An exemplary athletic experience and a degree for every student-athlete to prepare them for lifelong success.

FNU Athletics Mission:

The Florida National University Athletics Department's mission supports the University's mission to enable the student-athlete to realize his/her full potential and prepare for lifelong success.

The mission of the Florida National University Athletic Department is to provide assistance within an athletic structure that promotes the development of a well-rounded education through structured sport and competition, to develop life skills of discipline, integrity, leadership, philanthropy and social responsibility, to elevate ethnic and cultural diversity within the athletic programs, to assure equitable opportunity for all staff and student-athletes, and to make the athletic program a durable source of pride for the student population, student-athletes, alumni, university, and community of FNU.

FNU Athletics Values: Family, Integrity, Leadership, Respect, Teamwork, Servant Leadership, Sportsmanship, Experience, Responsibility

FNU Athletics Aims & Objectives:

- Provide a structure and the resources for student-athletes to excel academically, socially and athletically
- Enhance, expand and develop intercollegiate athletic programs that earn recognition at the national level
- Engage the greater community of Miami
- Commit to continuously improving the student-athlete experience

Academic Divisions

Florida National University offers Master's degree programs, Graduate Certificates, Bachelor's degree programs, Associate of Arts degree programs, Associate of Science degree programs, Diploma programs, and Certificate programs in various fields. These programs are housing within six Divisions: *Allied Health Sciences Division, Business and Economics Division, English as a Second Language Division, Humanities and Liberal Arts Division, Psychology Division, and Nursing Division.* Each Division is composed of several departments.

Division Programs and Organization

I. Allied Health Sciences Division Head: Dr. Loreto Almonte

Graduate Program:

- Health Services Administration (MHSA)

Bachelor Programs:

- Health Services Administration; Physical Therapist Assistant; Respiratory Therapy

Associate of Arts Program:

- Health Services Administration

Associate of Science Programs:

- Dental Hygiene; Diagnostic Medical Sonographer; Medical Assisting Technology; Physical Therapist Assistant; Radiologic Technology; Respiratory Therapy

Career Diploma Programs:

- Basic X-Ray Technician; Medical Assistant; Medical Coding & Billing Specialist; Rehabilitation Aide Diploma

Certificate Program:

- Patient Care Technician Certificate

Continuing Education:

- Phlebotomy; Clinical Electrocardiography

Dental Dept. Head: Mauricio Restrepo, AS, CDT

Associate of Science Program:

- Dental Laboratory Technology

Career Diploma Programs:

- Dental Laboratory Technician; Dental Laboratory Technician: Full and Partial Dentures; Dental Laboratory Technician: Crown and Bridge and Porcelain

Certificate Program:

- Dental Assistant

II. Business and Economics Division Head: Ernesto Gonzalez, PhD

Business Dept. Head: Juan Ramirez, EdD, MS, MIBA

Graduate Programs:

- Business Administration (MBA)
- Certificates: Accounting, Finance, General Management, Health Services Administration, Marketing, Public Management & Leadership

Bachelor Programs:

- Accounting, Business Administration, Finance, Marketing and Sales

Associate of Arts Programs:

- Accounting, Business Administration, Hospitality Management

Associate of Science Programs:

- Accounting; Business Administration

Criminal Justice, Paralegal / Legal Dept. Head: Osviel Alfonso, EdD, MS

Graduate Program:

- Criminal Justice

Bachelor Programs:

- Criminal Justice, Legal Studies

Associate of Arts Programs:

- Criminal Justice, Paralegal

Career Diploma Program:

- Legal Assistant

Information Technology Dept. Head: Vacant

Bachelor Program:

- Information Technology

Associate of Science Programs:

- Computer Developer, Computer Information Technology

Career Diploma Program:

- Computer Office Specialist

III. ESL Division Head: Reynaldo Ales, MA

ESL Dept. Heads: Ariel Oquendo, BS (HC); Maria Abreira, MS (SC);

Certificate Program: English as a Second Language (ESL) Proficiency Program:

- Basic
- Intermediate
- High Intermediate

IV. Humanities and Liberal Arts Division Head: Vacant

English Dept. Head: Oxcanne Jean, PhD, MS

Mathematics Dept. Head Felix Ramos, PhD, MS

Bachelor Program:

- Natural Sciences

Associate of Arts Program:

- Education

V. Nursing Division Head: Penelope Pattalitan, EdD, APRN, FNP-C, RN

MSN Program Director: Vacant

BSN Program Director: Yunieski Farradas, MSN, ARNP, RN

ADN Program Director: Pavel De La Noval, MSN, APRN, FNP-C

Graduate Program:

- Nursing (MSN), RN to MSN

Bachelor of Science Program:

- Nursing (BSN), RN to BSN

Associate of Science Program:

- Nursing (ADN)

VI. Psychology Division Head: Jose Perez, PsyD

Graduate Program:

- Forensic Psychology; Industrial and Organizational Psychology

Bachelor Program:

- Psychology

Admission Policies and Procedures

Florida National University has an open-door admissions policy and welcomes all qualified applicants without regard to ethnic background, sex, religion, national origin, age, or physical disability.

An Open-Door Enrollment Admissions policy means that any student with a high school diploma or GED certificate can attend. With guaranteed acceptance, open admissions policies are all about access and opportunity: any student who has completed high school has the option of pursuing a college degree. Although the University follows an open-door admissions policy, there will be no compromise with academic standards.

Open Enrollment Admission colleges do not require SAT or ACT test scores, but students are expected to take a diagnostic test upon admission to test their competency. The test will be used to determine whether students will be required to take remedial or developmental coursework before being allowed to take college level courses.

The open admissions policy **does not mean that specific programs cannot have selective admissions processes**. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. New students seeking admission to a specific program must provide appropriate transcripts and participate in placement assessment to meet prerequisite/corequisite requirements. When new students are able to meet the specific admission requirements for a given program, they may enroll and remain in the program as long as they make satisfactory progress and remain enrolled on a continuous basis as required by the program.

Admission Procedures

Applications for admission are processed under a policy of continuous admissions. They are initiated at the Admissions Office. An admissions representative, the registrar, and the financial aid officer interview the applicant to discuss student career goals, program schedules, costs, required documents, placement or diagnostic tests as applicable, and eligibility for financial assistance. These interviews conclude with the signing of the Enrollment Application, a contract that covers all obligations between FNU and the student.

Types of Institutional Exams

1. Diagnostic Test

Students with an SAT score of 880 or an ACT score of 19 or above on all the subtests are exempt from this exam to the degree program. Students who are unable to present this information shall take a diagnostic exam. Students scoring low in the areas assessed (reading, English, math), will be required to take Basic Skills courses to improve their readiness for successful university work in a degree program. The language section of the diagnostic test will also be given to students enrolling in a career education / diploma program that will include ENC 1101 – English Composition I. Students will be informed in writing of their scores by the Registrar's Office. Basic Skills courses do not earn university credit.

2. ESL Placement Test

Students enrolling for the English as a Second Language (ESL) program shall take an ESL placement test to join the program at the proper level. There is no fee for the placement test.

3. Test of Essential Academic Skills (TEAS)

Students interested in enrolling in specific allied health programs shall take the Test of Essential Academic Skills (TEAS). The TEAS test evaluates knowledge of basic mathematics necessary for academic courses and clinical practice, determines the speed of reading, and identifies those study skills and learning styles most effective to the student.

4. Kaplan Admission Test

Students interested in enrolling in a nursing program shall take the Kaplan Admission Test to determine if they have the required academic skills to perform effectively in a nursing program.

5. Educational Testing Service Exams (ETS)

This exam will help demonstrate the potential student has the required college-level skills and knowledge in school. Students interested in enrolling in the Physical Therapist Assistant program must take the ETS Profile Proficiency and HEIghten Written Communication exams scoring at minimum 411 and 155, respectively

Procedure for Admission of Military Applicants

Applicants that are "active" military personnel are exempt from the Diagnostic exam – for members of each service component earn a qualifying enlistment AFQT score.

Note: each service component determines their respective qualification AFQT score for enlistment.

This procedure does not apply for discharged personnel, veterans and family members. Its purpose is to facilitate admissions for active duty military personnel only.

Students supplementing funding with VA educational benefits:

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students must:

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) or a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website (https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/); or eBenefits website (https://www.ebenefits.va.gov/ebenefits/homepage)

Admission of International Students

Florida National University is authorized under United States Federal Law, Immigration and Naturalization Act, Sections (101) (a) (15) (F) (I), and (101) (a) (15) (M) (I) to enroll non-immigrant alien students. Registration of students on an I-20 Visa must be for at least a period of four (4) months the equal of one semester or 12 credits; this applies equally to the bachelor degree, associate of science and associate of arts degree programs, the career education diploma program, or the certificate program. In order to process an I-20 Visa the applicants are required to fulfill the following admissions procedures:

1. Application for admission, including all admissions credentials, must be received at least 30 days prior to the semester in which the applicant plans to enroll.
2. High school academic transcript(s) must be official.
3. Transcript(s) in languages other than English must include an official certified English translation.
4. Students must demonstrate English proficiency when enrolling in a career program. (TOEFL of 62 and above with each section with an acceptable level (intermediate or fair and above) / IELTS 5.5 / PTEA 44)
5. Foreign schools attended must have proper accreditation by the Ministry of Education of their country or a USA accrediting commission.
6. Documented evidence of means of financial support must be provided to FNU for admission purposes and for issuance of the Certificate of Eligibility (I-20-M-N) form. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.
7. International students must have funds available for paying fees when they register for their classes each semester. Financial aid in the form of grants or loans from federal or state sources is not available to international students.
8. Students must arrive in the USA a week prior to the start date.

   NOTE: International Students applying for admission without a copy of their high school diploma or certificate of completion, but they have transcripts from a foreign university, can be admitted as long as the foreign documentation provided is original and valid. Students that are exiles from Cuba or any other country under political repression, in most instances are not allowed to obtain copies of their educational credentials as the government prohibits such a practice of releasing records much less sending them to another country. If students come with documentation from a foreign university, the above guidelines apply to them since that indicates that they have had to complete high school prior to entering their programs of study.

In the case that a student cannot provide a high school diploma, and he/she states that it was completed in his/her country; we recommend that an equivalency test be taken.

An international student studying in the US needs to remember there are restrictions by the terms of the visa. **International students must know all the requirements and restrictions concerning their visa!** The following links provide a wealth of information on the different types of visas and the requirements/restrictions for each.

https://www.uscis.gov/i-9-central/complete-correct-form-i-9/complete-section-1-employee-information-and-attestation/foreign-academic-students

https://www.internationalstudent.com/study_usa/way-of-life/working-in-the-usa/

For Graduate Programs:

1. International students must have earned a bachelor's degree with a GPA of 2.50 or more.
2. Original US equivalency evaluation (not the translation) for the bachelor's degree program provided by an accredited foreign credentials evaluation agency. Evaluations should be post-secondary, course-by-course with GPA evaluation.
3. International MBA students must participate in the Curriculum Practical Training (CPT) as an integral part of the core curriculum for international students. This requires a practicum offered by sponsoring employers having cooperative agreements with FNU or a letter from the employer specifying the job responsibilities. CPT must run in conjunction with the academic curriculum and needs to start prior to the completion of the MBA program. Curriculum Practical Training will not delay the completion of the academic program and must meet the stipulated regulations governing International Student Visas. Students are responsible to find a suitable CPT program that must be documented as part of the student's application for entry into the MBA program.

Financial Requirements of an I-20 Visa

All international students must have sufficient personal resources to pay full FNU registration and tuition fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending a university in the United States. Documented evidence of means of financial support must be provided to Florida National University for admission purposes and issuance of the Certificate of Eligibility (I-20-M-N) form. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.

International Students, upon their registration at FNU, will be required to submit the non-refundable registration fee of two hundred and fifty dollars ($250.00).

Satisfactory Progress Requirement for I-20 Students

All FNU students must be able to maintain a level of satisfactory progress (an average of "C" or 2.0) throughout their time at the institution. Florida National University is required by law to report to immigration students who:

1. Do not report to FNU at the scheduled time;
2. Do not attend classes to the minimum extent required;
3. Terminate their attendance at FNU.

I-20 Students in Graduate programs must maintain a satisfactory academic progress (**an average of B or 3.0 GPA)** throughout their time at the institution.

Admission Requirements

Documentation of Prior Education

To be admitted into any FNU program, the student must be qualified to study at the postsecondary (university) level. Therefore, one of the documents listed below (referred to as "Documentation of Prior Education") must be on file before the student is accepted into an FNU program and receives federal student aid.

1. A diploma and/or an official academic transcript.

- If provided, the diploma must include the date of graduation and diploma type. If provided, the official transcript must include the date of graduation and diploma type, and a list of courses and grades received by year.
- Students who cannot provide proof of high school graduation because the school they attended is no longer in existence must attempt to contact the State Board of Education in the state in which they graduated to obtain a letter documenting the school's closure.
- Students who graduated from an international secondary school must submit a diploma/transcript with a document-by-document evaluation completed by an individual employed by the Office of Document Evaluation Services of Miami-Dade County Public Schools (or the equivalent office in other public school districts), or by a document evaluator who is a member of the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE), NAFSA: Association of International Educators, American Evaluation Association (AEA), or American Association of Collegiate Registrars and Admissions Officers (AACRAO). The evaluator must confirm the diploma is equivalent to a U.S. high school diploma.

2. GED certificate or GED scores/transcript.

3. Joint Services Transcript (JST) if the individual is or was a member of the United States Army, Coast Guard, Marine Corps, and Navy; or Community College of the Air Force (CCAF) for Air Force personnel.

4. Proof of compliance with a "home education program" as defined in F.S. §1002.01, or proof of completion of homeschooling at the secondary level as defined by relevant state law.

5. A postsecondary academic transcript demonstrating one of the following:

- Achievement of an associate's, bachelor's, or master's degree;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or

- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

6. Proof of (a) passing an independently administered, U.S. Department of Education approved ATB test and (b) proof that the student previously attended a Title IV eligible program at a Title IV eligible institution prior to July 1, 2012. (See U.S. Department of Education DCL GEN-12-09 (June 28, 2012).)

- Proof of 6(b) could include documentation from NSLDS that a student previously received Title IV student assistance, or a transcript or other documentation from a previous institution that demonstrates enrollment in a Title IV eligible program.

Admission Requirements for Master's Degree Programs

The admission requirements for the Master's programs are as follows:

1. Documentation of Prior Education, which for the Master's degree programs means a bachelor's degree (or higher) from an **accredited institution with a GPA of at least 2.5.

   **Applicants with a bachelor's degree from a non-regionally accredited institution will be considered for admission. Such applicants must demonstrate an undergraduate GPA of 2.50 or greater on a 4.00 scale and a GMAT score of 450+ or a GRE score of 150+ in each section. If undergraduate GPA is less than or equal to a 2.49, applicants must demonstrate a GMAT score of 400 and above or a GRE composite score of 150 (or 900).

2. Be able to demonstrate adequate writing skills as measured by an initial writing assessment.
3. Have at least 6 bachelor level credit hours in the student's area of concentration or equivalent work experience.
4. Foreign students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and obtain a score of 62 or above with each section with an acceptable level (intermediate or fair and above), or a score of 5.5 on the IELTS, or a 44 on the PTEA.
5. Make a commitment to abide by FNU directives and regulations.

NOTE: It is strongly recommended that students have a working knowledge of Microsoft Office, Word, Excel, and PowerPoint applications."

Admission Requirements for Graduate Certificates

Graduate Certificates are intended to provide students with increased knowledge and skills to enhance their professional careers. The admission requirements for the Graduate Certificate programs are as follows:

1. Documentation of Prior Education, which for the Graduate Certificate means a bachelor's degree (or higher) from an **accredited institution with a GPA of at least 2.5.

**Applicants with a bachelor's degree from a non-regionally accredited institution will be considered for admission. Such applicants must demonstrate an undergraduate GPA of 2.50 or greater on a 4.00 scale and a GMAT score of 450+ or a GRE score of 150+ in each section. If undergraduate GPA is less than or equal to a 2.49, applicants must demonstrate a GMAT score of 400 and above or a GRE composite score of 150 (or 900).

2. Foreign students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and obtain a score of 62 and above with each section with an acceptable level (intermediate or fair and above), or a score of 5.5 on the IELTS, or a 44 on the PTEA.
3. Make a commitment to abide by FNU directives and regulations.

NOTE: It is strongly recommended that students have a working knowledge of Microsoft Office, Word, Excel, and PowerPoint applications."

Admission Requirements for Baccalaureate Programs

The admission requirements for the Baccalaureate programs are as follows:

1. Documentation of Prior Education as described above.
2. Complete an interview with an FNU admissions representative.
3. Submit a completed and signed Enrollment Application.
4. Take the Diagnostic Test. Students with an SAT score of 880 or above and an ACT score of 19 or above on all the subtests are exempt from this exam. Students scoring below the set level on the diagnostic test will be required to take Basic Skills courses to improve their readiness for successful university work.
5. International students, on an I-20 Visa, applying to Florida National University's baccalaureate programs, and whose native language is not English, must take the Test of English as a Foreign Language (TOEFL) and obtain a score of 62 or above with each section with an acceptable level (intermediate or fair and above), or a score of 5.5 on the IELTS, or a 44 on the PETA. Satisfactory completion of university level English courses from an accredited institution will also serve to demonstrate fluency.

Admission Requirements for Associate Degree Programs

The Associate of Arts and Science Degree programs are collegiate degrees, which include components of (1) a minimum of 30 credits in the Associate of Arts degree programs and 15 credits in the Associate of Science degree programs in general education/liberal arts courses, and (2) specific professionally oriented curriculums. The Associate of Arts and Science Degree programs are designed to lead the graduates directly into an entry-level position in a specific field, continue to an upper level institution, as well as to aid in the education of a better-rounded individual.

The admission requirements for the Associate degree programs are as follows:

1. Documentation of Prior Education as described above.
2. Complete an interview with an FNU admissions representative.
3. Submit a completed and signed Enrollment Application.
4. Make a commitment to abide by FNU directives and regulations.
5. International students, on an I-20 Visa, applying to Florida National University's Associate degree programs, and whose native language is not English, must take the Test of English as a Foreign Language (the TOEFL) and obtain a score of 62 or above with each section with an acceptable level (intermediate or fair and above), or a score of 5.5 on the IELTS, or a 44 on the PETA. Satisfactory completion of university level English courses from an accredited institution will also serve to demonstrate fluency.
6. Take a diagnostic test.
7. Individual programs have additional requirements that must be met before admission to the program. Please see the section of the catalog titled "Academic Programs" and review whether there are additional admission requirements in your program of interest. Examples of specific requirements include the following:

- Students applying to the Respiratory Therapy, Radiologic Technology, and Diagnostic Medical Sonographer Technology programs must complete steps 1-6, above, take the Test of Essential Academic Skills, and complete a career aptitude interview.
- Students applying to the Nursing programs must complete steps 1-6 above, take the Kaplan exam, and complete a career aptitude interview.
- Students applying to the Associate of Arts in Education must complete steps 1-6 above, pass the Reading and Writing portion areas of the College Success Test, achieve a minimum SAT score of 880 and ACT 19, and interview with the Department or Division Head.
- Students applying to the Physical Therapist Assistant program must complete steps 1-6 above and take the Educational Testing Service's (ETS) Proficiency Profile and HEIghten Outcomes Assessment exams and complete and information session.

Admission Requirements for Diploma and Certificate Programs

Career Education Programs

These programs are non-degree vocational and technical Programs.

The admission requirements for the career education diploma programs are as follows:

1. Documentation of Prior Education as described above.
2. Be beyond the age of compulsory education, which is 16 years of age in the State of Florida.
3. Complete an interview with an FNU admissions representative.
4. Submit a completed and signed Enrollment Application.
5. Make a commitment to abide by FNU directives and regulations
6. International students, on an I-20 Visa, applying to Florida National University's career education diploma programs, and whose native language is not English, must take the Test of English as a Foreign Language (the TOEFL) and obtain a score of 62 or above with each section with an acceptable level (intermediate or fair and above), or a score of 5.5 on the IELTS, or a 44 on the PETA. Satisfactory completion of university level English courses from an accredited institution will also serve to demonstrate fluency.
7. Take a diagnostic test when enrolling in a program that includes ENC 1101 and/or MAC 1105 as a requirement.

The admission requirements for the career education certificate programs are as follows:

1. Documentation of Prior Education as described above.
2. Be beyond the age of compulsory education, which is 16 years of age in the State of Florida.
3. Complete an interview with an FNU admissions representative.
4. Submit a completed and signed Enrollment Application.
5. Make a commitment to abide by FNU directives and regulations.

Dual Enrollment

The Dual Enrollment Admission Program is designed to provide the exceptional high school student a chance to accelerate his/her collegiate studies. Students who are recommended by their high school counselor for outstanding achievement may be considered for admission upon the completion of the ninth grade. Dual enrollment students are not eligible for financial aid.

Dual Enrollment Admission Requirements are:

1. The student must hold a cumulative grade point average of at least 3.0
2. The student must complete an interview with the appropriate Division Head.
3. The student must present a letter of parental approval for enrollment.
4. The student must present a letter of recommendation from the student's high school counselor or teacher.
5. The student must submit an early admission application with a non-refundable application fee of $50.00

Other Considerations are:

- The maximum number of courses to be taken is two per semester. If a student desires to take more courses, he/she will need approval from the high school counselor.
- The cost per credit is $250.00.
- Dual enrollment students will be assigned an academic advisor who must approve all course selection.
- Dual enrollment students are subject to all rules and regulations applying to a student of Florida National University.
- Dual enrollment students enjoy all the rights and privileges applying to all students of Florida National University.

Advanced Placement Policy

Florida National University participates in the Advanced Placement Program agreement administered by high schools through the College Board. After applying for admission to FNU, applicants who have taken the AP examination should request that the Educational Testing Service send the examination grade report directly to the Registrar's Office. Examination scores of 5, 4, and 3 are acceptable for credit. A maximum of 15 general education credits will be transferred.

Cambridge AICE

Florida National University will transfer AICE courses completed with a grade of C and above that are equivalent to FNU courses. Students are encouraged to consult with the Registrar's Office to determine course equivalency.

College Board – College Level Examination Program

The College Level Examination Program (CLEP) consists of subject tests that allow students to earn college credits by examination. Each college or university reserves the right to set its own credit-granting policy. The College Board recommends a score of 50 or above, equivalent to a grade of C in the corresponding course.

Military & Veteran's Credit for Previous Education or Training

IAW DoDI 1322.25 and Title 38, CFR's 21.4253(d)(3) and 21.4254(C)(4): in attempt to shorten training periods proportionately; students must report all previous education and training. The University must evaluate and grant credit, if appropriate. The Military Joint Services Transcripts may be requested by current and former members of the Army, Coast Guard, Marine Corps, and Navy. Current and former members of the Air Force can request transcripts from the Community College of the Air Force (CCAF).

Transferability to FNU

Transferability refers to the procedure that the University utilizes to accept credits from other post-secondary institutions.

Students who wish to continue their studies at FNU may transfer up to 65% of the total number of credits required for completion of a program. That is:

A maximum of 78 credits towards a 120-credit program.

A maximum of 52 credits towards an 80-credit program.

A maximum of 49 credits towards a 75-credit program.

A maximum of 39 credits towards a 60-credit program.

A maximum of 29 credits towards a 45-credit program.

A maximum of 20 credits towards a 30-credit program.

(**Exception** – Students transferring to the BSN Program with an ADN Degree/RN License)

For the Master programs, up to six (6) credits can be transferred into the program.

Graduate Certificates: Graduate Certification courses are drawn from the MBA program and are transferable (within five years) to graduates with a grade average of B or higher and meet the MBA admission requirements outlined in the FNU Catalog.

FNU reserves the right to choose the credentialing institutions it recognizes.

The procedure for transferability of credits to FNU is as follows:

1. The applicant submits an original transcript of his/her courses from the previous institution(s) at the time of registration or within the student's first semester of enrollment.

2. The Campus Registrar will render an interim evaluation of the transcript. A copy will be uploaded to CampusNexus system.

3. The University Registrar or the Vice-President of Academics will give the final approval to the transfer credits.

4. This final evaluation will be uploaded in the system and a notification will be sent to the Office of Financial Aid for computation.

- Grade point averages are not transferred; but courses transferred will appear on the student's transcripts with their respective/earned grades.

Transfer credits are granted only for those courses in which a grade of "C" or better was earned. Criteria for transferring credits from an A.A. or A.S. degree program awarded at FNU to a baccalaureate program are discussed in the section *Transferred Credits*. For internal transferability from one program to another program, the student must satisfactorily pass at least 25% of the credits corresponding with the new career to graduate.

FNU accepts credits from regionally accredited institutions that are applicable to the applicant's program of study. FNU will accept credits from non-regionally accredited institutions for courses that are substantially equivalent in content to FNU's courses and applicable to the applicant's program and evaluated on a course-by-course basis. The acceptance of classes from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content to the degree program. Additionally, FNU accepts transfer credits from nationally accredited institutions that participate in the Florida Statewide Course Numbering System.

Credits from international institutions will be evaluated and granted on course equivalency basis. The transcript must be translated into English and evaluated by an authorized educational evaluations and translations agency.

Credit is not awarded for developmental, preparatory, or vocational coursework.

Credit will be awarded for CLEP and AP test scores in compliance with FNU's policy on these tests. Credit will be awarded for DANTES test programs in accordance with the recommendations of the American Council on Education. A maximum of 15 credits will be accepted from test scores. The credits must be earned before the student is enrolled or within the first two semesters.

Credit will be accepted from U.S. military service schools in accordance with the recommendations of the American Council on Education (ACE).

Credit for Experiential Learning (prior college-level learning attained outside a formal institution setting) will be evaluated and assessed according to the FNU procedures for acceptance and equivalency of Experiential Learning credits.

Financial Information

Tuition and Fees

Tuition is subject to change without prior notification. Tuition charges do not include other fees such as textbooks and supplies, registration fee, Laboratory fee, etc. Registration fee is charged at the beginning of the program. Note: IAW DoDI 1322.25, any changes in the "tuition" charges will be provided to and explained to all Military Service Components, as soon as possible, but not fewer than 90 days prior to implementation.

Registration Fee

All registration charges must be paid prior to the signing of the Enrollment Application. **The registration fee is non-refundable.**

Payment of Institutional Charges

Satisfactory arrangements for tuition and fee payment must be made upon admission to Florida National University.

A student who qualifies for financial aid assistance might meet his/her obligations through an electronic disbursement of federal (Title IV) financial aid. Any remaining balance not paid by financial aid assistance will be equally distributed throughout the normal length of the student's program, with each payment being due by the fifth (5th) day of each month (extended to ten (10) days without penalty). A late fee of 5% will be added to each monthly tuition payment from the eleventh (11) day of the month. The first monthly payment is due upon enrollment. **Failing to meet any one-month payment may result in an administrative termination from the University.**

It is the student's responsibility to provide all required documentation on time and verify that his/her financial account is being correctly processed. An advance payment for the first semester will be required from international students who enroll with an F-1 (student) visa.

Tuition, Fees, and Costs

2021 – 2022

Registration Fee – All Programs	$ 100.00	Vocational Rehabilitation *	$ 325.00
Registration Fee International Student	$ 150.00	VA Vocational Rehabilitation	$ 425.00
ESL	$ 50.00	**Other Fees**	
Dual Enrollment	$ 50.00	Lab. Fee (per course)	$ 10.00
First Time I-20 Applicants (for F-1)	$ 250.00	Technology Fee (per course)	$ 40.00
		MSN - FNP	$2,500.00
Tuition (per credit)		MSN – NLM	$ 500.00
Master Degree	$ 675.00	MSN-NE	$ 500.00
Graduate Certificates	$ 675.00	BSN - Entry Level (Course Point)	$2,418.32
MSN Core Courses	$ 750.00	ADN - (Course Point)	$2,923.00
ADN and BSN Core Courses	$ 625.00	RT Clinical Fee (per semester	$ 300.00
PTA Core Courses	$ 600.00	DMST Clinical Fee (per semester	$ 375.00
Diplomas, Associates, Bachelor Degree	$ 550.00	Athletic Fee (per course)	$ 4.00
Certificate Programs	$ 425.00	Activities Fee (per course)	$ 7.00
English as a Second Language	$ 271.00	Graduation Fee	$ 160.00
E.S.L. (International Student)	$ 185.00	Diploma Fee	$ 15.00
E.S.L. Abroad***	$ 125.00	ID Card Fee	$ 5.00
Military Active Duty *	$ 250.00	Uniforms	$ 100.00
VA Student *	$ 425.00	ESL Lab. Fee (per semester)	$ 15.00
Dual Enrollment	$ 250.00	ESL Technology Fee (per semester)	$ 45.00
Credit by Examination	$ 275.00	ESL Activities Fee (per semester)	$ 12.00
Dental Laboratory	$ 465.00	Background Check Fee AHCA**	$ 90.00
Medical Coding and Billing	$ 465.00	Background Check Fee FDLE2**	$ 43.00
Clinical Echocardiography	$ 550.00	**TRANSCRIPTS**	
Patient Care Technician	$ 450.00	First copy	Free
Remedial Courses	$ 275.00	Second copy	$ 6.00
		Rush copy (Diplomas or Transcripts)	$ 15.00
Cost Per Semester (based on $550.00 per credit) (12 Credits)	$6,844.00	Cost Per Academic Year (based on $550.00 per credit) (24 Credits)	$ 13,688.00

* Please note that students receiving financial assistance from Vocational Rehabilitation, Military Active Duty, or VA do not qualify for any FNU scholarship.

** This fee is non-refundable.

For International Scholarships - All remaining fees not covered by the scholarship must be paid on time or the student will lose his/her eligibility to the scholarship and to the special international tuition fee. The Special international tuition fees will be lost if the students are not paying within the month due.

*** ESL abroad students do not incur any other fees with the exception of Diploma and Transcript request.

If you have any questions regarding tuition, fees, and costs, please call and ask to speak to an Admission's Representative. He/she will be more than happy to assist you and answer any questions you may have.

Release of Diploma and Official Transcripts

A student who is delinquent in meeting their financial obligations to the institution will not be issued an academic transcript, degree, diploma, or other evidence of course completion.

In addition, **any amount owed to FNU upon completion of a student's program or withdrawal from the University must be paid in full before a student's diploma or official transcript will be released.** Any outstanding holds on a student's account must be resolved before a diploma or official transcript can be released. If a student's balance is not paid in full at the time the student would otherwise be scheduled to graduate, the student will not receive his/her final transcripts or diploma until final payment is made. The institution has 14 days after the student graduates, drops, completes, or any other "permanent out status" to process and close the student's file. All transcript request, including expedited transcript request, will be processed after the student's file has been processed and closed.

If a student pays their account balance with a check, it may take up to 21 days for the hold on their account to clear.

Return of Title IV Funds

This Return of Title IV Funds policy ("Policy") applies to students who withdraw from the institution during a payment period for which they received Federal Title IV aid. A student who does not complete all of the days in the payment period that the student was scheduled to complete may be considered a withdrawal, unless any of the following exemptions apply:

The student completes all of the requirements for graduation from his/her program (whether offered in modules or not) before completing the days in the period that he/she was scheduled to complete;

In a program offered in modules, the student successfully completes (i.e., earns at least one passing grade (A-D) in) one or a combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules;

In a program offered in modules, the student successfully completes (i.e., earns passing grade(s) (A-D) in) coursework equal to or greater than that required for a half-time student; or

Florida National University (FNU) receives a written confirmation from the student at the time of the withdrawal that he/she will attend a module that begins later in the same payment period and that module will begin no later than 45 calendar days after the end of the module the student ceased attending.

For a student who withdraws during a payment period and does not meet any of the above exemptions, FNU must first determine the student's withdrawal date. The withdrawal date is determined in accordance with FNU's Drop Procedure, and is based on the following:

1. For a student who leaves without notifying the institution (an unofficial withdrawal), the midpoint of the payment period or, at FNU's option, the last date of attendance at an academically-related activity (if documented); or

2. For a student who notifies the institution of the student's withdrawal, the earlier of the date the student began the withdrawal process or officially notified FNU by contacting the Registrar's Office either orally or in writing of his/her intent to withdraw (an official withdrawal).

Special Situations: (1) If a student does not receive an earned grade (A – F) in at least one of the courses the student was scheduled to attend during a semester, FNU will assume an unofficial withdrawal has occurred (see Drop Procedure for additional detail). Under FNU's grading policy, an "F" is considered an earned grade, but a "WF" (Withdrawal with Failure) is not. (2) If a student withdraws or is terminated when enrolled only in courses in which attendance-taking is required, special treatment is required (see below).

The Return of Title IV funds calculation determines a student's earned and unearned Title IV aid based on the percentage of the payment period completed by the student. The amount of assistance earned is determined on a pro-rata basis. For example, if a student completes 30 percent of the payment period, the student earns 30 percent of the assistance the student was originally scheduled to receive. Once a student completes more than 60 percent of the payment period, the student earns 100 percent of the assistance he/she was scheduled to receive for the payment period. The percentage of the payment period that the student completes is derived by dividing the number of calendar days the student attended as of the withdrawal date by the number of calendar days in the payment period the student is scheduled to attend. Calendar days (including weekends) are counted, but scheduled breaks of at least 5 consecutive days are excluded from both the numerator and denominator.

If a student has not received all of the Title IV earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes Direct Loan funds, FNU must seek the student's or parent's (in the case of PLUS Loans) permission before it can disburse the loan funds. The student may decline all or a portion of the Direct Loan funds. FNU may automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition and fees, and also may use the grant funds for other institutional charges if the student has provided an authorization for this purpose.

There are some types of Title IV funds that a student may have been scheduled to receive that cannot be disbursed to the student upon his/her withdrawal. For example, a first-time, first-year undergraduate student who has not completed the first 30 days of the program before withdrawing cannot receive any Direct Loan funds.

If the student earned less Title IV aid than the amount of funds disbursed to or on behalf of the student, FNU must return a portion of the excess Title IV funds equal to the lesser of:

- The applicable institutional charges multiplied by the unearned percentage of the Title IV funds; or
- The entire amount of excess Title IV funds.

FNU will return the Title IV funds in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Federal Supplemental Educational Opportunity Grant), within 45 days of the date of determination.

The student may also be required to return Title IV funds based on the Return of Title IV Funds calculation. A student returns funds to the Federal Direct Loan programs based on the terms and conditions of the Master Promissory Note. Any amount of unearned grant funds that a student must return is considered an "overpayment." A student who receives a Federal Pell Grant or FSEOG funds may be required to repay any overpayment to the extent it exceeds 50% of the amount of grant funds the student received or could have received. A student does not have to repay a grant overpayment of $50 or less.

Earned Title IV aid is not related in any way to institutional charges. Therefore, the University's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from FNU, may be required to return unearned financial assistance and still owe the University for their institutional charges. For more information on the FNU withdrawal and institutional charges policies, please consult the University catalog.

Students Enrolled in Only Attendance-Taking Courses

In certain courses, attendance-taking is required and, therefore, must be tracked on an ongoing basis (referred to as "attendance-taking courses"). This applies primarily to student clinical rotations, externships, and similar courses in which the number of completed hours is required to be tracked.

During periods when a student is enrolled in only attendance-taking courses, the student's withdrawal date for purposes of this Policy is the student's last date of academic attendance as determined by the institution from its attendance records. In this case, FNU will determine that a student has withdrawn within 14 calendar days of the student's last date of attendance as determined by its attendance records, and will complete the return of Title IV funds calculation and return any unearned funds within 45 calendar days of the date of such determination.

If a student is enrolled in both attendance-taking courses and non-attendance-taking courses at the same time, this section does not apply.

How to Handle an Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified by FNU that they owe this overpayment. During the 45-day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified of the overpayment, FNU will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until the student enters into a satisfactory repayment agreement with the U.S. Department of Education or pays the overpayment in full.

During the 45-day period after notification of an overpayment, the student can make full payment to FNU of the overpayment. The University will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make check payable to Florida National University.

If a student is unable to pay the overpayment in full, the student can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the FNU's Financial Aid Office. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up.

If you want to contact the U.S. Department of Education, their address is listed below.

U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245 Phone: 1-800-621-3115 E-Mail: DCS_HELP@ed.gov

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment requirements, please contact the Financial Aid Office.

Refund Policy

Should a student be terminated, withdraw, or cancel for any reason, all refunds will be made according to the following refund schedule:

1. If the university does not accept the enrollment, all monies paid by the student to the university shall be refunded and the student and university shall be released from further obligation.

2. Cancellation by the third (3rd) business day after the student signs his or her enrollment agreement will result in a cancellation of any obligation to the university, except any assessment for supplies, materials and kits that are not returned or are not returnable because of use.

3. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid **with the exception of the registration fee** (not to exceed $150) and any assessment for supplies, materials and kits that are not returned or are not returnable because of use.

4. Cancellation of the application by the student must be made by certified mail or in person and in writing.

5. Should a student be terminated or withdraw after the start of class but before the end of the first week of class (Add-Drop period) in each term of enrollment, the university will refund 100% of tuition and fee charges for that term (except the non-

refundable registration fee) and any funds paid for supplies, books, or equipment which can be and are returned to the university.

6. There is no refund due if the student is terminated or withdraws after the Add-Drop period.

7. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.

Refund Policy for Military Students

This policy only applies to students receiving Military Tuition Assistance (TA).

As a DoD MOU signatory, the University is required to return some or all of the TA awarded to you if you did not complete at least 60 percent of each individual course, possibly creating a debt balance on your account.

TA is awarded under the premise that you will attend class for the entire period for which the assistance is awarded. If you withdraw or are dismissed, you may no longer be eligible for the full amount of TA funds originally awarded. The University will return any unearned TA funds on a proportional basis through at least the 60 percent point of the period for which the funds were provided; unearned funds returned are based upon your last date of attendance (LDA) week.

Military Leave of Absence (MLOA) clause: If you must stop attending due to a military service obligation, notify the University, and the University will work with you to identify solutions that will not result in a debt balance for the returned portion.

Calculation: Determining eligibility for TA is individual course specific. When you officially withdraw or are dismissed from a course, the University will determine the LDA by **i**dentifying the last date of activity within a course. **LDA formula: days completed (LDA) divided by the length (days) of the term.

Note: **Days within the Spring & winter recess are not counted toward the term period.

With the LDA determined, the University will recalculate your TA eligibility based on the LDA formula and refund the percentage identified for the week in which your LDA occurred.

Return of Funds/Tuition Refund Chart:

Prior to the first day of the term 100% tuition refund. With attendance posted after the first day of the term, TA will be prorated/refunded in accordance with below charts:

8-week Term	**Return of TA%**	**TA% Earned**
During week 1	90%	10%
During week 2	75%	25%
During week 3	60%	40%

During week 4	50%	50%
During week 5	40%	60%
During week 6-8	0%	100%

**Attendance greater than 60% is considered fully earned tuition for that term, and no refund will be given.

16-week Term	**Return of TA%**	**TA% Earned**
During week 1	90%	10%
During week 2-3	80%	20%
During week 4-5	70%	30%
During week 6-7	60%	40%
During week 8-9	40%	60%
During week 10-16	0%	100%

Refund Policy for VA Students

The university does not calculate unused tuition and fee portions, the university will report the withdrawal date (LDA – last date of attendance) and action to the VA (within VAONCE) and the VA then calculates the percentage of refund owed, either by the school and/or the student. Notifications are issued in the form of a debt letter.

Student Tuition Recovery Fund (STRF)

(California Distance Students)

The following provisions are set forth as an addendum to the current Florida National University Catalog and apply to any student who resides in the State of California and enrolls in a distance education program at the University.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Assistance

Florida National University is committed to assisting its students in meeting university expenses through federal aid, if the student qualifies, and/or other methods such as loans or deferred payment plans.

Federal Student Aid is financial help for eligible students to pay for educational expenses when the student is enrolled in an eligible program. There are three categories of federal student aid: grants, work-study and loans. FNU assists its qualified students in obtaining this type of financial assistance. The University participates in six student financial aid programs supported by the United States Department of Education and Florida Department of Education.

Application for Federal Student Aid

1. **Get Prepared -** Gather the documents you'll need.
2. **Complete FAFSA® Form -** Apply early to maximize your aid.
3. **Review *Student Aid Report* -** Make corrections, if necessary.
4. **Respond to Aid Offer -** Accept the aid you want.
5. **Receive Aid -** Get your aid from your school.
6. **Renew Your FAFSA® Form-** Reapply each year.

For the University to receive your Institutional Student Record (ISIR), you will need to use our school code:

- Main Campus and Distance Learning – 017069
- South Campus – E00834
- Training Center – E00835

The Financial Aid Department from Florida National University might request additional information from you. Be sure to respond by any deadline given, or you might not receive federal student aid.

Financial Aid Eligibility

Basic Eligibility Criteria (https://studentaid.gov/understand-aid/eligibility/requirements)

- demonstrate financial need (for most programs);
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);

- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress at Florida National University;
- sign the certification statement on the *Free Application for Federal Student Aid* (FAFSA®) form stating that:
    - you are not in default on a federal student loan,
    - you do not owe money on a federal student grant, and
    - you will use federal student aid only for educational purposes; and
    - show you're qualified to obtain a college or career school education by:
        - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
        - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
        - enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives.

Financial Aid Programs

A variety of financial aid sources are available to help you pay for college or career school. These programs can be from federal, state or private sources.

- Grants - form of financial aid that doesn't have to be repaid
- Scholarships - scholarships to help students pay for college
- Work-Study Jobs - allows you to earn money to pay for school by working part-time
- Loans - must repay the loan as well as interest that accrues

Loans, Grants, And Scholarships

Federal Direct Loan Program

Student loans, unlike grants and work-study are borrowed money that must be repaid, with interest. You cannot have these loans canceled because you did not like the education you received, did not get a job in your field of study or because you are having financial difficulty. Loans are legal obligations, so before you take out a student loan, think about the amount you need and do not request more than you need for your education.

Types of Federal Student Loans

The U.S. Department of Education's federal student loan program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.
- Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

Interest Rate for Direct Loan

(https://studentaid.gov/understand-aid/types/loans/interest-rates#what-interest)

Interest is paid to a lender as a cost of borrowing money. Interest is calculated as a percentage of the unpaid principal amount. Unlike other forms of debt, such as credit cards and mortgages, Direct Loans are daily interest loans, which means that interest accrues (accumulates) daily. Depending on whether your loans are subsidized or unsubsidized, you may or may not be responsible for paying the interest that accrues during all periods.

The interest rate varies depending on the loan type and (for most types of federal student loans) the first disbursement date of the loan.

Table 2 below provides interest rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after July 1, 2019, and before July 1, 2020.

Table 2 - Interest Rates for Direct Loans First Disbursed on or After July 1, 2019, and Before July 1, 2020

Loan Type	Borrower Type	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans	Undergraduate	4.53%
Direct Unsubsidized Loans	Graduate or Professional	6.08%
Direct PLUS Loans	Parents and Graduate or Professional Students	7.08%

All interest rates shown in the chart above are fixed rates that will not change for the life of the loan.

View the interest rates on federal student loans first disbursed before July 1, 2019.

Maximum Annual and Aggregate Loan Limits Chart

Annual Limits for Sub/Unsubsidized Loans			
Dependent Undergraduates (excluding dependent students whose parents cannot get PLUS) **Note: All undergraduate annual loan amounts are subject to proration.**			
	Subsidized Loan	**Unsubsidized Loan**	**Total**
First Year	**$3,500**	**$2,000**	**$5,500**
Second Year	**$4,500**	**$2,000**	**$6,500**
Third Year and Beyond	**$5,500**	**$2,000**	**$7,500**
Independent Undergraduates and Dependent Students whose parents can't get PLUS			
	Subsidized Loan	**Unsubsidized Loan**	**Total**
First Year	**$3,500**	**$6,000**	**$9,500**
Second Year	**$4,500**	**$6,000**	**$10,500**
Third Year and Beyond	**$5,500**	**$7,000**	**$12,500**
Aggregate Limits for Sub/Unsubsidized Loans			
		Subsidized	**Total (Subsidized and Unsubsidized)**
Dependent Undergraduates (excluding those whose parents cannot borrow PLUS)		**$23,000**	**$31,000**

Independent Undergrads and Dependent Students whose parents can't get PLUS	**$23,000**	**$57,500**
Graduate and Professional Students		**$138,500**

Borrower Counseling

Entrance Counseling

First-time borrowers are required to participate in entrance counseling prior to receiving the first disbursement of their loan. The purpose of this counseling is to emphasize the student's rights and responsibilities as a first-time borrower

Exit Counseling

Exit counseling provides important information to prepare you to repay your federal student loan(s).

If you have received a subsidized, unsubsidized, or PLUS loan under the Direct Loan Program or the FFEL Program, you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave school

Student Loan Repayment

To make your payments more affordable, repayment plans can give you more time to repay your loans or can be based on your income.

Choose the federal student loan repayment plan that is best for you. For more information visit the following link - https://studentaid.gov/manage-loans/repayment/plans you can use the StudentAid Loan Simulator to get an early look at which plans you may be eligible for and see estimates for how much you would pay monthly and overall.
- https://studentaid.gov/loan-simulator/

Estimated Direct Loan Repayment Amounts

Initial Debt	**Standard**		**Extended**		**Graduated**		**Income Contingent Income = $15,000 Single**	
	Per month	Total	Per month	Total	Per month	Total	Per month	Total
3,500	50	4,471	Not Available	Not Available	25	5,157	21	6,939
5,000	58	6,905	Not Available	Not Available	40	7,278	30	9,912

5,500	63	7,595	Not Available	Not Available	43	8,007	33	10,903
7,500	86	10,357	Not Available	Not Available	59	10,919	45	14,868
10,500	121	14,500	Not Available	Not Available	83	15,283	64	20,815
15,000	173	20,714	Not Available	Not Available	119	21,834	87	29,685
18,500	213	25,548	Not Available	Not Available	146	26,929	87	35,992
23,000	265	31,762	Not Available	Not Available	182	33,479	87	43,141
30,000	345	41,429	277	83,289	237	43,668	87	52,340

Florida National Educational Loan

The FNEL is for students who cannot afford to pay tuition in full and/or do not qualify either for Financial Assistance or the deferred payment plan. Contact the Financial Aid Department for more information.

Federal Pell Grant Program

A Pell Grant is an entitlement program designed to assist undergraduates in paying for their education.

1. The U.S. Department of Education evaluates applications.

2. The Department of Education uses a standard formula in their evaluation, which guarantees equal treatment for all applicants, but it also means that, except for a few specific cases, there are no exceptions made for unique financial circumstances of students or their families. The formula used to determine the Estimated Family Contribution (EFC) is too long to be included in this catalog. However, a pamphlet that describes the formula in detail can be obtained by writing to Federal Student Aid, P.O. Box 84, Washington, DC, 20044.

3. Demonstrate financial need. The Department of Education mails an Institutional Student Information Record (ISIR) directly to the student, which the student submits to FNU, even if there is no award.

4. Be a high school graduate or hold a GED diploma. The amount of the award is determined by the Estimated Family Contribution (EFC), which is reported in the ISIR.

5. Student should pay attention to the effect that receiving Pell Grants for more than one academic year of attendance in Remedial classes or ESL program has on the Lifetime Eligibility Used which at this moment is a maximum eligibility of 12 semesters.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grants (FSEOG) are awarded to undergraduate students with exceptional financial need, with priority given to those who will receive a Federal Pell Grant during the award year. FSEOG funds are limited. To be considered for an FSEOG award, you must submit your Free Application for Federal Student Aid (FAFSA) to the University and complete the financial aid application process with the Financial Aid Office each academic year, by Friday of the second week of your first semester of the year (for continuing students, the first semester of the academic year will generally be the Fall semester; for new or re-entering students, the first semester may be Fall, Spring or Summer).

In order to serve the best interests of our students, FNU allocates a percentage of these funds throughout the award year to be awarded each term for new and continuing students who are ready to be packaged for the award year or the remainder of the award year. First priority for receiving an FSEOG award will be an applicant with the lowest expected family contribution (EFC) who is also a Pell grant recipient during the award year. The annual range of possible FSEOG awards at FNU is currently $100 to $300.

If all Pell grant recipients receive an FSEOG award, the next priority for awarding FSEOG funds would be students with the lowest EFC who are not Pell recipients.

Grants and Federal Work Study

Access to Better Learning and Education Grant Program (ABLE Grant)

Program Description
The Access to Better Learning and Education (ABLE) Grant Program provides tuition assistance to Florida undergraduate students enrolled in degree programs.

Initial Eligibility Requirements to Receive Funding

The student will:

- Be a Florida resident and a U.S. citizen or eligible non-citizen. A student's residency and citizenship status are determined by the postsecondary institution. Questions regarding such status should be directed to the financial aid office or admissions office of the institution the student plans to attend.
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
- Not have previously received a baccalaureate degree.
- Enroll for a minimum of 12 credit hours per term, or the equivalent at an eligible Florida college or university in a baccalaureate degree program.
- Meet Florida's general eligibility requirements for receipt of state aid.

Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant is a State of Florida grant awarded on the basis of student financial need and availability of funds. The awards may vary in amount from $200 to $1500 per academic year. The FSAG is available for associate of arts or science degree program students only.

REQUIREMENTS FOR THE FSAG:

1. Be a Florida resident for at least two consecutive years.
2. Be a citizen or permanent resident of the United States.
3. Demonstrate financial need.
4. Be a high school graduate or equivalent (GED).
5. Be enrolled in a B.S., A.A. or A.S. program.

Federal Work-Study Program

Under Title I-C of the Economic Opportunity Act of 1964, Florida National University participates in the Federal Work Study Program, which creates part-time job opportunities

for students from low-income families. These jobs range from five to twenty-five hours per week.

Students qualify for participation in the Federal Work Study Program if they are:

- In need of financial aid as shown by the "Financial Aid Form" or the "Family Financial Statement".
- Capable of good academic work in university.
- Able to meet job qualifications
- Accepted for admission as full-time students (12 credits) in good standing.

Students with required skills and experiences may qualify for jobs in the following fields: clerical assistant, library assistant, typist, instructional assistant, and several off-campus positions.

Scholarships

Students can apply <u>to a maximum of ONE FNU scholarship</u> at any given time. Students with full tuition scholarships are unable to apply for any other scholarships.

FNU reserves the right to modify or terminate any scholarship at its sole discretion.

International students, if they qualify, may only apply for the International Scholarships.

Only the FUTURE U.S. RESIDENT SCHOLARSHIP applies to students studying in an ESL program.

Please note: students that are receiving financial assistance from Vocational Rehabilitation, Military Active Duty, or VA do not qualify for any FNU scholarship, for their tuition reduction is greater.

Required Community Service Hours

Students that are awarded a scholarship are required to perform community/university service hours. These hours are a mandatory component as a recipient of a scholarship; if you do not complete your hours within the specified period (end of semester), you will forfeit the scholarship. For more information on the requirements to fulfill your community service, contact the Academic Advising Office.

Number of Volunteer hours required:

Program	Required # of Volunteer Hours	Total hours required by the end of the program	Verification Form Due
Associate degree programs	25 per semester	150	The last Monday of the semester
Bachelor's degree programs	25 per semester	300	The last Monday of the semester
Graduate degree programs	25 per semester	75	The last Monday of the semester

Academic Scholarship

The Academic Scholarship is granted to freshmen and transfer students according to their GPA **and/or** SAT/ACT scores. The list below specifies the yearly amount awarded. Recipients of this scholarship must maintain a minimum 2.0 GPA every semester to continue to be eligible for the Academic Scholarship.

- This scholarship is awarded at time of enrollment and renewed every academic year.

ACT	16 - 20	21 - 25	26 -30	31 - 36
SAT	**770 - 970**	**980 - 1180**	**1181 - 1350**	**1360 - 1600**
GPA 2.0 – 2.4	1,260.00	1,386.00	1,512.00	1,638.00
GPA 2.5 - 2.9	1,764.00	1,890.00	2,016.00	2,142.00
GPA 3.0 – 3.5	2,268.00	2,394.00	2,520.00	2,646.00
GPA 3.6 – 4.0	2,772.00	2,898.00	3,024.00	3,150.00

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Associate & Baccalaureate International Scholarship

This scholarship has been established for ***New International Students*** interested in enrolling in an associate or baccalaureate program at FNU. (ADN, BSN, and MSN programs are not eligible for this scholarship.)

Amount awarded: The scholarship covers 20% of the standard tuition cost.

The student must maintain a GPA of 3.0 or above to be eligible for this Scholarship for the following semester.

Source: University revenue.

Students awarded this scholarship are required to perform 150 community/university service hours. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Berta Redondo Scholarship

This scholarship has been named after one of the founders' family members whose love and dedication to our institution left a mark on the development and growth of the institution. It is awarded to FNU graduates of any degree program enrolling in the BSN Advance and BS-RRT in order to honor them for their outstanding effort completing a degree program at FNU.

Basis for Selection: Be an FNU graduate.

The student's status as an ALUMNI (AE) must be verified (transcripts or internal database) before scholarship can be applied.

Amount Awarded: The scholarship covers **20% of the tuition cost.**

Students receiving the Berta Redondo Scholarship will be entitled to only one scholarship per academic year.

Students awarded this scholarship will be required to perform 150 – 300 community/university service hours. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

City of Hialeah Parks & Recreation Scholarship

Through the City of Hialeah Scholarship Board, Inc., FNU will offer scholarships for students engaged in City of Hialeah youth programming. (The ADN, BSN, and MSN programs are not eligible for the scholarship.)

The applicant must:

1. Be a City of Hialeah resident who is a Junior or Senior in high school
2. Have a 2.5 GPA or greater
3. Be between 17 – 19 years' old

For more information, see a City of Hialeah Education Specialist or Park Director.

Students that are awarded an FNU scholarship are required to perform community/university service hours. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Community Scholarship

This scholarship is awarded to top applicants who have demonstrated commitment to community service. In order to qualify, applicants must turn in a documented list of community service activities completed in high school. This document must be signed by the high school counselor or cap advisor. Applications are available at the Academic Advising Office.

- Annual award of **$1,500 per year**.
- Renewable every year. Recipients must submit documentation of continued community service.
- Students that are awarded an FNU scholarship are required to perform community/university service hours. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Diaz-Balart Scholarship

The Díaz-Balart Scholarship has been established by Florida National University to honor the Díaz-Balart family. Political immigrants from Cuba, the Díaz-Balart family has continued in the United States its long history of public service, which began many years ago in their homeland. The scholarship is awarded to a student who is an immigrant to the United States of America. (The ADN, BSN, and MSN programs are not eligible for the scholarship.)

The scholarship is to be awarded every year to the winner of an essay contest, written by high school candidates on the subject of **"Educational Opportunities within the American Democracy".**

Deadline: June 1

Basis for Selection: Must be an immigrant to the United States of America. The content of the essay and the writing skills exhibited in the essay.

Source of the Díaz-Balart Scholarship: University revenue.

Amount Awarded: The **complete tuition cost** of the program for baccalaureate and associate degree programs offered by FNU.

Students awarded this scholarship will be required to perform 150 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Application procedure for the Diaz-Balart scholarship

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. Resident, U.S. Citizen, or other eligible non-citizen (humanitarian parole, Cuban-Haitian Entrant, refugee status, asylum).
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Demonstrate financial need.
5. Submit official high school transcript with the application.

Dr. Manuel Viamonte Scholarship

The Dr. Manuel Viamonte Scholarship is a Florida National University scholarship to be awarded to a Radiology Technology student. The scholarship will be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of "**The Importance of studies in Radiology."**

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Source: University revenue.

Amount Awarded: The **complete tuition cost** of the Radiology Technology program.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Application procedure for the Dr. Viamonte scholarship

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. Resident, U.S. Citizen, or other eligible non-citizen (humanitarian parole, Cuban-Haitian Entrant, refugee status, asylum).
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on "The Importance of studies in Radiology."
5. Demonstrate financial need.
6. Submit official high school transcript with the application.

Students awarded this scholarship will be required to perform 150 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

The First Responders Scholarship

First responders can apply for a scholarship with Florida National University.

This scholarship is awarded to active professionals in the first responders field enrolling in the Masters in Forensic Psychology or the Masters in Criminal Justice.

Basis for Selection: Be a current first responder employee. To be eligible, the applicant must provide current proof of employment on letterhead from an employer or a legible copy of position identification card not expired. Additional documentation may be requested as needed.

Source of the Scholarship: University revenue

Amount Awarded: This scholarship will offer a tuition rate of $285 per credit hour. This scholarship is valid for a 12-month period.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Florida Bright Futures Scholarship

Program Description

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards:

- Florida Academic Scholars (FAS) award (including Academic Top Scholars (ATS) award
- Florida Medallion Scholars (FMS) award
- Florida Gold Seal Vocational Scholars (GSV) award

Initial Eligibility Requirements to Receive Funding

The student will:

- Be a Florida resident and a U.S. citizen or eligible non-citizen. A student's residency and citizenship status are determined by the postsecondary institution. Questions regarding such status should be directed to the financial aid office or admissions office of the institution the student plans to attend.
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
- Meet specific coursework and minimum grade point average (GPA) and test score requirements that are outlined on the Office of Student Financial Assistance (OSFA) Web site **www.FloridaStudentFinancialAid.org/SSFAD/bf/acadrequire.htm**.
- ATS - The Academic Top Scholars award, announced by the Florida Department of Education before the end of the fall term after all term one disbursements are reported, is awarded to the Florida Academic Scholar with the highest academic ranking in each county (based on the product of multiplying the Bright Futures GPA and the highest qualifying SAT/ACT test score). The recipient receives a cost per credit

hour award established by the Florida Legislature in the General Appropriations Act in addition to the Florida Academic Scholars award. For current year award amounts visit: **www.floridastudentfinancialaid.org/SSFAD/bf/awardamt.htm.**

Applying for an Award
For Initial Eligibility the student will:

- Submit a fully completed error free ***Initial Student Florida Financial Aid Application*** during the last year in high school (after December 1 and prior to graduation) by accessing **www.FloridaStudentFinancialAid.org** online (select **State Grants, Scholarships & Applications**, then **Apply Here**). The application gives the Florida Department of Education (FDOE) permission to evaluate the student's high school transcript and standardized test scores for eligibility for a Bright Futures Scholarship and other state scholarships and grants.
- Apply during the last year in high school, before graduation, or **forfeit** all future eligibility for a Bright Futures Scholarship.

FNU ALUMNI SCHOLARSHIP

The FNU Alumni Scholarship is a Florida National University scholarship. This scholarship is to be awarded every year to any graduate from one of FNU's programs who enroll in another program. The purpose of the scholarship is to help the graduates of FNU continue in their journey of academic fulfillment and attainment. The ADN program is not eligible for the scholarship.

Basis for Selection: Student must be a graduate from one of FNU's programs. The student's status as an ALUMNI (AE) must be verified (transcripts or internal database) before scholarship can be applied.

Source of the Scholarship: University revenue.

Deadline: N/A

Amount Awarded: The scholarship covers **20% of the tuition cost** (based on the tuition of either the undergraduate or the graduate program the student is enrolling in).

Students awarded this scholarship will be required to perform 75 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

FNU Alumni (AE) Family Scholarship

The FNU Alumni (ae) Family Scholarship is a Florida National University scholarship. This scholarship is to be awarded every year to any immediate family member (spouse or children) of an FNU graduate. The purpose of the scholarship is to help the graduate's family member continue on his/her journey of academic fulfillment and attainment. (The ADN, BSN, and MSN programs are not eligible for the scholarship.)

Basis for Selection: Student must be an immediate family member (spouse or children) of an FNU graduate. **The student's status as an ALUMNI (AE) must be verified (transcripts or internal database) before scholarship can be applied.**

Source of the Scholarship: University revenue.

Deadline: N/A

Amount Awarded: The scholarship covers **20% of the tuition cost** (based on the tuition of either the undergraduate or the graduate program the student is enrolling in).

Students awarded this scholarship will be required to perform 75 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

FNU Athletic Scholarship Award

Is a Florida National University Scholarship to be awarded to men or women student-athletes who fulfill all of the academic and athletic requirements set forth by FNU and its athletic governing bodies (i.e. NAIA and USCAA) as is listed on the FNU Student-Athlete Institutional Aid / Letter of Aid document. Certain academic programs are not eligible for the scholarship; speak to the athletic department staff for specifics.

Deadline: N/A

Basis for Selection: Meet the academic and athletic expectations and requirements of Florida National University, the FNU Athletic Department, and its governing bodies.

Source: University revenue.

Sum Awarded: Any dollar amount up to all tuition costs for a graduate or baccalaureate degree program (does not include textbooks, uniforms, other required materials, or program-related fees/incurred expenses) offered by Florida National University.

FNU will award no more institutional aid to the student-athlete than the actual cost of tuition and fees at the school, minus other grant and scholarship aid provided to the student from any source. Institutional aid is defined by the NAIA as aid that is institutionally managed or controlled (e.g., does not include Pell or other federal or state grants, benefits and/or scholarships, or loans not controlled by FNU [including Title IV loans]).

Students awarded this scholarship are required to perform 25 community/university service hours per semester. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

FNU Bahamian Scholarship

The FNU Bahamian Scholarship is a Florida National University scholarship. The scholarship is to be awarded every year to Bahamian citizens that apply and will be attending Online/Virtual Classes only.

Source of the Scholarship: University revenue.

Amount Awarded: The scholarship covers **20% of the published tuition cost** for a masters, baccalaureate or associate degree and diploma programs offered by FNU.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

FNU Government Scholarship

The FNU Government Scholarship is a Florida National University scholarship. The scholarship is to be awarded every year to government employees. (The ADN, BSN, and MSN programs are not eligible for the scholarship.)

Basis for Selection: Must be a government employee; referral must be from a government agency.

Source of the Scholarship: University revenue.

Amount Awarded: The scholarship covers **20% of the tuition cost** for a masters, baccalaureate or associate degree program offered by FNU for the employee and 15% for the employee's family member.

Students awarded this scholarship will be required to perform 75 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

FNU M-DCPS High School Seniors Scholarship

FNU will offer one scholarship, per senior high/charter school, each year to a graduating senior that meets the following criteria:

The applicant must:

1. Be a U.S. Resident, U.S. Citizen, or other eligible non-citizen (humanitarian parole, Cuban-Haitian Entrant, refugee status, asylum).

2. Be enrolled as a senior in one of the local M-DCPS Senior High Schools or Charter Schools
3. Have a 2.5 GPA or greater
4. Be recommended by two teachers and/or counselor.
5. The high school needs to submit the selected student's required documentation (copy of report card) to the University for Acceptance.
6. Scholarship recipients must submit quarterly information on their academic grades and the number of credits taken per semester.

All applicants must complete the required scholarship application form and submit it to FNU's Office of the Vice-President of Academic Affairs.

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay. Topic: "The Importance of a University Education"

Source: University revenue.

Amount Awarded: The **complete tuition cost** of the program for a baccalaureate or associate degree program offered by FNU (The ADN, BSN, and MSN programs are not eligible for the scholarship.)

Students awarded this scholarship will be required to perform 150 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Future U.S. Resident Scholarship:

This scholarship is intended to support students applying to study English as a Second Language (ESL) while on the path to U.S. residency.

Basis for Selection: Must be paroled into the U.S. for a less than a year, or under political asylum, and provide documentation of their parole status (such as an I-94.)

Source of the Scholarship: University revenue.

Deadline: N/A

Amount Awarded: The scholarship covers **32% of the program's tuition**

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

International Scholarship for International Student

Previously Graduated from FNU

This scholarship has been established for ***International Students*** previously graduated from an ESL program at FNU.

The scholarship is to be awarded to international students who have graduated from an ESL program at FNU and will re-enroll in an associate or baccalaureate degree program. ADN, BSN, and MSN are not eligible for this scholarship.

Basis for Selection: Applicant must have completed Intermediate Level or demonstrate proficiency in the English Language.

Amount awarded: The Scholarship is merit based and will cover 50% of the standard tuition.

The student must maintain a GPA of 3.0 or above to be eligible for this Scholarship for the following semester.

The scholarship does not cover Registration and Application fees. All remaining fees must be paid on time or the student will lose his/her eligibility to the scholarship and special tuition rate.

Source: University revenue.

Students awarded this scholarship are required to perform 150 community/university service hours. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

José Regueiro Scholarship

The José Regueiro Scholarship, in honor of the President of the institution, is a Florida National University scholarship. The scholarship is to be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of "**The Importance of a University Degree."**

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Sum Awarded: The **complete tuition cost** of the program of his/her choice from the Associate of Arts or Science Degree programs offered by FNU (The ADN, BSN, and MSN programs are not eligible for the scholarship.)

Application procedure for the José. Regueiro scholarship

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on "The Importance of a University Degree."
5. Demonstrate financial need.
6. Submit official high school transcript with the application.

Students awarded this scholarship are required to perform 150 community/university service hours. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Little Angels Children Development Center Scholarship

The Little Angels Children Development Center Scholarship is a Florida National University scholarship. This scholarship is to be awarded every year to children that graduate from the Little Angels Children Development Center and will enroll in one of FNU's programs after they have graduated from high school. The purpose of the scholarship is to help the prospective students in their journey of academic fulfillment and attainment. (The ADN, BSN, and MSN programs are not eligible for the scholarship.)

Basis for Selection: to have graduated from the Little Angels Children Development Center. The Little Angels Children Development Center must provide a letter stating the student attended the center.

Source of the Scholarship: University revenue.

Deadline: N/A

Sum Awarded: The scholarship covers **20% of the tuition** (based on the tuition of either the undergraduate or the graduate program the student is enrolling in).

Students awarded this scholarship will be required to perform 75 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

The Medical Professional Scholarship at Florida National University

The Medical Professional Scholarship at Florida National University can be awarded every year to active employees of the Medical Profession planning to enroll in an approved Health Care program.

Basis for Selection: Must be an active employee in the Medical Profession, to be eligible the applicant must provide a letter from the employer's Human Resources Department or the most recent pay stub and a work ID.

Source of the Scholarship: University revenue.

Amount Awarded: The scholarship covers **20% of the tuition** cost for a master's, baccalaureate, or associate degree program offered by FNU. (The ADN program is not eligible for this scholarship).

Students receiving the Medical Professional Scholarship will be entitled to only one scholarship per academic year.

Students awarded this scholarship will be required to perform 75 – 300 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

MSN-Nurse Educator Concentration Scholarship

The MSN/Nurse Educator Concentration Scholarship is a Florida National University scholarship. This scholarship is to be awarded every year to students enrolled in the MSN-Nurse Educator concentration. The purpose of the scholarship is to help Nurses to be well prepared to contribute to the education of future Nurses.

Basis for Selection: Students must be accepted and enrolled in the program (MSN-Nurse Educator Concentration). Comply with the admissions requirements for the program (MSN-Nurse Educator Concentration).

Source of the Scholarship: University revenue.

Deadline: N/A

Amount Awarded: The scholarship covers **20% of the tuition cost**.

Students awarded this scholarship are required to perform 75 community/university service hours. These hours are a mandatory component as a recipient of an FNU scholarship.

FNU reserves the right to modify or terminate this and all scholarships at FNU's sole discretion.

Organization of American States (OAS) – Florida National University (FNU) Scholarship

The OAS and FNU will co-sponsor ten (10) scholarships per academic year, under the Academic Scholarship Program. Scholarship is offered at FNU in-person or distance education for bachelor's degree (undergraduate) or master's degree (graduate) programs.

Source: University revenue and OAS

Amount awarded: The scholarship covers **50% of the tuition cost** for the following masters, baccalaureate programs offered by FNU: Master of Business Administration, Master of Health Services Administration, Bachelor of Science in Accounting, Bachelor of Science in Business Administration, Bachelor of Science in Finance, and Bachelor of Science in Health Services Administration.

APPLICATION PROCEDURE for the OAS-FNU Scholarship is two-fold:

a. The OAS-FNU Scholarship candidate must separately apply and be accepted to a Program at FNU before applying to the OAS-FNU Scholarship.

b. Following acceptance, the candidate must apply to and satisfy the selection criteria set out by their home country's National Liaison Office, which will make a pre-selection of candidates, before forwarding to the GS/OAS those pre-selected candidates' information. The GS/OAS will make a final selection of candidates based on its Manual of Procedures for the Scholarship and Training Programs.

FNU shall award each Scholarship Recipient a tuition and fee waiver in the amount of fifty percent (50%) of the published tuition and fee amounts for the applicable Program in effect at the time the Scholarship Recipient applies to the University. The University shall provide the tuition and fee waiver in accordance with its usual policy and procedures for awarding tuition and fee waivers and shall have no obligation hereunder to make a financial contribution directly to any Scholarship Recipient.

Florida National University Employee Tuition Waiver

Eligible Florida National University **full-time employees** who have completed six (6) months of employment at Florida National University may enroll themselves, their spouses, and/or children in Florida National University and receive a Florida National University Employee Tuition Waiver.

Eligibility Requirements:

- Must be a full-time employee on the day before classes begin for the semester and continue to be employed for the entire semester.
- Employees must have completed six months of full-time, continuous, satisfactory, and permanent service with Florida National University.
- Employees' performance must be at the "Achieves" or "Satisfactory" level on the day before classes begin.
- Faculty and Administrative employees must have completed six (6) months of continuous service with Florida National University and be in good standing with the University on the day before classes begin.
- Employee's employment record must be discipline free for a minimum of six (6) months prior to first day of classes.
- Enrollment is contingent upon supervisory approval and verification of eligibility status.
- Participation in the program is to be conducted on the employee's own time. Employees are encouraged to take classes during off-duty hours.
- However, if that is not possible, supervisors may approve leave (annual leave, accrued compensatory leave, or leave without pay) or adjust the employee's established work schedule, as long as this does not conflict with departmental operations.

Other Important Requirements:

- Eligible employees, spouses, and children may enroll for up to six (6) credit hours of graduate or undergraduate instruction per term (Fall, Winter, Spring and Summer)
- Eligible employees, spouses, and children receiving this Tuition Waiver must still pay the following: 1. textbooks; 2. course supplies; 3. all miscellaneous fees normally charged (CPR seminars, entrance exams, etc.); and 4. Graduation fees.
- It should be understood that eligible employees, spouses, and children will be enrolled in the course of program only if there is an available opening after all tuition paying students have been accepted.
- Certain programs, due to their nature, are not eligible for this scholarship. Ineligible programs include: Nursing. Additionally, seminars for specific medical programs are also not eligible for the employee Tuition Waiver.

- Only one Tuition Waiver will be awarded for any program which enrolls students in clusters.
- Eligible employees, spouses, and children must apply for admission and register for classes. Submitting an application for the Employee Educational Tuition Waiver does not constitute registering for classes.
- Eligible employees, spouses, and children must meet the prevailing admission requirements and will be subject to all prevailing academic policies.
- Student will be enrolled as a Transient Student until the entire program requirements are completed; at that point the enrollment will then be changed to the specific program title from which the student will graduate.
- Employees who receive a grade of Incomplete (I) will not receive this Tuition Waiver until such time as the grade has been changed to a grade acceptable as specified above. Employees who do not have Incomplete course grades updated within the specified timeframe will be responsible for all costs for the class.
- In order to receive this Tuition Waiver, the prospective student cannot be active in the program prior to gaining eligibility.
- If an employee voluntarily (as determined by Florida National University) leaves Florida National University within one year of the employee, spouse, and or children having completed the course/program on their last day of attendance, he or she must refund all tuition and fee reimbursements for that course/program that was made by Florida National University. The employee must agree to this, and to withholding of/deductions from pay, in writing in order to be eligible to participate in this Program. For the purposes of this program, terminations for Cause, as deemed so by Florida National University and as defined in this handbook, are defined as voluntary.
- Employee, spouse, and/or children can continue to attend courses and remain in any program at Florida National University after their voluntary departure but must pay all tuition and fees.

Financial Aid Verification

Florida National University has developed the following Policies and Procedures regarding verification of information provided by applicants for federal student aid funds under the Title IV Programs:

1. Only those students who are selected for verification by the U.S. Department of Education will be required to submit supporting documentation.

2. No Title IV (Pell, Direct Loan or Campus Based) program funds will be disbursed prior to the completion of verification.

3. Students must complete verification by the earlier of (i) 120 days after their last day of attendance, (ii) 120 days after the end of the academic year, or (iii) the annual deadline announced by the U.S. Department of Education (for award year 2019-2020, this deadline is September 19, 2020). However, in the interim, the student must have made arrangements with FNU for payment of all tuition and fees. If the student fails to complete verification within the required time frame, no Title IV funds will be made available to the student and the student will be responsible for the balance of any institutional charges.

4. All students will be notified by email on a timely basis if they have been selected for verification, and the supporting documentation that is required. The institution will use as its reference, the most recent verification guide supplied by the U.S. Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student by email of the results of verification and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate.

5. The University must refer to the U.S. Department of Education, Office of Inspector General (OIG) any credible information indicating that a Title IV applicant may have engaged in fraud or other criminal misconduct in connection with the Title IV programs. Common examples of fraud or other misconduct include but are not limited to, false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, false statements of income. Unless required by the Department of Education, no financial aid will be disbursed to a student who has been referred to the OIG.

Transferring Financial Aid

Financial Aid does not transfer automatically when a student transfers from one university to another. To continue receiving aid at the new university, the student must check with a Financial Aid officer at the new university to find out what programs are available and what steps are necessary. Students who decide to transfer must have the former university send a financial aid transcript to the new university. If the new university does not receive this transcript, the student will have difficulty receiving financial aid.

Transfer students who have a Federal Pell Grant must get a duplicate copy of their Student Aid Report and submit it to the new university's financial aid office.

Transfer students who have a Federal Perkins Loan or a Federal Supplemental Educational Opportunity Grant should check with the Financial Aid Office at the new school to find out if funds from these programs are available.

Notification of Financial Aid Awards

The student is notified of his or her awards in an award letter. If the student feels the awards do not cover his or her needs, the student should consult with FNU's Financial Aid Officer.

Reestablishing Eligibility for Financial Aid

Students who have been terminated for lack of satisfactory academic progress (2.0) and seek to reestablish their eligibility for financial aid must first successfully complete courses without benefit of financial aid in order to reestablish good academic standing.

Disbursement Procedures

Awards will be made in accordance with the award letters issued by the Office of Financial Aid.

Federal Pell Grant or campus base checks will be made payable directly to FNU in a separate check for each student's account. Financial Aid awards will be disbursed electronically and will be applied to each student's account.

Workforce Innovation and Opportunity Act (WIOA)

The WIOA program provides tuition assistance for students who meet the eligibility requirements of the programs.

CareerSource BROWARD

Need help Paying for School? If you're a Broward County resident you may be eligible to receive a scholarship for up to 12K to help cover your tuition, books and supplies for occupational training here at Atlantic leading to an exciting high wage, in-demand career! To learn more visit GETCASH4SCHOOL.COM..

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Florida National University (the "School") receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Florida National University to amend a record should write to the Office of the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Florida National University decides not to amend the record as requested, Florida National University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Florida National University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Florida National University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Florida National University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Florida National University who performs an institutional service of function for which Florida National University would otherwise use its own employees and who is under the direct control of Florida National University with respect to the

use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Florida National University.

Upon request, Florida National University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida National University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education

   400 Maryland Avenue,
   SW Washington, DC
   20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Florida National University whom Florida National University has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Florida National University has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further

disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, Florida National University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.

  (§ 99.31(a)(10))
- Information Florida National University has designated as "directory information" under § 99.37.

  (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if Florida National University determines the student is an alleged perpetrator of a crime of violence or non- forcible sex offense and the student has committed a violation of Florida National University's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of Florida National University, governing the use or possession of alcohol or a controlled substance if Florida National University determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information

Florida National University may disclose appropriately designated "directory information" without written consent, unless you have advised Florida National University to the contrary in accordance with Florida National University's procedures. Florida National University has designated the following information as directory information:

- Student's full name
- Address (any on file, including any campus computer network (IP) address used)
- Telephone listing (any on file)
- Electronic mail address (any on file)
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight, height, sport positions, and statistics of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Restricting Disclosure of Directory Information

If you do not want Florida National University to disclose any or all of the types of information designated above as directory information without your prior written consent, you must notify the Office of the Registrar of Florida National University in writing no later than seven (7) days after beginning your program of study as a new student, and once per year (August – July) no later than seven (7) days after beginning courses.

Immunization Policy

Following recommendations for the Immunization for Health-Care Workers issued by the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC) of the Centers for Disease Control and Prevention, and to comply with clinical facilities' requirements, all Florida National University students who are pursuing a program that requires a clinical rotation or externship (Medical Assistant, Respiratory Therapy, Radiologic Technology, Diagnostic

Medical Ultrasound, Physician Assistant, Physical Therapist Assistant, and certain Nursing programs) must have the following vaccines, which must be up-to-date and administered according to the schedules noted below, before beginning their rotation or externship in a clinical facility:

Vaccines/Tests	Requirements
Hepatitis B	If you do not have documented evidence of a complete HepB vaccine series, or if you do not have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination), then you must: Get a 3-dose series of the vaccine available: dose #1 now, #2 in 1 month, #3 approximately 5 months after #2.
Flu (Influenza)	Get 1 dose of influenza vaccine annually during Flu outbreak: October 1st to March 30th of each year.
MMR (Measles, Mumps, & Rubella)	If you were born before 1957 and there is no immunity for measles, mumps and rubella (MMR) (i.e., no serologic evidence of immunity), the student must get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later). If you were born in 1957 or later and have not had the MMR vaccine, or if you do not have an up-to-date blood test that shows, you are immune to rubella, only 1 dose of MMR is recommended.
Varicella (Chickenpox)	If you have not had chickenpox (varicella), if you have not had varicella vaccine, or if you do not have an up-to-date blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of varicella vaccine, 4 weeks apart.
Tdap (Tetanus, Diphtheria, Pertussis)	Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received). Get Tdap boosters every 10 years thereafter.
Tuberculosis (TB)	Get PPD skin tests as described below. The PPD skin test is a method used to determine if someone has developed an immune response to the bacterium that causes tuberculosis (**TB**). PPD stands for **purified protein derivative.** *The PPD test must be repeated every 6 months*. QuantiFERON tuberculosis **test** is an alternative to the **PPD**. QuantiFERON is simply a **blood test** approved to diagnose latent or active tuberculosis in a patient.

Vaccines/Tests	Requirements
	Certain people should be tested for TB infection because they are at higher risk for being infected with TB bacteria, including: • People who have spent time with someone who has TB disease • People from a country where TB disease is common (most countries in Latin America, the Caribbean, Africa, Asia, Eastern Europe, and Russia) • People who live or work in high-risk settings (for example: correctional facilities, long-term care facilities or nursing homes, and homeless shelters) • Health-care workers who care for patients at increased risk for TB disease • Infants, children, and adolescents exposed to adults who are at increased risk for latent tuberculosis infection or TB disease

Immunization Timing and Submission Requirements

Compliance with the immunization policy described above must be demonstrated at the time of completing the clinical documentation package to be submitted to the clinical facility. Students must also demonstrate that the Flu vaccine was received during each annual Flu season as noted above. Additional information, including due dates, will be provided by the Director of Clinical Education or appropriate Program Director.

All immunization records must be submitted to the Director of Clinical Education or appropriate Program Director as advised and by the specified due date.

Failure to comply with these immunization requirements will prevent students from being accepted or continuing in a clinical rotation or externship and graduating from their program.

Additional Clinical Facility Immunization Requirements

Immunization requirements are established in part by the University's affiliated clinical facilities. The immunization requirements listed above may be modified or expanded if required by the clinical facility at which a student will complete their rotation or externship. If so, additional information will be provided by the Director of Clinical Education or the appropriate Program Director.

Campus Life

New Student Orientation

New students participate in an orientation day for each academic start. It is open to both freshman and transfer students. Students enrolled in distance learning courses may attend the virtual orientation. New students learn about procedures from FNU officers, receive their program schedules, and parking information; fulfill entrance test requirements; and are acquainted with the use of the FNU Library and its resources.

Books and Supplies Procedure

Required Books and Supplies

All students are required to have their textbooks and other materials by the first week of class. A list of required books and other supplies for each course is available at https://www.fnu.edu/bookstore/textbooks/. Once you register for classes, this information will also appear on your course schedule in the Student Portal. Instructions for accessing this information can also be obtained from Student Services.

FNU Bookstore

Textbooks, workbooks, supplies and materials for most courses are available from the FNU Bookstore at the Hialeah or South Campus. Students who wish to purchase their books and supplies through the FNU Bookstore must pre-order them each semester.

*****The process for ordering books and supplies through the bookstore is as follows:

1. Send your order to bookstore@fnu.edu *at least 7 days before the first day of class* with the following information:
    a. Subject line "BOOKSTORE PRE-ORDER";
    b. Student Name;
    c. Student ID;
    d. Payment method ("Title IV financial aid" *or* "other");
    e. List of books and supplies ordered (to order *all* required and recommended materials for your courses, state "Order All Materials").

- To ensure your books and supplies order is received by the first week of class, you must send this notification *at least 7 days before the first day of class*. We cannot guarantee that materials associated with late orders will be received in time for the first week of class.
- Students will be notified by bookstore@fnu.edu when their order is ready for pickup.
- Students wishing to pay for books and supplies with Title IV financial aid must follow the instructions below (see #2). The bookstore will not place your order without a voucher from the Financial Aid Office.

- **All book and supply pre-orders are final**. Orders cannot be canceled, and books and supplies cannot be returned or exchanged. A charge will appear on the student's ledger card once the order is placed.

2. Students wishing to use federal financial aid (Title IV) to pay for their books and supplies must pre-order their books as directed above and must call, visit or email the Financial Aid Office *at least 10 days before the start of class each semester to request a voucher as described below*.
    a. Students projected to have federal financial aid funds available beyond the tuition and fee charges to cover their books and supplies will be given a voucher to provide to the FNU bookstore. **
        i. Students who contact the Financial Aid Office *at least 10 days before the start of class* will receive a voucher by the first day of class or sooner. FNU will make every effort to process requests promptly, but cannot guarantee the timing of vouchers requested after this deadline.
    b. Students are not required to purchase their books and supplies from the University's bookstore or to use a voucher. Students who wish to use federal financial aid to purchase books and supplies from another source should contact the Financial Aid Office to opt-out of the method described above. In this case, funds will be provided to the student by check, which will be available at the Bursar's Office for pick-up within 21 days once FNU notifies the student or parent of the check's availability. If the check is not picked up within 21 days, it will be mailed to the student or parent. For students opting out of the method described above, FNU cannot guarantee that a check will be provided in time to obtain books and supplies by the first week of class.

**ESL Program Students:* Students in English as a Second Language (ESL) programs do not need to pre-order their books and supplies and federal financial aid funds will generally not be available for ESL program books or supplies.

** *Nursing Program Students:* Information about required course materials and supplies for Nursing students will be provided by the Nursing Division. For admitted students, some required materials must be purchased by the start of the student's first semester. Nursing students who wish to use federal financial aid (Title IV) funds to purchase their course materials should contact the Financial Aid Office at least 10 days before orientation. To be able to use Title IV funds, students must be projected to have funds available beyond their tuition and fee charges, as determined by the Financial Aid Office. Nursing program materials and supplies are not available through the FNU Bookstore. Nursing students will be provided a voucher to present to the Bursar's Office and/or Nursing Division.

** *Dental Program Students:* Some required Dental program materials are not available in the bookstore. Students who wish to use federal financial aid for these materials will be given an additional voucher to take to a local dental supply store.

Florida National University provides books and supplies at its bookstore as a service to students. FNU also offers an e-bookstore, which can be accessed at https://www.fnubookstore.com. Students are not required to use either service, and may

instead obtain their books and supplies independently. Many materials can be ordered from online sellers. Additional tips and information about purchasing materials can be found at https://www.fnu.edu/textbook-rental-purchasing-apps/.

Lounge Area

A variety of soft drinks and snacks are available in vending machines located in the ground floor of the main building and the first and sixth floors of the JR building. These items can only be consumed in the cafeteria spaces or outside. No drinks or snacks should be consumed in the classrooms with the exception of water.

Student Identification Card

Students, faculty, and staff are issued a picture identification card. This identification card **must always be worn**. If you are not wearing an identification card, you will not be allowed on the premises. If a student is expelled or suspended from FNU, the student must immediately surrender his/her FNU identification card to the Campus Dean. The cost of the identification card is $5.00. Each replacement I.D. card will be charged $5.00.

Identification Cards Policy

All persons entering the University premises **are required to display an identification card** issued by Florida National University. The identification card is needed for the use of University facilities and services and for voting in Student Government elections. University ID may be worn only by the person whose name appears on the ID. Intentional misuse or alteration of the ID is prohibited. All guests must receive a temporary Guest Badge from the reception desk.

Parking Decal

For the safety and security of faculty, students, and staff, all motorized vehicles **are required** to have an FNU parking decal affixed to the vehicle's lower right/left back window.

Bus Passes

Students who do not own a vehicle and use public transportation should consider purchasing a monthly Metro Transit Bus Pass. This pass allows unlimited use for an entire month of the Metrorail and Metro Dade Bus System. For prices and payment deadlines, contact the Office of Student Services.

Housing

Florida National University does not offer Room & Board for its students. All students are responsible for securing their own housing, food, and living expenses. However, FNU has developed a working relationship with multiple housing complexes over the years. Some local options that FNU students have utilized in the past (primarily for Hialeah Campus)

are available via student services, as well as a couple of short-term stay hotel options, and various popular apartment finding websites are available.

Please note that FNU does not have an active partnership with any complex, nor does FNU endorse any complex. The information is provided as a courtesy.

Career Services

FNU offers a variety of career services support and assistance such as résumé writing, interviewing skills, employability training, job referrals, and participation in annual job fairs. These services are available to active and former students and graduates in good standing. Students are strongly urged to maintain contact with FNU when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Career Services Office at each FNU campus. NOTE: Florida National University cannot guarantee placement following graduation.

Student Government Association

Florida National University Student Government Association (FNUSGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.

University Community Service

FNU offers several services free of charge to the community as a contribution to the development of each community where the campus is located. Campus-based community services may include, but are not limited to literacy programs, GED classes, library services, health fairs, and other seminars.

Child Care Services

Little Angels Children Development Center provides childcare services and after school programs. Registration is $55.00 (academic year). **The registration fee is non-refundable.** The Center accepts children from 0 to 5 years old. *A 10% discount for all members of FNU (university students and staff) is offered.*

Alumni Association

The Florida National University Alumni Association has been established and all graduates are encouraged to join. Please inquire at the Student Services Office.

Graduation Requirements

Graduation is not automatic. To be awarded a **baccalaureate degree, associate's degree, diploma or certificate** from Florida National University the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the C*atalog*.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 ("C" average).
3. Complete an Exit Interview with the offices listed in Table 1. Clearance from each of these offices is required before the release of any official document by FNU.

For the Master's Programs, the student must fulfill the following requisites for graduation:

1. Successful completion of the program of study as it appears in the C*atalog*.
2. Students must have maintained a cumulative GPA of 3.0 every semester and throughout the program.
3. Achievement of a cumulative grade point average (CGPA) of at least 3.0 ("B" average).
4. Complete an Exit Interview with the offices listed in Table 1. Clearance from each of these offices is required before the release of any official document by FNU.

Each office and their role in the graduation procedure are shown in Table 1 below.

Table 1 Exit Interviews of the Graduation Candidate with Campus Offices

Office	**Purpose**
1. Registrar	a) To verify that the student is completing the academic requirements of his/her program (number of credits and nature of credits; GPA; honors) b) To apply for Graduation status c) To submit request of student's copy of transcripts d) To order diploma.
2. Financial Aid	Review Title IV funds Received.
3. Default Management	To receive information on rights and responsibilities relating to loans and types of repayment plans and exit interviews with Department of Education.
4. Bursar	To fulfill all financial obligations to FNU before graduation.
5. Library	To be sure that there are no outstanding books or fines.
6. Placement	To update all personal information relating to placement and attend workshop.
7. Student Services	To receive information on graduation exercises, cap and gown, ring, pictures, guests, practice time; alumni association; to file for commencement exercises.

Commencement Ceremony

The Office of Student Services coordinates the graduation ceremony that consists of the commencement act. All students are encouraged to participate. Graduating students must apply in writing for graduation status to receive their credentials, whether they participate or not in the commencement exercises.

All student data (address, phone numbers, and e-mail address) must be current to receive the ceremony itinerary in the mail.

Accommodations for Students with Disabilities

Policy of Nondiscrimination

Florida National University is committed to maintaining equal access to its facilities and programs. The Americans with Disabilities Act, as amended (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against individuals with disabilities.

FNU does not discriminate on the basis of disability in admissions or employment, in providing access to its programs and activities, or in the treatment of its students and employees, in accordance with the ADA and Section 504. No qualified student with a disability will, on the basis of their disability, be subject to discrimination or excluded from participation in or denied the benefits of FNU's programs and activities. FNU operates its programs and activities in the most integrated setting appropriate.

In accordance with the ADA and Section 504, FNU provides appropriate academic and other adjustments and aids (referred to in this policy as reasonable accommodations) for qualified students with disabilities. The following sections outline the process for requesting and receiving appropriate reasonable accommodations. Relevant definitions appear at the end of this policy.

Accessibility Coordinators Contact Information

The University has designated the following person(s) to coordinate its efforts under this policy.

	Accessibility Coordinator
Name	Dr. Anthony Berrios
Title	VP of Academic Affairs
Contact Info	(305) 821-3333 Ext. 1163
Location	JR Building Office 502E
Email	aberrios@fnu.edu

Accommodation requests and supporting documentation may be submitted in person at the Student Services Office of any campus. Documents submitted in person should be placed in a sealed envelope and marked confidential. Students are strongly encouraged to submit their documentation in person. If you are unable to submit your documentation in person, you may submit your documents by utilizing your **FNU student email**. Students should follow up via phone call or an additional email to ensure that documents sent

electronically were received by an accessibility coordinator. See below for additional information.

Process for Seeking Accommodation

Step 1: Self-Identification; Documentation

In accordance with federal guidelines, FNU requires that a student seeking an academic accommodation(s) self-identify, and provide a formal written request for accommodation, supported by diagnostic and medical evidence. Disclosure of a disability is voluntary. Students do not need to self-identify as having a disability if they are not seeking academic accommodations or assignment to accessible facilities. Students who are seeking accommodations, however, should start the process as early in their academic journey as possible.

Students who believe they are in need of an accommodation should review the Disability Accommodation Documentation Guidelines and present a completed Disability Accommodation Request Form (including the required supporting documentation) to an Accessibility Coordinator. The Disability Accommodation Documentation Guidelines and Request Form can be found at: https://www.fnu.edu/wp-content/uploads/2019/07/FNU-Disability-Request-form-D0843675-3.pdf. Part 1 of the Disability Accommodation Request Form should be completed by the student, and Part 2 should be completed by the student's treating or diagnosing professional.

Accommodation requests and supporting documentation may be submitted in person at the Student Services Office of any campus, or directly to an accessibility coordinator. Documents submitted in person should be placed in a sealed envelope and marked confidential. Students are strongly encouraged to submit their documentation in person. If you are unable to submit your documentation in person, you may submit your documents by utilizing your **FNU student email** directly to an accessibility coordinator. Students should follow up via phone call or an additional email to ensure that documents sent electronically were received by the accessibility coordinator. Please refer to the Disability Accommodation Documentation Guidelines for more information about appropriate documentation.

Students are welcome to contact an Accessibility Coordinator either before or after submitting the required information. The Accessibility Coordinator can guide the student through filling out the required forms and can advise on what supporting documentation may be required.

Once the student completes the required forms and collects the supporting documentation, the file is verified for completeness by an Accessibility Coordinator.

Students should **not** self-identify to any faculty or staff other than the designated Accessibility Coordinators. Faculty are required to include in every syllabus specific information that directs students who may require accommodations to the appropriate

university officials. At no time are faculty, program directors, staff, or division heads permitted to provide accommodations to any student outside of this policy. All faculty are required to provide officially granted academic accommodations, without modification.

Step 2: Determination

An Accessibility Coordinator will review the requested accommodation(s) to determine if the accommodation(s) are properly documented and supported by a qualified professional who is treating or diagnosing the student. Additional or updated documentation may be required if the provided documentation does not demonstrate the existence of a qualifying disability and its potential impact on the student in our academic environment, or does not identify recommended accommodation(s). If additional documentation is needed, the student will be informed in a timely manner. Please refer to the Disability Accommodation Documentation Guidelines for more information.

Where additional or updated supporting documentation is needed, the Accessibility Coordinator may work with students to provide accommodations on a temporary, time-limited basis while such additional or updated documentation is being obtained. Any such temporary accommodations should not be construed to be necessary, required, or ongoing. There is no obligation for FNU to provide such temporary accommodations, and they do not obligate the University to provide permanent academic accommodations.

Step 3: Nature of Accommodations; Notification

Appropriate accommodations will be determined based on the student's disability and individual needs. Accommodations may include auxiliary aids and services, as well as modifications to academic requirements as necessary to ensure equal educational opportunity.

Each request for accommodations is reviewed on a case-by-case basis. Students with the same diagnosis may receive different accommodations depending on the specific circumstances applicable to them. A reasonable accommodation does not include an accommodation that would impose an undue financial or administrative burden, or that would require the University to fundamentally alter its academic programs or lower or substantially modify essential requirements. Additional details can be found in the definition of Reasonable Accommodation, below.

The Accessibility Coordinator(s) will provide an official letter detailing the accommodations that are approved for the student. The official letter will not include any medical information and will only detail the approved accommodations. For each course in which the student wants the approved accommodations to be utilized, the student must provide the faculty the letter that details the approved accommodations. Students are advised that they are not required to disclose any details regarding their disability to any faculty member. Faculty members may verify the approved accommodations by contacting an Accessibility Coordinator.

In the event the requested academic accommodation(s) are denied (in whole or in part), the Accessibility Coordinator will provide a rationale for the denial. Students should

expect an interactive process to identify appropriate accommodations. Where a student's preferred accommodation is denied because it would result in a fundamental alteration or undue financial or administrative burden, the University will seek to provide an alternative accommodation, if available.

Step 4: Ongoing Review; Changes to Program

FNU maintains an ongoing dialogue with students requesting and receiving accommodations. Students should remain in contact with an Accessibility Coordinator. Should the student's needs change, and/or they wish to request additional or different accommodations, they are encouraged to contact an Accessibility Coordinator.

Students contemplating changing their program should consult with the Accessibility Coordinator as early as possible. Because the availability of certain academic accommodations depends on a student's program of enrollment, students changing educational programs (including advancing to a new degree level) must submit a new request in order to reestablish their accommodation(s) for the new program and may be required to obtain new documentation. However, this process will be streamlined to the extent possible.

Confidentiality

FNU seeks to maintain the confidentiality of all requests for accommodations but reserves the right to consult FNU officials regarding the appropriateness of accommodations and how best to implement specific accommodations. Consulted officials may include a programmatic supervisor who can advise on how best to manage an accommodation within a specific course or program of study. At no time will faculty be provided medical information regarding the student. Faculty may not share medical or accommodation information with others, including fellow faculty members. In all consultations, the student's rights to privacy under the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations will be maintained.

The Accessibility Coordinators will be tasked with maintaining all the files regarding requests for accommodations. As these files will contain confidential medical information, the files will be stored in a secured location, that is not accessible by others.

Accommodations Grievance Procedures & Request Resubmission

Enrolled and former students wishing to file a complaint or grievance relating to the University's compliance with the ADA or Section 504, or who feel that an appropriate accommodation has not been approved or is not being adequately provided, are encouraged to notify an Accessibility Coordinator, and seek an informal resolution. Enrolled and former students may also submit a formal complaint or grievance to the University, which will be processed in accordance with the University's general complaint and grievance procedures. Students should refer to the Student Handbook and University Catalog for additional information. These grievance procedures do not apply to applicants for admission.

In addition, if accommodations are denied, the student may resubmit a request for accommodation based on updated or additional documentation and/or evaluation from their qualified licensed or credentialed professional. The updated or additional material will be reviewed by the Accessibility Coordinator as described above. It is the student's responsibility to seek additional documentation and/or evaluation.

Definitions

"Disability" refers to a mental or physical impairment that substantially limits one or more major life activities.

"Major life activities" include, but are not limited to, functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, reading, concentrating, thinking, and communicating.

"Reasonable accommodation" refers to a modification or adjustment of an academic requirement, or the provision of an auxiliary aid, that is necessary for a qualified student with a disability to have an equal opportunity to participate in the school's programs and activities.

- Examples of adjustments, aids and services may include, but are not limited to: arranging for priority registration; reducing a course load; substituting one course for another; providing note takers, recording devices, or sign language interpreters; extended time for testing; and equipping school computers with screen-reading, voice recognition, or other adaptive software or hardware. Accommodations will be afforded to an individual with a disability in the most integrated setting appropriate to the needs of the individual. Not all listed accommodations may be available in each case.
- FNU is only obligated to provide accommodations that are reasonable. A reasonable accommodation does not include adjustments or provision of aids or services that would result in a fundamental alteration of the University's programs, impose an undue financial or administrative burden, or necessarily result in a direct threat to the health or safety of others. Also, a reasonable accommodation does not include one that would require the University to fundamentally alter its academic programs, or lower or substantially modify essential requirements. For example, the University's ability to grant accommodations related to certain clinical and laboratory work may be limited. Similarly, while the University may provide extended testing time, it is not required to change the substantive content of a test or to provide testing time accommodations that are unreasonable. The University also is not required to provide devices or services of a personal nature (e.g., personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing).
- Students with the same diagnosis may receive different accommodations depending on the specific circumstances applicable to theme. Documentation of a specific diagnosis or disability does not automatically correlate to a specific accommodation. FNU is not required to provide the specific accommodation requested by a student and reserves the right to provide an effective alternate accommodation. Approved academic accommodations are not retroactive to prior coursework or courses.

“Qualified student” is a student with a disability who meets the academic and technical requirements for admission or participation in the institution's educational program or activity.

Students' Rights

It is the right of the student to:

1. Know what services Florida National University offers to all students.
2. Have access, upon written request directed to the proper FNU officials, to a list of the types of records and student-related reports maintained on him or her by the respective offices and departments at FNU.
3. Know the policies and procedures regarding financial aid, enrollment, registration, and of any changes in his or her program, classes, and grades.
4. Privacy of all records.
5. Challenge record contents through Florida National University's established appeal processes.
6. Have access to all FNU student service offices and their benefits.
7. Have a safe, healthy, and pleasant atmosphere for learning, studying, and research.
8. Participate in any student activities.
9. Know the criteria used in the selection of recipients of financial aid and the method used for calculating need.
10. Be fully informed of FNU refund and repayment policies.

Students' Responsibilities

It is the responsibility of every student to:

1. Adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the goal of preparing the student for a successful, professional future.
2. Acquire his/her textbooks and other class materials within the first seven days of the semester.
3. Study, learn, and fulfill in a timely manner the requirements of the courses of study.
4. Maintain awareness of grades, course completions and grade point averages with an eye toward fulfillment of graduation requirements.
5. Know FNU's transfer of credit policies as delineated in the FNU *Catalog*.
6. Be knowledgeable with respect to the contents of the FNU *Catalog*
7. Perform the timely and proper completion of all financial forms by the established deadlines and guarantee the accuracy of any information provided in the financial aid application.

8. Notify the Financial Aid Office of any scholarship, grant, or other resources made available from non-university sources while the student is receiving financial aid.
9. Fulfill all financial obligations by the established deadlines including making monthly payments and paying back student loans.
10. Notify the Office of Student Services of any change in address or phone numbers in order to ensure proper communication between the University and the student.
11. Comply with FNU's Computer Use and Copyright Policies.

Campus Life Policies

When a student enrolls at Florida National University, the student seeks training and education that will enable them to enter, advance, and grow in the career or professional world that lies ahead. FNU encourages each student to show good judgment and base all human interaction on a code of natural ethics, in the belief that choosing the finest ways of communicating and dealing with others is as much a part of an individual's success in the professional world as knowledge and skills are.

The following campus rules are meant to help make this ideal a reality and make our facilities healthy, safe, and pleasant learning environments.

Code of Behavior

- Students will come to class on time, wearing their student ID card, and must remain in their classroom for the entire class session.
- All students will bring textbooks and other materials to class every day.
- Breaks will be kept within the designated time frame of twenty minutes.
- The student should follow all safety rules. All students with long hair must wear hair bands in the dental Lab.
- Students are expected to be generally in proper attire while they are on FNU grounds.
- Guests and visitors, generally, will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- Eating and drinking are permitted only in the cafeteria. Smoking is permitted outdoors and in designated areas only.
- No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- Allied Health students are always required to wear the FNU medical uniform.

- Serious disturbances of order on campus will lead to suspension or possible expulsion.
- We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.
- All students must comply with FNU's Computer Use and Copyright Policies.

Controlled Substances

FNU has established a drug-and-alcohol-free awareness program. Possession, use, or being under the influence of a controlled substance while on campus property is strictly forbidden and is illegal by State and Federal Law. Violation of this policy will be met with disciplinary action up to and including termination.

Alcohol Beverage and Drug Policy

Florida National University, in accordance with state laws, has adopted the following policy on alcohol consumption. Possession, use, or distribution of alcohol or drugs of any kind while on University premises are strictly prohibited. Any student caught under the influence of any such substance will be subject to severe penalties up to and including dismissal from the University.

Student Code Of Ethics

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at FNU includes but is not limited to: Copying, in part or whole from another's examination, paper, mathematical analysis, research or creative project, or the like; Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricating data; Consulting notes, sources, or materials not specifically authorized by the instructor during an examination; Employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument; Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work; and committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. More specifically, plagiarism is: The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own. If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the course instructor.

Theft - Copying computer programs owned, leased, or rented by the University for use by the student in his or her course of studies is considered theft and will be dealt with according to the laws covering such actions and to the University norms for disciplinary actions.

In cases like these, the Campus Dean will convene a Hearing Committee which will hear, investigate, and render a report to the Campus Dean. This Committee will be composed of three members from the faculty or staff. According to the findings, the Campus Dean has the choice to decide. If this decision is not acceptable to those involved, a petition to the Dean to appoint an Honor Court must be signed by at least three people. The Honor Court procedure is explained in the Student Handbook.

Academic Dishonesty

A primary function of a university is the exchange of intellectual information between faculty and students, and for students to validate their learning by submission of written work or through assessment. Academic dishonesty means that the student provides

academic content that is the product of cheating, plagiarism, and prohibited copyrighting (see definitions in the Student Code of Ethics). Any of these violations will result in significant penalties to the student. All violations will be documented in the institution's Student Information System, which becomes part of the student's permanent academic record.

Penalties for Submitting Plagiarized Material

First Incident: The first incident of an assignment containing plagiarized material will result in the student receiving an automatic "F" for that assignment. The numeric value of the "F" grade will be equal to 0% of the points allotted for the assignment and remediation with the course instructor.

Second Incident: The second incident of an assignment containing plagiarized material will result in the student receiving an "F" for the course. This will require notification and approval from the Program Director, Department Head, or Division Head. This incident will also be documented in the student's permanent academic record.

Third Incident: The third incident of an assignment containing plagiarized material, in any subsequent course, will result in the student being dismissed from the University. This will require notification and approval from the Vice President of Academic Affairs.

Penalties for Cheating

First Incident: The first incident of cheating will result in the student receiving an "F" for that assignment. The numeric value of the "F" grade will be equal to 0% of the points for the assignment and remediation with the course instructor.

Second Incident: The second incident of cheating will result in the student receiving an "F" for the course. This will require notification and approval from the Program Director, Department Head, or Division Head. This incident will also be documented in the student's permanent academic record.

Third Incident: The third incident of cheating will result in the student's dismissal from the University. This will require notification and approval from the Vice President of Academic Affairs.

Penalties for Copying/Downloading/Purchasing Written Assignments

First Incident: The first incident of a student downloading, purchasing, or otherwise copying 25% or greater of a paper and turning it in as their own work will result in the student earning an automatic "F" in the class and remediation with the course instructor.

Second Incident: The second incident of a student downloading, purchasing, or otherwise copying 25% or greater of a paper and turning it in as their own work will result in the student's dismissal from the University. This will require notification and approval from the Vice President of Academic Affairs.

Self-Plagiarism

Students are not permitted to submit their own work, from a prior class, for academic credit. This is considered self-plagiarism. The only exception is when the student obtains written permission from the involved instructor, allowing the submission.

Student Grievance & Complaint Policy

As an accredited academic institution, Florida National University is committed to providing each student with effective avenues of communication to provide the best possible education. Any concern about the facilities, courses, faculty, staff, application of University policies and procedures, or any other matter that you feel is impeding your success at Florida National University may be addressed in accordance with the Complaint Procedures described below. The University's goal is to reach a speedy and satisfactory resolution that is based on input from appropriate authorities at the University.

Complaint Procedures

Students wishing to raise a complaint, concern or grievance are to follow these procedures:

1. The student should informally address his or her concern or complaint with the faculty member, staff member or administrator involved.

2. If the student is not satisfied, he or she is to address the individual's superior (complaints relating to faculty members should be raised with the appropriate Department Head followed by the appropriate Division Head).

3. If the student's concern or complaint is not resolved under Step 2, he or she may file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services, who will issue a decision.

4. If the student's concern or complaint is not resolved under Step 3, he or she may file a written complaint with the Campus Dean. The written complaint will be investigated by the Campus Dean, who may uphold or modify the decision of the Director of Student Services. The decision of the Campus Dean is final.

Please refer to the University's Sexual Harassment Policy and/or the Title IX Procedures contained in the University Catalog for complaints related to those policies.

State Student Complaint Process for Students Enrolled in Residential (In-Person) Programs

Information about college complaint procedures with the Florida Commission for Independent Education can be found at https://www.fldoe.org/policy/cie/student-concerns.stml. Complaints submitted in accordance with these instructions should be addressed to cieinfo@fldoe.org (email) or 850-245-3238 (fax).

Complaint Process for Students Enrolled in Distance Education (Online) Programs

- Florida residents enrolled in distance education programs should first follow the institutional complaint process and then the State Student Complaint Process for Residential (In-Person) Programs, described above.
- Non-Florida residents, must first follow the **institutional and State Student Complaint Process**.
- If the student is not satisfied with the outcome of the **institutional and State Complaint process**, then the student can appeal to the Council at **FLSARAinfo@fldoe.org.**
- The FL-SARA Council complaint process applies to non-Florida residents who reside in a state that participates in the Unified State Authorization Reciprocity Agreement ("SARA"). Information about whether a state or other jurisdiction participates in SARA can be found at https://nc-sara.org/directory. As of October 2019, the following states and jurisdictions participating in SARA: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virgin Islands, Virginia, Washington, West Virginia, Wisconsin, Wyoming.
- California residents in distance education programs may file a complaint with the California Bureau for Private Postsecondary Education. Additional information can be found at https://www.bppe.ca.gov/enforcement/complaint.shtml and the California Bureau can be contacted at (916) 431-6959 (telephone), (916) 263-1897 (fax) or 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 (mail).

Accrediting Agency Student Complaint Process:

For complaints alleging a violation of accreditation policies, students may review the SACSCOC Policy Statement, *Complaint Procedures against SACSCOC or its Accredited Institutions Policy Statement* to find information about how to make a complaint to the University's accrediting body, the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC). The Policy Statement, including the required "Complaint against Institutions: Information Sheet and Form" and other important information, is available at http://www.sacscoc.org/policies.asp. Complaints must be addressed to the President of the accrediting body at the following address: Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097.

The Student Honor Court

Purpose

To establish an orderly process for a student to appeal a dismissal/disciplinary decision in cases where a student challenges the outcome of the process.

Introduction

Florida National University's (FNU) procedure for the student appeal of dismissal/disciplinary decisions ensures that both students and faculty are aware of the processes that are to be followed when a decision is challenged.

Procedure for Requesting a Session of the Honor Court

A session of the Student Honor Court may be requested by a student, an administrator, or a faculty member when all other means of appealing, such as following the chain of command, have been exhausted. The request will be reviewed by the Office of Student Services.

The following procedures will be observed when an Honor Court session is requested

- The Office of Student Services will determine the validity of convening of the Court. If all other avenues have been exhausted, and the request falls under the purpose of the Honor Court, a session will be convened.
- Upon the decision to call a session of the Honor Court, the Campus Dean will appoint a member of the upper administration to serve as the Court Chair and will notify all involved parties of the date and time of the Court session.
- The Court must sit within seven business days.

Members of The Honor Court

- The Court Chair- a member of the upper administration organizational figure and nonvoting member who serves to lead the court in an equitable way.
- The Court Bailiff- an officer of student government association or an appointee by the Office of Student Services
- Voting Members of the Court- two instructors chosen by the Office of Student Services
- Voting Members of the Court- two students chosen by the Office of Student Services
- Voting Member of the Court- one member from the office of Academic Affairs.
- Appellate Panel- three members of the upper administration who act in the event of an appeal of the Honor Court's decision.

- Members of the panel may include one member of the Office of Academic Affairs, one member of the Office of the Campus Dean, the Court Chair, the Faculty Senate President, or board member or one of the University's Vice Presidents.

Procedure for The Conducting of the Honor Court

- The Court Chair presides over the session.
- The Court Chair explains the court procedure to all participants.
- The person or office bringing the grievance presents their case, witnesses, evidence, etc.
- The aggrieved presents their case, witnesses, evidence, etc.
- The two parties will retire at the end of their presentations.
- The Court voting members meet to discuss and finalize the decision by majority vote.
- The Court informs the Court Chair of their decision.
- The Campus Dean and the Office of Student Services then informs the parties of the decision of the Court.
- Either party to the suit may appeal the decision to an appellate panel composed of three members of administration chosen by the Office of Student Services and the Campus Dean, not involved in the initial Honor Court session, who will serve as the penultimate decision.
- The panel's decision can be appealed to the University President who has the absolute final say. Neither party can appeal the University President's decision.

Anti-Hazing Policy

Florida National University strictly prohibits hazing of any kind.

According to Florida Statute 240.36 hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with, or as a condition for continued membership in any organization operating under the sanction of the University.
2. Such actions include but are not limited to: any physical brutality such as paddling, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or any other substance; creation of excessive fatigue; psychological stress; engaging in public stunts; morally degrading or humiliating games or activities; and any other activity that is not consistent with the University's rules and regulations.

Hazing is illegal and dangerous. Students who engage in hazing activities are subject to penalties up to dismissal from the University. Organizations that authorize hazing activities are subject to penalties that may include recession of permission to operate at Florida National University.

Dangerous Items Policy

Weapons of any kind are expressly prohibited at FNU facilities, including vehicles parked on FNU property. Weapons include any item defined as a weapon under city, state, or federal law and include but are not limited to:

- guns of any kind,
- electroshock devices,
- slingshots,
- bows and arrows,
- spears,
- switchblades or knives,
- martial arts weapons,
- brass knuckles,
- any instrument that ejects projectiles.

The University reserves the right to determine whether an item could be classified as dangerous and require immediate removal of the item from an FNU facility. This prohibition includes firearms carried by persons bearing a Florida Concealed Weapons Permit (CWP). As a private enterprise, we reserve the right to prohibit legally carried concealed firearms.

An exception to this policy is a law enforcement officer, in official uniform, who is at an FNU facility to attend a course. A law enforcement officer, who is an active student or faculty member, may attend the course armed, only while in full uniform. Off duty, concealed carry of firearms is prohibited.

Emergency Procedures and Equipment Policy

Students will have readily available information regarding fire safety and prevention, emergency procedures, and evacuation procedures outlined in the Safety Manual.

Designated fire equipment including fire doors, extinguishers, and fire alarms are to be used only in emergencies. Blocking, tampering, or any misuse of equipment is strictly prohibited and may result in criminal prosecution and/or disciplinary action by the University.

****NOTE:** The Campus Security Report is published annually and is available online under the Consumer Information Link and found under Campus Security.

Lockdown Procedures

In the event of a police action, such as an "Active Shooter," it may be necessary to "lockdown" the campus to limit access, protect lives and minimize the overall exposure to danger.

A "lockdown" is a temporary sheltering technique, usually lasting from 30 minutes to several hours, used by law enforcement to limit civilian exposure to an "Active Shooter" or a similar incident. When alerted, occupants of any building within the subject area will lock all doors and windows. Do not allow entry or exit to anyone until the "all clear" has been sounded. This procedure converts any building into a large "safe room."

The Campus Dean or his/her designee evaluates the situation and takes immediate action to protect life and property. Other University administrators are notified as soon as the situation allows. Students, faculty, and staff are alerted via rave, bullhorns, telephones, in-person notification, and/or the University public-address system.

Take Action

If you encounter an intruder who is causing harm or threatening imminent harm to people, seek cover immediately and call 911 (police). Provide as many details as possible, such as location, number of assailants, weapons, and any other information you believe will be useful.

Lockdown Instructions

- Never sound the fire alarm to evacuate the building, as everyone should remain inside. If a fire alarm goes off during a lockdown, do not evacuate unless you smell smoke.
- Be aware of alternate exits if it becomes necessary to flee. Lock yourself in a classroom, resident room, office, etc., as a means of protection.
- Stay low and away from windows. Barricade door(s) if possible and use furniture or desks as cover.
- Cover windows or other openings that allow a direct line of sight into the hallway.
- Shut the blinds or pull the shades down. Turn the lights off and remain silent. Try to give the impression that the room is empty.
- Silence cell phones. Turn off the vibrate function.
- Do not attempt to leave the building until told to do so by security or police personnel.
- If you are outside when a lockdown is announced, enter the nearest building and follow the lockdown instructions above. If you cannot safely enter a building, hide behind a large heavy object (i.e., vehicle or tree) or run away from the hostile activity.
- If you encounter an active shooter - Get Out, Call 911 and Hide
- Move quickly - do not wait for others to validate your decision.
- Leave belongings behind.
- Survival chances increase the farther you are from the shooter.

- Call 911 and give the operator as much information as possible, including the location, a description of the shooter (and name if known) and the number and type of weapons being used. Do not hang up until told to do so. Hide Out
- If unable to get out because the shooter is between you and the only exit, hide.
- Try to find a place that is well protected.
- Avoid places that might trap you or restrict movement.
- Find a room that can be locked with objects to hide behind.
- Barricade door with heavy furniture.
- Turn out lights and remain silent.
- Silence any device that may create a noise (i.e., cell phones, iPads, etc.).
- If there are two or more of you, DO NOT huddle together. It gives you options and makes it harder for the shooter.
- Quietly develop a plan of action in the event the shooter enters.
- Remain calm to keep others focused on survival.
- Assume shooter's intentions are lethal.
- Attempt to take out the shooter only if you believe the shooter will kill or continue killing unless you intervene.
- Develop a mindset that you have "what it takes" to survive when your life is on the line.
- Be prepared to do whatever it takes to neutralize the threat.
- Throw things, create a distraction or use improvised weapons.

Title IX and Sexual Harassment

Sexual Harassment Policy

Florida National University is committed to providing an environment that is free of sexual harassment. Such behavior is illegal under both state and federal law and will not be tolerated.

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, other verbal, nonverbal or physical conduct of a sexual nature or with sexual overtones, and gender-based harassment based on sex or sex-stereotyping. Sexual harassment includes sexual violence, including sexual assault, dating violence, domestic violence, and stalking.

Sexual harassment of or by any faculty member, administrator, employee, or student is expressly prohibited. Any person found to violate this policy shall be subject to appropriate disciplinary action up to suspension or discharge from the University.

Any person who has been sexually harassed should file a complaint using the Title IX Grievance Form which is available online at https://www.fnu.edu/Publications/Title-IX-Grievance-Form.pdf or from the Office of Student Services or Title IX Coordinator(s). Every complaint will be promptly investigated and resolved. Students should refer to the Title IX: Sex- Based Discrimination and Sexual Misconduct Policies and Procedures in the Student Handbook for further information found at the following link: https://www.fnu.edu/wp-content/uploads/2020/07/FNU-Title-IX-Procedures-Clean-Version-for-Posting-8-14-2020-D0904210.pdf

Title IX Procedures

Title IX: Sex-Based Discrimination and Sexual Misconduct Policies and Procedures Sex Discrimination Prohibited

Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits discrimination on the basis of sex in federally assisted education programs or activities. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, dating violence, domestic violence, and gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Florida National University does not discriminate on the basis of sex in its education programs and activities. The University prohibits all forms of sex discrimination.

Definitions

Sexual Harassment:

Sexual harassment is unwelcome conduct of a sexual nature. Conduct is unwelcome if the complainant did not request or invite it and regarded the conduct as undesirable or offensive; acquiescence in the conduct or failure to complain does not always mean that

the conduct was welcome. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, other verbal, nonverbal or physical conduct of a sexual nature or with sexual overtones, and gender-based harassment based on sex or sex-stereotyping.

Sexual Violence:

Sexual violence includes dating violence, domestic violence, sexual assault, and stalking.

Dating Violence:

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence:

Domestic violence is a felony or misdemeanor crime of violence committed 1) by a current or former spouse or intimate partner of the victim; 2) by a person with whom the victim shares a child in common; 3) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; 4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

5) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The State of Florida defines domestic violence as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit. See Fla. Stat. § 741.28.

Sexual Assault:

Sexual assault is any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent that meets the definition of rape, fondling, incest, or statutory rape.

Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the

victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent. Florida statutory rape law is violated when a person has consensual sexual intercourse with an individual under age 18. However, there is an exemption for individuals close in age, which allows a person no older than age 23 to engage in consensual sexual intercourse with minors aged 16 or 17.

Stalking:

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to 1) fear for the person's safety or the safety of others or 2) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent:

Consent means a clear, unambiguous, and voluntary agreement between the parties engaging in specific sexual activity. A person is incapable of consent when he or she is: 1) mentally disabled; 2) mentally incapacitated; 3) physically helpless or incapacitated; or 4) under threat, coercion or force.

The State of Florida defines consent as intelligent, knowing, and voluntary consent, which does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Among other things, the State of Florida does not consider a victim to be able to consent if the victim is mentally defective, physically incapacitated, or has been administered any narcotic, anesthetic or other intoxicating substance that mentally or physically incapacitates the victim. See Fla. Stat. § 794.011.

Examples of Sexual Harassment

The following are examples of behavior may create a hostile environment and could be considered sexual harassment prohibited by Title IX:

Requests or demands for sexual favors

Unwelcome sexual advances, including touching, kissing, hugging, or massaging

Non-consensual sexual activity (where the victim does not consent or is incapable of giving consent)

Violence between intimate partners

Unnecessary and unwelcome references to various parts of the body

Unwelcome statements or conduct related to a person's gender, actual or perceived sex, gender identity, or nonconformity with sex or gender stereotypes

Reoccurring inappropriate or derogatory sexual innuendoes or humor

Videotaping and photographing activity of a sexual or personal nature without consent of those being recorded

Obscene gestures or nonverbal communication of a sexual or gender-based nature

Sexually explicit profanity

Use of email, the Internet, text messaging, or other forms of digital media to facilitate any of the above referenced behaviors

Sexual Harassment Prohibited by Title IX

Sexual harassment that creates a hostile environment by interfering with, denying or limiting a student's ability to participate in or benefit from the school's program on the basis of sex is prohibited by Title IX. FNU will consider the following factors in determining whether sexual harassment creates a hostile environment:

The degree to which the conduct affects one or more students' education;

The type, frequency, and duration of the conduct;

The identity of and relationship between the respondent and the complainant:

The number of individuals involved;

The location of the incidents and the context in which they occurred; and

Other incidents at the school.

This includes quid pro quo sexual harassment, where such advances or requests are made under circumstances implying that one's response or submission to unwanted sexual conduct might affect educational or personnel decisions that are subject to the influence of the person making the proposal. For example, quid pro quo sexual harassment occurs when submission to sexual harassment is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities.

Florida National University believes that any form of sexual harassment can have a devastating effect upon the people involved and such behavior will not be tolerated. Prompt action will be taken to protect the complainant, investigate the charges, and if warranted, discipline the violator. Such action may include suspension or dismissal.

Sexual Violence Prevention and Response

The University educates the student community about sexual violence prevention through the Office of Student Services. The Office of Student Services provides educational materials and conducts prevention and awareness programs for students to promote awareness of, and to prevent sexual violence. Such materials and programs educate students regarding prohibited sexual violence (including relevant definitions), the definition of consent in the state of Florida, safe and positive options for bystander intervention, risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks, and the University's response to sexual violence (including the complaint procedures and possible sanctions and protective measures).

If you are a victim of sexual violence, first seek safety and then immediate medical attention. The University strongly encourages any victim of sexual violence to report the incident in a timely manner. Time is a critical factor for collecting and preserving of evidence. (Ideally, a victim of sexual violence should not wash, douche, use the restroom, or change clothes prior to a medical examination at a hospital.)

The University encourages students to report incidents of sexual violence to the local police department by dialing 911 and to report the incident to the Campus Dean or Title IX Coordinators (who can also assist you with the reporting of an act of sexual violence to the police).

The University also strongly advises victims of sexual violence to seek counseling. Local organizations that specialize in crises counseling include:

Resources	**Phone Numbers**
RAINN-Rape, Abuse & Incest National Network	(800) 656-4673
Victims of Crimes Services	(305) 230-6141
Opa Locka Domestic Police -Violence Intervention Unit	(305) 953-2838

Procedures for Filing a Sexual Harassment Complaint

Any member of the University community who believes that he or she has been a victim of sexual harassment (the complainant) by a student, a University employee or a third party may bring the matter to the attention of the Title IX Coordinator or Deputy Coordinators (collectively, the "Title IX Coordinators"). The complainant may also report these matters to either of the following employees: Campus Dean, Associate Dean, Assistant Dean, Vice President of Academic Affairs, Student Services Director, Student Services Officer, Student Services Assistant, Athletic Director or Assistant Athletic Director. It is the responsibility of that individual to file the report with one of the Title IX Coordinators.

The complainant should present the complaint as promptly as possible after the alleged harassment occurs using the Title IX Grievance Form which is available online at https://www.fnu.edu/Publications/Title-IX-Grievance-Form.pdf or from the Office of Student Services or the Title IX Coordinators. Grievance Forms should be submitted directly to one of the Title IX Coordinators or the Director of Student Services. Complainants are encouraged to file complaints promptly because the passage of time typically makes it more difficult to conduct an investigation. Further, it is easier to commence legal proceedings (both civil and criminal) against the accused if the reports are made promptly.

If the complainant decides to proceed with a formal complaint, the complainant should submit a written statement to one of the Title IX Coordinators.

FNU's Title IX Coordinator will investigate all student complaints of sexual harassment. The Title IX Coordinator will inform the alleged offender (respondent) of the allegation,

the identity of the complainant, the alleged violation of the University's policies, and the date and location of the alleged incident(s). A written statement of the complaint will be given to both parties. Exceptions can be made when confidentiality is requested by the complainant, as described below.

Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case will be limited in order that the privacy of all individuals involved is safeguarded as fully as possible.

Retaliation against the complainant is prohibited. Every effort will be made to protect the complainant from retaliatory action.

Resolution of the Complaint

The University will promptly take steps to ensure that the complainant and the respondent have equal access to the University's educational programs and activities and to protect the complainant and the respondent as necessary, including taking interim measures before the outcome of an investigation. Interim measures are determined on a case-by-case basis and may include counseling, schedule accommodations, academic accommodations, no-contact directives, stay-away letters/campus bans, escorts, limitations on extracurricular or athletic activities, and leaves of absence. When implementing interim measures, the University will make every effort to avoid depriving any student of his or her education.

Reports of alleged Title IX incidents will be investigated in a thorough, impartial, and prompt fashion. The Title IX Coordinator will oversee the collecting of facts related to any reported Title IX incident and will assess whether a further review or investigation is necessary. The Title IX Coordinator will notify and interview complainants, respondents, and witnesses. At the conclusion of the investigation, the Title IX Coordinator will prepare a written report summarizing the relevant exculpatory and inculpatory evidence.

Directly following the conclusion of the investigation, the Title IX Coordinator will determine whether reasonable cause exists to believe that a policy violation occurred. If such reasonable cause exists and the respondent is a student, the Title IX Coordinator will notify University administrators and determine whether to pursue an informal or formal resolution, as described below. Where the respondent is a faculty or staff member, the Title IX Coordinator will refer the results of the investigation to the Human Resources Department and the University administrators for appropriate action. The Title IX Coordinator will be kept informed of the outcome of the investigation regarding a faculty or staff member and will notify the complainant, as appropriate, of the outcome, including any accommodations the University will provide to the complainant.

If reasonable cause exists to believe that a policy violation occurred, the Title IX Coordinator believes it is appropriate given the circumstances of the complaint to engage in an informal resolution process, and all parties voluntarily agree to participate in such a process, the Title IX Coordinator will initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties. The complainant or respondent may request to end the informal process at any time to begin the formal stage of the complaint process.

If unsatisfied with the informal resolution proposed by the Title IX Coordinator, the complainant or respondent should write a written request to the Title IX Coordinator with

his or her opinions and suggestions, including any request to appear before the Honor Court.

If reasonable cause exists to believe that a policy violation occurred and the Title IX Coordinator believes that an informal resolution process is not appropriate based on the nature of the violation, or one or more of the parties requests access to the formal stage of the complaint process, the complaint and the results of the investigation will be forwarded to the Honor Court. Unless the Honor Court concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the Honor Court, present any witnesses and evidence, and confront any adverse witnesses. The Honor Court may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations.

The parties will be given adequate notice of any hearing before the Honor Court and will be offered equal and meaningful access to information used during the hearing, including the Title IX Coordinator's report. The parties will also have the opportunity to provide written responses to the Title IX Coordinator's report.

The parties may be accompanied at the Honor Court hearing by the advisor of their choice. The advisor may not participate in the hearing, beyond providing guidance to the party being represented.

The Honor Court will make findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of the school's policies using a clear and convincing evidence standard. Thus, the Honor Court must determine whether it is more probable than not that the conduct occurred.

If the Honor Court determines that it is more probable than not that the conduct occurred, it should recommend sanctions against the respondent and any additional accommodations for the complainant. The Title IX Coordinator should forward the recommendation immediately to one of the campus deans. The campus dean shall proceed in the manner set forth by the university's rules and procedures, except that the need for a preliminary review will be precluded.

The Honor Court can recommend the following sanctions if it finds that a student has violated this policy: Suspension, Expulsion, Loss of University Scholarship.

The Honor Court can recommend the following accommodations for the complainant: classroom adjustments or changes, academic support (tutoring, mentoring, flexible assignment due dates, allowing the student to make up coursework), allowing the student to retake a course and/or withdraw without penalty, counseling services and protective/no contact orders.

Florida National University seeks to resolve all Title IX reports within sixty (60) days but more complex investigations may require additional time, especially if the matter is brought before the Honor Court. The Title IX Coordinator will notify the complainant and the respondent in writing of the results of the investigation including a summary of the basis for the determination and the actions that will be taken.

Confidentiality

The Title IX Coordinator is required to investigate any report of alleged sex and gender based misconduct and to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. Each report is reviewed individually and it is important to note that not every report leads to a disciplinary process.

A student can request confidentiality after making a Title IX report. For example, a complainant may request that his or her name not be disclosed or that an investigation not be conducted regarding the alleged harassment. If the complainant requests confidentiality, the Title IX Coordinator will take all reasonable steps to investigate and respond to the complaint consistent with the student's request. The University will evaluate any confidentiality requests in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. For example, if there have been other similar accusations against the same respondent such that the University is concerned about the safety of its students, the University may not be able to respect a request for confidentiality.

If the University can honor the complainant's request for confidentiality, the Title IX Coordinator's ability to investigate the incident could be limited. For example, the University cannot take disciplinary action against the respondent if the complainant requests that his or her name not be revealed.

Even when confidentiality is not requested, the University makes every effort to protect the privacy of all individuals involved in such reporting or investigation, yet it cannot always be guaranteed depending on the nature of the incident.

Any alleged incidents of sexual violence must be reported to the Office of Student Services so they may be included in the University's crime log and the annual security report. Crimes of sexual violence can be reported without disclosing either party's name or any other information that would identify the parties.

Complaints involving students are protected under the Family Education Rights and Privacy Act (FERPA) but may be disclosed for legitimate educational purposes within the University. To disclose the information outside of the University, any affected students would have to give explicit permission for the information to be shared through the Disclosure of Information Form available at the FNU Publications webpage and at the Office of the Registrar, except as described below.

Under FERPA the University does not need student consent to:

disclose to the complainant information about the sanction imposed upon a student respondent who was found to have engaged in harassment when the sanction directly relates to the complainant; disclose to the complainant the final results of a disciplinary proceeding against the respondent, regardless of whether the University concluded that a violation was committed, when the conduct involves a crime of violence or a non-forcible sex offense; and disclose to anyone—not just the complainant—the final results of a disciplinary proceeding if it determines that the student respondent is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies.

Medical records are confidential and medical and health professionals are required to maintain confidentiality with regard to the patient's information.

Retaliation

Retaliation is prohibited under Title IX against any person who in good faith makes a complaint of sex discrimination, harassment, sexual violence, sexual misconduct, or participates as a witness in a Title IX investigation. The University, the respondent, and the respondent's associates may not retaliate against an individual for bringing a complaint or for participating in an investigation. The University will take steps to prevent retaliation against a complainant by the respondent or his or her associates.

Contact Information for the Title IX Coordinators and Deputies

Reports of alleged sexual harassment by a student, staff or faculty can be filed with any of the following individuals:

Florida National University - Title IX Coordinator

Bernardo Navarro

South Campus Assistant Dean

11865 SW 26th St Ste. H3

Room 205C

Miami, FL 33175

Ph. (305) 226-9999 Ext. 1339

navarrob@fnu.edu

South Campus - Title IX Deputy

Margarita Velez

Admissions Supervisor

11865 SW 26th St Ste. H3

Room 205B

Ph. (305) 226-9999 Ext. 1313

mvelez@fnu.edu

Hialeah Campus - Title IX Deputies

4425 W Jose Regueiro Ave. (20th Av)

Hialeah, FL 33012

Harold Flores

Assistant Campus Dean

Main Building – Room 121

Ph. (305) 821-3333 Ext. 1044

hflores@fnu.edu

Dr. Kelly Krenkel

Director of Accreditation & Compliance

JR Building - 502F

Ph. (305) 821-3333 Ext. 1048

kkrenkel@fnu.edu

Training Center - Title IX Deputy

4206 W 12th Ave.

Hialeah, Florida 33012

Jose Luis Valdes

Campus Dean/University Registrar

Room 130

Ph. (305) 821-3333 Ext. 1028

jvaldes@fnu.edu

Distance Learning - Title IX Deputy

4425 W. Jose Regueiro (20th) Ave.

Hialeah, Florida 33012

Dr. Emry Somnarain

Distance Learning Director

Main Building - Room 143

Ph. (305) 821-3333 Ext. 1067

esomnarain@fnu.edu

Academic Policies and Procedures

Academic Year

The FNU academic year is defined as two semesters. The length of an academic semester is four months. Each semester has two terms of two months each. The FNU rolling admission schedule makes it possible to have six different start dates and six different completion dates in one calendar year. There is a one-week break in April, a one-week break in August, and a two-week break at the Christmas/New Year season.

Academic Advisement

Upon entering FNU, each freshman is advised to see his or her program advisor or academic advisor. In addition, each of the offices listed below provides advisement in its field of responsibility to all students as appropriate. These offices are:

The Admissions Office	The Financial Aid Office
The Campus Dean	The Student Services Office
The Registrar's Office	The Academic Advising Center

The Academic Advising Center

- Discussing program choices and career options
- Advising new and current students who are in a career/program.
- Explain and review academic requirements.
- Assist with scheduling courses.

What is the purpose of Academic Advising?

The primary purpose of academic advising is to assist students in the development of meaningful educational plans that are compatible with their life goals.

Students should contact their Division Head for the program advisor's name and contact information or see list below. The instructors advise their students concerning academic progress as well as academic matters.

The ultimate responsibility for making decisions about life goals and educational plans rest with the individual student. The academic advisor assists by helping to identify and evaluate the alternatives and the consequences of decisions. The academic advisor will be able to direct the student in the right direction depending on his/her life goals and offer recommendations.

Program Advisors

Contact a Division or Department Head or a Program Director from the list below to determine your **Program Advisor.** Then set up an appointment with that advisor to review program requirements, schedule classes, or receive other advising assistance.

Allied Health Division

Dr. Loreto Almonte - Division Head
Ph: (305) 821-3333 ext: 1074 lalmonte@fnu.edu

Dr. Yolanda Acebo, PhD, MBA, RT(R), RDMS Radiologic Technology Program Director Ph: (305) 821-3333 ext. 1202 yacebo@fnu.edu

Dr. Victor Fernandez, RVT, RDMS, RCS Diagnostic Medical Sonographer Program Director Ph: (305) 821-3333 ext: 1074 vmfernandez@fnu.edu

Mr. Michael Gubieda, MS, PTA Physical Therapist Assistant Program Director
Ph: (305) 821-3333 ext: 1051 mgubieda@fnu.edu

Mr. Frank Pupo, RRT-BSc, CCT Respiratory Therapy Program Director
Ph: (305) 821-3333 ext: 1121 fpupo@fnu.edu

Mr. Mauricio Restrepo AS, CDT Dental Department Head
Ph: (305) 821-3333 mrestrepo@fnu.edu

Business & Economics Division

Dr. Ernesto Gonzalez, PhD – Division Head
Ph: (305) 821-3333 ext: 1070 egonzalez@fnu.edu

Dr. Osviel Alfonso, EdD, MS, Criminal Justice/Paralegal-Legal Dept. Head
Ph: (305) 821-3333 ext: 1058 oalfonso@fnu.edu

Dr. Juan Ramirez, EdD, MS, MIBA
Ph: (305) 821-3333 ext: 1192 jframirez@fnu.edu

English as a Second Language Division

Mr. Reynaldo Ales, MA - Division Head
Ph: (305) 821-3333 ext: 1154 rales@fnu.edu

Ms. Maria Abreira, MS, English as a Second Language Dept. Head for South
Ph: (305) 821-3333 ext: 1103 mabreira@fnu.edu

Mr. Ariel Oquendo, BS, English as a Second Language Dept. Head for Hialeah
Ph: (305) 821-3333 ext: 1103 aoquendo@fnu.edu

Humanities & Liberal Arts Division

Dr. Felix Ramos, PhD, MS, Math & Natural Sciences Dept. Head
Ph: (305) 821-3333 ext: 1222 framos@fnu.edu

Ms. Ocxanne Jean, MS English Dept. Head
Ph: (305) 821-3333 ext: 1210 ojean@fnu.edu

Nursing Division

Dr. Penelope Pattalitan, EdD, APRN, FNP-C, RN - Division Head
Ph: (305) 821-3333 ext. 1215 ppattalitan@fnu.edu

Dr. Debra Gray, DNP, APRN, BHA, MSN Program Director
Ph: (305) 821-3333 ext: 1056 dgray@fnu.edu

Mr. Yunieski Farradas, MSN, ARNP, RN, BSN Program Director
Ph: (305) 821-3333 ext: 1077 yfarradas@fnu.edu

Dr. Nelson Sanchez, PhD, MSN, RN, BSN ADON
Ph: (305) 821-3333 ext: 1187 nsanchez@fnu.edu

Mr. Pavel De La Noval, MSN, ARNP, RN, **FNP-C** ADN Program Director
Ph: (305) 821-3333 ext: 1059 pnoval@fnu.edu

Ms. Beatriz Diaz, MSN, ARNP, RN, ADN ADON South Campus

Ph: (305)821-3333 ext: 1059 bdiaz@fnu.edu

Ms. Barbara Zaldivar, MSN, ARNP, BSN, RN, ADN ADON Training Center
Ph: (305) 821-3333 ext. 1166 bzaldivar@fnu.edu

Psychology Division

Dr. Jose Perez, **Psy.D. - Division Head**
Ph: (305) 821-3333 ext: 1149 josep@fnu.edu

Class Schedules

Most courses are scheduled as either three or four-hour sessions, held Monday through Friday, anytime from 8:30am - 10:00pm. Some courses are offered on Saturdays and clinical practices are offered 7 days a week, (scheduling based on program requirements and site availability). FNU also offers internet-based distance learning courses.

FNU has a self-scheduling procedure established for some of the programs offered and it is accessed through the FNU Portal. Certificate programs that run sequentially do not have the ability to have classes self-scheduled. Degree Programs have the self-scheduling option except Nursing Programs (ADN, BSN and MSN) as well as Physical Therapist Assistant, Sonography, Radiology and Respiratory Therapy core courses. Specific instructions are posted in https://www.fnu.edu/wp-content/uploads/2020/03/Students-self-scheduling-process-step-by-step.pdf

Changes to the class schedule can be made only during the ADD/DROP period (first week of the semester). Any changes to the schedule must be approved by the Department/Division Head and a Cancel/Add form must be filled out and turned in to the Registrar's Office. The Cancel/Add form is available at the Registrar's Office of each Campus and on the FNU website. Distance Learning students must submit the completed form to the Registrar's Office via either e-mail at registrars@fnu.edu or fax at (305) 362-0595, Attention to: Registrar's Office. Additional questions about the Distance Learning Department can be emailed to distancelearning@fnu.edu. Class schedule changes are subject to class load and availability. The student must check the FNU student portal to ensure that changes are accepted.

To access or print your class schedule, you must set up an account on the FNU student portal. Instructions are available on the FNU website. A username and password are required. You will also be able to use the FNU Portal to access other pertinent information.

It is the student's responsibility to withdraw, cancel, or change any courses assigned to him/her during the ADD/DROP period. After the ADD/DROP period, no schedule changes will be accepted for the Term B, unless it is an emergency, and the student will be charged for the change $50.00 per change. Approved changes for Term B can only be done by substituting the class with another course carrying the same credit load and by paying the $50.00 fee. Please note that all changes carry a $50.00 fee even if it just a change of session.

Classification of Students or Status

STUDENTS ARE CLASSIFIED IN VARIOUS WAYS:

A. By class load:

1. Full time (12 credit hours minimum per semester) * For Undergraduate Programs
2. Full time (9 credit hours minimum per semester) * For Graduate Programs
3. Three Quarter time (9 credit hours minimum per semester) For Undergraduate Programs
4. Half time (6 credit hours minimum per semester) *For both Graduate and Undergraduate Programs
5. Less than halftime (less than 5 credit hours per semester) For both Graduate/Undergraduate Programs

Students receiving full financial aid cannot carry less than six credit hours per semester. Students carrying less than the required minimum number of credits may receive financial aid proportionally.

B. By credits earned:

1. Freshman (1 to 30 credits)
2. Sophomore (31 and above)
3. Junior (61 and above)
4. Senior (91 and above)

C. By program of study:

1. Baccalaureate or Associate Degree students
2. Diploma students
3. Certificate students
4. Early Admission
5. Transient students (courses for transference to other institutions or Employee/Family Members)
6. Non-degree seeking students

D. By legal status:

1. Florida residents
2. Non-Florida residents
3. International students

E. By sponsorship

1. Personal resources
2. Grant
3. Loan
4. Scholarship
5. VA
6. Employee Scholarship
7. ITA
8. Vocational Rehab.

Class Load, Credit Hour, and Clock Hour Equivalency

Class load refers to the number of credits a student carries in a semester. For degree and career programs a student may carry a load of 17 credit hours maximum per semester. One credit hour equals 15 clock hours of lecture, 30 clock hours of Lab., 45 clock hours of externship, or 100 clock hours of pre-clinical or clinical journal. One clock hour is equivalent to 50 minutes of lecture and a 10 - minute break.

Utilizing the definition that an hour of work is the equivalent of 50 minutes of class time (often called a contact hour), the university policy requires at least 45 hours of work by each student for each unit of credit. Contact hours required for specific types of courses are as follows:

- At least 15 contact hours of lecture as well as a minimum of 30 hours of student homework are required for each unit of student credit.
- Laboratory courses must maintain a minimum of 30 contact hours per unit of credit.
- Each unit of internship or practicum must require a minimum of 45 hours of work.
- Clinical hours with instructor must require a minimum of 30 hours per unit of credit.

Certificate Programs: Since courses within a certificate program are not acceptable for credit toward a degree program within the institution, the conversion formula for certificate programs is as follows: one credit hour equals 37.5 clock hours of lecture, 37.5 clock hours of Lab., or 37.5 clock hours of externship (30 hours should be in the classroom and 7.5 hours are external).

Transient and Nondegree-Seeking Student Admission

A student who is in good standing at another college or university may be admitted to Florida National University as a transient student. Transient students should consult the Registrar or Vice President of Academic Affairs at the university to which they wish their credits transferred to determine the acceptability of outside credits at their home institution.

For classification purposes, employees or family members seeking credits at FNU are also referred to as Transient students.

Applicants who are taking a course, but without enrolling in a program, are classified as nondegree-seeking students. At Florida National University these students are limited to thirty credits in this classification, and they are not eligible for financial aid.

Minimum Credits Policy

Master’s of Science Degrees

Students receiving Florida National University’s Master of Science degrees must earn a minimum of 36 semester credit hours.

Additional Requirements for Master’s of Science Degrees

To be eligible for a Master of Science degree, students must:

- Complete a designated program of study which includes at least 36 semester hours of credit.
- Complete degree requirements with a cumulative grade average of 3.0 or higher.

Bachelor of Science or Arts

Students receiving Florida National University's Bachelor of Science degrees must earn a minimum of 120 semester credit hours. The 120 credit hours include a minimum of 39 credit hours of prescribed general education courses.

Additional Requirements for Bachelor of Arts or Science

To be eligible for a Bachelor of Arts or Bachelor of Science degree, students must:

- Complete a designated program of study which includes at least 120 semester hours of credit. Both degrees require that all required courses in a program be completed.
- Complete degree requirements with a cumulative grade average of 2.0 or higher.
- Complete the final 25% of a program through Florida National University.

Associate of Arts

Students receiving Florida National University's Associate of Arts degree must successfully complete at least 60 semester credit hours of study. The 60 credit hours must include a minimum of 39 semester credit hours of prescribed general education courses

Associate of Science

Students receiving Florida National University's Associate of Science degree must successfully complete at least 60 semester credit hours of study. The 60 credit hours include a minimum of 19 semester credit hours of prescribed general education courses.

NOTE: As Associate of Science degree is considered a terminal degree. A course-by-course decision on transferability rests with the receiving institutions.

Additional Requirements for Associate of Arts or Science

To be eligible for an Associate of Arts or Science degree, students must:

- Complete a designated program of study which includes at least 60 semester hours of credit. Both degrees require that all required courses in a program be completed.
- Complete degree requirements with a cumulative grade average of 2.0 or higher.
- Complete the last 25% of a program at Florida National University.

Satisfactory Academic Progress Policy

All students must meet certain minimum standards for Satisfactory Academic Progress while enrolled at Florida National University (FNU).

To achieve Satisfactory Academic Progress, a student must satisfy three criteria, each of which is evaluated, on a cumulative basis, at the end of each semester. The three criteria are:

> ***Cumulative Grade Point Average*** - must meet minimum thresholds in table below
>
> ***Pace of Progression*** - must successfully complete at least 66.7% of credits attempted
>
> ***Maximum Time Frame*** - must complete the program in no more than 150 percent of the normal time frame for completion

Grade Point Average: The grade point average or GPA for a semester is calculated by dividing (a) a number equal to the sum of credit hours for each course attempted during the semester times the quality point value for each grade earned in the course by (b) a number equal to the number of credit hours attempted during the semester (i.e., hours from courses with grades A through F).

The **cumulative grade point average**, or CGPA, is obtained by calculating the GPA for all courses attempted at Florida National University with grades of A through F. Course grades of S, U, I, W, AU, and TC do not count in the overall CGPA since they carry no quality points, but they do count as credits attempted for purposes of determining the Pace of Progression. The minimum CGPA required to maintain SAP varies depending on the program the student is enrolled in and the number of credits the student has attempted, as set forth in the Table below. See the Grading System section for more information.

Pace of Progression: Pace of progression is measured by calculating, at the end of each semester, the cumulative number of credits successfully completed (i.e., courses with a grade of A through D) as a percentage of the cumulative number of credits attempted.

Maximum Time Frame: The maximum time frame for completing a program is equal to 150 percent of the normal time frame for completing the program as measured in credit hours. For example, a full-time student in a baccalaureate program normally would complete the program in four academic years with 120 semester hours. The maximum time frame for such a student to complete the program would be 180 semester hours. The Pace of Progression requirement is intended to ensure that the students are on pace to graduate within the Maximum Time Frame.

Maintenance of **Satisfactory Academic Progress (SAP)** is a requirement for graduation; it is also necessary to maintain eligibility for Title IV financial assistance. FNU evaluates Satisfactory Academic Progress at the end of **every semester.**

Students must continue to meet the minimum SAP standards as measured at the end of each semester, to maintain eligibility for financial assistance. The CGPA and Pace of Progression are be based on all periods of enrollment even when the student did not receive Title IV funds. However, should a student change programs at FNU, SAP will be

based on all coursework that is applicable to the student's current degree, diploma, or certificate program of study. If the student does not meet the minimum SAP standards at the end of a semester, the student will be placed on Academic/Financial Aid Warning for the following semester. All students on Academic/Financial Aid Warning will be monitored for SAP again at the end of the semester on Academic Warning.

Students who are eligible for Federal student aid funds continue to receive those funds while on Academic Warning. All students on Academic/Financial Aid Warning who meet the minimum SAP standards at the end of the semester will be removed from Academic/Financial Aid Warning.

Any student who fails to meet the minimum SAP standards at the end of the semester on Academic/Financial Aid Warning will be considered for dismissal and suspended for the coming semester. The student may appeal the suspension by submitting a written request explaining and documenting why the student failed to achieve SAP, such as the death of a relative, an injury or illness, or other special circumstances, and how circumstances have changed such that the student will be able to achieve SAP at the end of the next semester if permitted to re-enroll. A student requesting an appeal must submit a written request to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is granted, the student may re-enroll and will be placed on Academic/Financial Aid Probation for the coming semester. If eligible for Federal student aid, those funds will continue during the semester on Academic/Financial Aid Probation.

All students on Academic/Financial Aid Probation are monitored again for SAP at the end of the semester on Academic/Financial Aid Probation. All such students who satisfy the minimum SAP standards at the end of the semester will be removed from Academic/Financial Aid Probation and will continue to remain subject to the SAP requirements. All students on Academic/Financial Aid Probation who do not satisfy the SAP requirements at the end of the semester will be dismissed.

All financial aid applicants in eligible degree/diploma/certificate programs are evaluated for SAP whether they received financial assistance in prior terms or not.

If the student attended FNU in the past and seeks to re-enroll, the student will be reviewed for SAP for financial aid purposes on all previously attempted courses that are applicable to the student's current program of enrollment regardless of how long ago the student attended FNU or whether or not aid was received.

When a student transfers course credits to FNU, transfer credits count as credits attempted and credits earned.

The student may modify the initial course schedule up to the last day of the add/drop period with a refund. Classes that are dropped during this time period are not counted as part of the SAP evaluation process. If the student withdraws after the add/drop period, it will negatively affect the Pace of Progression and Maximum Time Frame requirements because the credits will count as credits attempted but not credits earned.

If a student repeats a course, the higher grade is used in the CGPA but credits for both courses count as credit hours attempted.

If the student changes degree or certificate programs, the SAP calculation will reset to only count those credits that are applicable to the student's new program of study. Credits that do not count toward the new program of study will not be included in the pace calculation and the related grades will not be included in the CGPA.

Remedial credit hours completed are used in Grade Point Average calculations, but not in Pace of Progression, and Maximum Time Frame calculations.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 for undergraduate and 3.0 for graduate programs each semester.

A VA student whose CGPA falls below 2.0 (undergraduate) or 3.0 (graduate) at the end of any semester will be placed on academic warning for a maximum of two consecutive terms of enrollment and the VA will be notified.

IAW VA guidelines, during the academic warning period, the university is not able to certify the student for VA educational benefits.

If the VA student's CGPA is still below 2.0 (undergraduate) or 3.0 (graduate) at the end of the second consecutive term on warning, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0 (undergraduate) or 3.0 (graduate).

Master Degree Programs

Credits Attempted	Minimum CGPA at end of each semester	Minimum % of cumulative credits attempted that have been successfully completed at end of each semester
1 – 36	3.0	66.7%

Bachelors and Associate Degree Programs

Credits Attempted	Minimum CGPA at end of each semester	Minimum % of cumulative credits attempted that have been successfully completed at end of each semester
1 – 12	1.3	66.7%
13 – 24	1.5	66.7%
25- 36	1.7	66.7%
37 - 48	1.8	66.7%
49 – 60	2	66.7%
60 – above	2	66.7%

Diploma Programs

Credits Attempted	Minimum CGPA at end of each semester	Minimum % of credits attempted that have been successfully completed at end of each semester
1 – 12	1.3	66.7%
13 - 24	1.5	66.7%
25- 30	2	66.7%
45 - above	2	66.7%

Certificate Programs

Credits Attempt	Warning if CGPA is below	Minimum Credits (%) to Complete
0 - 9	1.5	66.7%
10 - 18.	2	66.7%

A student who has been dismissed for failure to satisfy SAP following a semester on Academic/Financial Aid Probation may reapply to Florida National University after being

out of school for one semester. If readmitted, the student will remain subject to all SAP requirements and, if otherwise eligible for Federal student aid, will not be eligible to receive such funds until and unless the students meets all SAP requirements.

Attendance Policy

The policy on attendance for university classes will be the responsibility of the professor, and the professor will fully inform students of such policy at the beginning of the semester via the course syllabus.

The faculty and staff at Florida National University want students to succeed. Since research studies indicate a positive relationship between good attendance and better grades, students are strongly encouraged to attend all classes and arrive on time.

* Individual instructors establish their own class attendance policies. Each instructor's policy is included in the course syllabus and distributed at the beginning of each semester.

* It is the student's responsibility to understand and follow these policies and, if possible, to notify instructors in advance when it is necessary to miss a class.

* Any anticipated prolonged absences should be reported to instructors as soon as possible.

* If a student stops attending class(es) for any reason, they must consult with the instructor(s) and registrar about possible withdrawal from the class(es).

Veteran's Attendance Policy

Refer to university's attendance policy. Per Title 38, CFR 21.9725 Attendance is unsatisfactory if the individual does not attend according to the regularly prescribed standards of the institution of higher learning in which he or she is enrolled.

Leave of Absence

Any student requesting a leave of absence (LOA) from the institution must submit a written request to the Registrar's Office which includes the reason why the student wants to go on LOA. The LOA request form is located at the Registrar's Office of every campus or can be downloaded from the FNU website. Distance Learning students must submit the completed form to the Registrar's Office via either e-mail (registrars@fnu.edu) or fax at (305) 362-0595, Attention to: Registrar's Office. Additional questions about the Distance Learning Department can be emailed to distancelearning@fnu.edu.

The Leave of Absence must be requested ONLY during the ADD/DROP period. The request needs to be signed and dated by the student and must include the date student expects to return to school. The request must be approved by the campus registrar and a financial aid officer.

Federal regulations allow an approved leave of absence of no more than 180 days. There are no exceptions. Multiple leave of absences can be granted not exceeding 180 days.

An LOA extends the graduation date. Students on LOA will normally not be able to maintain their course sequencing.

A student on leave of absence will not incur additional charges by the school during this period, though monthly payments must continue during the LOA.

If the student does not report back to FNU by the add/drop period of the following semester, the student will be considered to have withdrawn from school as of the date the student began their LOA.

The University has thirty days after the last day of an approved leave of absence to process financial assistance refunds to grantors. By official regulation, international students may use a leave of absence (LOA) only after completion of one academic year (8 months).

Military Leave of Absence (MLOA) policy:

If a student must stop attending due to a military service obligation (such Military Deployment, Training, PCS (permanent change of station), Mobilization, or Special Duty), notify the University, and the University will work with you to identify solutions that will not result in a debt balance for the returned portion. MLOA's are an extension of the university's Leave of Absence (LOA) policy.

Note: the student must provide supporting documentation

Standard Period of Non-Enrollment

Students enrolled in Certificate Programs, and planning to be out of FNU for one term (two months), must submit a written request for a Standard Period of Non-Enrollment to the Registrar's Office. The SPNE request form is located in the Registrar's Office or can be downloaded from the FNU website.

SPNE's are usually approved for one term (two months) per semester. However, during the summer semester, a student can request it for four months (one semester).

A Standard Period of Non-Enrollment must be requested prior to the start of the term or during the first week of classes of the term the student is planning to be away from FNU.

After the ADD/DROP period, no SPNE requests are granted. Students will receive a "W" for that term once that SPNE is approved. If the SPNE is only for one term (two months), the student's remaining schedule of courses will remain the same.

The request must be authorized by the Campus Registrar and the Financial Aid officer.

Students must report to the Registrar's Office by the date indicated on the Standard Period of Non-Enrollment form. Students who fail to return to the University by the expected date will be considered to have withdrawn from the school, and the student will therefore be responsible for any balance due.

An SPNE extends a student's graduation date. Students on SPNE may not be able to maintain their course sequencing.

Re-Enrollment / Readmission

Typically, a *Re-Enrollment* is a student who withdrew and requests enrollment in another program and *Readmission* is for students who withdrew and desire to return to the same program within five years. All student re-enrollments and readmissions must pay the $100 enrollment fee to re-enter the institution.

In both cases students must satisfy the **readmission procedures** as follows:

1. The student who withdrew with a **CGPA of 2.0 or better** and a clear balance will resume his/her studies following regular admission.
2. The student who was *terminated because of academic probation or lack of attendance* and *has two consecutive semesters with a GPA under 2.0* cannot be considered for Re-Enrollment or Readmission unless the student requests a waiver of the Satisfactory Academic Progress Policy. The following process will apply:
   a) A student who has been dropped or suspended because of inability to maintain a CGPA of 2.0 may reapply to Florida National University after being out of school for a minimum of one term. At that time, the student's academic records will be evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds.
   b) Additionally, Florida National University may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. Students requesting an appeal must submit a written request, with appropriate documentation, to the Vice President of Academic Affairs and the Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed one additional semester to meet the required standards and will be eligible for Title IV funds.
3. The student who was terminated because of inability to fulfill costs will have to pay the complete balance before classes start.
4. The student who was terminated because of serious violations of FNU rules may not reapply at FNU for admission.

Additionally, Florida National University reserves the right to reject the application request of any student who comes from any other institution where the student has lost — "Good Standing" status.

Students that decide to continue onto a different program once a program has been completed, are not considered re-entry nor re-enrollments.

Tutorials

Florida National University offers students free tutorials in various subjects at all of its campuses and through the platform www.tutor.com. Tutorial information is posted on each campus, on the FNU website, and on the university's Facebook page. Students may

also contact their individual instructor for additional help with the subject area(s) in which they have difficulty.

English for Academic Purposes

The University offers English for Academic Purposes (EAP) courses to incoming students who have limited English Language Proficiency to succeed at the college level. The university will use the criteria listed below to identify those students who may be eligible for EAP courses as well as the score from the institution's diagnostic test.

a) Student has a foreign high school diploma

b) Student was enrolled in ESL courses during his/her 11th and 12th grades

c) Student graduated from an alternative high school

d) Student completed high school requirements but did not pass the FCAT exam and received a high school certificate of completion

e) Student earned a high school diploma or GED in Spanish

Distance Learning

In addition to ground courses, Florida National University offers programs and courses through distance learning. Students can choose to take programs fully online or supplement their ground programs with some online classes. Our online courses use a learning management system (LMS) called Blackboard Ultra to deliver instruction and to support coursework. Our courses use the latest interactive technology and provide forums for group study, discussion and support. Distance Learning is more flexible than traditional ground courses, which provides an avenue for students who may be working or otherwise have a nontraditional schedule to attain their educational goals. Furthermore, distance learning students receive support from academic advisors and LMS support staff well-versed in the online-learning environment.

Student Usage of University Computers at All Campuses

The use of university computers is available outside class hours in the computer Lab(s) and the campus libraries. Hours of operation for the computer lab(s) are posted and a lab assistant will be on site to assist students with basic information. Please be sure to bring your own removable memory device to save your projects. Open Computer Lab hours are from Monday-Friday 8:00am-9:00pm.

Any individual using FNU's computers and/or FNU's computer Lab(s) must comply with FNU's Computer Use Policy at all times.

If you have suggestions regarding the convenience of the hours or the equipment, contact the Office of Student Services.

Policy for Student Identity Verification

Purpose and Scope

This Policy for Student Identity Verification (the "Policy") applies to all credit-bearing distance education courses or programs offered by Florida National University (the "University"), beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study at the University. The purpose of this Policy is to ensure that the University operates in compliance with applicable legal and accrediting agency requirements concerning verification that each student submitting assignments, taking exams, and receiving a final grade in a course is the same student who originally enrolled in the course.

This Policy applies to every student enrolled in any course in which the majority of the instruction (interaction between students and instructors and among students) occurs when students and instructors are not in the same place.

Initial Verification; Secure Login and Password Process

FNU verifies the identity of all new students by obtaining a copy of their government issued identification card upon enrollment. To continue to verify the identity of students and other persons accessing its learning management and other online systems, and to protect student privacy, the University has implemented a secure login and password process.

All new students at the University are provided a unique username for secure access to University systems, including distance learning systems. Once new students complete the enrollment process and receive their class schedule, the University's identity management system generates the student's credentials for their email account and other applicable systems. The system also automatically creates a student fnu.edu email account for the student. This email address will also be the student's username for any learning management systems used by the University. The system also generates an initial password for the student, which the student must change upon first login. It can take up to 48 hours to generate the student's credentials.

As part of setting up the student's account, the University's identity management system requires that the student create two (2) secure questions and answers to be used if the student forgets, or for other reasons needs to change his or her password.

Students are responsible for providing their complete and true identity information in any identification verification process used by the University. No student shall give his or her password to anyone else, nor shall any student allow another to use his or her account. The student's username cannot be changed after it has been created.

Prohibition on Sharing Credentials and Attempting to Gain Access; Protection of Student Privacy

The University uses a learning management system that integrates with the University's authentication services, to ensure appropriate and secure student access to courses and other information systems, and to further ensure the protection of student data. All users of any learning management or other system used by the University are responsible for maintaining the security and privacy of their username, password, security questions, and any other login credentials. Attempting to discover another user's password or attempting to gain unauthorized access to a system, account, or another person's files or email account is prohibited.

Students may not share their username, password or other credentials with any other person, even if they are not affiliated with FNU. Sharing this information with anyone may result in disciplinary action.

For additional important information and requirements, including regarding the security and privacy of login credentials, please see the University's Acceptable Use Policy, including the sections on Passwords and Access Control and Prohibited Activities, which can be found in the University Catalog.

Other Methods of Verifying Identity

Students are encouraged to add a photograph to their Blackboard user profiles. These photographs are visible in areas of the course, including the discussion portal. Live audio and video of students interacting in the course is also a feature of the learning management system. Students participating in a given course will be able to see the names and photographs (if added) of their fellow classmates.

Since technology and personal accountability are not always an accurate way to ascertain a student's identity, the University reserves the right to use alternate means where deemed necessary, including through in-person or on-camera appearance, the confirmation of information on file, or the use of other visual verification methods. This may include the use of a virtual proctoring service during completion of certain exams and other assignments which will require the student to have access to a camera.

Any methods used to verify a student's identity will be conducted on a one-on-one basis or in another way that protects student privacy and safeguards personally identifiable information.

At this time there are no additional charges associated with the secure login and passcode verification process or associated with other potential verification methods; however, FNU reserves the right to implement such charges if necessary, and will notify students of any projected charges at the time of registration or enrollment.

Agreement to the Policy

By accessing any University systems, students expressly agree to keep confidential and not share with anyone else their username, password, security questions, or other access credentials, and to otherwise abide by this Policy, including as it may be amended from time to time.

Changes to this Policy

The Admissions Department is responsible for obtaining a copy of the student's government issued identification card upon enrollment, and for making certain that the items required to verify a student's identity are available within the institution's Student Information System (SIS). The Distance Learning Department is responsible for assisting faculty with electronic verification and resources to verify a student's identity within the Learning Management System (LMS). This Policy may be changed at any time by the University, and in a manner determined by the University. Once changed, the revised Policy shall immediately become the official Policy of the University with respect to verification of student identity in connection with distance learning. The University will notify you when this Policy is amended, and it is your responsibility to stay up to date on the most current version, which can always be obtained from administration.

If you have any questions about this policy, please ask administration for assistance.

Acceptable Use Policy Regarding Information Technology

Computer Use Policy

(Note: The entirety of this Section shall be referred to as the "Policy")

Purpose

To support the mission of Florida National University and the needs of the Students, Faculty, and Staff, by facilitating the use of information technology.

Policy Statement

Florida National University acknowledges that information technology has many benefits, and in many instances is indispensable to a University employee's and student's daily tasks. This Policy outlines the standards of acceptable use with respect to those information technology resources that are provided by the University. Inappropriate use of information technology can place the University and others at risk. By using any of the University's information technology resources, Users agree to abide by the Policy, in its current form and as amended from time to time. The current version of this Policy can always be obtained from administration. All references in this Policy to "employees," "students," "users," "you," or "your" shall be to employees and/or students of the University, as applicable.

Compliance Statement

Florida National University complies with all applicable federal, state, and local laws, and nothing contained herein is intended to be a violation of those rights and responsibilities. The terms of this Policy shall yield to applicable law where required. The University requires that all users act responsibly in using the Information Technology Resources, and do so in compliance with all applicable laws, administrative rules and regulations, all University policies, and all contractual and license agreements. Users are responsible for the appropriate use of the Information Technology Resources, and for taking reasonable precautions to secure all Information Technology Resources used by them. Users are responsible for reporting to administration malfunctioning equipment or applications, inappropriate uses of the Information Technology Resources, unauthorized activity, and any suspected or actual breaches of security, and are responsible for assisting in the resolution of such matters. Users are responsible for promptly reporting to the University in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Information Technology Resources. The duties and obligations imposed by this Policy shall be in addition to and not a limitation of any duties or obligations otherwise imposed by applicable law.

Agreement to the Policy

By using any of the Information Technology Resources (defined below) of Florida National University, Users expressly agree to strictly abide by the terms and conditions contained within this Policy, in its current form and as amended from time to time.

Definitions

1. The "University" or "FNU" shall refer to Florida National University.

2. “Information Technology Resources” shall refer to (but shall not be limited to) any and all University facilities, devices, peripherals, applications, services, networks, accounts, and resources used for or in connection with the University’s processing, transfer, storage, access, and/or dissemination of information.

3. “Electronic Communication” shall refer to (but shall not be limited to) electronic mail, instant messaging, electronic messaging, social media communications, or any other form of communication transmitted through a computer network, the internet, or a similar medium.

4. “Data” shall refer to any and all information residing on or transmitted through the Information Technology Resources.

5. “Users” shall refer to those individuals authorized by the University to use the Information Technology Resources. The term “Users” shall expressly include all of the University’s students, faculty, staff, employees, visitors, and guests.

Technology and Data Property of the University

All Information Technology Resources and Data are the property of the University. All forms of Data produced by University employees on or with the Information Technology Resources are the property of the University, and are considered confidential and proprietary. Users are entitled to use the Information Technology Resources only for purposes related to their employment or studies at the University. The Information Technology Resources may not be used for personal business. All Information Technology Resources used while employed by the University must be returned to the University upon termination of employment, or earlier as may be determined by administration, along with any passwords necessary for the University to continue using the respective Information Technology Resource, uninterrupted. Deleting and/or the inappropriate altering or sharing of Data, whether during or after employment by the University, is strictly prohibited.

No Expectation of Privacy

Users shall not have any expectation of privacy in connection with their use of the University’s Information Technology Resources. The University expressly reserves the right to audit and monitor all data, electronic communications, and use of all Information Technology Resources. All employee electronic communications (including but not limited to email, voicemail, and text messages) and data transmitted through the University’s Information Technology Resources are the property of the University and are not private or confidential to the employee transmitting or receiving such communications. The University has the right to monitor and review all electronic communications transmitted through the University’s Information Technology Resources at all times. Users are responsible for the content of their electronic communications. All employee electronic communications transmitted through the University’s Information Technology Resources are considered the University’s business records, and may be discoverable in the event of litigation. Notwithstanding anything contained in this Paragraph, the University reserves all of its respective rights with respect to its confidential, private, non-public, and/or proprietary Data.

Passwords and Access Control

Passwords must meet certain minimum guidelines. Serious damage can be done to the University and the Information Technology Resources if someone gets your password. Choose a difficult password (e.g., your password should not include your login ID, your name, your spouse's name, your partner's name, your child's name, your pet's name, or any other names commonly known to others, and it should not be a word pertaining to the University, your work, your studies, or an activity that you participate in or follow that is commonly known), keep it secret, and change it whenever you think it has become known to someone else. Do not write your password down where someone can find it, and do not send it over e-mail, text message, or any other communication. Do not share your password with anyone or let anyone else access your account. Do not log on to your computer if someone can see you typing in your password. Do not access anyone else's account. You will be prompted to change your password from time to time. Users are responsible for all actions taken with their respective passwords. Immediately report to administration any known use by another of your account or password. Employees must leave their computers on at night, but reboot them each morning. If an employee uses a remote access program, and needs to leave their computer on, it must be locked and in a locked room.

Do Not Leave Your Computer Unlocked When Unattended. When Stepping Away from Your Computer at Any Time (Even if for a Short Period of Time), Make Sure Your Screen is Locked and Password-Protected. Do Not Rely on the Screensaver Automatically Locking Your Computer After a Certain Amount of Time.

Immediately Report to Administration Any Irregularities, Alerts, or Errors Flagged by Your Computer. No One from Administration Will Ever Ask You for Your Password. If You Have Any Questions About These Procedures, Please Ask for Assistance.

Prohibited Activities

Examples of prohibited activities in connection with the Information Technology Resources include, but are in no way limited to, the following (in no particular order):

(a) Accessing or attempting to access Information Technology Resources without the University's authorization;

(b) Accessing or attempting to access Information Technology Resources that are beyond a user's access rights, or are the private files of another;

(c) Sharing your login information, and/or using someone else's login information (login ID and/or password);

(d) Altering, damaging, attempting to alter or damage, or performing any act which reasonably could alter or damage any of the Information Technology Resources or the property of another (including but not limited to making changes to any computer or network settings, downloading or installing programs, or opening any device);

(e) Copying or moving any University Data without authorization from administration, except where such activity is directly connected to job-related duties (such as with copying/cutting and pasting information while working with a file);

(f) Transmitting, storing, or retrieving any sensitive, proprietary, and/or confidential University Data (or disclosing any University Data which is not otherwise public) outside of the University and/or to anyone not reasonably authorized to obtain such University Data;

(g) Intentional introduction or propagation of computer viruses or malicious code into or from the Information Technology Resources, using the Information Technology Resources to conduct or participate in a denial-of-service attack, or using the Information Technology Resources in a way that disrupts or degrades its use by others;

(h) Transmitting, storing, or retrieving media such as music and video, unless such activity is directly related to official University business or studies;

(i) Playing video games;

(j) Violating any local, state, or federal laws, or any administrative regulations or policies, or performing any act which is reasonably likely to result in the violation of same;

(k) Circumventing or attempting to circumvent security, access controls, content filters, firewalls, digital rights management, or encryption;

(l) Violating any software license agreements or committing software piracy;

(m) Operating, promoting, marketing, or maintaining a private business;

(n) Transmitting, storing, or retrieving any Data that is discriminatory, pornographic, racist, obscene, profane, harassing or bullying, or that is reasonably likely to be deemed by anyone as containing such content;

(o) Transmitting any email which contains a falsified or misleading header or header information, or an alias sender;

(p) With respect to any internet site (including but not limited to any social media site or platform), establishing any identity that purports to be or could reasonably be interpreted to be an official identity of the University, without the prior express written permission from administration;

(q) Transmitting any communication that purports to be or could reasonably be interpreted to be an official communication of the University, without the prior express written permission from administration;

(r) Installing or downloading software of any kind, except where approved in advance by administration;

(s) Removing from the University's premises any Information Technology Resources (except for those users assigned laptop computers or other portable devices intended for such purpose);

(t) Deleting or altering University Data, except where such alteration is directly connected to job-related duties (such as with the editing of a file);

(u) Performing any act intended to, or reasonably likely to, circumvent security or access controls of the Information Technology Resources, or the systems of any other individual and/or entity, including but not limited to the possession or use of any software or hardware used or reasonably likely to be used for purposes such as analyzing network performance or security, circumventing or removing software copy protection, revealing or uncovering passwords, identifying or probing security holes or vulnerabilities,

decrypting files without authorization or without the proper decryption key/password, or otherwise exposing or weakening computer security methods, etc.;

(v) Connecting any personally owned device or storage medium to any of the Information Technology Resources, except when connecting to a public University Wi-Fi access point solely for the purpose of obtaining internet access;

(w) Performing any fraudulent or illegal activities, including but in no way limited to: gambling, trafficking in drugs or weapons, participating in terrorist activities, participating in any pyramid or Ponzi schemes, or attempting or gaining unauthorized entry into any computer system, whether part of the Information Technology Resources or otherwise; and

(x) Using the Information Technology Resources in any manner that will not represent the University in a positive and ethical manner.

None of these provisions are designed or intended to curtail activities under Section 7 of the NLRA.

File Storage

Employees are responsible for safeguarding and saving their work and the Data that they produce, and must save all Data to the appropriate network drive and location. Employees may not retain any copies of Data on their local drive, on removable storage, or online. Unless expressly authorized to do so by administration, saving, copying, moving, or backing up University Data on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited. Students are responsible for safeguarding and saving their work and the Data that they produce. The University does not provide any backup or archival services for student Data.

Third-Party Providers

The University may store its Data (and any portion and/or backups thereof) on file storage that is located at a remote hosting, service, and storage facility (or facilities) maintained and controlled by a third-party provider (or third-party providers). However, the University reserves the right to maintain any such Data internally, in the University's sole and absolute discretion and without further notice.

Electronic Mail

Employees and students are provided with email accounts by the University. These email accounts are provided through a third-party hosting provider, and all information pertaining to these accounts (including the electronic mail messages themselves, along with any attachments) may be located at a remote location maintained and controlled by a third-party provider. By using an electronic mail account provided by the University, such users agree to the terms of use and privacy policy of the University's third-party providers.

Copyrights

Users shall respect all copyrighted works and shall not copy, disseminate, or transmit any copyrighted materials without the prior express written permission of the copyright

holder. Removing or altering any copyright or other intellectual property notices shall be strictly prohibited.

Enforcement - No portion of this Policy may be waived by any University employee. The failure of the University to enforce any of the terms of this Policy, or to exercise any right herein, shall not operate to or be construed as a waiver or relinquishment of any of the University's rights hereunder, with respect to further conduct. A violation of this Policy (or any portion of this Policy) shall be grounds for disciplinary action up to and including termination of employment (with respect to employees) or expulsion from the University (with respect to students), in the University's sole and absolute discretion, subject to all applicable laws.

Changes to this Policy - This Policy may be changed at any time by the University, and in a manner determined by the University. Once changed, the revised Policy shall immediately become the official Policy of Florida National University with respect to the Information Technology Resources. The University will notify you when this Policy is amended, and it is your responsibility to stay up to date on the most current version, which can always be obtained from administration.

If You Have Any Questions About This Policy, Please Ask Administration for Assistance.

Unauthorized Distribution of Copyrighted Materials

The unauthorized copying, sharing (including peer-to-peer file sharing), or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and the student conduct policies in the University Catalog, Student Handbook, and program-specific handbooks. Students who infringe a copyright are subject to disciplinary action up to and including expulsion. Employees may be subject to disciplinary action ranging in severity from a warning up to and including termination of employment.

In addition, penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Legal Alternatives for Acquiring Copyrighted Material: The internet contains a wealth of information. Many sites on the internet offer the opportunity to legally purchase (and in some cases download for free) music, movies, and games. An organization called EDUCAUSE has compiled a list of sources of legal alternatives for downloading media content, which can be found at: https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-online. The University does not guarantee the accuracy of this list or the availability of the sources listed.

Copyright Infringement Compliance Plan

Introduction

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, Florida National University has developed and implemented a plan to effectively combat the unauthorized distribution of material, the copyright in and to which may be owned by a third party, by users of the institution's network without unduly interfering with the educational and research use of the network.

The following plan contains or addresses:

1. The use of technology-based deterrents;
2. An educational component regarding appropriate and inappropriate use of copyrighted materials;
3. A description of the institution's policy and procedures for handling copyright infringement; and
4. A required periodic review of the plan.

Use of Technology-Based Deterrents

Florida National University uses a number of technical means to monitor peer-to-peer file sharing on its network. Information that is maintained includes records of peer-to-peer file sharing sessions of all Faculty, Staff and Students. This information includes source and destination information, usernames, files being transferred, and information on the peer-to-peer application being used. When peer-to-peer traffic is observed on the network the file being transferred is identified and compared against an extensive database of known content (Movies, TV shows, Music, Software, etc.) that is subject to a claim of copyright protection. If the content is identified as being protected, the web browser of the computer in question will be redirected to an Anti-Piracy Information page where the end user will be informed that they are uploading or downloading protected material. The Anti-Piracy notice will provide the end user with examples of the works infringed and inform them of legal means to download such content.

In addition, application firewalls are enabled for all zones, which trigger general monitoring at three campus firewalls. The firewall has a signature group of common peer-to-peer apps and as new signatures are introduced, they are added to this group. These firewalls generate alerts that show up in logs, which are monitored on the firewall log viewer and via the GMS portal.

Educational Plan for Electronic Copyright Protection

The Student Services Department, in cooperation with the VP of Academic Affairs will provide yearly notification to students, staff and faculty of the college's intellectual property procedures. Additional information regarding appropriate use of copyrighted materials will be distributed to faculty, staff, and students as they are developed. The Student Services department will address FNU's Copyright Infringement Policies during Orientation.

The VP of Academic Affairs will publish in the FNU Catalog the University's policy on the unauthorized distribution of copyrighted material, including resources for legally obtaining content authored by a third party.

Description of Institution's Procedures for Handling Copyright Infringement

Introduction

This plan and these procedures (the "Plan") are promulgated in compliance with Title 17 of the United States Code, 18 USC § 2319, the No Electronic Theft Act, the Digital Millennium Copyright Act, and all other applicable copyright laws and regulations (collectively the "Laws") pertaining to educational institutions.

Florida National University (the "University") complies with all applicable Laws, and nothing contained herein is intended to be a violation of those rights and responsibilities. The terms of this Plan shall yield to the Laws as and where required. The duties and obligations imposed by this Plan shall be in addition to and not a limitation of any duties or obligations otherwise imposed by the Laws.

For purposes of this Plan, "Information Technology Resources" shall refer to (but shall not be limited to) any and all University facilities, devices, peripherals, applications, services, networks, accounts, and resources used for or in connection with the University's processing, transfer, storage, access, and/or dissemination of information.

Students, faculty, and staff shall respect all copyrighted works and shall not copy, disseminate, or transmit any copyrighted materials (including, without limitation, through peer-to-peer file sharing) without the prior express written permission of the copyright holder or as otherwise permitted by applicable Laws. Removing or altering any copyright or other intellectual property notices shall be strictly prohibited.

Individuals using the Information Technology Resources (or any portion thereof), the library, and/or any other academic resources at the University are responsible for complying with all applicable copyright laws and the University's policies and procedures regarding the use of copyrighted materials.

The University requires its students, faculty, and staff to educate themselves on the principles of copyright, to respect the rights of copyright owned by others, and to comply with all applicable laws pertaining thereto.

Note: All content produced by University employees on or with the Information Technology Resources are the property of the University.

Notification, Investigation, and Removal Procedures

In the case of copyright infringement by a student, faculty or staff member, the University reserves the rights to deny, limit, or revoke access to the Information Technology Resources or to impose other sanctions at its discretion. (See the end of this Plan for procedures on copyright infringement concerning language, literature, or media other than Information Technology Resources.) Once a determination of copyright infringement has been made under the *Procedure for Investigation and Disposition of Copyright Infringement Allegations*, the matter will be referred to the appropriate authority as defined below.

The Office of Student Services, using the student conduct policies in the University Catalog, Student Handbook, and applicable program-specific handbooks as guidelines, will

deal with student violations of this Plan and the University's Policy of Unauthorized Distribution of Copyrighted Materials. Faculty violations of this Plan will be dealt with by the appropriate Division Head and other relevant University officials. Staff violations of this Plan will be dealt with by the appropriate supervisor and other relevant University officials.

The procedures outlined below will apply when the University receives written notification of an alleged copyright infringement.

Notification of Infringement by Copyright Holder

Copyright holders who believe a student, faculty or staff member has infringed their copyrighted material must notify the University's Vice President of Academic Affairs (the "Designated Agent") of the allegedly infringing action or material in writing. For purposes of these procedures, an email message from the copyright holder shall be considered a written notice, provided that the copyright holder alleging such infringement is identified, and is willing to provide additional signed documentation of his/her claim.

The notification must:

Identify the copyrighted material being infringed in sufficient detail to permit the University to locate the allegedly infringing material on the University's Information Technology Resources;

State the basis for the claim of possible infringement; and

State the basis for the copyright holder's copyright in the work (e.g., author, owner, assignee).

Notification of Student, Faculty or Staff Member of Allegation of Copyright Infringement

The Designated Agent will notify the student, faculty or staff member who appears to have posted the allegedly infringing material that an investigation procedure will be conducted according to this Plan.

Procedure for Investigation and Disposition of Copyright Infringement Allegations

In the event that the allegedly infringing material is being used by a faculty or staff member for a class or function at the University, the Designated Agent will attempt to secure an arrangement with the copyright holder for use of the allegedly infringing material until the end of the current academic term. For allegedly infringing uses by students related to University classes or functions, the Designated Agent may, at the University's option, attempt to secure such an arrangement with the copyright holder on a fee-free basis. Failing a satisfactory arrangement, the Designated Agent will notify the student, faculty or staff member and conduct an investigation of the alleged infringement, and will take action as set forth below regarding any allegedly infringing material.

If, after the investigation, the Designated Agent determines that the allegedly infringing material appears not to infringe on the copyright of the copyright holder, the Designated Agent will notify the copyright holder and the student, faculty or staff member of this determination. If the copyright holder disagrees with the determination of the Designated Agent, the copyright holder may request in writing that the University ask its attorneys to render an opinion as to whether the allegedly infringing material constitutes copyright infringement. If the material is determined not to constitute copyright infringement, the material will remain on the Information Technology Resources.

If, after conducting an investigation, the Designated Agent determines that the allegedly infringing material appears to infringe the copyright of the holder, the Designated Agent, working with the appropriate authority, will follow the procedures for removal of infringing material set forth below.

Removal of Infringing Material

If, after the Designated Agent's investigation, the determination is made that the allegedly infringing material appears to infringe the copyright of the holder, the Designated Agent will notify the copyright holder and the student, faculty or staff member whose account was used to post the allegedly infringing material. The Designated Agent will direct the appropriate University IT staff member to remove, or block access to, the allegedly infringing material, and will notify additional University authorities as appropriate.

Upon receipt of notification from the Designated Agent that the allegedly infringing material appears to infringe the copyright of the copyright holder and is being blocked or removed from the University's Information Technology Resources, the student, faculty or staff member may request that the Designated Agent restore the removed or blocked material based on the student, faculty or staff member's belief that the allegedly infringing material is not infringing. Such a request must be in writing and include a detailed statement of the basis for the student, faculty or staff member's belief that the allegedly infringing material is not infringing, as well as a request to the Designated Agent that the removed or blocked material be restored. If the Designated Agent receives such a request from the student, faculty or staff member, the Designated Agent, in consultation with the appropriate University authority, may provide a copy of the request to the copyright holder and to the University's attorneys, if the attorneys have not already provided counsel on the matter.

If, within ten days after a copy of the student, faculty or staff member's request is sent to the copyright holder by the Designated Agent, the Designated Agent has not received a written request from the copyright holder to continue the blocking or removal of the allegedly infringing material, the Designated Agent will notify the University's IT department to restore the material so long as the University's attorneys, if they have been consulted, agree that the material does not constitute an infringement of copyright. The University's IT department may restore the allegedly infringing material within four (4) days of the receipt of such notification and the material may be downloaded again by the student, faculty or staff member.

If the Designated Agent receives, within ten (10) days, a request from the copyright holder to continue the blocking or removal of the allegedly infringing material, the Designated Agent may provide copies of all correspondence to the University's attorneys. Notification of this request from the copyright holder will also be sent to the student, faculty or staff member who had appealed the original decision regarding the alleged copyright infringement, and to the appropriate University authority. The University's attorneys may be asked to provide counsel as to whether the allegedly infringing material constitutes copyright infringement.

If the allegedly infringing material is reviewed by the University's attorneys and determined not to constitute copyright infringement, the material may be restored by the University's IT department within four (4) days of such determination and the material may be downloaded again by the student, faculty or staff member.

Procedures Involving Alleged Copyright Infringement Concerning Language, Literature, or Media other than Information Technology Resources

Questions of alleged copyright infringement concerning language, literature, and media other than in connection with the University's Information Technology Resources will also be investigated by the established Designated Agent. The Designated Agent will follow procedures and adhere to policies that are similar to those outlined above (for Information Technology Resources) to ascertain if the fair use provisions of the Laws have been infringed upon. Blocking or removal of material determined to constitute copyright infringement will be handled in a manner determined to be appropriate for each such area, as will restoration of material that is determined, through the appeal process, not to constitute copyright infringement.

Designation of Agent to Receive Notification of Claimed Infringement

This is to notify copyright holders that the following person has been designated by Florida National University to serve as Designated Agent, and to receive requests concerning claimed copyright infringement, pursuant to the Digital Millennium Copyright Act: Dr. Anthony Berrios, Vice President of Academic Affairs (academicaffairs@fnu.edu)

Any copyright holder wishing to send a notice to Florida National University regarding possible copyright infringement should file that notice in writing with the Designated Agent at the following address, or at the email address listed above:

Florida National University
4425 West Jose Regueiro (20th) Ave
Hialeah, Florida 33012

Periodic Review

This Plan will be reviewed annually.

Academic Grading System and Transcript Code Key

Official grades and their quality points equivalency at FNU are as shown on the table below. The final grade of a course shall be based on various criteria; however, the individual instructor establishes the weight of each assignment for determining the final grade and this information is given in the course syllabus of which every student shall receive a copy.

ACADEMIC GRADING SYSTEM and TRANSCRIPT CODE KEY			
	Letter Grade	**Numerical Value**	**Quality Points**
Superior Achievement	A	(90 – 100)	4.00
Very Good	B+	(85 – 89)	3.50
Good	B	(80 – 84)	3.00
Above Average	C+	(75 – 79)	2.50
Average	C	(70 – 74)	2.00
Passing	D	(60 -69)	1.00
Failure	F	(0 – 59)	0.00
Satisfactory	S	-------	Passing grade for remedial courses
Unsatisfactory	U	-------	Failure grade for remedial courses
Incomplete	I	Student did not complete the required work for reasons accepted by the instructor.	
Withdrawal Military	WML	Withdrawal for military students or their spouse	
Withdrawal with Penalty	WP	Withdraws after the add-drop period	
Withdrawal – no class Participation Module B	WX	Withdrawal with no class participation on Module B, will not be part of GPA.	
Audit	AU	No grades; no quality points.	
Transferred Credit	TC	Credit is granted for equivalent course; external or internal transferability.	
Withdrawal with Failure	WF	Student did not complete the required class work.	
Unsatisfactory Withdrawal	WU	Student did not complete the required class work for remedial courses.	
TRANSCRIPT CODES			
Credit by Examination	CE	Subject to Registrar's authorization.	
Guided Studies	GS	Subject to Registrar's authorization.	
Placement by Testing	PT	For the ESL programs.	

Failure (F)

An "F" is a grade; it counts for the GPA. It alters the completion date of the program; it also increases the student's financial burden. An "F" may not be erased, but the course can be repeated to improve the GPA. The latest grade for the course prevails. A student may continue to receive federal financial aid for any course failed as long as the student is otherwise eligible.

In the Associate of Science in Nursing Program and the Associate of Science in Physical Therapist Assistant, the lowest acceptable grade is an 80% (B). Anything below an 80% is considered failure.

Incomplete (I)

Use of this grade is very restricted and only on the basis of extenuating circumstances in the judgment of the instructor. When a student is not able to complete the course requirements within the length of the course for reasons acceptable to the instructor, the instructor may assign an "Incomplete" on terms specified by the instructor. An "I" is valid for only one **TERM**; after this it becomes an "F." During the waiting period, an "I" is listed as credit hours attempted, but not completed.

The instructor will prepare a modified final exam or an appropriate assignment and leave it in a sealed envelope with the department head or division head. The department head or division head or an instructor designated by them will proctor and score the exam in accordance with FNU policy. The same will apply to written papers waiting to be graded as part of a final grade.

The instructor may calculate the course average by using "0" for each of the components of the final grade that has not been satisfied. (The course syllabus will list the components of the final grade for that course, or the instructor will otherwise stipulate these).

Withdrawals (WP, WF, WU, WML)

Students desiring to withdraw formally from a class may do so within the add-drop period without penalty. A reduction in course load may keep the student from meeting minimum standards for satisfactory progress. Course withdrawals may also jeopardize the student's financial aid eligibility, VA benefits, and program completion date.

The *ADD/DROP* period is the first week of the semester (TERM A) ending Thursday of that week.

During this time, you can add, change, or cancel classes, by following the procedure established. Classes withdrawn within this period will receive be unregistered from the student load.

Requests to change, add or cancel classes must be made in writing by means of the Cancel/Add form or the Class Change form found on the FNU website or at the Registrar's Office. Any changes to your schedule must be approved by your Department/Division Head and a Cancel/Add form or Class Change form must be completed, signed, and turned into the Registrar's Office. Distance Learning students must submit the completed

form(s) to the Registrar's Office via either e-mail to registrars@fnu.edu or fax at (305) 362-0595, Attention to: Registrar's Office. Additional questions about the Distance Learning Department can be emailed to distancelearning@fnu.edu.

No schedule changes will be accepted for the semester during Term B unless it is an emergency, and you will be charged for the change. For changes approved after the ADD/DROP period, the student will be charged $50.00 per change. If a student wants to change a class during Term B, it can only be done by substituting the class with another course carrying the same credit load and by paying the $50.00 fee. Please note that all changes carry a $50.00 fee even if it just a change of session.

Students starting in the University in Term B of the semester will be able to ADD/CHANGE classes during the first week of this term (until Thursday of that week).

Late Withdrawal: Any withdrawal after the Add-drop period incurs full financial obligation. The student will receive a "WP" if the withdrawal is made between the second week of classes up to the mid-term. "WP" *does not* affect GPA. "WF" is assigned after the midterm when the student does not complete the course requirements. "WF *affects* GPA. "WU" is assigned after the midterm, when the student does not complete the course requirements for remedial courses. "WU" *does not* affect GPA.

Withdrawal From The University

To officially withdraw from the University, the students must fill out a Withdrawal Form. This form is available at the Registrar's Office or can be downloaded from the FNU website. It must be completely filled out and submitted to the Registrar's Office. Distance Learning students must submit the completed form to the Registrar's Office via either e-mail to registrars@fnu.edu or fax at (305) 362 0595, Attention to: Registrar's Office. Additional questions about the Distance Learning Department can be emailed to distancelearning@fnu.edu.

The student should meet with the Advising Office and his/her career advisor (Department or Division Head) before processing a withdrawal.

No withdrawal is official until the student receives an acknowledgement from the Registrar's Office. Any withdrawal after the ADD/DROP period is subject to financial implications.

Audit (AU)

The student who audits a course attends without expecting credit or formal recognition. The campus dean and the instructor must grant permission for the student to audit the course.

Transferred Credit (TC)

Credit for external or internal transferable coursework is granted for grades of "C" or better. College courses completed more than five years prior to the date of enrollment at FNU will not be accepted. A student who wishes to change from one program to another should consult with (a) the Division Head or faculty advisor (b) the registrar, (c) the

financial aid advisor in order to become fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the enrollment application, and of any other possible implication. All courses that can be transferred to the new program, as either part of the required block or as electives, will be reflected in the student's ledger, in the student's transcripts, and in the Summary Sheet in the Academic File.

All transfer of credit must be made effective at the time of registration or within the student's first semester of enrollment.

Grade point averages are not transferred; but courses transferred will appear on the student's transcripts with their respective/earned grades.

Other Credit Types

Repeating Courses

Students may repeat courses taken at Florida National University to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative grade point average will be computed based on the last attempt only. In the case of repeating a course to improve the GPA, tuition fees will be entirely the student's responsibility.

In the evaluation of satisfactory progress, in addition to the minimum credits earned and grade point average each time they are taken, repeated courses will be counted as credits attempted. When successfully completed, they will count as credits earned.

A student failing a course may still be eligible for financial aid upon repeating it. The student must seek advice at the Financial Aid office.

Special Individualized Studies (SIS)

A special study is offered only in certain circumstances. They are conducted in a hybrid method or administered online by the Department or Division Head. Degree-seeking students can take a maximum of six credits in special individualized studies, supported by a cumulative grade point average of 3.0 GPA. The VP of Academic Affairs will give approval for such studies. After this, SIS students are under the supervision and taught by the Department Head or Division Head.

Request for Grade Review Policy & Procedure

A student may challenge a final course grade if the student has a reasonable belief that the grade was assigned due to an error in the course grade book, grade calculations, or grade submission.

The Procedures for a Grade Review are as follows:

1. The student will request the final grade review from the course faculty, by utilizing the Request for Grade Review Form.
2. The Request for Grade Review form must be submitted within **30 calendar days** from the end of the Term, for the course that the student wants the grade reviewed. The student must make every effort in a timely manner to discuss his or her concerns with the faculty member throughout the course.
3. The Grade Review policy applies only to final course grades and does not apply to course work, mid-terms or other grades awarded during a semester.
4. The course Faculty will review the grades in the specified course and will make sure that grade calculations and submissions are correct within **5 calendar days**. Faculty members must carefully consider the student's concerns and make a reasonable effort to resolve the issues raised by the student.
5. The review of those grades will be done jointly with the student at a time mutually agreed upon.
6. Changes will be made if it is found that there was an error in the course grade book, grade calculations, or grade submission.
7. If a change is required, the course faculty will submit a Grade Change Form. The Grade Review form is submitted to Student Services, and if applicable, the Grade Change Form is submitted to the Registrar's Office within **5 calendar days** of the decision.
8. If after discussion with the faculty member, the student believes in good faith that the grade is still not correct, or if there is an inability to reach the faculty member, the student may request the grade review within **3 calendar days** by submitting the Request for Grade Review to the Division Head via email including any evidence the student can provide.
9. The Division Head will immediately request a written response, with supporting documentation, from the course faculty. The course faculty has **5 calendar days** to respond to the Division Head's request.
10. The Division Head will review the written response and supporting documentation, and speak with the student, to ascertain any additional information related to the request for Grade Review. The Division Head will provide a written determination to the student, the course instructor, registrar's department and student services within **10 calendar days** via SchoolDocs.
11. Both the course faculty and the student have the right to appeal the decision of the Division Head, in writing, to the Office of the VPAA within **5 calendar days**. The decision of the VPAA, or designee, is final and will be submitted in writing to both Student Services and the Registrar Department in hard copy and via SchoolDocs in **3 calendar days**.

Changing a Major or Program

A student who wishes to change from one program to another will be thoroughly advised by (a) the registrar (b) the financial aid officer, and (c) the departmental faculties involved for the purpose of making the student fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the enrollment application, and any other possible implication. All courses taken that can be transferred to the new program, as either required courses or as electives, will be reflected in the student's transcripts, and in in the student's academic file.

Students must pay a Registration Fee every time a change of major or program occurs.

Student Grades

Faculty record earned grades by percentage and letter grade in the FNU Portal. It is the policy of FNU that percentage grades are not rounded.

Students can access their grades through the FNU Student Portal: https://my.fnu.edu/

Syllabus

Instructors write their own syllabi, modeled after the institutional syllabus. The syllabus presents information on class schedule, number of sessions, holidays, course description (quoted from the FNU Catalog), textbook, course requirements, objectives, course outline, required assignments, class policies, grading system, and exit competencies. Instructors are encouraged to bring in guest lecturers, arrange for field trips, and promote library skills by means of library assignments. The instructor will distribute and discuss the syllabus on the first day of class. Students should make sure they understand all policies and provisions on the course syllabus.

Academic Honors and Awards

1. ***Dean's List for All Honor Students*:** In recognition of academic excellence, selected students are named to the Dean's List each semester. Students from all master's, baccalaureate and associate degree programs with a GPA of 3.50 to 4.00 in a semester, with a minimum of 9 GPA earning credit hours, are eligible for the Dean's List. The Dean's List will be posted upon completion of each semester. Students can pick up their certificate at the Office of Student Services.

2. ***President's List- For Honor Students in Career Diploma and Certificate Programs:*** Students who achieve a maximum GPA of 4.0 in all semesters in a Diploma or Certificate Program are eligible for the President's List. The President's List will be read at the commencement ceremony.

3. ***Graduating with Honors- for Honor Students in the Masters, Baccalaureate or Associate Degree Programs:*** Graduating with Honors applies to degree students with outstanding academic achievement. The honors are based on a minimum of 30 credits (master degrees), 60 credits (associate degrees) or 120 credits (for

baccalaureate degrees) at Florida National University and a GPA of no less than 3.50. Students receiving honors will be acknowledged during the commencement ceremony. These honors are as follows:

Honor	***Required CGPA***
Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

Transcripts

FNU maintains academic records permanently. A certified copy of the complete academic history of the student is available upon written request by the student at the Registrar's Office. For official transcripts to be released, the students file must be processed, closed, and students must be in good financial standing with the University. No official Records can be released until all financial obligations are satisfied. See policy - *Release of Diploma and Official Transcripts* for specific information on the release of transcripts.

Requests for original transcripts must be in writing, using a form that is located in the Registrar's Office or can be downloaded from the FNU website. The form must be completed and signed by the student and submitted to the Registrar's Office.

Distance Learning students must submit the completed form to the Registrar's Office via either e-mail to registrars@fnu.edu or fax at (305) 362-0595, Attention to: Registrar's Office.

The Registrar`s Office will furnish the transcript within fifteen days (15) after receipt of the written request (only if the student's account has been paid in full and the file has been closed).

There will be no charge for the first request, any request thereafter will incur a charge of $6.00 per request.

The student may request a transcript on an expedited basis, prepared within three (3) working days, for $15.00 per transcript (only if the student's account has been paid in full and the file has been closed).

Transferability of FNU Credits

Florida National University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master degrees. However, students entering Florida National University and intending to continue their studies at another college or university shall note that the accepting institution has full discretion as to which credits it will accept for transfer.

FNU cannot assure full transferability of credits, nor anticipate which courses other institutions of higher learning will accept. Please discuss your plans with your advisor.

Articulation Agreements

Florida National University has articulation agreements with several colleges and universities. Please direct your questions to the University Registrar or Vice President of Academic Affairs.

Accessibility to Student Records and The Privacy Act

Florida National University does not release student record information, except as permitted under the Family Educational Rights and Privacy Act of 1974. The students' educational records are confidential.

A student who is eighteen years old or any student enrolled in a post-secondary program must provide one of the following: (a) written consent to release information to his/her parents, or (b) parental evidence that said student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code, 1954. The parents no longer have any rights under the Code unless these requirements are met. Other parties will not be able to receive information without the written consent of the student.

The student has a right to be informed of any request for information concerning his/her files, according to Statute 20, United States Code, section 123g and regulations adopted pursuant thereto (and thereafter referred to as Code). A copy of the entire Code can be obtained in the Office of the Director of Student Services or at any Campus Dean's office.

Under the Code, FNU has established a classification of student information referred to as "directory information." This "directory information" will be made available to persons on request based on availability of access. Florida National University has established the following data as "directory information."

1. Student's full name
2. Sex
3. Career major
4. Participation in student organizations
5. Dates of attendance (start and withdrawal dates)
6. Degree and awards received

Other information will only be available to the student and certain staff members of FNU who need it for completing their work in regards to the student, and otherwise only to parents or guardians designated by the student under FERPA. Such data includes:

1. Health and medical records
2. Disciplinary records
3. Personal counseling records
4. Student or family financial income
5. Student placement records
6. Other personal, identifiable information

The Records Custodian of Florida National University may release information from these records only upon authorization in writing from the student or in case of subpoena by the court or when needed by the President of FNU in completing official responsibilities within the limits of the law when mandated by state board regulations, or board policies. The student has the right, upon informing the Registrar's Office in writing, to withhold personal directory information from publication or release.

Florida's Statewide Course Numbering System

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

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	**Level Code** (first digit)	**Century Digit** (second digit)	**Decade Digit** (third digit)	**Unit Digit** (fourth digit)	**Lab Code**
ENC	**1**	**1**	**0**	**1**	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable

between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

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

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

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

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

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

Exceptions to the General Rule for Equivalency

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

A. Courses not offered by the receiving institution.

B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.

C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practicums, Study Abroad, Theses, and Dissertations.

D. Applied academics for adult education courses.

E. Graduate courses.

F. Internships, apprenticeships, practicums, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses from Non-regionally Accredited Institutions

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the University's Office of Publications or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Academic Programs

Master's Degree Programs

Graduate Certificates

Bachelor's Degree Programs

Associate Degree Programs

Diploma Programs

Certificate Programs

All programs may require attending courses at more than one campus.

Florida National University reserves the right to make any changes that are considered in the best interest of the college and the students in light of changing trends in business, industry and related professions. Such changes will be effective as of the date of their implementation. The campus dean and registrar can advise the student of any updates in the curriculum.

Master's Degree Programs

Business Administration, MBA

Criminal Justice, MCJ

Forensic Psychology, FP

Health Services, MHSA

Industrial and Organizational Psychology, IOP

Nursing, MSN

RN to MSN

Business Administration (MBA)- Master's Degree

Program Description: This program is designed to provide Bachelor students with an opportunity to continue on to the Master's level and students with work experience an opportunity to enhance their careers with higher-level education in Business Administration. Course material allows students to focus on one of six concentrations: General Management, Finance, Marketing, Health Services Administration, Public Management & Leadership, and Accounting. Each course also reinforces the student's knowledge and skills in the two non-functional areas important to employers: Communications and Problem identification, analysis, and solving.		
GRADUATION REQUIREMENTS (36 credits)		
	CORE COURSES (24 credits)	**Credit Hours**
ACG 5066	Accounting for Decision Makers	3
MAN 5068	Legal, Ethical, and Social Values of Business	3
QMB 5357	Business Modeling	3
FIN 5409	Applied Managerial Finance	3
ENT 5125	Entrepreneurial and Strategic Thinking	3
MAR 5829	Management Practices for the 21st Century	3
MAN 5305	Human Resources Management	3
MAN 5245	Organizational Dynamics	3
CONCENTRATION COURSES (9 Credits Plus 3 Credits For Capstone)		**Credit Hours**
GENERAL MANAGEMENT (9 Credits)		
FIN 5416	Applied Managerial Finance II	3
MAN 5508	Mgmt. & Operations in Service Organizations	3
MAR 5849	Services Marketing	3
MARKETING (9 Credits)		
MAR 5849	Services Marketing	3
MAR 5505	Consumer Behavior	3
MAR 5157	International Marketing	3
FINANCE (9 Credits)		
FIN 5416	Applied Managerial Finance II	3
FIN 5246	Financial Institutions and Markets	3

FIN 5307	Corporate Finance	3
CAPSTONE (3 Credits)		
MAN 5897	Capstone (this capstone is for the concentrations in General Management, Marketing, and Finance)	3
HEALTH SERVICES ADMINISTRATION (9 Credits plus 3 Credit Capstone)		
HSA 5175	Health Care Finance	3
HSA 5198	Health Informatics	3
HSA 5425	Health Care Law & Legislation	3
HSA 5114	CAPSTONE: U.S. Health Care System	3
PUBLIC MANAGEMENT & LEADERSHIP (9 Credits plus 3 Credit Capstone)		
PAD 5134	Contemporary Project Management	3
PAD 5207	Financial Management in Public Organizations	3
PAD 5605	Administrative Law and Public Policy	3
PAD 5434	CAPSTONE: The Administration of Public Institutions	3
ACCOUNTING*		
ACG 6205	Advanced Financial Accounting and Reporting Issues	3
ACG 6306	Budgeting	3
ACG 6675	Operational Auditing and Fraud Examination	3
TAX 5020	Federal Taxes and Management Decisions	3

*This track prepares graduates to sit for the CPA Exam

FNU awards an additional Graduate Certificate upon completion of the specific concentration. Students pursuing only a graduate certificate will complete the concentration courses plus the pertaining capstone.

Criminal Justice (MCJ)- Master's Degree

Program Description: The Master of Science in Criminal Justice provides students with the professional education needed to function at the finest level in a variety of criminal justice settings including: law enforcement, court systems, correctional systems, criminal justice and criminology theory, and management and leadership in criminal justice. Students will have the opportunity to focus their studies in areas such as leadership and management in criminal justice. The core curriculum and concentration options allow students to develop the professional knowledge and critical thinking skills necessary to tackle the challenges found in the field. Students will obtain an education that will facilitate the understanding of modern issues such as leadership, management, and criminal justice theory, as well as basic research methods.

GRADUATION REQUIREMENTS (36 credits)

CORE COURSES (36 credits)		**Credit Hours**
CCJ 5015	The Nature of Crime	3
CCJ 5606	Survey Criminological Theories	3
CCJ 5285	Survey of Criminal Justice Theory & Research	3
CCJ 6706	Data Analysis in Criminal Justice	3
CCJ 6106	Policy Analysis in Criminal Justice	3
CCJ 6118	Criminal Justice Organizations	3
CCJ 6431	Leadership and Ethics in Criminal Justice	3
CJE 5743	Introduction to Public Safety and Leadership	3
CJE 5744	Strategic Planning in Public Safety and Leadership	3
CJE 6120	Personnel Management in Criminal Justice Organizations	3
CJE 5320	Police Administration	3
CJL 6568	Law and Social Control	3

Forensic Psychology (FP)- Master's Degree

Program Description: The Master of Forensic Psychology program will provide students with the professional education needed to function at the finest level in a variety of forensic settings where psychology is used including: courts, law enforcement, criminal justice, national security offices, prisons, social services agencies, child welfare agencies, and treatment facilities.		
GRADUATION REQUIREMENTS (36 credits)		
CORE COURSES (36 credits)		**Credit Hours**
CCJ 5618	Criminal Psychology	3
CCJ 5654	Substance Abuse and the Offender	3
CCJ 6665	Victimology	3
CJL 6521	Courts and Society	3
CLP 5165	Psychopathology	3
CLP 5375	Research Design and Methods in Clinical Psychology	3
CLP 6395	Forensic Psychology	3
CLP 6430	Clinical Psychological Assessment	3
PCO 6057	Psychology of Counseling	3
SOP 5225	Introduction to Group Behavior	3
SYO 5416	Stress and Mental Health	3
PSY 6000	Capstone Project	3

Health Service Administration (MHSA)- Master's Degree

Program Description: The Master of Health Services Administration program is designed to provide high-quality professional education in order to assist executives and prepare the new generation of healthcare professionals to be part of leading positions in the administration, management, and planning of the healthcare industry in either the public or private sector.		
GRADUATION REQUIREMENTS (36 credits)		
CORE COURSES (36 credits)		**Credit Hours**
FIN 5409	Applied Managerial Finance	3
HSA 5114	U.S Health Care System	3
HSA 6185	Management of Health Care Organizations	3
HSA 5175	Health Care Finance	3
HSA 6752	Statistics in Health Care Management	3
HSA 6520	Managerial Epidemiology	3
HSA 5425	Health Care Law & Legislation	3
HSA 6342	Health Care Human Resources Management	3
HSA 6163	Planning and Marketing in Health Services Administration	3
HSA 6197	Health Information Systems & Electronic Health Records	3
HSA 6505	Health Care Risk Management	3
HSA 5923	Health Services Administration Capstone Project	3

Industrial and Organizational Psychology (IOP) – Master's Degree

Program Description: The Master of Science in Industrial and Organizational Psychology is a 36-credit online and on campus program that provides students with insight into the connection between the field of psychology and the management field and human resources. Students will obtain an education that will facilitate the understanding of what an organization looks into for the increase of production and job satisfaction and will learn how to relate the use of human behavior and understanding in the application of job enhancement and job satisfaction. This Master's program will provide students with the professional education needed to function at the finest level in a variety of management settings where human behavior is used like, big organizations, management training and supervision competencies.		
GRADUATION REQUIREMENTS (A MINIMUM OF 36 CREDIT HOURS)		
CORE COURSES (36 credits)		**Credit Hours**
EAB 5740	Behavior Analysis in Performance Management and Supervision	3
INP 5131	Legal Issues in Industrial/Organizational Psychology	3
INP 5935	Current Issues in Indust/Organiz Psych	3
INP 6006	Survey of Industrial/Organizational Psychology	3
INP 6057	Industrial and Organizational Psychology	3
INP 6058	Job Analysis and Performance Appraisal	3
INP 6080	Ethical, Legal, & Professional Issues in Industrial & Organizational Psychology	3
INP 6115	Psychology of Culture and Organizations	3
INP 6317	Work Motivation and Job Attitudes	3
INP 6396	Management and Organizational Behavior	3
MAN 5246	Organizational Behavior	3
PSY 6953	Masters Project	3

Nursing (MSN)- Master's Degree

Program Description: The graduate program is designed to build upon the student's baccalaureate nursing education and professional experience This program prepares professional nurses with a wide range of educational experiences to acquire essential evidence-based knowledge and skills for successful employment in chosen careers. The MSN program offers three concentrations: Nurse Educator, Nurse Leadership/Management, and Family Nurse Practitioner. A total of 36 to 58 credits hours is required for graduation from all concentrations.		
GRADUATION REQUIREMENTS (36-58 credits)		
CORE COURSES (18 credits)		**Credit Hours**
NGR 5101	Nursing Theory	3
NGR 6812	Nursing Research & Evidence Based	3
NGR 5891	Health Care Policy	3
NGR 6636	Health Promotion and Role Development in Advanced Nursing Practice	3
NGR 5674	Population Health, Epidemiology, & Statistical Principles	3
NGR 6871	Health Care Informatics	3
	Total	**18**
Nurse Educator Concentration (27 Credits)		**Credit Hours**
The Nurse Educator concentration is designed for nurses to leverage their clinical expertise in an educator role. This concentration will enable nurses to take upon a leadership role in curriculum development in addition to assuming an educator role in clinical and classroom settings. This concentration can be completed in a hybrid format. *120 practicum hours are required for graduation.*		
NGR 5035	Advanced Health Assessment	3
NGR 5141	Advanced Pathophysiology	3
NGR 6172	Advanced Pharmacology	3
NGR 6101	Nursing Curriculum Development	3
NGR 6710	Teaching and Learning Strategies (clinical/classroom)	3
NGR 6712	Introduction to Educational Concepts	3
NGR 6715	Instructional Technology	3

NGR 6718	Assessment and Evaluation Strategies	3
NGR 6940	Nurse Educator Practicum (Capstone Project)	3
	Total Credits	**27**
Nurse Leadership and Management Concentration (18 Credits)		**Credit Hours**
The Nurse Leadership /Management concentration will prepare nurses to apply transformational leadership and decision-making skills necessary to manage nursing units and other departments. In addition, this concentration will equip the nurse leader with the essential knowledge base to participate in the design and implementation of new models of care delivery and coordination. This concentration can be completed in a hybrid format. A total of 120 practicum hours are required for graduation.		
NGR 6110	Nursing Leadership and Management	3
NGR 6120	Nursing Decision-Making in Complex Health Systems	3
NGR 6720	Organizational Dynamics	3
NGR 6722	Financial Management and Resource Development	3
NGR 5700	Decision Making	3
NGR 6942	Nurse Leadership and Management Practicum (Capstone Project)	3
	Total Credits	**18**
Family Nurse Practitioner Concentration (27 Credits)		**Credit Hours**
The Family Nurse Practitioner concentration is designed to prepare nurses for advanced clinical practice in the delivery of acute and chronic care to individuals and families throughout the lifespan and across the health continuum. This concentration also focuses on acquisition of evidence-based practice knowledge necessary to preside clinical care that includes health promotion, disease prevention, health education, and counseling in primary care settings. The FNP concentration can be completed in six semesters on-campus with hybrid courses. Graduates are required to take the Family Nurse Practitioner Board Certification Examination with American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP) to be licensed and work as a Family Nurse Practitioner. A total of 650 practicum hours are required for graduation.		
NGR 5035	Advanced Health Assessment	3
NGR 5141	Advanced Pathophysiology	3

NGR 6172	Advanced Pharmacology	3
NGR 6610	Advanced Primary Care of Family I	3
NGR 6610 L	Advanced Primary Care of Family Practicum I	3
NGR 6616	Advanced Primary Care of Family II	3
NGR 6616 L	Advanced Primary Care of Family Practicum II	3
NGR 6638	Integration Advanced Primary Care of Family	3
NGR 6619 L	Advanced Family Practicum III	3
	Total Credits	**27**
Adult Gerontology Acute Care Nurse Practitioner (27 Credits)		**Credit Hours**
Program Description: The Adult Gerontology Acute Care Nurse Practitioner (AGACNP) provides care to individuals with acute, critical, and complex care in the inpatient acute care setting. AGACNPs practice in different healthcare settings, such as intensive care, trauma, acute care and in various specialty areas. The focus of practice extends from disease prevention to stabilization of the critically ill patients. This concentration will be offered as face to face instruction.		
NGR 5035	Advanced Health Assessment	3
NGR 5141	Advanced Pathophysiology	3
NGR 6172	Advanced Pharmacology	3
NGR 6210	Adult Gerontology Acute Care I	3
NGR 6210L	Adult Gerontology Acute Care I Clinical	3
NGR 6211	Adult Gerontology Acute Care II	3
NGR 6211L	Adult Gerontology Acute Care II	3
NGR 6213	Adult Gerontology Acute Care III	3
NGR 6213L	Adult Gerontology Acute Care III Clinical	3
NGR 6214	Adult Gerontology Acute Care IV	3
NGR 6214L	Adult Gerontology Acute Care IV: Integration Practicum	3
	Total Credits	**27**
Psychiatric Mental Health Nurse Practitioner (30 Credits)		
Program Description: The Psychiatric/Mental Health Nurse Practitioner Concentration focuses on advanced nursing practice and prepares Psychiatric/Mental Health Nurse Practitioners to provide primary mental health care to patients at all ages. The focus of clinical practice		

is to prepare Psychiatric/Mental Health Nurse Practitioners to provide comprehensive care to individuals, families, and communities in various settings, such as psychiatric clinics, hospitals, community mental health centers, correctional facilities, and outpatient offices. Graduates are required to take the Family Nurse Practitioner Board Certification Examination with the American Nurses Credentialing Center (ANCC). This concentration will be offered in a hybrid format.		
NGR 5035	Advanced Health Assessment	3
NGR 5141	Advanced Pathophysiology	3
NGR 6172	Advanced Pharmacology	3
NGR 6503	Psychiatric Mental Health Nursing Across the Lifespan Practicum I: Individual & Family Therapy: Psychopathology & the DSM V	3
NGR 6503L	Psychiatric Mental Health Nursing Across the Lifespan Practicum I: Individual and Family Therapy	3
NGR 6504	Advanced Psychiatric Mental Health Clinical Decision Making	3
NGR 6508	Psychiatric Mental Health Nursing Across the Lifespan: Group Therapy	3
NGR 6505L	Psychiatric Mental Health Nursing Across the Lifespan Practicum II: Group Therapy	3
NGR 6508L	Psychiatric Mental Health Nursing Across the Lifespan: Integration Practicum III	3
NGR 6538	Psychopharmacology for Advanced Practice Nursing	3
	Total Credits	**30**

RN to MSN (MSN)- Master's Degree

Program Description: RN/MSN track is offered to foreign-educated doctors who hold a nursing license and nurses who earned a Bachelor's degree in a related field. This curriculum is designed to build upon students' nursing education and professional experiences. This streamline track will allow these professional nurses with previous medical and strong educational background to acquire essential evidence-based knowledge, skills, and earn an MSN degree for successful employment in their chosen careers. This track is also tailored to lead to the same concentrations offered under the MSN program: Nurse Educator, Nurse Leadership/Management, and Family Nurse Practitioner.		
GRADUATION REQUIREMENTS (59-68 credits)		
CORE COURSES (41 credits)		**Credit Hours**
NUR 3065	Physical Assessment in Health Care	4
NUR 3125	Pathophysiology	4
NUR 3165	Nursing Research	3
NUR 3826	Ethical and Legal Aspects of Nursing Practice	2
NUR 4827	Nursing Leadership and Management	3
NUR 4636	Community Health	4
NUR 4870	Nursing Informatics	3
NGR 5101	Nursing Theory	3
NGR 6812	Nursing Research & Evidence-Based Practice	3
NGR 5891	Health Care Policy	3
NGR 6636	Health Promotion and Role Development in Advanced Nursing Practice	3
NGR 5674	Population Health, Epidemiology, & Statistical Principles	3
NGR 6871	Health Care Informatics	3
Nurse Educator Concentration (18 Credits)		**Credit Hours**
NGR 6101	Nursing Curriculum Development	3
NGR 6710	Teaching and Learning Strategies (clinical/classroom)	3
NGR 6712	Introduction to Educational Concepts	3
NGR 6715	Instructional Technology	3
NGR 6718	Assessment and Evaluation Strategies	3

NGR 6940	Nurse Educator Practicum (Capstone Project)	3
	Total MSN Education Credits	**18**
	Total Practicum Hours	**120**
Nurse Leadership and Management Concentration (18 Credits)		**Credit Hours**
NGR 6110	Nursing Leadership and Management	3
NGR 6120	Nursing Decision-Making in Complex Health Systems	3
NGR 6720	Organizational Dynamics	3
NGR 6722	Financial Management and Resource Development	3
NGR 5700	Decision Making	3
NGR 6942	Nurse Leadership and Management Practicum	3
	Total MSN Leadership & Management Credits	**18**
	Total Practicum Hours	**120**
Family Nurse Practitioner Concentration (27 Credits)		**Credit Hours**
NGR 5035	Advanced Health Assessment	3
NGR 5141	Advanced Pathophysiology	3
NGR 6172	Advanced Pharmacology	3
NGR 6610	Advanced Primary Care of Family I	3
NGR 6610 L	Advanced Primary Care of Family Practicum I	3
NGR 6616	Advanced Primary Care of Family II	3
NGR 6616 L	Advanced Primary Care of Family Practicum II	3
NGR 6638	Integration Advanced Primary Care of Family	3
NGR 6619 L	Advanced Family Practicum III	3
	Total FNP Credits	**27**
	Total Practicum Hours	**650**
Adult Gerontology Acute Care Nurse Practitioner (27 Credits)		**Credit Hours**
Program Description: The Adult Gerontology Acute Care Nurse Practitioner (AGACNP) provides care to individuals with acute, critical, and complex care in the inpatient acute care setting. AGACNPs practice in different healthcare settings, such as intensive care, trauma, acute care and in various specialty areas. The focus of practice extends from disease prevention to stabilization of the		

critically ill patients. This concentration will be offered as face to face instruction.		
NGR 5035	Advanced Health Assessment	3
NGR 5141	Advanced Pathophysiology	3
NGR 6172	Advanced Pharmacology	3
NGR 6210	Adult Gerontology Acute Care I	3
NGR 6210L	Adult Gerontology Acute Care I Clinical	3
NGR 6211	Adult Gerontology Acute Care II	3
NGR 6211L	Adult Gerontology Acute Care II	3
NGR 6213	Adult Gerontology Acute Care III	3
NGR 6213L	Adult Gerontology Acute Care III Clinical	3
NGR 6214	Adult Gerontology Acute Care IV	3
NGR 6214L	Adult Gerontology Acute Care IV: Integration Practicum	3
	Total Credits	**27**
Psychiatric Mental Health Nurse Practitioner (30 Credits)		
Program Description: The Psychiatric/Mental Health Nurse Practitioner Concentration focuses on advanced nursing practice and prepares Psychiatric/Mental Health Nurse Practitioners to provide primary mental health care to patients at all ages. The focus of clinical practice is to prepare Psychiatric/Mental Health Nurse Practitioners to provide comprehensive care to individuals, families, and communities in various settings, such as psychiatric clinics, hospitals, community mental health centers, correctional facilities, and outpatient offices. Graduates are required to take the Family Nurse Practitioner Board Certification Examination with the American Nurses Credentialing Center (ANCC). This concentration will be offered in a hybrid format.		
NGR 5035	Advanced Health Assessment	3
NGR 5141	Advanced Pathophysiology	3
NGR 6172	Advanced Pharmacology	3
NGR 6503	Psychiatric Mental Health Nursing Across the Lifespan Practicum I: Individual & Family Therapy: Psychopathology & the DSM V	3
NGR 6503L	Psychiatric Mental Health Nursing Across the Lifespan Practicum I: Individual and Family Therapy	3
NGR 6504	Advanced Psychiatric Mental Health Clinical Decision Making	3

NGR 6508	Psychiatric Mental Health Nursing Across the Lifespan: Group Therapy	3
NGR 6505L	Psychiatric Mental Health Nursing Across the Lifespan Practicum II: Group Therapy	3
NGR 6508L	Psychiatric Mental Health Nursing Across the Lifespan: Integration Practicum III	3
NGR 6538	Psychopharmacology for Advanced Practice Nursing	3
	Total Credits	**30**

Academic Requirements:

1. Students are required to obtain a grade of B in all classes, a satisfactory "S" grade in lab, and practicum.

2. C is a failing grade. Note that students in the RN-MSN track who are taking BSN courses will follow the BSN grading criteria. However, at least a GPA of 3.0 must be maintained to progress to the MSN courses.

3. Students will be allowed to repeat a course only once. Two failing grades will result in termination from the program. However, *students who fail the lecture or clinical component of a practicum course must repeat both lecture and clinical, which will count as one failed course.*

Admission Requirements: Master of Science in Nursing Program (MSN & RN- MSN)

1. Bachelor's degree in nursing from an NLN or CCNE accredited institution with a minimum grade point average (GPA) of 2.5 on a 4.0 scale. Students who graduated from a non-programmatically accredited institution and meet all other admission requirements will be evaluated on a case-by-case basis. Admission is not guaranteed. Foreign transcripts must be evaluated and accompanied by equivalencies from an accredited Credential Evaluation Agency.

2. If undergraduate GPA is less than 2.5, GMAT score of 400 and above or a GRE composite score of 150 (or 900) required.

3. A current unrestricted license as a professional registered nurse in the United States. For the RN – MSN and FNP concentrations, any out of state applicants must be eligible for endorsement by the Florida Board of Nursing.
4. Applicants with a foreign degree who lack academic experience in an English language environment must demonstrate English proficiency, which can be established through one of the following:
    - Meeting Florida Board of Nursing English competency examinations' requirements.
    - Score of 62 and above on the Test of English as a foreign language (TOEFL in each section with an acceptable level (intermediate or fair and above).
    - Score of 5.5 on the IELTS, or a 44 on the PTEA.
    - Completion of a-six credit English Graduate Preparatory Course (ENG 1120 & ENG 1130) offered in one semester.

- Completion of ENC 1101, ENC 1102 and SPC 1017.

5. A completed program application.
6. Two letters of recommendations from professional references who can attest to the candidate's potential for advanced practice studies and leadership. One letter must be from a supervisor or a faculty.
7. Current resume or curriculum vitae.
8. Official (sealed) transcript from undergraduate nursing institution.
9. A written essay of a minimum of 250 words depicting reason for pursuing an advanced degree in nursing.
10. Entrance Interview (Students will be accepted based on their qualifications, merits, professional experiences, and contributions to the nursing profession).

- Computer knowledge of Microsoft Office Word, Excel, and PowerPoint is required for online classes.
- Students applying to the **RN-MSN track** must also meet the following requirements:
  a. Current Unrestricted RN license
  b. Completion of a Bachelor's degree in Nursing from an accredited institution or a Foreign Medical Degree with transcript equivalencies from an accredited Credential Evaluation Agency.

Credit Transferability

The MSN program will accept MSN credits from another regionally accredited institution. The applicants must submit original transcripts from the previous institutions. The Vice-President of Academic Affairs and the Director of Nursing will render evaluation of submitted transcripts with the number of credits accepted.

- FNU reserves the right to choose the credentialing institutions it recognizes
- Credits earned from a Bachelor Degree in a related field or from a Foreign Medical Doctor Degree will be transferred as a block to the RN-MSN track.
- No additional credits will be transferred beyond the block transfer.

RN-MSN track is a bridge. Therefore, no BSN degree will be conferred upon completion.

Graduate Certificates

Academic Advising

Accounting

Finance

General Management

Health Services Administration

Marketing

Public Management and Leadership

Graduate Certificate in Academic Advising

This certificate is designed for those teaching in K-12 or higher education to enter the field of academic advising or those working in academic advising with a degree in another field. It provides the foundation in the theory and practice of academic advising.

Academic Advising (12 credits)		**Credit Hours**
SDS 6600	Introduction to Academic Advising	3
SDS 6650	Student Development Theory	3
SDS 6700	Advising Diverse Population	3
SDS 6750	Learning Principles	3

Graduate Certificate in Accounting

This certificate prepares graduates for a career in accounting or to further your studies in the field.

Accounting (12 credits)		**Credit Hours**
ACG 6205	Advanced Financial Accounting and Reporting Issues	3
ACG 6306	Budgeting	3
ACG 6675	Operational Auditing and Fraud Examination	3
TAX 5020	Federal Taxes and Management Decisions	3

Graduate Certificate in Finance

This certificate provides important concepts, theories and practices in finance and management.

Finance (12 credits)		**Credit Hours**
FIN 5416	Applied Managerial Finance II	3
FIN 5246	Financial Institutions and Markets	3
FIN 5307	Corporate Finance	3
MAN 5897	Capstone	3

Graduate Certificate in General Management

This certificate provides a foundation on the major disciplines within the field of business, as well as managerial skills required for management positions.

General Management (12 credits)		**Credit Hours**
FIN 5416	Applied Managerial Finance II	3
MAN 5508	Mgmt. & Operations in Service Organizations	3
MAR 5849	Services Marketing	3
MAN 5897	Capstone	3

Graduate Certificate in Health Services Administration

This certificate is designed to prepare students that want to specialize in health services administration by providing them with the basic components of finance, administration and health law required to manage a health care facility or organization.

Health Services Administration (12 credits)		**Credit Hours**
HSA 5175	Health Care Finance	3
HSA 5198	Health Informatics	3
HSA 5425	Health Care Law & Legislation	3
HSA 5114	CAPSTONE: U.S. Health Care System	3

Graduate Certificate in Marketing

This certificate provides the key marketing components and the knowledge of the tools, technology, and tactics needed to successfully market goods and services.

Marketing (12 credits)		**Credit Hours**
MAR 5849	Services Marketing	3
MAR 5505	Consumer Behavior	3
MAR 5157	International Marketing	3
MAN 5897	Capstone	3

Graduate Certificate in Public Management and Leadership

This certificate is designed to extend the students' understanding of theory and practice in the field of public management.

Public Management & Leadership (12 credits)		**Credit Hours**
PAD 5134	Contemporary Project Management	3
PAD 5207	Financial Management in Public Organizations	3
PAD 5605	Administrative Law and Public Policy	3
PAD 5434	CAPSTONE: The Administration of Public Institutions	3

Bachelor's Degree Programs

(AC) Accounting, B.S.

(BA) Business Administration, B.S.

(CJ) Criminal Justice, B.S.

(FIN) Finance, B.S.

(HSA) Health Services Administration, B.S.

(BSIT) Information Technology, B.S.

(LS) Legal Studies, B.A.

(MKTS) Marketing and Sales, B.S.

(NS) Natural Sciences, B.S.

(BSN) Nursing, B.S.

(BSPTA) Physical Therapist Assistant, B.S.

(PSY) Psychology, B.S.

(BSRRT) Respiratory Therapy, B.S.

Accounting (AC), Bachelor of Science Degree

Program Description: The accounting degree provides students with a solid academic foundation for entry into professional careers in accounting-related areas of business and government. The program also prepares students to pursue advanced education in accounting and accounting related fields. Students are cautioned that the Bachelor in Accounting degree alone will not satisfy the eligibility requirements to sit for the Uniform Certified Public Accounting Exam or to practice as a CPA in the State of Florida.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral/Social Science	3
NATURAL SCIENCE (3 CREDITS)		
	Any Natural Science	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (7 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CGS 2511	Spreadsheet Applications for Business**	3
Lower Level Courses (23 credits)		**Credit Hours**
ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting I Lab.	1

ACG 2004	Principles of Accounting ll **	3
ACG 2004L	Principles of Accounting ll Lab.**	1
ACG 2071	Managerial Accounting**	3
BUL 2131	Business Law	3
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics and Social Responsibility	3
TAX 2000	Income Tax Accounting	3
Upper Level Courses (34 credits)		**Credit Hours**
GEB 3213	Business Communications	3
ACG 4101	Intermediate Accounting I	3
ACG 4111	Intermediate Accounting II	3
ACG 4123	Intermediate Accounting III	3
ACG 4501	Government & Institutional Accounting	3
ACG 4651	Auditing	3
FIN 3403	Corporate Finance***	3
ACG 4401	Accounting Information Systems	3
GEB 3524c	Advanced Spreadsheet Analysis for Business and Economics***	4
ISM 3011	Management Information Systems	3
MAN 4720	Strategic Management	3
Electives (25 credits)		**Credit Hours**
ENT 4412	Entrepreneurial Finance	3
FIN 4634	International Banking & Finance	3
MAN 3342	Supervisory Skills	3
MAN 4441	Negotiation & Conflict Resolution	3
GEB 3373	International Business	3
ACG 4341	Advanced Management Accounting	3
MAN 4151	Organizational Behavior	3
MAN 3605	Cross Cultural Management	3
MAN 2021	Principle of Business Management	3
BUL 4321	Business Law II	3

TAX 4011	Taxation of Corporations and Partnerships	3
MAN 3504	Operations Management	3
MAN 4151	Organizational Behavior	3
MAN 4301	Human Resources Management	3

All credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

Business Administration (BA), Bachelor of Science Degree

Program Description: The purpose of this program is to contribute to the education of its students with a general knowledge of business and the skills necessary for employment to be effective leaders in today's business world. The program also provides a foundation for successful admission into graduate programs. Florida National University awards a Bachelor of Science Degree in Business Administration upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral/Social Science	3
NATURAL SCIENCE (7 CREDITS including 1 lab)		
	Any Natural Science course with lab	4
	Any Natural Science	3
MATHEMATICS/PHYSICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (7 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CGS 2511	Spreadsheet Applications for Business**	3
CORE REQUIREMENTS (52 CREDITS)		
Lower Level Courses (25 credits)		**Credit Hours**
ACG 2003	Principles of Accounting 1	3

ACG 2003L	Principles of Accounting Lab.	1
ACG 2071	Managerial Accounting **	3
BUL 2131	Business Law	3
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility	3
MAN 2021	Principles of Business Management	3
MAR 1011	Principles of Marketing	3
CGS 2511	Spreadsheet Applications for Business**	3
Upper Level Courses (27 credits)		**Credit Hours**
FIN 3403	Corporate Finance	3
GEB 4890	Business Strategy & Policy	3
GEB 4912	Business Research Methods	3
ISM 3011	Management Information Systems	3
MAN 3504	Operations Management	3
MAN 3605	Cross-Cultural Management	3
MAN 4151	Organizational Behavior	3
MAN 4301	Human Resources Management	3
MAN 4720	Strategic Management (Capstone)**	3
Electives (29 credits)		**Credit Hours**
Suggested Electives		
ENT 4412	Entrepreneurial Finance	3
GEB 3213	Business Communications	3
GEB 3373	International Business	3
FIN 4634	International Banking and Finance**	3
MAN 3342	Supervisory Skills	3
MAN 4441	Negotiation & Conflict Resolution	3
MAN 4802	Entrepreneurship	3
MAR 3156	International Marketing	3
MAR 3334	Sales, Advertising, and Promotions	3
CCJ 4644	White Collar Crime	3

MAR 3700	Digital Marketing	3
MAN 3084	Introduction to Social Media for Managers	3
Sport Management Concentration (18 Credits minimum)		**Credit Hours**
PLA 3823	Ethical and Legal Issues of Sport	3
SPM 3004	Foundations of Sport Management	3
SPM 3306	Sport Marketing	3
SPM 4104	Sport Facility and Event Management	3
SPM 4114	Sport Leadership	3
SPM 4403	Sport Communication	3
SPM 4505	Sport Finance and Business	3
SPM 4949	Sport Administration Internship	3
Accounting (20 credits)		**Credit Hours**
ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting I Lab	1
ACG 2071	Managerial Accounting	3
CGS 2511	Spreadsheet Applications for Business	3
ACG 2004	Principles of Accounting II	3
ACG 2004L	Principles of Accounting II Lab	1
ACG 4401	Accounting Information Systems	3
ACG 4501	Government & Institutional Accounting	3
Finance (19 credits)		**Credit Hours**
ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting I Lab	1
ACG 2071	Managerial Accounting	3
CGS 2511	Spreadsheet Applications for Business	3
FIN 3403	Corporate Finance	3
FIN 4634	International Banking and Finance	3
ENT 4412	Entrepreneurial Finance	3
General Management (19 credits)		**Credit Hours**

ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting I Lab	1
CGS 2511	Spreadsheet Applications for Business	3
GEB 3373	International Business	3
MAN 4441	Negotiation & Conflict Resolution	3
MAN 4802	Entrepreneurship	3
GEB 3213	Business Communications	3
Marketing (18 Credits)		**Credit Hours**
MAR 3334	Sales, Advertising & Promotion	3
GEB 3373	International Business	3
GEB 3213	Business Communications	3
GEB 4912	Business Research Methods	3
MAR 3156	International Marketing	3
MAN 4441	Negotiation & Conflict Resolution	3

All credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

Criminal Justice (CJ), Bachelor of Science Degree

Program Description: The purpose of the Bachelor of Science Criminal Justice (CJBS) Program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the criminal justice sector, or gain admission to graduate-level programs.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
PHI 1600	Ethics	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
CCJ 2001	Criminology	3
CJJ 2002	Juvenile Delinquency I	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)		
	Any Natural Science course with lab	3 + 1
	Any Natural Science	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CORE REQUIREMENTS (42 CREDITS)		
Lower Level Core Courses (12credits)		**Credit Hours**
CJL 2100	Introduction to Criminal Law	3
CJC 2000	Introduction to Corrections	3
CJE 2000	Introduction to Security and Law Enforcement	3

CJE 2600	Fundamentals of Criminal Investigation	3
Lower Level Electives (9 credits)		**Credit Hours**
CJE 2005	Introduction to Criminal Justice	3
CJL 2821	Psychology Applied to Law	3
CCJ 2940	Criminal Justice Internship	3
CJL 2400	Introduction to Criminal Procedures	3
CCJ 2488	Ethics in Criminal Justice	3
CJL 1102	Criminal Evidence and Procedure	3
Upper Level Core Courses (30 credits)		**Credit Hours**
CJL 3063	Constitutional Law (cross-reference: PLA 4885)	3
CJL 4133	The Law of Evidence (cross-reference: PLA3463)	3
CJC 4351	Correctional Operations	3
CCJ 4700	Methods of Research in Criminal Justice	3
CJL 4412	Criminal Law (cross-reference: PLA 3304)	3
CJE 4310	Police Administration	3
CJL 3410	Criminal Procedure (cross-reference: PLA 3308)	3
CCJ 3461	Communication Skills for the CJ Professional	3
CCJ 4487	Ethics in the CJ System	3
CJE 4710	CJ Integrated Capstone Project	3
Upper Level Electives (30 credits)		**Credit Hours**
Suggested Electives		
CCJ 4940	Internship in Criminal Justice	3
CCJ 4905	Directed Independent Study in Criminal Justice	3
PLA 3803	Domestic Relations Law	3
CJL 4044	Tort Law (cross-reference: PLA 3274)	3
CJE 3721	Forensic Psychology	3
CCJ 4662	Minorities and Crime	3
CCJ 3011	Juvenile Justice	3
CCJ 4661	Terrorism	3
CJE 4144	Private Security	3

CJC 4163	Community-Based Corrections	3
CCJ 4644	White Collar Crime	3
CJL 4074	Correctional Law	3
CJE 4694	Cyber Crime	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

Finance (FIN), Bachelor of Science Degree

Program Description: The purpose of this program is to provide students with an understanding of the relationship between business finance and the economic system in the context of the management decision-making process, as well as to prepare the students for entry-level and leadership positions in public and private organizations such as financial management, banking and investments. Florida National University awards a Bachelor of Science Degree in Finance upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (42 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral/Social Science	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)		
	Any Natural Science course with lab	3 + 1
	Any Natural Science	3
MATHEMATICS/PHYSICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (7 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CGS 2511	Spreadsheet Applications for Business	3
CORE REQUIREMENTS (68 CREDITS)		
Lower Level Courses (22 credits)		**Credit Hours**

ACG 2003	Principles of Accounting 1	3
ACG 2003L	Principles of Accounting Lab.	1
MAR 1011	Principles of Marketing	3
ACG 2071	Managerial Accounting **	3
BUL 2131	Business Law	3
GEB 2430	Ethics & Social Responsibility	3
MAN 2021	Principles of Business Management	3
ECO 2023	Principles of Microeconomics	3
Upper Level Courses (46 credits)		**Credit Hours**
SOW 2090	Social, Legal and Ethical Issues	3
GEB 4890	Business Strategy and Policy	3
GEB 3233	Business Plans Creation	3
FIN 4634	International Banking & Finance	3
FIN 3244	Money and Capital Markets	3
FIN 3403	Corporate Finance	3
FIN 3501	Principles of Investments	3
FIN 4301	Financial Institutions	3
FIN 4501	Investment Analysis	3
GEB 3213	Business Communications	3
GEB 3373	International Business	3
GEB 4912	Business Research Methods	3
ISM 3011	Management Information Systems	3
MAN 3504	Operations Management	3
QMB 3302	Business Analytics	3
FIN 4424	Cases in Financial Management (CAPSTONE)	4
Suggested Electives (6 credits – choose two)		**Credit Hours**
HFT 3462	Hospitality Finance	3
HSA 3173	Health Services Finance	3
ENT 3704	Export/Import Finance	3
FIN 4730	Financial advising/consulting	3

ENT 4412	Entrepreneurial Finance	3
FIN 4324	Commercial Bank Management	3
REE 4204	Real Estate Finance	3

All credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions

Health Services Administration (HSA), Bachelor of Science Degree

Program Description: The Bachelor of Science in Health Services Administration program provides students with a broad view of today's Health Care System. The program provides the professional skills needed for administrative positions throughout the Health Care Industry. In addition, the program prepares its graduates for admissions into graduate level studies in the Health Care system. Florida National University awards a Bachelor of Science in Health Services Administration upon graduation from this program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 121 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
	Any Behavioral/Social Science	3
	Any Behavioral/Social Science	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)		
BSC 1010	General Biology	3
BSC 1010L	General Biology Lab	1
BSC 1081	Basic Anatomy & Physiology	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CORE REQUIREMENTS (67 CREDITS)		

Lower Level Courses (25 credits)		**Credit Hours**
MAN 2021	Principles of Business Management	3
ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting I Lab	1
HSC 1000C	Introduction to Health Care	3
HSC 1531C	Medical Terminology	3
MEA 2304C	Medical Office Management	3
MEA 2305C	Medical Office Procedures	3
MEA 2335C	Medical Insurance Coding & Billing	3
ACG 2071	Managerial Accounting	3
Upper Level Courses (42 credits)		**Credit Hours**
HSC 3111	Introduction to Health Services Administration	3
HSA 3190	Introduction to Medical Informatics	3
HSA 3170	Financial Issues in Health Care	3
HSA 3553	Ethics in Health Care	3
HSC 3201	Community Health and Epidemiology	3
MAR 3712	Health Care Marketing	3
GEB 3213	Business Communication	3
HSA 3412	Cultural Diversity in Health Care	3
HSA 4502	Risk Management	3
MAN 4151	Organizational Behavior	3
MAN 4301	Human Resources Management	3
PLA 4522	Health Care Law	3
HSA 4222	Long Term Care Administration	3
HSA 4922	Health Services Administration Capstone	3
Suggested Electives (15 credits)		**Credit Hours**
HSA 3191	Health Information Systems	3
HSA 3651	Ethics of Caring for the Elderly	3
MAN 3342	Supervisory Skills	3
MAN 4802	Entrepreneurship	3

MAN 4441	Negotiation & Conflict Resolution	3
HSA 4421	Legal Aspect & Legislation in Healthcare	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

Information Technology (BSIT), Bachelor of Science Degree

Program Description: Computer Information Technology encompasses all aspects of computing technology. A Bachelor's degree will apply modern technologies to the areas of programming to traditional, web and mobile applications, and will cover such areas as networking, information security and databases. The courses also prepare the student to take on many of the industry's top certifications. This bachelor's degree prepares the student to pursue a wide range of IT positions such as database and system administrators, web and application developers, network analyst, security analyst, security risk assessor and IT implementation specialists.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral/Social Science	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)		
	Any Natural Science course with lab	3 + 1
	Any Natural Science	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CORE REQUIREMENTS (42 CREDITS)		**Credit Hours**
CGS 2540C	Database Management Systems	4 MOS
CGS 1820C	Web Programming I	3 MCSA/MCSD
CGS 3092	Cyber Ethics	3

CIS 2202	Introduction to Computer Forensics	3
CIS 4526	Project Management in IT	3
CNT 2000C	Networking Essentials Network+	3
CNT 2401C	Network Security	4 Security+
COP1250C	JAVA Programming I	3 MCSA/MCSD
CTS 1651	LAN Switching and Wireless Networking	4
CTS 2111	LINUX Operating Systems	3
CTS 2151c	A+ Computer Maintenance And Repair I***	3 A+
CTS 2152c	A+ Computer Maintenance And Repair II ***	3 A+
ISM 3011	Management Information Systems	3
Concentrations		**Credit Hours**
Cybersecurity (18 credits)		
CIS 3535	Principles of Information Security	3 CISSP
CIS 3363	Cybersecurity Fundamentals	3 CSA+
CIS 4204	Ethical Hacking	3 CEH
ISM 4320	Management of Information Security	3 CISSP
CGS 4812	Disaster Recovery	3
CNT 2404	Intrusion Prevention and Detection	3
Computer Forensics (18 credits)		**Credit Hours**
CIS 3382	Investigating Hard Disk, Files and OS	3 CHFI
CIS 3391	Computer Forensics Investigation Procedures	3 CHFI
CIS 4389	Investigating Data and Image Files	3 CHFI
CNT 2414	Investigating Cybercrime	3 CHFI
CNT 2510	Investigating Wireless Networks and Devices	3 CHFI
CTS 2315	Investigating Network Intrusions	3 CHFI
Programming and Database Management Concentration (18 credits)		**Credit Hours**
CGS 2821C	Web Programming II **	3 MCSA/MCSD
COP 2805C	JAVA Programming II	3 MCSA/MCSD
COP 4594	Advanced .NET Framework Programming **	4 MCSA/MCSD
CTS 2433C	SQL Server **	4 MCSA
ISM 3212	Advanced Database Management	4 OCA 11g

Suggested	Electives (21 credits)	Credit Hours
CGS 1500C	Word Processing	3
CGS 1522C	Microsoft Office Specialist/PowerPoint	3
COP 2010	Visual Basic Programming I	4
CTS 2155C	IT Help Desk Support	4
CTS 2300C	Client Operating System	4 MCSA
CTS 2302C	Active Directory Service	4 MCSA
CTS 2328C	Server Installation, Configuration and Admin.	4 MCSA
CTS 2650C	Routing Protocols and Concepts	4 CCENT

All credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

****This course has prerequisites; check course descriptions.**

Legal Studies (LS), Bachelor of Arts Degree

Program Description: The purpose of the Bachelor of Arts in Legal Studies (LSBA) Program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the legal profession, or gain admission to law school.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
CCJ 2001	Criminology	3
CJJ 2002	Juvenile Delinquency	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)		
	Any Natural Science course with lab	3 + 1
	Any Natural Science	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CORE REQUIREMENTS (42 CREDITS)		
Lower Level Core Courses (12 credits)		**Credit Hours**
PLA 2104	Legal Research & Writing I	3
PLA 2114	Legal Research & Writing II	3
PLA 2201	Introduction to Civil Procedure	3

PLA 2303	Criminal Law and Procedure	3
Lower Level Electives (9 credits)		
PLA 1426	Contracts and Business Entities	3
BUL 2131	Business Law	3
PLA 2700	Professional Ethics and Liability	3
PLA 2273	Introduction to Torts	3
PLA 1003	Introduction to the Law	3
PLA 2763	Law Office Management	3
PLA 2800	Family Law and Practice	3
Upper Level Core Courses (30 credits)		**Credit Hours**
PLA 3306	Criminal Law (cross-reference: CJL4412)	3
PLA 3115	Legal Research & Writing III (**)	3
PLA 3226	Civil Litigation	3
PLA 3309	Criminal Procedure (cross-reference: CJL3410)	3
PLA 3274	Tort Law (cross-reference: CJL4044)	3
PLA 4885	Constitutional Law (cross-reference: CJL3063)	3
PLA 3263	The Law of Evidence (cross-reference: CJL 4133)	3
PLA 3434	Business Organizations	3
PLA 3428	The Law of Contracts	3
PLA 4950	Legal Studies Capstone	3
Upper Level Electives (30 credits)		**Credit Hours**
CCJ 3011	Juvenile Justice	3
CCJ 4644	White Collar Crime	3
CCJ 4662	Minorities and Crime	3
CJE 3721	Forensic Psychology	3
CJE 4694	Cyber Crime	3
CJL 4074	Correctional Law	3
PLA 3464	Bankruptcy Law	3
PLA 3523	Health Law & Ethics	3
PLA 3613	Property Law	3

PLA 3803	Domestic Relations Law	3
PLA 4116	Legal Research & Writing IV (**)	3
PLA 4410	Intellectual Property	3
PLA 4844	Immigration Law	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

****This course has prerequisites; check course descriptions.**

Marketing and Sales (MKTS), Bachelor of Science Degree

Program Description: The purpose of this program is to provide students with an understanding of the basic structures and processes in marketing and the skills necessary to be able to analyze and solve marketing problems and opportunities. The program also provides a foundation into graduate programs and prepares students for careers in marketing. Florida National University awards a Bachelor of Science Degree in Marketing and Sales upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (45 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral/Social Science	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab hour)		
	Any Natural Science course with lab	3 + 1
	Any Natural Science	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (7 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CGS 2511	Spreadsheet Applications for Business	3
CORE REQUIREMENTS (55 CREDITS)		
Lower Level Courses (19 credits)		**Credit Hours**
ACG 2003	Principles of Accounting 1	3

ACG 2003L	Principles of Accounting Lab.	1
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility	3
MAN 2021	Principles of Business Management	3
MAR 1011	Principles of Marketing	3
MKA 2021	Salesmanship	3
Upper Levels Courses (36 credits)		**Credit Hours**
FIN 3403	Corporate Finance	3
MAR 4830	Product and Pricing strategies	3
MAR 3156	International Marketing	3
MAR 3334	Sales, Advertising, and Promotions	3
MAR 3503	Consumer Behavior	3
MAR 4836	Marketing Research**	3
MAR 4203	Marketing Channels & Logistics	3
MAR 4231	Retail Marketing	3
MAR 4641	Marketing Analytics**	3
MAR 3700	Digital Marketing	3
MAN 3084	Introduction to Social Media for Managers	
MAR 4804	Marketing Strategy Capstone Course	3
Electives (20 credits)		**Credit Hours**
GEB 3213	Business Communications	3
MAN 3605	Cross-Cultural Management	3
GEB 3373	International Business	3
MAN 3342	Supervisory Skills	3
MAN 4441	Negotiation & Conflict Resolution	3
MAR 4403	Sales Management	3
MAN 3504	Operations Management	3
MAR 3712	Health Care Marketing	3
MAR 3841	Service	3
MAR 4330	Brand Marketing	3

MAR 4713	Tourism & Hospitality Marketing	3
MAR 4941	Marketing Internship	3
MAR 3860	Customer Relationship Marketing	3
MAR 4661	Entrepreneurial Marketing	3
MAR 4701	Mobile Marketing	3

MAR 1011 is a pre-requirement for all Marketing courses.
STA 2014 is a pre-requisite for marketing research course
CGS 2511 is a pre-requisite for MAC2233 Calculus for Business and Marketing Analytics courses
ACG 2003/l is a pre-requisite for CGS2511 Spreadsheet Applications for business

The program also prepares students to pursue advanced certifications in marketing such as the **Certified Professional Marketer** (CPM-American Marketing Association).

All Credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

Natural Sciences (NS), Bachelor of Science Degree

Program Description: This program offers the students an opportunity to tailor their education to their specific career goals within the field of science. It provides a basic background in biology and chemistry useful for students considering Pre-Medicine, Pre-Pharmacy or Pre-Dentistry, as well as to pursue a career in secondary education. Florida National University awards a Bachelor of Science in Natural Sciences Education upon graduation from this program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I**	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
DEP 2004	Human Growth and Development	3
PSY 1012	General Psychology	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab hour)		
BSC 1010	General Biology I	3
BSC 1010L	General Biology I Lab	1
MCB 2000C	Microbiology	3
MATHEMATICS (10 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
MAC 1107	College Algebra II	3
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
CORE REQUIREMENTS (67 CREDITS)		
Lower Level Courses (30 credits)		**Credit Hours**

CHM 1045	General Chemistry I	3
CHM 1045 L	General Chemistry I Lab	1
CHM 1046	General Chemistry II	3
CHM 1046 L	General Chemistry II Lab	1
BSC 2011	General Biology II	3
BSC 2011 L	General Biology II Lab	1
BSC 1085C	Anatomy and Physiology I	4
BSC 1086C	Anatomy and Physiology II	4
MAC 1300	Calculus	3
PHY 1020	Fundamentals of Physics	3
PHY 1020 L	Fundamentals of Physics Lab	1
ECO 2023	Principles of Microeconomics	3
Upper Levels Courses (37 credits)		**Credit Hours**
BCH 3103	Organic Chemistry I	3
BCH 3033L	Organic Chemistry I Lab	1
BCH 3034	Organic Chemistry II	3
BCH 3034L	Organic Chemistry II Lab	1
BCH 3023C	Introductory Biochemistry	4
ENC 3311	Advanced Research Writing	3
PCB 3063	Principles of Genetics	3
PHY 3107	General Physics II	3
PHY 3107L	General Physics II Lab	1
PCB 4023	Molecular and Cell Biology	3
HSC 3572	Nutrition and Health Issues	3
ZOO 4602	Human Embryology	3
HSC 4500	Epidemiology	3
BSC 4910	Capstone Research	3
Electives (12 credits)		**Credit Hours**
BSC 4422	Biotechnology	3
BSC 4022	Biology of Aging	3

HSA 3553	Ethics in Health Care	3
HSA 4421	Legal Aspects and Legislation in Healthcare	3
PCB 3043	Ecology	3
PCB 4028	Biological Basis of Pharmacology	3
Concentration in Education (18 credits minimum)		**Credit Hours**
CGS 1013	Technology in Education	3
EDF 1005	Introduction to Education	3
EDF 1030	Classroom Management	3
EDF 2085	Teaching Diverse Population	3
EDF 3430	Measurement and Evaluation In Education	3
EEX 2010	Introduction to Exceptional Child Education	3
RED 3043	Content Reading Instruction	3
SCE 3367	Methods of Teaching and Learning Natural Sciences	3
TSL 3080	Foundations of Teaching ESOL In the Schools	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

Nursing (BSN), Bachelor of Science Degree

Program Description: The purpose of this program is to prepare the students to become professional nurses able to function in a variety of roles. The students will be prepared in the areas of health assessment, nursing theories and concepts, research, leadership, informatics and health promotion across various healthcare settings. The graduates will acquire the necessary knowledge and skills to safely practice patient care and pass the NCLEX exam. FNU awards a Bachelor of Science degree upon completion.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (53 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (12 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
ENC 3311	Advanced Writing and Research	3
HUMANITIES (6 CREDITS)		
PHI 1635	Biomedical Ethics	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
DEP 2004	Human Growth and Development	3
PSY 1012	General Psychology	3
NATURAL SCIENCE (18 CREDITS)		
BSC 1085C	Anatomy and Physiology I	4
BSC 1086C	Anatomy and Physiology II	4
CHM 1033	Introduction to Chemistry	3
CHM 1033L	Introduction to Chemistry Lab	1
MCB 2000C	Microbiology	3
HSC 2577	Principles of Nutrition for Health Care	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		

CGS 1030	Introduction to Information Technology	4
CORE REQUIREMENTS (67 CREDITS)		
Without RN License		**Credit Hours**
NUR 3029C	Fundamentals of Nursing	7
NUR 3065	Physical Assessment in Health Care	4
NUR 3125	Pathophysiology	4
NUR 3226C	Adult Health Nursing I	6
NUR 3145	Pharmacology	3
NUR 3805	Nursing Role and Scope	3
NUR 3227C	Adult Health Nursing II	6
NUR 3165	Nursing Research	3
NUR 3525C	Psychiatric Nursing	4
NUR 3655	Culture in Nursing	3
NUR 3355C	Pediatric Nursing	5.5
NUR 3465C	Maternity and Newborn Nursing	5.5
NUR 4827C	Nursing Leadership and Management	3
NUR 4836C	Professional Nursing Practicum	6
NUR 4636	Community Nursing	4
Core Courses (33 credits)		**Credit Hours**
With RN License = 67 total credits		
NUR 3065	Physical Assessment in Health Care	4
NUR 3125	Pathophysiology	4
NUR 3165	Nursing Research	3
NUR 3178	Complementary and Alternative Healthcare	3
NUR 3655	Culture in Nursing	3
NUR 3805	Nursing Role and Scope	3
NUR 3826	Ethical and Legal Aspects of Nursing Practice	2
NUR 4287	Nursing and the Aging Family	2
NUR 4516	Crisis Intervention	2
NUR 4636	Community Nursing	4

NUR 4827C	Nursing Leadership and Management	3
Courses transferred due to an active RN License (34 credits)		**Credit Hours**
NUR 3029C	Fundamentals of Nursing	7
NUR 3226C	Adult Health Nursing I	6
NUR 3227C	Adult Health Nursing II	6
NUR 3525C	Psychiatric Nursing	4
NUR 3355C	Pediatric Nursing	5.5
NUR 3465C	Maternity and Newborn Nursing	5.5

All students must have completed all General Education requirements successfully with a grade of "C" or higher and all Science courses with a "B" or higher before beginning core courses.

NOTE: FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

*** Mandatory course for entering the core courses

****During the BSN program, the student will only be allowed to repeat one course. If the student fails two courses during the program, he/she will be terminated from the program.

Advanced Nursing (RN-BSN), Bachelor of Science Degree

Program Description: The purpose of this program is to prepare the students to become professional nurses able to function in a variety of roles. The students will be prepared in the areas of health assessment, nursing theories and concepts, research, leadership, informatics and health promotion across various healthcare settings. Students must have an active RN license in order to be admitted into the program. FNU awards a Bachelor of Science degree upon completion.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (53 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (12 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
ENC 3311	Advanced Writing and Research	3
HUMANITIES (6 CREDITS)		
PHI 1635	Biomedical Ethics	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
DEP 2004	Human Growth and Development	3
PSY 1012	General Psychology	3
NATURAL SCIENCE (18 CREDITS		
BSC 1085C	Anatomy and Physiology I	4
BSC 1086C	Anatomy and Physiology II	4
CHM 1033	Introduction to Chemistry	3
CHM 1033L	Introduction to Chemistry Lab	1
MCB 2000C	Microbiology	3
HSC 2577	Principles of Nutrition for Health Care	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (7 CREDITS)		
CGS 1030	Introduction to Information Technology	4

CORE REQUIREMENTS (33 CREDITS)		**Credit Hours**
NUR 3065	Physical Assessment in Health Care	4
NUR 3125	Pathophysiology	4
NUR 3165	Nursing Research	3
NUR 3178	Complementary and Alternative Healthcare	3
NUR 3655	Culture in Nursing	3
NUR 3805	Nursing Role and Scope	3
NUR 3826	Ethical and Legal Aspects of Nursing Practice	2
NUR 4287	Nursing and the Aging Family	2
NUR 4516	Crisis Intervention	2
NUR 4636	Community Nursing	4
NUR 4827C	Nursing Leadership and Management	3
Courses transferred due to an active RN License (34 credits)		**Credit Hours**
NUR 3029C	Fundamentals of Nursing	7
NUR 3226C	Adult Health Nursing I	6
NUR 3227C	Adult Health Nursing II	6
NUR 3525C	Psychiatric Nursing	4
NUR 3355C	Pediatric Nursing	5.5
NUR 3465C	Maternity and Newborn Nursing	5.5

All students must have completed all General Education requirements successfully with a grade of "C" or higher and all Science courses with a "B" or higher before beginning core courses.

NOTE: FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

*** Mandatory course for entering the core courses

****During the BSN program, the student will only be allowed to repeat one course. If the student fails two courses during the program, he/she will be terminated from the program.

Bachelor of Science in Nursing - Admission Requirements

1. Students must take a Diagnostic Test (students with proof of transferable credits of College Algebra (MAC 1105) and English Composition (ENC1101) from an accredited institution may be exempt). Students must also pass the KAPLAN exam **with at least an 80%** as a combined score in all four sections of the exam to qualify for the BSN Program (can only be taken twice). Registration for the exam is completed directly with the school.
2. Program Application
3. Two professional references
4. Local Police Report
5. Essay - Minimum 250 words about why you are choosing the Nursing career, strengths and weakness, personal and live motivations.
6. Official transcripts (if you are transferring credits from other institutions). Natural Science courses MUST have a letter grade of at least B (BSC1085C, BSC1086C, CHM1033, CHM1033L, MCB2000C, and HSC2577). Letter grade "D" is not transferable. GPA 3.0
7. Entrance Interview
8. General education courses start every 8 weeks and Nursing Core Courses every 16 weeks (Winter, Summer and Fall)

Admission Requirements - For students with a RN License

Will follow the same admissions procedures, but they must present an active RN license.

1. Program Application
2. Two professional references
3. Local Police Report
4. Essay - Minimum 250 words about why you are choosing the Nursing career, strengths and weakness, personal and live motivations.
5. Official transcripts. (If you are transferring credits from other institutions). Natural Science courses MUST have a letter grade of at least B (BSC1085C, BSC1086C, CHM1033, CHM1033L, MCB2000C, and HSC2577). Letter grade "D" is not transferable. GPA 3.0
6. Registered Nurse License, clear and active.
7. General education courses start every 8 weeks and Nursing Core Courses every 16 weeks (Winter, Summer and Fall)

Foreign Physicians Admission Requirements

a. Graduated as medical doctor from another country from an accredited institution.
b. Practiced as a physician for at least 2 years
c. Medical school transcripts must be evaluated and made equivalent by an accredited credential evaluation agency
d. General Education requirements: (17 credits/53 if demonstrated by transcripts)
    1. All science courses will be transferred (C and above)

2. Communication requirements (ENC 1101, ENC 1102, and SPC 1017) can be validated by obtaining a TOEFL score of 62 and above with each section with an acceptable level (intermediate or fair and above), or IELTS score of 5.5, or a 44 on the PTEA. ENC 3311 Advanced Writing and Research is required.
3. Humanities (6 credits) includes PHI 1635 Biomedical Ethics
4. Psychology and Human Growth and Development will be transferred.
5. College Algebra will be transferred, but Statistics is required for the program, student must complete this course unless included in transcripts.
6. CGS 1030, Introduction to Information Technology is required, unless included in transcripts.

e. Score a minimum of 80% on the Entrance Exam.
f. Interview with Nursing Admission Committee

Note: Foreign Physicians applying for the ADN will receive the same credits that apply to the program.

DISCLAIMER:

Foreign online students who hold international nursing licenses and have an Associate in Science of Nursing degree can be enrolled in the online Bachelor of Science in Nursing (BSN) with RN License track. Note that foreign students who graduate from an online nursing program and hold an international nursing license are unable to work in the USA, unless they sit for the NCLEX in the state of their choice. In order to sit for the NCLEX exam, students will be required to present a translation and equivalency of their academic credentials in English from an authorized evaluation agency and or any other requirements requested by the Board of Nursing.

Bachelor of Science in Nursing Program Mission

The mission of the program is *"to prepare the graduates to become licensed registered nurses and to provide safe and compassionate nursing care. The program will enable graduates to obtain entry level positions and to be qualified to provide direct care to individuals and families in a variety of care settings."*

The mission of Florida National University ties in with its philosophy that devotes itself to the cause of education by:

• Preparing individuals for personal and professional success

• Incorporating many diverse elements into the occupational and professional opportunities which this community offers

• Providing programs leading to degrees and to developing professional attitudes, values, and skills that will enhance their potential for success in their careers and in life.

Bachelor of Science in Nursing Program Philosophy

The Bachelor of Science in Nursing subscribes to the philosophy statement of Florida National University. The Nursing faculty has developed and adheres to the following beliefs:

• We believe that the students' success in nursing derives from knowledge of nursing principles, development of skills and competence, and high standards of professionalism expressed through appearance, attitude, and demeanor in all aspects of practice.

• We believe that safe nursing care derives from critical thinking skills, good judgment applied to knowledge and clinical expertise.

• We believe that the Bachelor of Science in Nursing continues the high standards of integrity and ethics for students, professors, administrators and staff set by the institution for all of its programs.

• We believe that every student is unique and deserves the individual support and guidance necessary to be successful.

• We believe that the registered nurse functions as an important part of the health care team within the limits of the scope of practice of the profession. We believe that an understanding of the dependent role of the registered nurse and the scope of practice is a key element of the success of the nursing graduate.

Physical Therapist Assistant (BSPTA), Bachelor of Science Degree

Program Description: The Bachelor of Science Degree in Physical Therapist Assistant (PTA) is designed to prepare graduates for additional career opportunities and advancement within the profession. PTAs currently licensed and working can further their associate's degree to a Bachelor's level and follow a program track that best fits the career aspirations. Following completion of core courses, students choose to follow an education track, business/health service administration track, or clinical track with courses strategically geared towards physical therapy within each. *Active PTA License Required.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (40 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
PHI 1635	Biomedical Ethics	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (3 CREDITS)		
DEP 2004	Human Growth and Development – OR -	3
PSY 1012	General Psychology	3
NATURAL SCIENCE (11 CREDITS)		
BSC 1085C	Anatomy and Physiology I	4
BSC 1086C	Anatomy and Physiology II	4
HSC 1531	Medical Terminology	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
Lower Level Courses		

Current PTA License (31 credits)		**Credit Hours**
PHT 1001	Introduction to PT	1
PHT 1102C	Applied Functional Anatomy & Kinesiology	4
PHT 1131C	Assessment, Measurement & Documentation	4
PHT 1200C	Basic Patient Care	3
PHT 2255C	Neuromuscular Conditions & Rehabilitation	3
PHT 2256C	Orthopedic Conditions & Rehabilitation	3
PHT 2931C	Trends in Physical Therapy	1
PHT 2942L	Clinical Practicum 2	12
Upper Level Courses (24 CREDITS)		**Credit Hours**
ENC 3311	Advanced Writing & Research	3
HSA 3412	Cultural Diversity in Healthcare	3
PLA 4522	Health Care Law	3
HSA 4502	Risk Management	3
PHI 4103	Critical Thinking	3
PHT 3351	Basic Pharmacology for PT Assistants	2
PHT 3506L	Service Learning in PT	1
PHT 4600	Basic Research	3
PHT 3209L	Manual Techniques II	1
PHT 3215C	Therapeutic Modalities	2
Concentrations (25 credits)		**Credit Hours**
Business/HSA Track Upper Level Electives		
MAN 2021	Principles of Business Management	3
MEA 2335	Medical Insurance Coding & Billing	3
ACG 2003	Principles of Accounting 1	3
ACG 2003L	Principles of Accounting 1 Lab	1
MAR 3712	Health Care Marketing	3
MAN 3342	Supervisory Skills	3
MAN 4802	Entrepreneurship	3
PHT 4511	Management & Administration in PT	3

PHT 4951	Professional Capstone	3
Education Track Upper Level Electives		**Credit Hours**
EDF 1005	Introduction to Education	3
EDF 1030	Classroom Management	3
EDF 2085	Teaching Diverse Populations	3
EDF 3430	Measurement and Evaluation	3
EDF 4730	Administration and Leadership Communication Tech.	2
SCE 3367	Methods of Teaching and Learning in Natural Sciences	3
EDA 3064	Organizational Behavior in Teaching & Learning Org.	2
PHT 4422	Teaching and Learning for PTAs	3
PHT 4951	Professional Capstone	3
Clinical Track Upper Level Electives		**Credit Hours**
PHT 2601	Evidence Based Practice 1	3
PHT 3208C	Clinical Skills	3
PHT 3305	Applied Pathophysiology	3
PHT 3148	Professional Development Seminar - Lifespan	2
PHT 3901L	Independent Study 1	2
PHT 4141C	PTA Assessment 2	3
PHT 4903L	Independent Study 2	2
PHT 4962	Clinical Proficiency and Problem Solving	4
PHT 4951	Professional Capstone	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

****This course has prerequisites; check course descriptions.**

BS PTA Admission Requirements

Students interested in entering the BS PTA Program must meet the requirements as outlined below:

1) Complete the admission requirements for Bachelor Degree programs as outlined in the University Catalog.
2) Provide evidence of current active licensure as a PTA.
3) Provide transcript evidence of graduation from a CAPTE Accredited PTA Program with at minimum a 2.75 cumulative GPA.
4) Three letters of recommendation from individuals who can assess the applicant's performance as a physical therapist assistant including the applicant's potential for bachelor level studies.

Psychology (PSY), Bachelor of Science Degree

Program Description: This program prepares the students for entry-level positions and advanced professional education in psychology. Students will be exposed to the major domains of psychology and will acquire a solid base of knowledge in each of these domains, as well as be able to integrate and apply knowledge and meet their career goals. Florida National University awards a Bachelor of Science Degree in Psychology upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (42 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (12 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
ENC 3311	Advanced Research and Writing	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
DEP 2004	Human Growth and Development	3
PSY 1012	General Psychology	3
NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)		
BSC 1010	General Biology I	3
BSC 1010L	General Biology I Lab	1
BSC 1081	Basic Anatomy and Physiology	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (45 credits)		**Credit Hours**
CLP 3143	Abnormal Psychology	3

CLP 3302	Foundations of Clinical Psychology	3
CLP 4414	Principles of Behavior Modification	3
DEP 3103	Psychology of Childhood	3
DEP 3305	Adolescent Psychology	3
DEP 3404	Psychology of Aging	3
EXP 3604	Cognitive Processes	3
PPE 3003	Psychology of Personality	3
PSB 3002	Biological Basis of Behavior	3
PSY 3213	Psychological Research Methods	3
PSY 4604	History and Theories of Psychology	3
SOP 3004	Social Psychology	3
SOP 3723	Cross-cultural Issues in Psychology	3
SOP 4702	Psychology and Gender	3
PSY 4049	Capstone Course Psychology	3
Electives (33 credits)		**Credit Hours**
CJJ 2002	Juvenile Delinquency	3
CJL 2821	Psychology Applied to Law	3
CJE 3721	Forensic Psychology	3
CLP 2621	Ethics in Psychology and Health	3
CLP 4314	Psychology of Health and Illness	3
CLP 4433	Psychological Tests and Measurements	3
DEP 3202	Psychology of Exceptional Children	3
EXP 3404	Psychology of Learning	3
HSC 3143	Substance Abuse Prevention	3
INP 4004	Industrial/Organizational Psychology	3
PCO 4004	Foundations of Counseling	3
STA 2122	Statistics for the Behavioral Science	3
SYG 2000	Principles of Sociology	3
SYG 2430	Marriage and the Family	3
Concentrations (33 credits)		**Credit Hours**

Addiction Studies		
HSC 3143	Substance Abuse Prevention	3
HUS 2421	Assessment and Treatment Planning in Addiction	3
HUS 3105	Introduction to Human Services	3
HUS 3429	Addiction Counseling	3
HUS 3455	Dual Diagnosis and Substance Abuse	3
HUS 3465	Relapse Prevention	3
HUS 4321	Case Management Problem Solving	3
HUS 4407	Substance Abuse and Aging	3
HUS 4442	Substance Abuse and the Family	3
PCO 4242	Introduction to Group Counseling	3
PSB 4444	Psychopharmacology	3
Mental Health		**Credit Hours**
CLP 4184	Mental Health-Stress Management	3
CLP 4314	Psychology of Health and Illness	3
SYG 2430	Marriage and the Family	3
DEP 4220	Autism Spectrum Disorders	3
HSA 3412	Cultural Diversity in Health Care	3
HUS 3105	Introduction to Human Services	3
HUS 3302	Basic Counseling Skills	3
INP 4391	Human Relations	3
CLP 2620	Ethics in Psychology & Health	3
PCO 3313	Assessment in Counseling	3
SOW 3350	Interviewing and Documentation	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

****This course has prerequisites; check course descriptions.**

Respiratory Therapy (BS-RRT), Bachelor of Science Degree

Program Description: The purpose of this program is to enhance the education of RRT graduates with a current NBRC credential to provide them with professional growth and skills in areas of management, cultural diversity, and supervisory skills across various healthcare settings. FNU awards a Bachelor of Science degree upon completion. The program is designed to be taken on line in its entirety, and or to be taken partly on line and partly on campus.		
GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)		
General Education Requirements (46 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
PHI 1600	Ethics	3
	Any Humanities course	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		
DEP 2004	Human Growth and Development	3
PSY 1012	General Psychology	3
NATURAL SCIENCE (18 Credits)		
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
CHM 1033	Introduction to Chemistry	3
CHM 1033L	Introduction to Chemistry Lab	1
MCB 2000C	Microbiology	3
HSC 1531C	Medical Terminology	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
Lower Level Courses (38 credits)		**Credit Hours**
Current RRT Credential		38

Upper Level Courses (36 credits)		**Credit Hours**
HSA 3412	Cultural Diversity in Health Care	3
PLA 4522	Health Care Law	3
HSA 4502	Risk Management	3
RET 4050	Research Methods	3
RET 4715	Advanced Neonatal and Pediatric Respiratory Care	4
RET 3419	Diagnostics & Nontraditional Health Care Delivery	3
RET 4536	Cardiopulmonary Rehabilitation	3
RET 3023	Introduction to Cardiopulmonary Science	3
HSC 3612	Clinical Exercise Physiology for Health Science	3
RET 4034	Problems in Patient Management	3
RET 4445	Cardiopulmonary Diagnostics	3
RET 4616	Advanced Seminar in Respiratory Therapy	2

All Credit courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNU reserves the right to transfer the appropriate courses.

**This course has prerequisites; check course descriptions.

Associate Of Arts Degree Programs

(AC) Accounting, A.A.

(BA) Business Administration, A.A.

(CJ) Criminal Justice, A.A.

(EA) Education, A.A.

(HSA) Health Services Administration, A.A.

(HM) Hospitality Management, A.A. (Dormant)

(PA) Public Administration, A.A.

(PLS) Paralegal Studies, A.A.

Accounting (AC), Associate of Arts Degree

Program Description: The program is designed for students planning to pursue a higher-level degree in Accounting as well as to prepare the student for employment as an entry-level accountant, bookkeeper or general accounting clerk. The program is designed to provide the student with an intensive background in general accounting procedures and principles, business principles and automated accounting procedures. The program includes a thirty-nine credit-hour component of general education/liberal arts courses. FNU awards an Associate of Arts Degree in Accounting upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 61 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 2200	Business Communications**	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral / Social Science course	3
NATURAL SCIENCES (3 CREDITS)		
	Any Natural Science course	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (7 Credits)		
CGS 1030	Introduction to Information Technology	4
CGS 2511	Spreadsheet Applications for Business**	3
Core Requirements (23 Credits)		**Credit Hours**
ACG 2003	Principles of Accounting l	3
ACG 2003L	Principles of Accounting I Lab.	1

ACG 2004	Principles of Accounting ll **	3
ACG 2004L	Principles of Accounting ll Lab.**	1
ACG 2071	Managerial Accounting**	3
ECO2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility	3
TAX 2000	Income Tax Accounting	3
BUL 2131	Business Law	3
BUS 2505	End of Program Assessment	0

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Business Administration (BA), Associate of Arts Degree

Program Description: This program is designed for students planning to pursue a higher-level degree in business administration. It offers key introductory courses within the field of business management. The program includes a thirty-nine credit-hour component of general education/liberal arts courses. FNU awards an Associate of Arts Degree in Business Administration upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 61 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 2200	Business Communications**	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral / Social Science course	3
NATURAL SCIENCES (7 CREDITS)		
	Any Natural Science course	3
	Any Natural Science course + Lab	3+1
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (22 Credits)		**Credit Hours**
ACG 2003	Principles of Accounting l	3
ACG 2003L	Principles of Accounting I Lab.	1
MAN 2021	Principles of Business Management	3
ECO 2023	Principles of Microeconomics	3

BUL 2131	Business Law	3
MAR 1011	Principles of Marketing	3
GEB 2430	Ethics & Social Responsibility	3
CGS 2511	Spreadsheet Applications for Business**	3
BUS 2505	End of Program Assessment	0

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Criminal Justice (CJ), Associate of Arts Degree

Program Description: This program has been designed for those students seeking an education in the field of Law and Law Enforcement among other careers of great demand. It will offer students a broad background in the Criminal Justice System, and includes courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National University will award an Associate of Arts in Criminal Justice upon graduation to those students who complete the necessary requirements. These students may continue their education at the bachelor's level to other accredited universities, or begin careers in the field including law enforcement*, court system, and private industry.

*Note: Employment with certain law enforcement agencies may require separate certification in basic police training (academy).

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 2200	Business Communications**	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
PHI 1600	Ethics	3
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
CCJ 2001	Criminology	3
CJJ 2002	Juvenile Delinquency	3
NATURAL SCIENCES (7 CREDITS)		
	Any Natural Science course	3
	Any Natural Science course + Lab	3+1
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4

Core Requirements (12 Credits)		**Credit Hours**
CJL 2100	Introduction to Criminal Law	3
CJC 2000	Introduction to Corrections	3
CJE 2000	Introduction to Security and Law Enforcement	3
CJE 2600	Fundamentals of Criminal Investigation	3
Suggested Electives (9 Credits)		
CJE 2005	Introduction to Criminal Justice	3
CCJ 2940	Criminal Justice Internship	3
CJL 2400	Introduction to Criminal Procedures	3
CJL 2821	Psychology Applied to Law	3
CCJ 2488	Ethics in Criminal Justice	3
CJL 1102	Criminal Evidence and Procedures	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Education (EA), Associate of Arts Degree

Program Description: This program is designed for students planning to pursue a four-year bachelor's degree in education. A component of forty-two credit-hour in general education requirements is required. The program provides a general background in the field of education and expands the student's theoretical knowledge using practical, hands-on teaching experiences. FNU awards an Associate of Arts degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (42 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 2200	Business Communications**	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
PHI 1010	Introduction to Philosophy	3
LIT 2330	Children's Literature	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
DEP 2004	Human Growth and Development	3
	Any Behavioral / Social Science course	3
NATURAL SCIENCES (7 CREDITS)		
BSC 1010	General Biology	3
BSC 1010L	General Biology Lab	1
ESC 1000	General Education Earth Science	3
MATHEMATICS (10 CREDITS)		
MAC 1105	College Algebra I **	3
MTG 2204	Geometry**	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
DIVERSITY (6 Credits)		
ECO 2013	Principles of Macroeconomics	3
AML 1631	Hispanic American Literature	3

Core Requirements (12 Credits)		**Credit Hours**
EDF 1005	Introduction to Education****	3
EDF 1030	Classroom Management****	3
EDF 2085	Teaching Diverse Populations****	3
CGS 1013	Technology in Education****	3

Note: A total of 40 hours of field experience is required for graduation.

**This course has prerequisites; check course descriptions.

****Course is required as part of the program.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Health Service Administration (HSA), Associate of Arts Degree

Program Description: This program is designed for students planning to pursue a higher-level degree in health service administration as well as to equip students with skills needed in entry-level supervisory positions in the health services field. It offers key introductory courses in health services administration and also includes a thirty-nine credit-hour component of general education/liberal arts courses. FNU awards an Associate of Arts Degree in Health Service Administration upon graduation from this program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 61 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
	Any Behavioral / Social Science course	3
	Any Behavioral / Social Science course	3
NATURAL SCIENCES (7 CREDITS)		
BSC 1010	General Biology	3
BSC 1010L	General Biology Lab	1
BSC 1081	Basic Anatomy & Physiology*	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (22 Credits)		**Credit Hours**

MAN 2021	Principles of Business Management	3
ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting Lab.	1
HSC 1531C	Medical Terminology	3
HSC 1000C	Introduction to Health Care	3
MEA 2304C	Medical Office Management	3
MEA 2305C	Medical Office Procedures	3
MEA 2235C	Medical Insurance Coding & Billing	3

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Hospitality Management (HM), Associate of Arts Degree

Program Description: This program is designed for students planning to pursue a higher-level degree in Hospitality Management. It offers key introductory courses within the field of Hospitality Management as well as a thirty-nine credit-hour component of general education/liberal arts courses. FNU awards an Associate of Arts Degree in Hospitality Management upon graduation from this program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 63 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
	Any Behavioral / Social Science course	3
NATURAL SCIENCES (7 CREDITS)		
BSC 1010	General Biology	3
BSC 1010L	General Biology Lab	1
HUN 2201	Essentials of Nutrition	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (24 Credits)		**Credit Hours**
HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1008	Introduction to Customer Service	3
HFT 1210	Management in the Hospitality Industry	3

HFT 1421	Accounting for the Hospitality Industry	3
HFT 2410	Front Office Operation / Housekeeping	3
HFT 2500	Hospitality and Tourism Marketing	3
HFT 2600	Law for the Hospitality Industry	3
HFT 2800	Food and Beverage Management	3
BUS 2505	End of Program Assessment	0

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Paralegal Studies (PLS), Associate of Arts Degree

Program Description: This program has been designed for those students seeking a career in law. Students will take courses that survey the American legal system, as well as courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National University will award an Associate of Arts in Paralegal upon graduation to those students who complete the necessary requirements. Upon graduating, students may pursue upper-level studies, or commence a career within the legal profession*. *Note: Employment within the legal profession may require the successful completion of a criminal background check, and character fitness (including credit-worthiness).		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
PHI 1600	Ethics	3
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
CCJ 2001	Criminology	3
CJJ 2002	Juvenile Delinquency	3
NATURAL SCIENCES (7 CREDITS)		
	Any Natural Sciences course	3
	Any Natural Sciences course with lab	3 + 1
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
Core Requirements (12 Credits)		**Credit Hours**
PLA 2104	Legal Research and Writing I	3

PLA 2114	Legal Research and Writing II	3
PLA 2700	Professional Ethics and Liability	3
PLA 2201	Introduction to Civil Procedure	3
Suggested Electives (9 credits)		**Credit Hours**
PLA 1426	Contracts and Business Entities	3
BUL 2131	Business Law	3
PLA 2303	Criminal Law and Procedure	3
PLA 2273	Introduction to Torts	3
PLA 1003	Introduction to the Law	3
PLA 2763	Law Office Management	3
PLA 2800	Family Law and Practice	3

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Public Administration (PA), Associate of Arts Degree

Program Description: This program is designed for students planning to pursue a higher-level degree in public administration, as well as to equip students with skills needed in entry level clerical/ support positions in the Public Administration field. It offers key introductory courses in public administration business management, as well as a thirty-nine credit-hour component of general education/liberal arts courses required for an Associate of Arts degree. FNU awards an Associate of Arts Degree in Public Administration upon graduation from this program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (39 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (9 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		
	Any Humanities course	3
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
SYG 2000	Principles of Sociology	3
NATURAL SCIENCES (7 CREDITS)		
BSC 1010	General Biology	3
BSC 1010L	General Biology Lab	1
ESC 1000	General Education Earth Science	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (21 Credits)		**Credit Hours**
CGS 1510C	Spreadsheet Applications	3

ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility	3
MAN 2021	Principles of Business Management	3
PAD 2002	Introduction to Public Administration	3
POS 2041	American Government and Politics	3
POS 2112	State and Local Government	3
BUS 2505	End of Program Assessment	0

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Associate Of Science Degree Programs

(AC) Accounting, A.S.

(BA) Business Administration, A.S.

(CD) Computer Developer, A.S.

(CIT) Computer Information Technology, A.S.

(DH) Dental Hygiene, A.S. (Dormant**)**

(DT) Dental Laboratory Technology, A.S.

(DMST) Diagnostic Medical Sonographer Technology, A.S.

(MAT) Medical Assistant Technology, A.S.

(NSA) Networking System Administrator, A.S.

(ADN) Nursing, A.S.

(PTA) Physical Therapist Assistant, A.S.

(RT) Radiologic Technology, A.S.

(RET) Respiratory Therapy, A.S.

Accounting (AC), Associate of Science Degree

Program Description: The objective of this program is to prepare the student for employment as an entry-level accountant, bookkeeper or general accounting clerk. The program is designed to provide the student with an intensive background in general accounting procedures and principles, business principles and automated accounting procedures. The program includes a twenty-three credit-hour component of general education/liberal arts courses. FNU awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (23 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
MATHEMATICS (7 CREDITS)		
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (20 Credits)		**Credit Hours**
ACG 2003	Principles of Accounting l	3
ACG 2003L	Principles of Accounting I Lab.	1
ACG 2004	Principles of Accounting ll **	3
ACG 2004L	Principles of Accounting ll Lab.**	1
CGS 2511	Spreadsheet Applications for Business**	3
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility	3
MAN 2021	Principles of Business Management	3

BUS 2505	End of Program Assessment	0
Suggested Electives (17 credits)		**Credit Hours**
ACG 1949	Accounting Internship l	3
ACG 2071	Managerial Accounting**	3
APA 2144	Computerized Accounting**	3
BUL 2131	Business Law	3
ENC 2200	Business Communications	3
ENC 2135	Research Writing II	2
GEB 2350	Introduction to International Business	3
MAR 2141	Introduction to International Marketing	3
MAR 1011	Principles of Marketing	3
MKA 2021	Salesmanship	3
TAX 2000	Income Tax Accounting	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

Business Administration (BA), Associate of Science Degree

Program Description: This program is designed to prepare the student for entry-level employment as a business executive. The program offers an introduction to the fields of management, finance, economics, accounting, communications, business law and ethics. Training and practical instructions are provided to meet the challenges of this rewarding position. The program includes a nineteen credit-hour component of general education/liberal arts courses. FNU awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (19 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (22 Credits)		**Credit Hours**
ACG 2003	Principles of Accounting l	3
ACG 2003L	Principles of Accounting I Lab.	1
BUL 2131	Business Law	3
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility**	3
MAN 2021	Principles of Business Management	3
MAR 1011	Principles of Marketing	3
CGS 2511	Spreadsheet Applications for Business**	3
BUS 2505	End of Program Assessment	0

Suggested Electives (19 credits)		**Credit Hours**
ACG 2004	Principles of Accounting ll **	3
ACG 2004L	Principles of Accounting ll Lab. **	1
ACG 2071	Managerial Accounting**	3
ENC 2200	Business Communications	3
MAR 2141	Introduction to International Marketing	3
MKA 2021	Salesmanship	3
GEB 2350	Introduction to International Business	3
TAX 2000	Income Tax Accounting	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

Computer Developer (CD), Associate of Science Degree

Program Description: This program is designed to provide the students with an integrated background in the fields of Web Design, Programming and Information Technologies. Our graduates are prepared to gain entry-level positions in web development studios, internet service providers, computer programming companies, and work as user support and application system specialists.		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (19 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral / Social Science course	3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (28 Credits)		**Credit Hours**
CNT 2000c	Networking Essentials	3
CTS 2433c	SQL Server	4
COP 2010c	Visual Basic Programming I	4
COP 2011c	Visual Basic Programming II	4
COP 2333c	Advanced Programming	4
CGS 1820c	Web Programming I **	3
CGS 2821c	Web Programming II **	3
CGS 2786c	Web Page Authoring Software**	3
Suggested Electives (13 credits)		**Credit Hours**
CGS 1788c	Graphics Design I	3

CGS 2787c	Animation for the web	3
COP 1220c	C Programming I	4
COP 2222c	C Programming II	4
CGS 2540c	Database Management Systems	4
ENC 1133	Research Writing	1

Courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

***In order to satisfy the programming language credit, one of the two mentioned courses (COP 1200 or 2010) must be taken.

Computer Information Technology (CIT), Associate of Science Degree

Program Description: This program offers to the students a technical training and a basic foundation in the most demanded computer software applications as well as a general background in many computer concepts and techniques. Our graduates are ready to get positions as entry-level in application system specialist, user support specialist, and computer information managers. The program also includes a fifteen-credit-hour component of General Education/Liberal Arts courses and offers the foundation necessary to continue onto a Bachelor's Degree. FNU awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (19 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral / Social Science course	3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (30 Credits)		**Credit Hours**
CGS 1516c	Spreadsheet Applications	3
CGS 1788c	Graphics Design I	3 Adobe
CGS 1820C	Web Programming I	3
CGS 2540c	Database Management Systems ****	4 MOS***
CNT 2000c	Networking Essentials	3 Network+
COP 1250c	Java Programming I	4
CTS 2151c	A+ Computer Maintenance and Repair I	3 Comptia A+
CTS 2152c	A+ Computer Maintenance and Repair II	3 Comptia A+
CTS 2300c	Client Operating Systems	4 MCSA

Suggested Electives (11 credits)		**Credit Hours**
CGS 1500c	Word Processing	3
CGS 1522c	Microsoft Office Specialist / PowerPoint	3
CIS 2202	Introduction to Computer Forensics	3
CNT 2401	Network Security	4
CTS 1651	LAN Switching and Wireless	4
CTS 2155c	IT Help Desk Support	4 Comptia A+
CTS 2302c	Active Directory Service	4
CTS 2328c	Server Installation, Configuration & Adm.	4
CTS 2650	Routing Protocols and Concepts	4

All Credit courses from within this division or any other division can be used as Suggested Electives.

*General Education

**This course has prerequisites; check course descriptions.

MOS = Microsoft Office Professional certification.
MCSA = Microsoft Certified Solutions Associate
MTA = Microsoft Technology Associates Certification - Developer Track
Network+ = Skills to design, configure and manage computer networks
CompTia A+ = Hardwar/Software and Support of IT Technologies

Adobe = Adobe Certified Expert on Photoshop

Dental Hygiene (DH), Associate of Science Degree

Program Description: This program is focused in preparing the students to be part of the Dental Health team as Dental Hygienist based on the standards determined by the American Dental Association (ADA). The program will offer the students the required theoretical, ethical and clinical skills through the different courses in the curriculum in order to apply the appropriate techniques determined by the Dental Hygiene National Board necessary to improve the dental health of the community. FNU's Dental Hygiene program will prepare the students to pass the National Board for Dental Hygiene and the State Board examination.		
GRADUATION REQUIREMENTS (A MINIMUM OF 88 CREDITS)		
General Education Requirements (34 Credits)		**Credit Hours**
COMMUNICATIONS (6 CREDITS)		
SLS 1501	College Study Skills (Mandatory for all new students)	0
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral / Social Science course	3
NATURAL SCIENCES (18 CREDITS)		
BSC 1085C	Anatomy and Physiology I	4
BSC 1086C	Anatomy and Physiology II	4
CHM 1025	Introduction to Chemistry	3
CHM 1025L	Introduction to Chemistry Lab.	1
MBC 2000C	Microbiology	3
HSC 2577	Principles of Nutrition for Health Care	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (55 Credits)		**Credit Hours**
DES 1020C	Dental Anatomy	3
DEH 2130	Oral Histology and Embryology	2
DES 2100	Dental Materials	2
DES 2100L	Dental materials Lab.	1

DES 2200	Dental Radiology	2
DES 2200L	Dental Radiology Lab.	1
DES 2830C	Expanded Functions I	2
DES 2831C	Expanded Functions II	2
DES 2840	Preventive Dentistry	2
DEH 2300	Dental Pharmacology	2
DES 2050	Pain Control and Dental Anesthesia	1
DEH 2002	Preclinical Dental Hygiene I	2
DEH 2002L	Preclinical Dental Hygiene I Lab	2
DEH 2800	Clinical Dental Hygiene I	2
DEH 2800L	Clinical Dental Hygiene I Clinic	3
DEH 2802	Clinical Dental Hygiene II	3
DEH 2802L	Clinical Dental Hygiene II Clinic	3
DEH 2602	Periontology	2
DEH 2602L	Periontology Lab.	2
DEH 2400	General and Oral Pathology	2
DEH 2701	Community Dental Health	2
DEH 2701L	Community Dental Health Lab.	1
DEH 2804L	Clinical Dental Hygiene III Clinic	4
DEH 2806	Clinical Dental Hygiene IV	2
DEH 2806L	Clinical Dental Hygiene IV Clinic	4

All Credit courses from within this division or any other division can be used as Suggested Electives.

* General Education Component

**This course has prerequisites; check course descriptions.

This program is currently dormant

Dental Laboratory Technology (DT), Associate of Science Degree

Program Description: This program offers technical training and theory in the areas of Full and Partial Dentures and Crown & Bridge and Porcelain. The Dental Technologist is a highly skilled craftsman who designs and constructs the attachments and replacements for our natural teeth. The program includes a fifteen-credit-hour component of general education/liberal arts courses. Computer literacy must be demonstrated prior to graduation; otherwise, the student will be required to take a computer course. FNU awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 79 CREDITS)		
General Education Requirements (19 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral / Social Science course	3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (60 Credits)		**Credit Hours**
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy I	1
DLT 130	Full Dentures Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic Second Part**	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures**	1

DLT 117	Partial Dentures Materials**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic II**	2
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Casts and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1
DLT 218	Full Porcelain Crown and Bridge Clinic	7
DLT 260	Glazing, Staining, and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2

This program is not designed for transfer to a senior institution.

Dental Technician students are required to wear a Laboratory jacket. Students must furnish their own Laboratory jackets and dental supplies.

The DLT distribution courses are offered simultaneously in English and in Spanish. Completing a course or program in a language other than English may reduce employability where English is required

**This course has prerequisites; check course descriptions.

Diagnostic Medical Sonographer Technology (DMST), Associate of Science Degree

Program Description: The Diagnostic Medical Sonographer Technology Program will provide the students the knowledge and skills necessary to acquire the technical competencies to function as an entry level Diagnostic Medical Sonographer. The curriculum that is followed in this program complies with the National Educational Curriculum for Sonography (NEC) outline and accreditation agencies to provide the competency-based, outcome-oriented, didactic, laboratory, and clinical experience as it relates to the general concentration which includes Abdomen, obstetrics and gynecology (OB/GYN). **(As of Fall 2020)**		
GRADUATION REQUIREMENTS (A MINIMUM OF 84 CREDITS)		
General Education Requirements (33 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
PHI 1635	Biomedical Ethics (recommended)	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
PSY 1012	General Psychology	3
NATURAL SCIENCES (14 CREDITS)		
HSC 1531	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
PHY 1100C	General Physics I	3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
SONOGRAPHY PREREQUISITES (9 CREDITS)		
SON 2000	Introduction to Sonography and Patient Care	1
SON 2000L	Introduction to Sonography and Patient Care Lab	1
SON 2113	Cross Sectional Anatomy	3
SON 2614	Ultrasound Physics and Instrumentation I	1

SON 2614L	Ultrasound Physics and Instrumentation I Lab	1
SON 2618	Ultrasound Physics and Instrumentation II	1
SON 2618L	Ultrasound Physics and Instrumentation II Lab	1
CORE REQUIREMENTS (42 CREDITS)		**Credit Hours**
Semester 1		
SON 2116	Abdominal Sonography I	3
SON 2116L	Abdominal Sonography I Lab	1
SON 2128	Obstetrics and Gynecology I	3
SON 2128L	Obstetrics and Gynecology I Lab	1
SON 2141	Small Parts	1
SON 2141L	Small Parts Laboratory	1
SON 2962L	Ultrasound Physics Capstone	1
Semester 2		
SON 2118	Abdominal Sonography II	3
SON 2118L	Abdominal Sonography II Lab	1
SON 2182	Obstetrics and Gynecology II	3
SON 2182L	Obstetrics and Gynecology II Laboratory	1
SON 2400	Introduction to Echocardiography	1
SON 2400L	Introduction to Echocardiography Laboratory	1
SON 2145	Neonatal And Pediatric Sonographic Applications	1
SON 2961L	Abdominal Ultrasound Capstone Review	1
Semester 3		
SON 2804	Clinical Practicum in Ultrasound I	8
SON 2171	Introduction to Vascular Sonography	1
SON 2171L	Introduction to Vascular Sonography Laboratory	1
Semester 4		
SON 2814	Clinical Practicum in Ultrasound II	8
SON 2930L	Special Topics in Sonography	0
SON 2960L	Obstetrics and Gynecology Capstone	1

This program is not designed for transfer to a senior institution.

- Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.
- All students must have liability insurance in order to participate in the clinical rotations.
- All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.
- Students must complete 800 hours of clinical practice.

**This course has prerequisites; check course descriptions.

Entrance Requirements

The Diagnostic Medical Sonography Department will admit students through a selective admissions process. The candidates must be able to meet academic and clinical requirements. The program is designed to be completed by a full time student in 26 months. These are the steps to admission and pre-selection to the program. All requirements must be completed for application consideration.

- Complete Florida National University Admission Application and return to Admissions Representative.
- All applicants must request official academic transcripts from high school and/or university and forward transcript(s) to the Campus Registrar.
- Direct admission offered only to academically qualified incoming freshmen. This means High School Diploma, SAT scores of 850 and above, ACT scores of 16 and above or TABE scores above 10th level in all components. Students must pass the TEAS exam to qualify. Complete the pre-required courses the first 4 semesters. Candidates to DMST programs Must:
  - TEAS test for assessment of components.
  - Complete a program application that includes an essay, two reference letters (One academic and one professional), and have a satisfactory interview with the DMS Program Director and staff.
  - Additionally, applicants must present immunization records, a clear Level II FDLE/FBI and AHCA background check and a negative drug test.
  - Students must meet a letter grade of "C" (2.0) on a 4.0 scale on each of General Education courses in order to proceed to the DMS core courses.
  - All students must attend a programmatic orientation with the DMST Program Director and the Clinical Coordinator.

There is specific health, physical and technical requirements for advancement into all portions of the DMS program, more specifically into the clinical practicum.

Diagnostic Medical Sonographer Technology (DMST), Associate of Science Degree

Program Description: This program is designed to prepare the student for performing ultrasound procedures. The student will be trained to develop his (her) skills on the knowledge of interpretation of sonographic images. The student will be able to conduct ultrasound procedures in abdomen, pelvis and small parts. Training will cover organs of abdomen and pelvis, and obstetrical and fetal evaluations. The program prepares the students to pass the national certification exam. **(Through Summer 2020)**		
GRADUATION REQUIREMENTS (A MINIMUM OF 87 CREDITS)		
General Education Requirements (34 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
PHI 1635	Biomedical Ethics (recommended)	3
NATURAL SCIENCES (18 CREDITS)		
PHY 1100C	General Physics	3
BSC 1020C	Human Biology	4
HSC 1531C	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (64 Credits)		**Credit Hours**
HSC 1000C	Introduction to Health Care	3
HSC 1230L	Patient Care Procedures	2
SON 2140C	Axial Anatomy I	3
SON 2146C	Axial Anatomy II	3
SON 2614C	Physics in Ultrasound	2

SON 2807L	Pre-Clinical Sonographic Practice	2
SON 2616C	Sonography Equipment Operation and Image	3
SON 1170C	Introduction to Cardiovascular System	3
SON 2111C	Abdominal Ultrasound	3
SON 2116C	Abdominal Pathology	3
SON 2117L	Artifacts in Abdominal Ultrasound	1
SON 2121C	Obstetric/Gynecology Ultrasound I	3
SON 2122C	Obstetric/Gynecology Ultrasound II	3
SON 2125C	Gynecology Pathology	2
SON 2126C	Obstetric Pathology	3
SON 2141C	Small Parts Ultrasound	3
SON 2804	Clinical Practicum in Ultrasound I	3
SON 2814	Clinical Practicum in Ultrasound II	3
SON 2955L	Journal in Ultrasound Practice	5
SON 2930L	Special Topics in Sonography	0

Medical Assistant Technology (MAT), Associate of Science Degree

Program Description: This program prepares the student for entry level employment as a medical assistant technologist in administrative and clinical settings such as hospitals, clinics, medical Labs, diagnostic centers, and medical offices. The program includes a fifteen-credit-hour component of general education/ liberal arts courses. The student is prepared for challenging the CMA (Certified Medical Assistant) and the RMA (Registered Medical Assistant) certification examinations, and the National Certification exam of Phlebotomy. FNU awards an Associate of Science Degree upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 75 CREDITS)		
General Education Requirements (19 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral / Social Science course	3
NATURAL SCIENCES (7 CREDITS)		
	Any Natural Sciences course	3
	Any Natural Sciences course with lab	3 + 1
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (50 Credits)		**Credit Hours**
BSC 1020C	Human Biology	4
HSC 1000C	Introduction to Health Care	3
HSC 1531C	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4

HSC 1230L	Patient Care Procedures	2
ENC 2200	Business Communications	3
MEA 2304C	Medical Office Management	3
MEA 2305C	Medical Office Procedures	3
MEA 2335C	Medical Insurance, Coding and Billing	3
MED 180	Introduction to ICD- 10 – CM	2
MEA 2226C	Examining Room Procedures	3
MEA 2265C	Lab. Procedures I	3
MEA 2266C	Lab. Procedures II	3
MEA 2264	Radiology for Medical Assistant (formerly MEA2258)	4
MEA 2803	Clinical Externship	3
Recommended Electives (6 Credits)		**Credit Hours**
MEA 2321C	Medical Filling	3
CGS 1510	Spreadsheet Applications	3
HSC 2577	Principles of Nutrition for Healthcare.	3
CGS 1500C	Word processing	3
MEA 2206C	Clinical Procedures	3
HSC 2149C	General Pharmacology for Health Professions	3
MEA 2315C	Medical Transcription	3

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 180 hours of clinical practice.

**This course has prerequisites; check course descriptions.

This program is not designed for transfer to a senior institution

Networking System Administrator (NSA), Associate of Science Degree

Program Description: This program offers to the students a technical training and a basic foundation designing, installing, configuring and supporting a computer network. Our graduates are ready to get positions as entry-level in System Administrator, Network Administrator, LAN Administrator, and Help Desk Support. The program also includes a fifteen-credit-hour component of General Education/Liberal Arts courses and offers the foundation necessary to continue onto a Bachelor's Degree. The university awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)		
General Education Requirements (19 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral / Social Science course	3
MATHEMATICS/PHYSICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (29 Credits)		**Credit Hours**
CNT 2000c	Networking Essentials **	3 Network +
CTS 1651	LAN Switching and Wireless Networking***++	4 CCENT
CTS 2151c	A+ Computer Maintenance and Repair I	3 A+
CTS 2152c	A+ Computer Maintenance and Repair II	3 A+
CTS 2300c	Client Operating System**	4 MCSA
CTS 2302c	Active Directory Service**	4 MCSA
CTS 2328c	Server Installation, Configuration and Admin. **	4 MCSA
CTS 2650	Routing Protocols and Concepts****	4 CCENT

Suggested Electives (12 Credits)		**Credit Hours**
CGS 1500c	Word Processing	3
CGS 1516c	Microsoft Office Specialist (MOS) Excel	3
CGS 1522c	Microsoft Office Specialist / PowerPoint	3
CGS 1788c	Graphics Design I (Adobe Photoshop)	3
CGS 2540c	Database Management Systems (Access)	4
CIS 2202	Introduction to Computer Forensics	3
CNT 2401C	Network Security	4
COP 1220C	C++ Programming I	4
COP 2010C	Visual Basic Programming I	4
CTS 2155c	IT Help Desk Support	4 CompTia A+

All Credit courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

MCSA = Microsoft Certified Solutions Associate

****CCENT = Cisco Certified Entry Networking Technician (CCENT)

CCNA = Cisco Certified Network Associate (CCNA)

Nursing (ADN), Associate of Science Degree

Program Description: The purpose of the Associate of Science in Nursing program at Florida National University is to provide quality nursing education to a culturally, socially, and ethnically diverse community. The program achieves this mission by preparing the graduates for employment at entry-level registered nursing positions. The program further achieves this mission by ensuring mastery of affective, cognitive, and psychomotor skills so that its graduates can become successful licensed registered nurses who are able to provide holistic, safe, culturally sensitive care to a wide variety of clients throughout the lifespan. FNU awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 72 CREDITS)		
General Education Requirements (30 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
PHI 1635	Biomedical Ethics –OR-	3
PHI 1600	Ethics	
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
DEP 2004	Human Growth and Development	3
NATURAL SCIENCES (18 CREDITS)		
CHM 1033	Introduction to Chemistry	3
CHM 1033L	Introduction to Chemistry Lab	1
MCB 2000C	Microbiology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
Core Requirements (42 Credits)		**Credit Hours**
NUR 1023 C	Fundamentals of Nursing	7
NUR 1060 C	Adult Health Assessment	2
NUR 1211 C	Adult Health Nursing I	9

NUR 1140 C	Pharmacology / Drug Administration	3
NUR 2213 C	Adult Health Nursing II	6
NUR 2420 C	Maternal / Infant Nursing	3
NUR 2310 C	Pediatric Nursing	3
NUR 2520 C	Psychiatric Nursing	4
NUR 2610	Community Health Nursing	1
NUR 2810 C	Professional Nursing Leadership Practicum	2.5
NUR 2960 C	Professional Nursing Review/Licensure Prep.	1.5

**This course has prerequisites; check course descriptions.

***Mandatory course for entering the core courses

Nursing students are required to wear white nursing scrubs/uniforms and white shoes at all times. Students must furnish their own uniforms.

Uniform tops with FNU logo can only be purchased at the FNU Bookstore.

A.S. Nursing Program Admission and Academic Requirements

A prospective student must meet all admission requirements predetermined by Florida National University. In addition, the requirements for admission to the ADN Program are as follow:

1. Students must attend one of the general orientations scheduled.
2. Students must take a Diagnostic Test (students with proof of transferable credits of College Algebra (MAC 1105) and English Composition (ENC1101) from an accredited institution may be exempt). Students must also pass the KAPLAN exam **with at least an 80%** as a combined score in all four sections of the exam to qualify for the ADN Program (can only be taken twice). Registration for the exam is completed directly with the school.
3. Complete the program's application which includes an essay, two reference letters (from academic and professional sources), and have a satisfactory interview with the Nursing Program Director and staff.
4. Obtain a "background check" report from a local police station.
5. Students will be categorized in to one of two groups:
    1. *Admission to the ADN program*: **Requiring all/some general courses**.
        - Option to transfer credits from another accredited institution only if the student has a 3.0 GPA average in all pre-req. courses and a letter grade of no less than a 'B' in all transferable science courses. *An official transcript is needed and must be mailed directly to FNU*.
    2. *Admission to the ADN program*: **Completing all general courses.**

- Option to transfer credits from another accredited institution only if the student has a 3.0 GPA average in all pre-req. courses and a letter grade of no less than a 'B' in all transferable science courses. *An official transcript is needed and must be mailed directly to FNU*.

6. Students must meet and maintain a minimum cumulative GPA of 3.0 (B) on a 4.0 grading scale on all science courses.
7. Upon completion of the steps above, students will be accepted based on the individual's scores on the Admission Rating Scale Report which include KAPLAN test scores, GPA, and interview results.

Scholastic Standards of the Associate of Science in Nursing Program

1. The ADN program is an intensive, FULL-TIME program, requiring approximately 1,462.50 clock hours per year Classes including both lecture as well as labs may be held any day from Monday to Friday from 8:00 AM to 11:00 PM. Clinical hours may be scheduled any time during the week/weekend from 7:00 AM to 11:00 PM. In addition, the students will need to dedicate at least 2 – 3 hours per each class hour to study the learned material.
2. Students are required to meet the following standards in every course:
   a. Successfully meet all course student learning outcomes.
   b. Complete all program core courses with at least a C (80%) or better.
   c. Complete all clinical skills and evaluations satisfactorily.
   d. Complete all required clinical and theory hours.
   e. Meet attendance standards of the program.
   f. All core courses are administered in a sequence, if a student fails a course, he/she must repeat it in order to proceed with the program.
   g. Students that repeat more than one course or that do not meet the required attendance hours in both clinical and lecture will be expelled from the program.
   h. Students will be eligible to receive only one "incomplete" in the nursing courses throughout the duration of the program. Students that receive more than one incomplete grade on more than one course at a time or throughout the duration of the program will be expelled from the program.
   i. Students must pass the exit comprehensive exam in order to graduate.
   j. Students must successfully meet the Program Learning Outcomes in order to graduate.

ADN Philosophy:

The Associate Degree in Nursing (ADN) program subscribes to the philosophy statement of Florida National University. In addition, the Nursing faculty advocates for students' success by instilling in them the required knowledge of nursing principles, development of critical thinking skills, and high standards of professionalism expressed through ethical practice and integrity.

Nursing Theory:
Florida National University's ADN program is based on the principles of Jean Watson's theory of human caring. According to Jean Watson, "A human being is "a valued person in and of him or herself to be cared for, respected, nurtured, understood, and assisted, in general a philosophical view of a person as a fully functional integrated self. Human is viewed as greater than and different from the sum of his or her parts." https://nursing-theory.org/theories-and-models/watson-philosophy-and-science-of-caring.php. Care for self, students, faculty, and colleagues is the forefront of the ADN program.

ADN Mission:
The purpose of the Associate Degree in Nursing program at Florida National University is to provide quality nursing education to a culturally, socially, and ethnically diverse community. The program achieves this mission by preparing the graduates for employment at entry-level registered nursing positions.

ADN Goals:
- Graduates will possess the core knowledge and skills necessary for employment.
- Graduates will have acquired skills needed for the successful completion of their program of studies.
- Graduates will demonstrate personal and professional development skills as well as the ethical awareness necessary for success in their careers.

Physical Therapist Assistant (PTA), Associate of Science Degree

Program Description: The Physical Therapist Assistant (PTA) program will provide the students with the knowledge and skills necessary to perform as a competent, safe, and ethical PTA. The students will learn and apply techniques that will improve mobility, relieve pain, and prevent or limit permanent physical disabilities to patients in clinical settings. Graduates from this program will be eligible to take their national licensure exam. FNU grants an Associate of Science upon completion. **Curriculum starting Fall 2021.**		
GRADUATION REQUIREMENTS (A MINIMUM OF 77 CREDITS)		
General Education Requirements (34 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
PHI 1635	Biomedical Ethics	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
PSY 1012	General Psychology – OR -	3
DEP 2004	Human Growth and Development	3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
NATURAL SCIENCES (15 CREDITS)		
BSC 1085 C	Anatomy and Physiology I	4
BSC 1086 C	Anatomy and Physiology II	4
HSC 1531 C	Medical Terminology	3
PHY 1007 C	Physics for Allied Health Professions	3
PHT 1001	Introduction to Physical Therapy***	1
CORE REQUIREMENTS (43 credits)		**Credit Hours**
PHT 1020	Therapeutic Communications	2

PHT 1102C	Applied Functional Anatomy & Kinesiology	3
PHT 1130C	Introduction to Assessment, Measurement, and Documentation	2
PHT 1200C	Basic Patient Care	3
PHT 1300	Pathology for PTA	3
PHT 2131C	Assessment, Measurement, and Documentation	2
PHT 1231L	Therapeutic Exercise	2
PHT 1801L	Clinical Practicum 1	1
PHT 2255C	Neuromuscular Conditions and Rehabilitation	4
PHT 2256C	Orthopedic Conditions and Rehabilitation	4
PHT 2287C	Cardiovascular and Pulmonary Physical Therapy	3
PHT 2501C	Promotion of Health & Wellness	1
PHT 2942L	Clinical Practicum 2	12
PHT 2931	Trends in Physical Therapy	1

Physical Therapist Assistant (PTA), Associate of Science Degree

Program Description: The Physical Therapist Assistant (PTA) program will provide the students with the knowledge and skills necessary to perform as a competent, safe, and ethical PTA. The students will learn and apply techniques that will improve mobility, relieve pain, and prevent or limit permanent physical disabilities to patients in clinical settings. Graduates from this program will be eligible to take their national licensure exam. FNU grants an Associate of Science upon completion. **Curriculum through August 2021.**		
GRADUATION REQUIREMENTS (A MINIMUM OF 78 CREDITS)		
General Education Requirements (34 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
PHI 1635	Biomedical Ethics	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
PSY 1012	General Psychology – OR -	3
DEP 2004	Human Growth and Development	3
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
NATURAL SCIENCES (15 CREDITS)		
BSC 1085 C	Anatomy and Physiology I	4
BSC 1086 C	Anatomy and Physiology II	4
HSC 1531 C	Medical Terminology	3
PHY 1007 C	Physics for Allied Health Professions	3
PHT 1001	Introduction to Physical Therapy***	1
CORE REQUIREMENTS (44 credits)		**Credit Hours**
PHT 1020	Therapeutic Communication for PTA	2

PHT 1102C	Applied Functional Anatomy & Kinesiology	4
PHT 1131 C	Assessment, Measurement and Documentation	4
PHT 1200 C	Basic Patient Care	3
PHT 1210C	Therapeutic Modalities and Physical Agents	3
PHT 1300	Pathology for the PTA	2
PHT 1231L	Therapeutic Exercise	2
PHT 2255 C	Neuromuscular Conditions and Rehabilitation	3
PHT 2256 C	Orthopedic Conditions and Rehabilitation	3
PHT 2287 C	Cardiopulmonary Physical Therapy and Other Systems	3
PHT 2501 C	Promotion of Health and Wellness	1
PHT 1801L	Clinical Practicum I	1
PHT 2942L	Clinical Practicum 2	12
PHT 2931	Trends in Physical Therapy	1

This program is not designed for transfer to a senior institution.

PTA students are required to wear Green FNU Polo shirt, khaki pants and sneakers at all times. Students must furnish their own uniforms.

All students must have liability insurance and must complete all seminars (BLS, OSHA, HIV, and HIPPA) in order to participate in the clinical practicums.

All students must undergo level 2 federal and AHCA background checks in order to participate in the clinical practicums.

Students must complete 630 hours of clinical practice.

****This course has prerequisites; check course descriptions.**

*****Mandatory course for entering the core courses**

+All PTA core courses will include a $20 lab fee (except PHT 2501 and PHT 2931).

++PHT 2942 will include a $500 clinical fee.

Program Accreditation Status:

The Physical Therapist Assistant Program at Florida National 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 (305) 821-3333 ext. 1051 or email ptaprogram@fnu.edu.

Admission & Academic Requirements

A prospective student must meet all admission requirements predetermined by Florida National University. In addition, the requirements for admission to the PTA Program are as follows:

1. Attend the PTA program Information session.
2. Complete Florida National University's Admission Application (please refer to the FNU University Catalog page 23) and return to Admissions Representative.
    a. Students must score 19 or greater on the ACT, 880 or greater on the SAT or be placed no lower than ENC 1101 and/or MAC 1105 on the College Success exam.
3. All applicants must request official academic transcripts from high school and/or colleges and forward them to the Campus Registrar.
4. Have at minimum an overall 3.0 GPA in all prerequisite courses (including no less than a "B" in Intro to Physical Therapy, and all science and math courses).
5. Complete PTA program application and checklist (included in the application packet)
6. Present journal documentation of 25 hours of observation of a physical therapist and/or physical therapist assistant in a clinic, facility or hospital. Supervising clinician signature is required. (Form included in application packet).
7. Complete the ETS Profile Proficiency and HEIghten Written Communication exams scoring at minimum 411 and 155 respectively.
8. Provide three official and unopened personal reference forms. (Forms included in application packet)
    a. One Employer reference
    b. One Observation hours' reference
9. Complete on-site written assignment
10. Submit signed Technical Standards form.
11. Complete a Level 2 Federal & AHCA Background Check.
12. Complete an Interview with the PTA Program Faculty

Due to the rigorous nature of the program, it is strongly recommended that applicants plan ahead financially for their 12 months in the program. The student is responsible for all transportation necessary for travel to and from the hospitals/clinics/facilities for clinical experiences. Attendance at all scheduled classes, laboratories and clinical practicums are enforced; each one of those meetings is an essential component to the applicant's successful progress in the program. Working while in the program is not recommended. This is a full-time daytime curriculum which requires student's time and concentration. Even the exceptional student will find it difficult to work and still maintain a high quality of academic work. Program and clinical assignments will not be altered to fit an individual's work schedule.

All applicants admitted into the PTA program will be required to complete a physical examination and provide a complete immunization record. In addition, a complete local and level 2 federal and AHCA background checks will be required in conjunction with clinical facility required drug testing. Positive results on the background screening or drug testing could impact a student's chances of attending their clinical rotations, completing the program requirements, or gaining a license to work upon graduation. The cost of required physical examinations, immunizations, background checks and drug testing will be borne by the student. Students accepted into the program will be provided with specific details regarding all required documentation for the PTA Program at the PTA Orientation.

Radiologic Technology (RT), Associate of Science Degree

Program Description: The program prepares the student, upon successful completion of the Certifying Examination, for a position as a member of a health care team in a hospital, clinic or physician's office. The degree can also be used in industry; in the manufacture and supply of medical equipment or management. This program is designed to prepare the student for the National Certifying Examination by the American Registry of Radiologic Technologists, as well as for the State of Florida Dept. of Health and Rehabilitative Service General License Examination. The program also includes a fifteen-credit-hour component of general education/liberal arts courses. FNU awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 86 CREDITS)		
General Education Requirements (37 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral/Social Science course	3
NATURAL SCIENCES (18 CREDITS)		
BSC 1020C	Human Biology	4
HSC 1000C	Introduction to Health Care	3
HSC 1531C	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (49 Credits)		**Credit Hours**
HSC 1230L	Patient Care Procedures	2

RTE 2385C	Radiation Protection and Radiobiology	6
RTE 2418C	Image Production and Evaluation	7
RTE 2458C	Equip. Op., Radiographic Related Physics/Quality Assurance	3
RTE 1503C	Radio. Proc., Radiographic Positioning & Related Anatomy I	6
RTE 1513C	Radio. Proc., Radiographic Positioning & Related Anatomy II	4
RTE 2523C	Radio. Proc., Radiographic Positioning & Related Anatomy III	4
RTE 2782C	Radiographic Pathology	3
RTE 2804C	Radiographic Clinic I	4
RTE 2814C	Radiographic Clinic II	4
RTE 2940L	Clinical Journal in Radiology	6
RTE 2935	Special Topics in Radiology	0

This program is not designed for transfer to a senior institution

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 600 hours of clinical practice.

**This course has prerequisites; check course description.

Radiologic Technology, AS Program General Information

Prerequisites
A prospective student must meet all admission requirements mandated by Florida National University (FNU). In addition, once the General Education courses are passed, the requirements for admission to the Radiologic Technology, A.S. program are as follows:

- Complete FNU change of program and or enrolment procedure with your academic advisor
- Attend an interview with the Radiologic Technology Program Director, or Allied Health Division Head, or the Allied Health Academic Advisor to verify English Language skills and discuss program in details.
- Students transferring MAC 1105 and ENC1101 will be given two semesters to pass the TEAS exam, failure to meet this requirement will be subject to termination. Students have multiple opportunities to take the TEAS. Passing score is 50 % or higher.

- Students that pass the TEAS with a score of 50% or higher, will then go through an interview with the Radiologic Technology Program Director and/or the Allied Health Division Head.
- Students must complete all General Education Courses with at least 2.5 cumulative GPA, if not, student will be not allowed into the program.
- All General Education courses must be completed with C (70%) minimum grade.
- All RTE core courses must be completed with a grade of C+ (75%) or higher.
- Academic progress must be closely monitored by the student every semester while completing both, General Education courses and program courses. The student may request assistance in regards to class self-scheduling as needed. If student self-schedules the GenEds, these must be classes that are included in the Radiologic Technology program curriculum.
- Student Acknowledgement Regarding Results of Background Check must be signed prior to admission. Results of background check will determine if a student is allowed to continue in the program or terminated.
- In order to be approved to take the core courses of the Radiologic Technology program, students must attend a Programmatic Orientation with the Program Director.

Programmatic Requirements

Students need to understand that they must meet all the following requirements to remain in good standing in the Radiologic Technology program. They also understand that they will be terminated from the program if they fail any of the following requirements:

Once the student completes all general education courses, the students must:

- Complete a Level 2 Federal & AHCA Background Check. If a student takes more than a year to complete the program, a second complete Level 2 Federal & AHCA Background Check must be done at the request of the clinical facility.
- Submit signed technical standards form.

If student fails to earn a 75% or higher in a Radiologic Technology program core course the student will be dropped from the program with the option of returning to retake that course when offered again. However, the student will have to audit all previously taken core courses scheduled to the next cohort prior to reinsertion in that cohort, at no extra cost.

Students will be allowed to repeat only one failed core course in the whole program. After repeating one core course and passing it with C+ (75%) or higher, earning less than a C+ (75%) in any of the subsequent core courses will result in complete withdrawal from the program, with no option to return at a later time. Due to the rigorous nature and the time demands of the program, it is strongly recommended that applicants plan ahead financially for their 16 months in the program.

Participation at all scheduled classes, laboratories and clinical practicums is mandatory; each one of those meetings is an essential component to the student's successful progress in the program.

The student is responsible for all transportation necessary for travel to and from the hospitals/clinics/facilities for clinical experiences as well as for all other expenses that will be generated to be in compliance with the program requirements, both didactic and clinical.

Respiratory Therapy (RET), Associate of Science Degree

Program Description: The field of respiratory care is a rapidly expanding specialty in the medical profession. This program prepares the students to pass the Entry and Advance Level Exam National Board for Respiratory Care. The program offers the knowledge and skills necessary for a position as a member of a health care team in a hospital, respiratory care departments, anesthesiology or pulmonary rehab, pulmonary diagnostics, nursing homes, and home health agencies. The program also includes credit-hour components of general education/liberal arts courses. FNU awards an Associate of Science Degree upon graduation.		
GRADUATION REQUIREMENTS (A MINIMUM OF 80 CREDITS)		
General Education Requirements (32 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		
	Any Humanities course	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		
	Any Behavioral/Social Science course	3
NATURAL SCIENCES (15 CREDITS)		
CHM 1033+	Introduction to Chemistry**	3
CHM 1033L+	Introduction to Chemistry Laboratory**	1
MCB 2000C +	Microbiology	3
BSC 1085C+	Anatomy & Physiology I	4
BSC 1086C+	Anatomy & Physiology II	4
MATHEMATICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
RESPIRATORY THERAPY PREREQUISITES (3 CREDITS)		
RET 1001+	Respiratory Biophysical Science	0
HSC1538++	Medical Terminology for Respiratory Care	3
Core Requirements (47 Credits)		**Credit Hours**
RET 1026C	Respiratory Care Equipment	4

RET 1486C	Respiratory Anatomy and Physiology	3
RET 2286	Management of the Intensive care Patient	2
RET 2264C	Mechanical Ventilation I	3
RET 2265C	Mechanical Ventilation II	3
RET 2414C	Cardiopulmonary Function	2
RET 2350	Respiratory Therapy Pharmacology	3
RET 2418C	Cardiopulmonary Diagnostics	2
RET 2484C	Cardiopulmonary Pathophysiology	3
RET 2503L	Advances in Cardiopulmonary Function	3
RET 2714C	Pediatrics/Neonatal Respiratory Care	3
RET 1832L	Respiratory Therapy Clinical I	3
RET 2833L	Respiratory Therapy Clinical II	3
RET 2834L	Respiratory Therapy Practicum III	3
RET 2835L	Respiratory Therapy Practicum IV	3
RET 2836L	Respiratory Therapy Practicum V	3
RET 2934L	Selected Topics in Respiratory Care	1

Medical students are required to wear medical attire at all times.

Students must furnish their own uniforms.

All students must have liability insurance and all seminars (BLS, OSHA, HIV, and HIPPA) completed in order to participate in clinical rotations.

**This course has prerequisites; check course descriptions.

*** BLS, ACLS and PALS certifications must be completed prior to Respiratory Clinical III.

+ This course must be passed with a minimum of a B as it is part of the admission's criteria to the RET Program (core courses).

++ HSC 1538 must be taken together with RET 1001 the term before the beginning of the core courses.

Disclosure of additional expenses: Mandatory certifications: CPR, OSHA, HIV, ACLS, PALS, OSHA, HIV, HIPPA, and the RT Board Review program, the Kettering Seminars Comprehensive Review, an NBRC SAE Clinical Simulation and a TMC SAE (program exit exam). In addition: Textbooks, uniforms, lab coat, stethoscope, a pulse oximeter, Level II and AHCA Background Checks, Liability Insurance, Physical Exam and Immunizations.

Disclosure of academic progress: Primary criterion include completion of college general education courses required by the major with a "C" or better in each of the general education courses, having the minimum 2.50 GPA or better and concurrence with the technical standards of the profession of Respiratory Care, with the exception of Natural Science courses and the RET courses that must be passed with a "B" or better in each course (See Program Policies and Procedures, Grading). Students will be allowed to repeat only one core course. After repeating one core course, a C or less in any of the subsequent courses will result in not being allowed to continue in the program.

Re-entry policy into the Respiratory Therapy associates program Policy:

- If a student earns less than a B grade in an RET core course, the student will not be allowed to continue with her/his current cohort and be temporarily withdrawn from the program.
- The student will have the option of re-entering the program the next time a cohort reaches the RET course that the student needs to re-take (usually within the period of one academic year). However, the student will first have to meet with the DCE and the PD for them to re-assess acceptance criteria.
- If the student earns a C grade or less in the same course or in any other RET core course after the re-entry, the student will be terminated from the program, with no option to return.
- Student opting for re-entry into the program must retake all core courses taken by the cohort where student is re-inserting in the Audit modality, but with the same attendance requirements as all students in the re-inserting cohort. Audit courses are mandatory for re-entry students but free of charge.
- Students that want to re-enter the program after a period of a year has lapsed since the student was temporarily withdrawn, will have to go through the entire program's admission procedure and will have to audit, at no extra charge all of the RET core courses taken (in sequence as per program policy) up to the re-insertion course.
- The latter will serve as a refresher for the student to keep the knowledge fresh since both the Program's Exit Exam and the NBRC National Boards are comprehensive in nature.
- Student disqualified for legal, ethical, and or safety issues, will not be considered for re-entry.

Procedure:

Students who do not earn a B grade in an RET core course will be notified in a joint session by the professor in charge of the class and either the DCE or the PD.

- The notification will be done in writing.
- The student will be invited to read the form and sign it.
- If the student refuses to sign the form, it will be noted on the form and co-signed by the faculty in attendance.
- A note will be written in the student's electronic record as well, and an email will be sent to the student with information about the options: re-enter the program when a new cohort starts, or drop from the program.
- The student will have 8 weeks to make a decision about either re-entering at a later date or dropping from the program, and will write a letter to the DCE and PD notifying them of their final decision.

Admissions Policy for CRT to RRT Bridge Option

- Candidates must have a current NBRC CRT credential.
- Credit will be given to candidates meeting the above mentioned prerequisite for RET 1026C: Respiratory Care Equipment, and RET 1486C: Respiratory Anatomy and Physiology.
- The following courses may be challenged by examination: RET 2350: Respiratory Therapy Pharmacology, and RET 2418: Cardiopulmonary Diagnostics.
- Credit for clinical practicum will be given, at the discretion of the PD and DCE upon receiving a letter from the candidate's respiratory department director stating the candidate has recent experience in pediatric, adult, and neonatal critical care.
- Transferred credits: * the university adheres to the Florida Statewide Course Numbering System. Credits will be transferred at the discretion of the University Registrar and the VP of Academics. See the ASRT curriculum posted in the university's catalog for a list of general education and core courses required to complete the degree.

Note: FNU accepts credits from regionally accredited institutions that are applicable to the program of study.

Respiratory Therapy Program Accreditation

ACCREDITATION

At its June 2017 meeting, the Commission on Accreditation for Respiratory Care (CoARC) voted to confer **Continuing Accreditation** to the AS Degree Entry onto Respiratory Care Professional Practice Program at Florida National University. www.coarc.com

Admission is based on criteria approved by Florida National University and consistent with State and Federal laws, regulations and program accreditation guidelines. Primary criterion include completion of college general education courses required by the major with a "C" or better in each subject, with the exception of the Natural Science courses (MAC 1105, HSC 1531, CHM 1105, CHM 1105L, MCB 2000C, BSC 1085C, and BSC 1086C), that must be completed with a "B" in each subject, having the minimum 2.50 GPA or better and in concurrence with the technical standards of the profession of

Respiratory Care. In the event that the student does not earn a "B" grade, it will be necessary to retake the class in order to proceed and meet the next required sequential course. (See Program's Grading Policies and Procedures).

Students must maintain a minimum cumulative GPA of **3.0** (B) on a 4.0 grading scale on all RET Core courses. Students will be allowed to repeat only one core course. Students who do not earn a "B" when repeating a core course will not be allowed to continue in the program. Students who earn less than a "B" in a subsequent core course will be dropped from the program as well. Students who do not meet the required attendance hours in clinical practicum will have to make them up prior to the end of the clinical in question or repeat the practicum when it is offered again. The program has a make-up policy for clinical hours (see Program's Student Handbook).

Credits from other accredited institutions will be considered only if the student has a 2.5 GPA in all General Education courses and a 'B' in all Natural Science courses. The transfer must be approved by the VP of Academics or the Office of the Registrar to be accepted by the program. Official transcript must be brought in person or mailed to FNU prior to full acceptance.

APPLICATION: Academic Requirements

Thank you for your interest in the Respiratory Therapy Program at Florida National University. The Respiratory Department will admit students through a selective admissions process for candidates that meet the academic and set clinical requirements. The program is designed to be completed by a FULL-TIME student for a period of 26 months.

These are the steps to admission and pre-selection to the program. All requirements must be complete for application consideration.

1. Complete Florida National University Admission Application and return to Admissions Representative.

2. All applicants must request official academics transcripts from high school and/or colleges and forward transcript(s) to the Campus Registrars.

3. Complete two (2) diagnostic examinations:

- College Success
- Test of Essential Academic Skills (TEAS) acceptable score is (60 or above)

4. Have TEAS score sent to the Respiratory Therapy Department.

5. Have complete program application with official transcript sent to the Respiratory Therapy Department.

6. Two letters of recommendation and essay explaining his/her career goals.

7. Satisfactory interview with the Director of Respiratory Therapy program and/or program faculty member designee.

The rigorous nature of the program, make it is strongly recommended that applicants plan ahead financially for their 26-months in the program. The number of academic hours alongside with required study hours and clinical practicum hours make it difficult for a student to work while enrolled in the Respiratory Therapy program. Transportation is necessary for travel to and from the hospitals for clinical experience. Attendance at all

scheduled classes, laboratories and clinical rotations are enforced; each one of those meetings holds an essential component of your progress in the program. (See Program Policies and Procedures, Attendance)

All applicants admitted into this program will be required to complete a physical examination and provide a complete immunization record. In addition, a complete FDLE LII and Local Background Screening in conjunction with Drug Testing will be required by clinical facilities. Positive results could impact a student's chances of attending their hospital rotations, completing the program requirements, or gaining a license to practice upon graduation. The cost of required physical examinations, immunizations, background check and drug test will be paid by the student. Students accepted into the program will be provided with specific details. In addition, you will be required to take a sequential list of courses from the AHA (BLS-CPR, ACLS, and PALS) to get prepared for each of your clinical rotations. If time permits, the course for certification NRP will be offered. Should you have questions on the application process, please contact the Respiratory Therapy department at 305-821-3333 x-1055.

There is specific health, physical and technical requirements for advancement into all portions of the Respiratory Therapy program more specifically into the clinical practicum. The Respiratory Therapy Program at Florida National University complies with the American with Disabilities Act (ADA), and consistent with the ADA, the attached Essential Functions/Core Performance Standards Worksheet provides the framework to relate functional ability categories and representative activities/attributes to any limitations/deficits in functional abilities.

These standards shall be used by the Respiratory Therapy Program in combination with the professional scope of practice, job analysis, and expert consultation to make decisions related to the ability of the respiratory therapy student to perform the essential functions of respiratory care.

ACTIVITY	FREQUENCY *
CROUCH: to locate and plug in electrical equipment	F
FEEL: to palpate pulses, arteries for puncture, skin temperature	C
GRASP: syringes, laryngoscope, endotracheal tube	C
HANDLE: small and large equipment for storing, retrieving, moving	C
HEAR: verbal directions / gas flow through equipment / alarms / through a stethoscope for breath and heart sounds	C
KNEEL: to perform CPR	O
LIFT: up to 50 pounds to assist moving patients / shapes and forms associated with radiographs	F
MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices	C
PUSH / PULL: large, wheeled equipment, e.g., mechanical ventilators	C
REACH: 5' above the floor to attach oxygen devices to wall outlets	C

READ: typed, handwritten and computer information in English	C
SEE: patient conditions such as skin color, work of breathing / mist flowing through tubing	F
STAND: for prolonged periods of time (e.g., deliver therapy, check equipment, working shift)	C
STOOP: to adjust equipment	F
TALK: to communicate in English goals / procedures to patients	C
WALK: for extended periods of time to all areas of a hospital	C
WRITE: to communicate in English pertinent information (e.g., patient evaluation data, therapy outcomes)	C
MENTAL / ATTITUDINAL STANDARDS FOR RESPIRATORY CARE PROFESSIONALS	
Display attitudes/ actions consistent with the ethical standards of the profession.	C
Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion.	C
Function safely, effectively, and calmly under stressful situations.	C
Maintain composure while managing multiple tasks simultaneously.	C
Maintain personal hygiene consistent with close personal contact associated with patient care.	C
Prioritize multiple tasks.	C
***FREQUENCY KEY:** **O=Occasionally 1-33% of the time; F=Frequently 34-66% of the time; C=Constantly 67-100% of the time**	

Career Education & Diploma Programs

(X-Ray) Basic X-Ray Technician, D (Dormant**)**

(COS) Computer Office Specialist, D (Dormant**)**

(CSI) Crime Scene Investigations, D

(DT) Dental Laboratory Technician, D

(DT-FPD) Dental Laboratory Technician-Full and Partial Dentures, D

(DT-CBP) Dental Laboratory Technician-Crown and Bridge and Porcelain, D

(LA) Legal Assistant, D

(MA) Medical Assistant, D

(MCBS) Medical Coding and Billing Specialist, D

(PHA) Pharmacy Technician, D (Dormant**)**

(RA) Rehabilitation Aide Diploma, D

Basic X-Ray Technician (X-Ray), Diploma

Program Description: The purpose of the Basic X-Ray Technician program is to prepare the student for the position of basic X-Ray machine operator. The program offers the knowledge and skills necessary for doing radiologic work on extremities and chest. The student will be trained to a high level of professionalism in communicating, caring, and protecting the patient during the taking of X-rays, and will have good knowledge of medical terms. The program prepares the student for the Basic X-Ray State of Florida Licensure Examination, and includes all the required courses for the first year toward the Radiologic Technology A.S. program at FNU. FNU awards a diploma upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)		
General Education Requirements (7 Credits)		**Credit Hours**
COMMUNICATIONS (3 CREDITS)		
ENC 1101	English Composition I **	3
COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
NATURAL SCIENCES (16 CREDITS)		
HSC 1000C	Introduction to Health Care	3
HSC 1531C	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
HSC 1230L	Patient Care Procedures	2
Core Requirements (22 Credits)		**Credit Hours**
RTE 2385C	Radiation Protection and Radiobiology	6
RTE 2418C	Image Production and Evaluation	7
RTE 2458C	Equipment Operation, Radiographic Related Physics and Quality Assurance	3
RTE 1503C	Radiographic Procedures, Radiographic Positioning and Related Anatomy I	6
Seminars		**Credit Hours**
	CPR Seminar	0
	OSHA Seminar	0
	HIV Seminar	0

All Credit courses taken at the diploma level can be used as suggested electives towards the completion of an Associate of Arts or Science degrees.

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

Students must complete 90 hours of clinical practice. All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

**This course has prerequisites; check course descriptions.

Entrance requirement: High School Diploma or GED.

- In addition, the student has to be currently employed in the medical field and present a letter from the employer justifying the need of the Basic X-ray license in the performance of his/her job; or, alternatively, a letter of agreement assuring employment in field upon graduation. International students (I-20) do not need to satisfy this requirement.

Computer Office Specialist (COS), Diploma

Program Description: This program offers to the students a technical training in computer software application prepare the student for entry-level position in a variety of office settings. Our graduates will possess the skills necessary for employment as a receptionist, Clerk-typist, filing clerk or bookkeeper and also in any automated office. FNU awards a diploma upon completion of the program. FNU awards a diploma upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)		
General Education Requirements (7 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
COMMUNICATIONS (3 CREDITS)		
ENC 1101	English Composition I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (16 Credits)		**Credit Hours**
CGS 1500C	Word Processing **	3
CGS 1510C	Spreadsheet Application **	3
CGS 1820C	Web Programming I **	3
CGS 2450C	Database Management Systems **	4
CGS 2786C	Web Page Authoring Software**	3
Electives (7 Credits)		**Credit Hours**
	All Credit courses from within this division or any other division can be used as Suggested Electives.	7

All Credit courses taken at the diploma level can be used as suggested electives towards the completion of an Associate of Arts or Science degrees.

All Credit courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

This program is Dormant

Crime Scene Investigation (CSI), Diploma

Program Description: This program has been designed for those students seeking a diploma in the field of Crime Scene Investigation among other careers of great demand. It will offer students a broad background in the collection, preservation and analysis of physical evidence at a crime scene. Florida National University will award a Diploma upon graduation to those students who complete the necessary requirements. These students may continue their education at the associate's or bachelor level, or begin careers in the field including law enforcement*, crime scene investigator, private industry, and forensic science tech. *Note: Employment with certain law enforcement agencies may require separate certification in basic police training (academy).		
GRADUATION REQUIREMENTS (A MINIMUM OF 24 CREDITS)		
General Education Requirements (3 Credits)		**Credit Hours**
COMMUNICATIONS (3 CREDITS)		
ENC 1101	English Composition I **	3
Core Requirements (21 Credits)		**Credit Hours**
CJB 1711	Introduction to Crime Scene Technology	3
CJB 1721	Advanced Crime Scene Technology	3
CJB 2703	Crime Scene Safety	2
CJB 2704	Courtroom Presentation of Scientific Evidence	3
CJB 2735	Fingerprint Classification	3
CJE 2673C	Crime Scene Photography	4
CJL 1102	Criminal Evidence and Procedure	3

All Credit courses taken at the diploma level can be used as suggested electives towards the completion of an Associate of Arts or Science degrees.

All Credit courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

Dental Laboratory Technician (DT), Diploma

Program Description: The Dental Technician continues to be in demand; he is the highly skilled craftsman who designs and constructs the attachments and replacements for our natural teeth. Highly competent men and women are needed to meet the exacting requirements in all types of dental offices. Upon receiving his/her instructions from the dentist, the Dental Technician with skilled hands, carefully fashions plastic and metal into a precise product. This program offers technical training and theory in the areas of Full and Partial Dentures and Crown & Bridge and Porcelain. FNU awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

Core Requirements		**Credit Hours**
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy Part I	1
DLT 130	Full Dental Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic II **	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures **	1
DLT 117	Partials Dentures Materials**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic II**	2
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge**	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Cast and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1

DLT 218	Full Porcelain Crown and Bridge Clinic**	7
DLT 260	Glazing, Staining and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2

Dental classes are offered simultaneously in English and Spanish. Completing a course or program in a language other than English may reduce employability where English is required.

Dental Technician students are required to wear a white Laboratory jacket. Students must furnish their own Laboratory jackets, and dental supplies.

**This course has prerequisites; check course descriptions.

NOTE: This program transfers completely to the Dental Laboratory Technology, A.S. program.

Dental Laboratory Technician (DT-FPD), Diploma

Program Description: This program offers technical training and theory in the areas of Full and Partial Dentures. FNU awards a diploma upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)		
Core Requirements (30 Credits)		**Credit Hours**
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy Part I	1
DLT 130	Full Dental Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic II **	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures **	1
DLT 117	Partials Dentures Materials**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic II**	2

Dental classes are offered simultaneously in English and Spanish.

Completing a course or program in a language other than English may reduce employability where English is required.

Dental Technician students are required to wear a white Laboratory jacket. Students must furnish their own Laboratory jackets, and dental supplies.

**This course has prerequisites; check course descriptions.

Dental Laboratory Technician (DT-CBP), Diploma

Program Description: This program offers technical training and theory in the areas of Crown and Bridge, and Porcelain. Prerequisite: to be a graduate of D/T-FPD or have proven empirical or practical knowledge in Full or Partial Dentures Techniques. FNU awards a diploma upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)		
Core Requirements (30 Credits)		**Credit Hours**
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge**	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Cast and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1
DLT 218	Full Porcelain Crown and Bridge Clinic**	7
DLT 260	Glazing, Staining and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2

Dental classes are offered simultaneously in English and Spanish.

Completing a course or program in a language other than English may reduce employability where English is required.

Dental Technician students are required to wear a white Laboratory jacket. Students must furnish their own Laboratory jackets, and dental supplies.

**This course has prerequisites; check course descriptions.

Legal Assistant (LA), Diploma

Program Description: This program is designed to provide the students with the basic skills and knowledge necessary in the legal assistant field. Students are taught legal terminology, legal records, and office management skills. FNU awards a diploma upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 31 CREDITS)		
General Education Requirements (10 Credits)		**Credit Hours**
SLS 1501	College Study Skills (Mandatory for all new students)	0
Communications (6 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
Computers (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (18 Credits)		**Credit Hours**
PLA 2104	Legal Research and Writing I	3
PLA 2114	Legal Research and Writing II	3
PLA 2700	Professional Ethics and Liability	3
PLA 2303	Criminal Law and Procedure	3
PLA 2273	Introduction to Torts	3
PLA 2201	Introduction to Civil Procedure	3
Suggested Electives (3 Credits)		**Credit Hours**
CGS 1500	Word Processing **	3
CGS 1510	Spreadsheet Applications	3
CGS 2104	Computers for Business	4
PLA 1426	Contracts & Business Entities	3
PLA 2600	Fundamentals of Wills Trusts, & Estates	3
PLA 2610	Real Estate Principles, Practices, & Law	4
PLA 2763	Law Office Management	3
PLA 2800	Family Law & Practice	3
PLA 2941	Internship in Paralegal Assisting	3

All Credit courses from within this division or any other division can be used as Suggested Electives.

**This course has prerequisites; check course descriptions.

Medical Assistant (MA), Diploma

Program Description: The purpose of this program is to prepare the student as a multi-skilled medical assistant. This is done through the acquisition of the knowledge and skills that are necessary to work in clinical and administrative settings at hospitals, clinics, medical Labs, diagnostic centers, and doctor's offices. In addition, the program offers options for entry-level positions such as front office procedures, back office procedures, and back office procedures. Students will be able to apply for the American Registry for Medical Assistants (ARMA) registry.		
GRADUATION REQUIREMENTS (A MINIMUM OF 36 CREDITS)		
General Education Requirements (13 Credits)		**Credit Hours**
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communications	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
NATURAL SCIENCES (3 CREDITS)		
BSC 1081	Basic Anatomy and Physiology	3
Core Requirements (23 Credits)		**Credit Hours**
HSC 1531C	Medical Terminology	3
HSC 1230L	Patient Care Procedures	2
MEA 1659C	Electronic Medical Records	3
MEA 2226C	Examining Room Procedures	3
MEA 2265C	Med. Lab. Procedure I	3
MEA 2266C	Med. Lab. Procedure II	3
MEA 2305C	Medical Office Procedures	3
MEA 2335C	Medical Insurance, Coding and Billing	3

Students are required to complete 180 hours of clinical experience and BLS, OSHA, HIV, HIPPA seminars for graduation.

Medical Assistant students are required to wear uniforms at all times.

Attendance is mandatory for this program.

**This course has prerequisites; check course descriptions.

Medical Coding and Billing Specialist (MCBS), Diploma

Program Description: This program was designed to prepare students for entry-level employment in a variety of Health Care facilities as Medical Record Coder, Coding Technician, or Coding Clerk. The students will learn to translate diagnoses and procedures into numerical codes, using the International Classification of Disease (ICD-10-CM/PCS) and the Current Procedural Terminology (CPT). The students will be trained to prepare and file insurance claim forms for reimbursement.		
GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)		
General Education Requirements (16 Credits)		**Credit Hours**
COMMUNICATIONS (3 CREDITS)		
ENC 1101	English Composition I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
NATURAL SCIENCES (9 CREDITS)		
BSC 1081	Basic Anatomy and Physiology	3
HSC 1531C	Medical Terminology	3
HSC 2149	General Pharmacology for Health Care Prof	3
Core Requirements (14 Credits)		**Credit Hours**
MED 173	Medical Ethics and Law	2
MED 174	Medical Office Fundamentals	2
MED 176	Intro. To Health Information Management	2
MED 187C	Coding ICD-10-CM/PSC	2
MED 180C	Coding ICD-10-CM	2
MED 178C	Coding CPT-4/HCPCS	2
MED 179C	Health Insurance Billing	2
MED 181	Medical Coding and Billing Externship **OR**	0
MED 182L	MCBS Capstone	0
Required Seminars		**Credit Hours**
	HIPAA; HIV-OSHA-BLS	0

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

**This course has prerequisites; check course descriptions.

Pharmacy Technician (PHA), Diploma

Program Description: The Pharmacy Technician Diploma Program at Florida National University provides the necessary training and education to occupy entry-level positions as Pharmacy Technician in hospitals, retail, community or other institutional pharmacies. Through this program, the students will be trained on how to fill prescriptions, perform pharmaceutical stock keeping, delivery, technical assistance, and clerical duties within the scope of a pharmacy environment. After graduation, the students will be eligible to sit for the National Pharmacy Technician Certification Examination, administered by the Pharmacy Technician Certification Board (PTCB). **This program is currently dormant**		
GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)		
General Education Requirements (7 Credits)		**Credit Hours**
COMMUNICATIONS (3 CREDITS)		
ENC 1101	English Composition I **	3
NATURAL SCIENCES (6 CREDITS)		
BSC 1081	Basic Anatomy and Physiology	3
HSC 1531C	Medical Terminology	3
MATHEMATICS/PHYSICS (3 CREDITS)		
MEA 2246	Pharmacology & Medical Math	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (29 Credits)		**Credit Hours**
PTN 1030C	Pharmacy Procedure I	2
PTN 1102C	Medication Calculation	3
PTN 1103	Introduction to Pharmacy Tech.	2
PTN 1104	Pharmacy Law and Ethics	2
PTN 1110C	Computer Applications for the Pharmacy Technician	2
PTN 1125C	Pharmacy Technician Pharmacology I	3
PTN 1126C	Pharmacy Technician Pharmacology II	3
PTN 1136C	Pharmacy Procedure II	2
PTN 1137C	Pharmacy Procedure III	2
PTN 1138C	Pharmacy Procedure IV	2
PTN 1932	Pharmacy Technician Certification Review	2

200 Hours of clinical are required for graduation.

**This course has prerequisites; check course descriptions.

Rehabilitation Aide (RA), Diploma

Program Description: The Rehabilitation Aide Diploma provides the basic knowledge and skills required for graduates to work as an Aide supporting Physical Therapists, Occupational Therapists, Physical Therapist Assistants, and Occupational Therapy Assists in the provision of rehabilitation services. FNU awards a Diploma following the completion of this program. *This program also prepares students to apply to the Associate of Science Physical Therapist Assistant program.*		
GRADUATION REQUIREMENTS (A MINIMUM OF 34 CREDITS)		
General Education Requirements (7 Credits)		**Credit Hours**
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
NATURAL SCIENCES (11 CREDITS)		
BSC1085C	Anatomy & Physiology 1	4
BSC1086C	Anatomy & Physiology 2	4
HSC1531	Medical Terminology	3
MATHEMATICS/PHYSICS (3 CREDITS)		
MAC 1105	College Algebra I **	3
COMPUTERS (4 Credits)		
CGS 1030	Introduction to Information Technology	4
Core Requirements (4 Credits)		**Credit Hours**
PHT 1001	Introduction to Physical Therapy	1
PHY 1007	Physics for Allied Health Professionals	3

**This course has prerequisites; check course descriptions.

Certificate Programs

(CE) Clinical Echocardiography, C

(DA) Dental Assistant, C

(ESL) English as a Second Language, C

-Basic Level

-Intermediate Level

-High Intermediate Level

(PCT) Patient Care Technician, C

Clinical Echocardiography, (CE) Certificate (40 credit hours)

Program Description: This program is designed to prepare the students to produce two-dimensional ultrasonic recordings, Doppler flow analyses of the heart, and related structures using ultrasound equipment for the physician's use in the study of the heart's functions and in the diagnosis of heart diseases. This program prepares the students to pass the Registry exam with CCI (Cardiovascular Credentialing International). ***

***In order to be eligible to enroll in the Clinical Echocardiography Certificate program, applicants must have completed a program in Diagnostic Medical Sonography.

Students must complete:

☐	Lecture	300 hours	10 cr./hour
☐	Laboratory skills	60 hours	2 cr./hour
☐	Clinical practice	840 hours	28 cr./hour

Courses	Lecture	Laboratory Skills	Clinical
Anatomy & Physiology of the Heart	150 hours 3H 45min/ day 5 days a week	30 hours 1H/ day 5 days a week	0 hours
Pathophysiology of the Heart	150 hours 3H 45min/ day 5 days a week	30 hours 1H/ day 5 days a week	0 hours
Clinical	0	0	840

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 840 hours of clinical practice.

Dental Assistant (DA), Certificate

Program Description: The purpose of this program is to prepare students for entry-level employment as dental assistants and dental auxiliaries. Graduates of this program may apply to take the Certified Dental Assistant Examination given by the Dental Assisting National Board. Graduates are eligible for employment as dental assistants with expanded functions and radiography skills. The university awards a certificate upon completion of the program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)		
Core Requirements (18 Credits)		**Credit Hours**
DEA 101	Introduction to Dental Assistant	1
DEA 104	Dental Materials	1
DEA 106	Dental Anatomy	2
DEA 108	Diet, Nutrition, and Oral Hygiene	1
DEA 110	Dental X-Ray	1
DEA 112	Front Office Procedures	1
DEA 114	Dental Office Emergencies	1
DEA 120	Preclinical Dental Assisting Procedures	2
DEA 122	Expanded Functions for Dental Assistant I	2
DEA 124	Expanded Functions for Dental Assistant II**	2
DEA 126	Clinical Externship**	4
Required Seminars		
	HIPAA; HIV-OSHA-BLS Seminar	0
	PDT Seminar	0

Dental Assistant students are required to wear medical attire and white shoes at all times.

Students must furnish their own uniforms.

All students must have liability insurance and dosimeters in order to participate in the clinical rotations.

Students must complete 120 hours of clinical practice.

**This course has prerequisites; check course description.

Classes are offered simultaneously in English and Spanish. Completing a course or program in a language other than English may reduce employability where English is required

English as a Second Language (ESL), Certificate - Basic Level

Program Description: This program is designed primarily to help students acquire conversational ability and basic functional skills in English. The program provides training in all four language areas: listening, speaking, reading, and writing. Before the student starts the program, an English Placement Test is given. FNU awards a certificate upon completion of the program. This program does not earn college credit.		
GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)		
Core Requirements (18 Credits)		**Credit Hours**
ESL 001	Basic Speaking, Reading, and Writing Skills I, II	4.5
ESL 002	Basic Speaking, Reading, and Writing Skills III, IV	4.5
ESL 003	English Structural Patterns I, II	4.5
ESL 004	English Structural Patterns III, IV	4.5

Notes:

1. The ESL student is assigned into a program on the basis of a placement test.

At the completion of an eight-month program the student will be awarded a certificate of proficiency according to the level achieved, Basic, Intermediate, or High Intermediate.

2. Students who score below the Fourth (4th) Level are placed in the Basic Level.

3. If you are going to apply for Title IV, please be advised that FNU may only admit students who need instruction in English to be able to use the knowledge, training, or skills they already have.

4. Students graduating from the ESL Basic certificate are not allowed to enroll in a career program.

English as a Second Language (ESL), Certificate - Intermediate Level

Program Description: This program is designed for students who have achieved basic functional skills in ESL and have language as well as individual goals. The program provides training in the following language areas: listening, speaking, reading and writing. The courses offered in this program have no assigned sequence; therefore, they can be taken in any order. Prerequisite: ESL 004 or have scored beyond the Level 004 in the placement test.		
GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)		
Core Requirements		**Credit Hours**
ESL 005	English Structural Patterns – Part I	4.5
ESL 008	Reading and Writing about Relevant Everyday Topics I	4.5
ESL 009	Listening and Discussion for Advanced Students I	4.5
ESL 011	Composition for Social Use I	4.5
ESL 014	Authentic English in Context for Conversation	4.5
ESL 015	Conversation for Everyday Living	4.5

Notes:

1. The ESL student is assigned into a program on the basis of a placement test. At the completion of an eight-month program the student will be awarded a certificate of proficiency according to the level achieved, Basic, Intermediate, or High Intermediate.

2. Students who score beyond the Fourth (4th) Level are placed in the Intermediate Level.

3. If you are going to apply for Title IV, please be advised that FNU may only admit students who need instruction in English to be able to use the knowledge, training, or skills they already have.

4. Upon completion of an Intermediate or High Intermediate program, graduates not able to find employment and/or increase present work status, will be allowed to enroll in a career program after a standard period of non-attendance.

English as a Second Language (ESL), Certificate - High Intermediate Level

Program Description: This program is designed for students who have already acquired an intermediate ESL command. Its purpose is to provide students with opportunities to enlarge their vocabulary and manage more complex grammatical structures, as well as develop strategies for communication useful in more formal linguistic contexts which demand higher and more efficient language management. The program provides training in the four language skills: listening, speaking, reading and writing. The courses offered in this program have no assigned sequence; therefore, they can be taken in any order.		
GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)		
Prerequisite: ESL Intermediate		
Core Requirements		**Credit Hours**
ESL 021	English Structural Patterns - Part II	4.5
ESL 022	Public Speaking Techniques	4.5
ESL 023	Listening and Discussion for Advanced Students II	4.5
ESL 024	Composition for Social Use II	4.5
ESL 025	Idioms in Context	4.5
ESL 026	Reading and Speaking about Real - Life Stories	4.5
ESL 027	English Grammar for Conversation	4.5
ESL 028	Listening Strategies	4.5
ESL 029	Effective Writing Techniques	4.5
ESL 030	Reading True Stories	4.5

Notes:

1. The ESL student is assigned into a program on the basis of a placement test. At the completion of an eight-month program the student will be awarded a certificate of proficiency according to the level achieved, Basic, Intermediate, or High Intermediate.

2. Students who complete the Intermediate Level can continue into the High Intermediate level.

3. If you are going to apply for Title IV, please be advised that FNU may only admit students who need instruction in English to be able to use the knowledge, training, or skills they already have.

4. Upon completion of an Intermediate or High Intermediate program, graduates not able to find employment and/or increase present work status, will be allowed to enroll in a career program after a standard period of non-attendance.

Patient Care Technician (PCT), Certificate

Program Description: The purpose of this program is to prepare the student for an entry level position as a patient care technician. The program provides competency in the fundamentals of patient care and basic nursing skills. The student will also gain the knowledge and skills required of home health aides as well as obtain training in basic EKG and venipuncture (for blood collection). Graduates will be qualified for employment in hospitals, nursing homes, and other health related organizations. The university awards a certificate upon completion of this program.		
GRADUATION REQUIREMENTS (A MINIMUM OF 20 CREDITS)		
Core Requirements (20 Credits)		**Credit Hours**
PCT 105	Fundamentals of Patient Care and Treatment	2
PCT 110	Medical Terminology	2
PCT 115	Anatomy and Physiology	2
PCT 120	Introduction to EKG	1
PCT 125	Phlebotomy and Injections	3
PCT 130	Hospital Procedures	2
PCT 145	Nursing Clinical Practices	2
PCT 150	Adult / Geriatric Care	2
PCT 200	Externship	4

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 120 hours of clinical practice.

Gordon Rule Requirements

The Gordon Rule requirement, State Board of Education Rule 6A-10.030, is comprised of two parts: communication and computation. The communication component requires that the student complete course work that involves substantial writing. The writing in such courses will be evaluated on effectiveness, organization, clarity, and coherence, as well as the grammar, punctuation, and usage of standard written English. The student must be provided feedback on the written work submitted.

In order to comply with the Gordon Rule, all students are required to demonstrate college-level writing skills in their required composition courses and any other courses designated as carrying writing credit. In all writing-credit courses, students should expect essay tests, in-class writing, and/or formal written presentation of material relevant to the content of the course. The word count has been eliminated.

The computation component requires that the student complete credits in certain mathematics or mathematics-related courses at or above the level of college algebra. Credits must be earned in courses with a mathematics prefix (typically courses offered by the mathematics department). Other credits may also be earned in certain mathematics or statistics courses.

The following courses satisfy the Gordon Rule requirements:

AMH	1010	American History to 1865	3
AMH	1020	American History 1865 - present	3
AML	1010	Survey of American Literature	3
AML	1631	Hispanic American Literature	3
DEP	2004	Human Growth & Development	3
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
HUM	1020	Humanities	3
HUM	1030	The Origins of Western Civilization	3
HUM	1510	Understanding Art	3
LIT	2330	Children’s Literature	3
MAC	1105	College Algebra I	3
MAC	1107	College Algebra II	3
MTG	2204	Geometry	3
MUH	2011	Music Appreciation	3
PHI	1100	Logic	3

PHI	1600	Ethics	3
PHI	1010	Introduction to Philosophy	3
PSY	1012	General Psychology	3
SPC	1017	Fundamentals of Oral Comm.	3
STA	2014	Introduction to Statistics	4

General Education/Liberal Arts Courses

The State of Florida requires every student earning a degree to complete what are called "general education" courses, providing a solid foundation for the academic program and for life-long learning.

Florida National University students, while pursuing a highly focused program, are required to satisfy the general education requirement. FNU believes that the general education courses help students acquire a base of academic skills and knowledge that is essential to developing the student as a whole person, and as a member of the greater community.
Requirements and options for the general education component are detailed in the FNU Catalog. A student must take general education courses every semester until the requirements are met.

English/Humanities /Liberal Arts

Course Number	***Course Name***	***Credit Hours***
AML 1010	Survey of American Literature	3
AML 1631	Hispanic American Literature	3
DAN 2120	History & Philosophy of Dance	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
ENC 1133	Research Writing	1
ENC 2135	Research Writing II	2
ENC 2200	Business Communication	3
HUM 1020	Humanities	3
HUM 1030	Origins of Western Civilization	3
HUM 1510	Understanding Art	3
LIT 2330	Children’s Literature	3
LIT 2460	Literature through Film	3
MUH 2011	Music Appreciation	3
PHI 1010	Introduction to Philosophy	3
PHI 1100	Logic	3
PHI 1600	Ethics	3
SPC 1017	Fundamentals of Oral Comm.	3

Natural Sciences & Mathematics

Course Number	**Course Name**	***Credit Hours***
AST 1003C	Astronomy of Solar System	3
BSC 1010	General Biology I	3
BSC 1010L	General Biology I Lab	1
BSC 2011	Gen. Biology II	3
BSC 2011L	Gen. Biology II Lab	1
BSC 1081	Basic Anatomy & Physiology	3
BSC 1085C	Anatomy and Physiology I	4
BSC 1086C	Anatomy and Physiology II	4
CHM 1033	Introduction to Chemistry	3
CHM 1033L	Introduction to Chemistry Lab	1
CHM 1045	General Chemistry I	3
CHM 1045L	General Chemistry I Lab	1
CHM 1046	General Chemistry II	3
CHM 1046L	General Chemistry II Lab	1
ESC 1000	General Ed. Earth Science	3
GLY 1010C	Physical Geology	3
MAC 1105	College Algebra I	3
MAC 1107	College Algebra II	3
MAC 1300	Calculus	3
MAC 2233	Calculus for Business	3
MCB 2000C	Microbiology	3
MTG 2204	Geometry	3
PCB 1030	Intro. To Ecology	3
PHY 1020	Fundamentals of Physics	3
PHY 1020L	Fundamentals of Physics Lab	1
STA 2014	Introduction to Statistics	4

Behavioral and Social Sciences

Course Number	Course Name	*Credit Hours*
AMH 1010	American History to 1865	3
AMH 1020	History of U.S. from 1865 to present	3
CCJ 2001	Criminology	3
CJJ 2002	Juvenile Delinquency I	3
CLP 2620	Ethics in Psychology and Health	3
DEP 2004	Human Growth and Development	3
ECO 2013	Principles of Macroeconomics	3
POS 2041	American Government and Politics	3
POS 2112	State & Local Government	3
PSY 1012	General Psychology	3
STA 2122	Statistics for the Behavioral Sciences	3
SYG 2000	Principles of Sociology	3
SYG 2430	Marriage and the Family	3

Course Codes

Courses are designated according to the department in which they are offered. The following list of prefixes indicates the corresponding department:

ACG	Accounting
AMH	History
AML	American Literature
BSC	Biological Sciences
CNT, CGS, CTS, COP	Computer Sciences
CCJ, CJB, CJE, CJL, CJT	Criminal Justice
CHM	Chemistry
DEA	Dental Assistant
DEP	Human Growth & Development
DLT	Dental Laboratory Technician
ECO	Economics
EDF	Education
ENC	English
ESC	General Education Earth Science
ESL	English as a Second Language
GEB	General Business
HFT	Hospitality Management
HSC	Health Sciences
HUM	Humanities
INP	Psychology
ISM	Computers
LIT	Literature
MAC, MAT, MTG	Mathematics
MAN	Management
MAR	Marketing
MEA	Medical Assistant
MGT	Call Center Management
MLT	Medical Lab... Tech
MUH	Music Appreciation
NGR, NUR	Nursing
NUA	Nursing Assistant/Home Health Aide
PAD	Public Administration
PCT	Patient Care Technician
PHI	Philosophy
PHT	Physical Therapist Assistant
PHY	Physics
PLA	Paralegal / Legal
POS	Political Science
PRN	Practical Nursing
PSY	Psychology

REA	Reading
RET	Respiratory Therapy
RTE	Radiology
SON	Sonography
SPC	Speech Communications
SPN	Spanish
STA	Statistics
SYG	Sociology
XRT	X-Ray

Note:

Courses starting with a "0" are considered remedial/developmental.

1000 course codes are freshman courses

2000 course codes are sophomore courses

3000 course codes are junior courses

4000 course codes are senior courses

5000 and 6000 are graduate level courses

Statewide Course Numbering System

Course Conversion

The table below shows the conversion of the old course numbers and names to the new course numbers and names according to the **Statewide Course Numbering System** (SCNS).

Old Course #	Old Course Name	Cr	New Course #	New Course Name	Cr
ACC 201	Principles of Accounting I	4	**ACG 2003**	Principles of Accounting I	3
			ACG 2003L	Principles of Accounting I Lab.	1
ACC 202	Principles of Accounting II	4	**ACG 2004**	Principles of Accounting II	3
			ACG 2004L	Principles of Accounting II Lab.	1
ACC 205	Computerized Accounting I	4	**APA 2144**	Computerized Accounting	3
ACC 210	Payroll Accounting	4	**Deleted**		
ACC 220	Income Tax Accounting	4	**TAX 2000**	Income Tax Accounting	3
ATC 101	Basic Computer Skills for AutoCAD	2	**TDR 000C**	Basic Computer Skills for AutoCAD	2
ATC 102	Introduction to Technical Drawing	2	**TDR 1100C**	Introduction to Technical Drawing	2
ATC 103	Introduction to AutoCAD	2	**TDR 0351**	Introduction to AutoCAD	2
ATC 104	Precision and Efficiency with AutoCAD	2	**TDR 0108C**	Precision and Efficiency with AutoCAD	2
ATC 105	Dimensioning and Plotting with AutoCAD	2	**TDR 0353**	Dimensioning and Plotting with AutoCAD	2
ATC 106	Advanced Drafting	2	**TDR 0109**	Advanced Drafting	2
ATC 107	Three Dimensional Design	2	**TDR 0355**	Three Dimensional Design	2
ATC 108	Technical English For AutoCAD	2	**TDR 0302**	Technical English For AutoCAD	2
BIO 101	Human Biology	3	**BSC 1020 C**	Human Biology	4
BIO 101 L	Human Biology Lab.	1			
BUS 200	International Business	3	**GEB 2350**	Introduction to Int'l Business	3
BUS 201	Principles of Business Mgmt.	3	**MAN 2021**	Principles of Business Mgmt.	3
BUS 221	Business Law	4	**BUL 2131**	Business Law	3
BUS 292	Business Ethics	3	**GEB 2430**	Ethics & Social Responsibility	3
CAP 106	Spreadsheet Application	3	**CGS 1510C**	Spreadsheet Application	3
CAP 107	Word Processing	3	**CGS 1500C**	Word Processing	3
CAP 109	Desktop Publishing	3	**CGS 1580C**	Desktop Publishing	3
CHM 101	Introductory of Chemistry	3	**CHM 1025**	Intro. To Chem.	3
CHM 101L	Introductory Chemistry Lab.	1	**CHM 1025L**	Intro. To Chem.	1
CCJ 101	Introduction to Criminal Justice	3	**CJE 2005**	Introduction to Criminal Justice	3

CCJ 102	Security and Law Enforcement	3	**CJE 2000**	Intro. to Sec. & Law Enforcement	3
CCJ 103	Intro. to the Court Sys. & Corrections	3	**CJC 2000**	Introductions to Corrections	3
CCJ 201	Criminology	3	**CCJ 2001**	Criminology	3
CCJ 202	Criminal Law	3	**CJL 2100**	Criminal Law	3
CCJ 203	Criminal Investigation	3	**CJE 2600**	Fund. of Criminal Investigation	3
CCJ 204	Juvenile Delinquency	3	**CJJ 2002**	Juvenile Delinquency I	3
CIS 102	Intro. to Information Tech.	4	**CGS1030**	Intro. to Information Tech.	4
CIS 110	SQL Server	4	**CTS 2433C**	SQL Server	4
CIS 260	Database Management System	4	**CGS 2540C**	Database Management System	4
CIS 265	Networking Infrastructure	4	**CTS 2334C**	Networking Infrastructure	4
CIS 266	Active Directory Service	4	**CTS 2302C**	Active Directory Service	4
CIS 270	Networking Essentials	3	**CDA 2005C**	Networking Essentials	3
CIS 275	Operating Systems	4	**CGS 1560C**	Operating Systems	4
CIS 276	Computer Repair I	4	**CTS 2151C**	Computer Repair I	3
CIS 277	Computer Repair II	3	**CTS 2152C**	Computer Repair II	3
CIS 278	Client Operating System	4	**CTS 2300C**	Client Operating System	4
CIS 288	Computer for Business	4	**CGS 2104C**	Computer for Business	4
CIS 295	Server installation, configuration & administration	4	**CTS 2328C**	Server installation, configuration & administration	4
COP 260	Visual Basic Programming (I)	4	**COP 2010C**	Visual Basic Programming (I)	4
COP 265	Visual Basic Programming (II)	4	**COP 2011C**	Visual Basic Programming (II)	4
COP 274	C++ Programming (I)	4	**COP 1220C**	C++ Programming (I)	4
COP 275	C++ Programming (II)	4	**COP 2222C**	C++ Programming (II)	4
CSA 104	NETWORK SECURITY	3	**CIS 2354C**	NETWORK SECURITY	3
CWD 107	Animation for www	3	**CGS 2787C**	Animation for www	3
CWD 120	Introduction to Web page Design	4	**DIG 1100C**	Introduction to Web page Design	4
CWD 121	Graphics Design for www (I)	3	**CGS 1788C**	Graphics Design for www (I)	3
CWD 122	Graphics Design for www (II)	3	**CGS 1789C**	Graphics Design for www (II)	3
CWD 123	Web Programming (I)	3	**CGS 1820C**	Web Programming (I)	3
CWD 124	Web Programming (II)	3	**CGS 2821C**	Web Programming (II)	3
CWD 201	Java Programming I	3	**COP 1250C**	Java Programming I	3
CWD 202	Java Programming II	3	**COP 2805C**	Java Programming II	3
CWD 205	Web Page Authoring Software	3	**CGS 2786C**	Web Page Authoring Software	3
DEP 200	Human Growth & Develop.	3	**DEP 2004**	Human Growth & Development	3
ECO 203	Principles of Microeconomics	3	**ECO 2023**	Principles of Microeconomics	3
ECO 204	Principles of Macroeconomics	3	**ECO 2013**	Principles of Macroeconomics	3
EDU 100	Introduction to Education	3	**EDF 1005**	Introduction to Education	3
EDU 102	Teaching Diverse Populations	3	**EDF 2085**	Teaching Diverse Populations	3
EDU 103	Technology in Education	3	**CGS 1013**	Technology in Education	3
EDU 104	Classroom Management	4	**EDF 1030**	Classroom Management	3
ENG 010	Basic Writing Skills	3	**ENC 0010**	Basic Writing Skills	3
ENG 012	College Reading Skills	3	**REA 0010**	College Reading Skills	3

ENG 100	Basic Grammar and Comp.	2	**TDR 0302**	Technical English for AutoCAD	3
ENG 101	English Composition I	3	**ENC 1101**	English Composition I	3
ENG 102	English Composition II	3	**ENC 1102**	English Composition II	3
ENG 105	Oral English Skills	3	**SPC 1017**	Fundamentals of Oral Comm.	3
ENG 150	Survey of American Lit.	3	**AML 1010**	Survey of Am. Lit I	3
ENG 154	Hispanic American Literature	3	**AML 1631**	Hispanic American Literature	3
ENG 210	Business Communications	3	**ENC 2200**	Business Communications	3
ENG 215	Children's Literature	3	**LIT 2330**	Children's Literature	3
GLY 100	General Earth Science	3	**ESC 1000**	General Ed. Earth Science	3
HIS 201	Am. His. To 1865	3	**AMH 1010**	Am. His. To 1865	3
HIS 202	Am. His. From 1865	3	**AMH 1020**	His. of the US from 1865-Pres.	3
HMT 150	Intro. to the Hosp. Industry	3	**HFT 1000**	Intro. to the Hosp. & Tourism Industry	3
HMT 175	Hotel/Motel Operation	3	**HFT 1201**	Mgt. in the Hospitality Industry	3
HMT 200	Front Office Oprtn/Housekeeping	3	**HFT 2410**	Front Office Oprtn/Housekeeping	3
HMT 220	Hospitality Food Management	3	**HFT 2800**	Food & Beverage Mgmt.	3
HUM 105	Humanities	3	**HUM 1020**	Humanities	3
HUM 106	The Origins of Western Civ.	3	**HUM 1030**	Origins of Western Civ.	3
HUM 108	Understanding Art	3	**HUM 1510**	Understanding Art	3
HUM 166	Music Appreciation	3	**MUH 2011**	Music Appreciation	3
LEA 100	Ethics & Professional Resp.	4		Need Course name & number	3
LEA 102	Introduction to Legal Writing	4	**PLA 2104**	Legal Research & Writing I	3
LEA 103	Legal Research	4	**PLA 2114**	Legal Research & Writing II	3
LEA 104	Civil Procedure	4	**PLA 2201**	Introduction to Civil Procedure	3
LEA 202	Introduction to Real Property	4	**PLA 2610**	Real Est. Principles, Practices, & Law	4
LEA 203	Wills, Trusts, & Estates	4	**PLA 2600**	Fund. of Wills, Trusts & Estates	3
LEA 204	Family Law	4	**PLA 2800**	Family Law & Practice	3
LEA 209	Torts	4	**PLA 2273**	Introduction to Torts	3
LEA 215	Criminal Procedure	4	**PLA 2303**	Criminal Law & Procedures	3
LEA 216	Creditor/Debtor Law Seminar	4	**PLA 2460**	Bankruptcy Law	3
LEA 221	Business Law	4		Contracts & Business Entities	3
MAR 201	Principles of Marketing	3	**MAR 1011**	Principles of Marketing	3
MAR 206	Salesmanship	3	**MKA 2021**	Salesmanship	3
MAR 202	International Marketing	3	**MAR 2141**	Introduction to International Marketing	3
MAT 097	College Prep. Math	3			3
MAT 098	College Prep. Algebra	3			
MAT 103	College Algebra	3	**MAC 1105**	College Algebra I	3
MAT 104	College Algebra II	3	**MAC 1107**	College Algebra II	3
MAT 150	Calculus	3	**MAC 1300**	Calculus	3
MAT 200	Geometry	3	**MTG 2204**	Geometry	3
MAT 230	Introduction to Statistics	4	**STA 2014**	Introduction to Statistics	4
MED 115	Medical Terminology	3	**HSC 1531C**	Medical Terminology	3

MED 116	Allied Health Fundamentals	3	**HSC 1000C**	Introduction to Health Care	3
MED 121	Anatomy And Physiology I	3	**BCS 1085C**	Anatomy And Physiology I	4
MED 123	Fund. of Anatomy & Physiology	3	**BSC 1081**	Basic Anatomy & Physiology	3
MED 125	Anatomy And Physiology II	3	**BSC 1086C**	Anatomy And Physiology II	4
MED 130	Medical Office Management	6	**MEA 2304C**	Medical Office Management	3
			MEA 2305C	Medical Office Procedures	3
MED 138	Medical Care	4	**HSC 1230L**	Patient Care Procedures	2
MED 150	Medical Examination Procedures	3	**MEA 2226C**	Examining room Procedures	3
MED 155	Medical Office Laboratory	2	**MEA 2265C**	Lab. Procedures	3
MED 168	Medical Coding And Insurance	3	**MEA 2335C**	Medical Insurance Coding and Billing	3
MED 175	Medical Billing And Collection	3			
MED 183	Medical Transcription	4	**MEA 2315C**	Medical Transcription	3
MED 220	Medications	2	**HSC2149C**	General Pharmacology for Health Professionals	3
MED 225	Phlebotomy and Injection	3	**MEA 2266C**	Lab. Procedures II	3
MED 230	Electrocardiography Clinic	4	**MEA 2206C**	Clinical Procedures	3
MED 257	Principles of Nutrition and Health Care	3	**HSC 2577**	Principles of Nutrition and Health Care	3
MED 260	Radiology for Medical Assisting	4	**MEA 2258** **MEA 2264**	Radiology for Medical Assisting	4
MED 250	Externship (90 Hrs)	0	**MEA 2803**	Clinical Externship	3
	NEW		**HSC 2554C**	Basic Principles of Disease	3
MLT 101	Introduction to Medical Laboratory Techniques	2	**MLT 1000**	Introduction To MLT	2
MLT 101L	Introduction to MLT Laboratory	1	**MLT 1040L**	Laboratory Specimens and Microscopy Labs	1
MLT 104	Urinalysis and Body Fluids	2	**MLT 1255C**	Urinalysis and Body Fluids	2
MLT 102	Hematology and Coagulation	3	**MLT 1362C**	Hematology and Coagulation	6
MLT 102L	Hematology and Coagulation Laboratory	2			
MLT 105	Clinical Microbiology	4	**MLT 1401C**	Microbiology	5
MLT 105L	Clinical Microbiology Laboratory	2			
MLT 103	Parasitology and Mycology	2	**MLT 1440C**	Parasitology and Mycology	2
MLT 103L	Parasitology and Mycology Laboratory	1			
MLT 107	Clinical Serology and Immunology	2	**MLT 2500C**	Immunology/Serology	3
MLT 107L	Clinical Serology and Immunology Laboratory	1			
MLT 109	Immunohematology	2	**MLT 2525C**	Immunohematology	4
MLT 109L	Immunohematology Laboratory	1			
MLT 108	Clinical Chemistry	4	**MLT 2625C**	Clinical Chemistry	7
MLT 108L	Clinical Chemistry Laboratory	2			
MLT 106	Clinical Practicum I	3	**MLT 2808L**	Urinalysis Practicum	3
MLT 110	Practicum II	3	**Pending**		3

MLT 111	Practicum III	3	**MLT 2811L**	Microbiology Practicum	3
MLT 113	Practicum V	3	**MLT 2807L**	Blood Bank Practicum	3
MST 110	Sonography Equipment Operation	3	**SON 2616C**	Sonography Equipment Operation	3
MST 120	Axial Anatomy I	3	**SON 2140C**	Axial Anatomy I	3
MST 121	Ethics and Law in Diagnostic Imaging	3	**HSC 1642**	Ethics and Law in Diagnostic Imaging	3
MST 130	Axial Anatomy II	3	**SON 2141C**	Small Parts Ultrasound	3
MST 150	Physics in Ultrasound	3	**SON 2614C**	Physics in Ultrasound	2
MST 155	Image Production in Ultrasound	3	**SON 2110C**	Image Production in Ultrasound	3
MST 180	Artifacts in Abdominal Ultrasound	1	**SON 2117C**	Artifacts in Ultrasound	1
MST 240	Abdominal Ultrasound	3	**SON 2111C**	Abdominal Ultrasound	3
MST 245	Abdominal Pathology	3	**SON 2116C**	Abdominal Pathology	3
MST 250	Gynecologic Ultrasound	3	**SON 2121C**	Obstetrics/Gynecology Ultrasound I	3
MST 255	Gynecologic Pathology	2	**SON 2125C**	Gynecology Pathology	2
MST 260	Obstetric Ultrasound	3	**SON 2122C**	Obstetrics/Gynecology Ultrasound II	3
MST 265	Obstetrics Pathology	3	**SON 2126C**	Obstetrics Pathology	3
MST 271	Small Parts Sonography	3	**SON 2146C**	Axial Anatomy II	3
MST 280	Externship (300 hours. Practice)	3	**SON 2804C**	Clinical Practicum in Ultrasound I	3
MST 281	Externship (300 hours. Practice)	3	**SON 2814C**	Clinical Practicum in Ultrasound II	3
MST 285	Clinical Practicum Journal (1080 Hrs. Practice)	0	**SON 2955**	Journal in Ultrasound Practice	0
PHI 101	Introduction to Philosophy	3	**PHI 1010**	Introduction to Philosophy	3
PHI 105	Logic	3	**PHI 1100**	Logic	3
PHI 120	Ethics	3	**PHI 1600**	Ethics	3
PHY 100	General Physics I	3	**PHY 1100 C**	General Physics I	3
PHY 101	General Physics II	3			
POL 210	American Government & Politics	3	**POS 2041**	Am. Government & Politics	3
POL 211	State and Local Government	3	**POS 2112**	State and Local Government	3
PSY 201	General Psychology	3	**PSY 1012**	General Psychology	3
PUB 201	Intro. to Public Administration	3	**PAD 2002**	Intro. to Public Administration	3
RES 100	Essentials of Research	1	**ENC 1133**	Research Writing	1
RES 200	Essentials of Research II	2	**ENC 2135**	Research Writing II	2
SOC 200	Principles of Sociology	3	**SYG 2000**	Principles of Sociology	3
SOC 201	Marriage and the Family	3	**SYG 2430**	Marriage and the Family	3
SPA 105	Introductory Spanish I	3	**SPN 1340**	Int. Spanish I for Span. Speakers	3
SPA 110	Introductory Spanish II	3	**SPN 1341**	Int. Spanish II	3
XRT 102	Radiation Protection	6	**RTE2385C**	Radiation Protection and Radiobiology	6

XRT 104	Equipment Operation	2	**RTE2458C**	Equipment Operation, Radiographic Related Physics and Quality Assurance	3
XRT 204	Image Production and Evaluation	7	**RTE2418C**	Image Production and Evaluation	7
XRT 205	Radiographic Procedures & Positioning	7	**RTE1503C**	Radiographic Procedures, Radiographic Positioning and Related Anatomy I	6
XRT 208	Radiation Physics and Radiobiology	2			
XRT 210	Radiographic Pathology	4	**RTE2782C**	Radiographic Pathology	3
XRT 212	Image Quality Assurance Laboratory	1			
XRT 217	Image Evaluation	2	**RTE1513C**	Radiographic Procedures, Radiographic Positioning and Related Anatomy II	4
XRT 219	Radiographic Positioning I	3			
XRT 223	Radiographic Positioning II	3	**RTE2523C**	Radiographic Procedures, Radiographic Positioning and Related Anatomy 3	4
XRT 230	Radiographic Clinical Practicum I	4	**RTE2804C**	Radiographic Clinic I	4
XRT 235	Radiographic Clinical Practicum II	4	**RTE2814C**	Radiographic Clinic II	4

Clock Hour to Credit Hour Equivalency

Course descriptions are shown in alphabetical order by course prefix.

Clock hours are evaluated using the following formula: 15 lecture clock hours = 1 semester credit hour / 30 laboratory clock hours or 30 hours clinical with instructors or 45 hrs. of externship.

The total credit hour value of a course is determined by adding the number of lecture credit hours with half the Lab credit hours. For example, 2 hrs. Lect., plus 4 hrs. Lab. comes to (2+ [4:2]); that is, 4 credits for the course. (For credit hour and clock hour equivalency).

Course Descriptions

ACG – 2003 Principles of Accounting I (3 credits)

An introduction to the basic principles of financial accounting with emphasis on basic accounting procedures such as the recording of transactions and the preparation of financial statements. Other topics include inventories, receivables, and cash. (3 hrs. Lect.) Corequisite: ACG 2003L

ACG – 2003L Principles of Accounting I Lab. (1 credit)

Provides the accounting student with support to achieve the objectives of ACG 2003. (2 hrs. Lab.) Corequisite: ACG 2003.

ACG – 2004 Principles of Accounting II (3 credits)

Accounting for owner's equity with emphasis on corporate financial statements. Other topics include plant assets, intangible assets, current and long-term liabilities. (3 hrs. Lect.) Prerequisite: ACG-2003. Corequisite: ACG-2004L

ACG - 2004L Principles of Accounting II Lab (1 credit)

Provides the accounting student with support to achieve the objectives of ACG 2004. (2 hrs. Lab.) Corequisite: ACG 2004.

ACG - 2021 Introduction to Financial Accounting (3 credits)

The objective of this course is to introduce students to accounting's sub-disciplines, financial and managerial accounting. It provides students with a basic understanding of the role of financial and managerial accounting information in the decisions of all stakeholders. (e.g., stockholders, banks, financial analysts, prospective stockholders, management and employees). This course provides students an understanding of (1) the nature of the accounting function, and (2) how the information in accounting reports are used by all stakeholders. (3 hrs. Lect.)

ACG - 2071 Managerial Accounting (3 credits)

This course provides the student with the accounting education and training necessary to collect, prepare and analyze the objective data and subjective estimates used by management to conduct daily operations, plan future operations and develop overall business strategies. (3 hrs. Lect.) Prerequisite: ACG 2003.

ACG - 2940 Accounting Externship (4 - 6 credits)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. (3 hrs. Lect.) Prerequisite: ACG 2003.

ACG - 4101 Intermediate Accounting I (3 credits)

This course provides a comprehensive overview of the conceptual framework of the American public company reporting standards. The course includes financial reporting, review of the accounting cycles, extensive discussion of the elements of the balance sheet, income statement and the statement of cash flows. Also covered is the revenue/receivable cash cycle. (3 hrs. Lect.)

ACG - 4111 Intermediate Accounting II (3 credits)

This course provides intensive coverage of current accounting practice and reporting requirements related to acquisition and disposition of asset, liabilities, equity, investments and revenue recognition. (3 hrs. Lect.) Prerequisite: ACG 4101

ACG - 4123 Intermediate Accounting III (3 credits)

This course provides intensive coverage of current accounting practice and reporting requirements related to leases; income taxes, employee compensation issues, derivatives, contingencies, business segments and interim reports; accounting changes and error corrections; financial statement analysis; and international accounting standards. (3hrs. Lect.) Prerequisite: ACG 4111

ACG - 4341 Advanced Management Accounting (3 credits)

This course provides students with the tools and knowledge to perform advanced cost analysis, as well as understand and use cost management systems and management control systems. (3 hrs. Lect.)

ACG - 4401 Accounting Information Systems I (3 credits)

This course examines the interrelationships between information systems and accounting to prepare students to be knowledgeable business advisors. The course provides an overview on how to store, retrieve, analyze, and control data using information systems. It also exposes the student to specific software packages such as Microsoft Excel, Access, Visio, Great Plains or Peachtree. (3 hrs. Lect.)

ACG - 4501 Government & Institutional Accounting (3 credits)

This course provides the student with a broad knowledge of the accounting, budgeting, auditing and reporting disciplines in governments and nonprofit institutions. (3 hrs. Lect.)

ACG - 4651 Auditing (3 credits)

This course covers auditing ethics and the role of the auditor. It includes the tools and techniques for conducting an audit, sampling techniques and their applications, areas to be audited and audit reporting requirements. It also includes a review of the requirements for audits of public companies under the Sarbanes-Oxley act. (3 hrs. Lect.)

ACG – 5066 Accounting for Decision Makers (3 credits)

Students will learn to reconsider accounting information for managerial decision making, and will then take this information and transform it into financial guidelines for deciding among capital ventures, product and service offerings, funding options, and budgets. (3 hrs. Lect.)

ACG – 6205 Advanced Financial Accounting and Reporting Issues (3 credits)

This course covers financial accounting practice and theory in relation to consolidations; foreign currency transactions and financial statement translations; and partnership accounting, including formation, maintenance, reorganizations and liquidations. (3 hrs. Lect.)

ACG – 6306 Budgeting (3 credits)

This course addresses managers need to understand the goals, technical procedures and effects of budgeting. The course provides a comprehensive and integrated approach to budgeting from the details of preparing the many schedules that compose a master budget to fundamental managerial issues affected by the profit planning and control process. (3 hrs. Lect.)

ACG – 6675 Operational Auditing and Fraud Examination (3 credits)

This course examines why increased complexity in organizations requires management to establish means of monitoring control systems. Coursework examines the audit process using criteria and controls to evaluate causes and effects of and conditions for operational, performance and fraud audits. Emphasis is placed on standards, objectives, principles and procedures involved in reviewing the reliability and integrity of information; compliance with policies, plans, procedures, laws and regulations (including the Sarbanes-Oxley act of 2002); means of safeguarding assets; appraising economical and efficient use of resources; and reviewing achievement of established objectives and goals (including accounting ethics) for operations and programs. (3 hrs. Lect.)

AMH -1010 American History to 1865 (3 credits)

This course covers developments in American history from Old World backgrounds through the Civil War. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements.

AMH -1020 History of The U.S. From 1865 To Present (3 credits)

This course will cover the major events in the history of the United States of America since the end of the Civil War (1861-1865) and the Reconstruction period to the present. Students will examine U.S. history from several perspectives and will become familiar with the major economic, political and social events that led to our nation's growth, expansion and development into the world power that it is today. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements.

AML - 1010 Survey of American Literature I (3 credits)

A survey of major American writers from pre-colonial North America to the United States Civil War. (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

AML - 1631 Hispanic American Literature (3 credits)

This course explores the relevance of Hispanic-American literature to contemporary culture. The course presents a wide variety of literature, from the chronicles of early Spanish explorers to contemporary poetry, short stories, novels and memoirs. We will explore the role of race and ethnicity in identity formation as a theme in contemporary Hispanic-American literature. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements. Prerequisite: ENC 1101.

APA - 2144 Computerized Accounting (3 credits)

Accounting application of electronic data processing including the preparation, interpretation and use of computer information in financial decision making. (3 hrs. Lect.) Prerequisite: ACG 2003 or ACG 2004

AST – 1003C Astronomy of the Solar System (3 credits)

Primarily conceptual study of the Solar System, including the motions and properties of the Earth, Sun, Moon, and planets, formation of the Solar Systems. (2 hrs. Lect.; 2 hrs. Lab.)

BCH - 3023C Introductory Biochemistry (4 credits)

The biochemistry of proteins, lipids, carbohydrates, and nucleic acids will be investigated. The principles of enzymology, metabolism and bioenergetics will be investigated. The curriculum is inquiry based and fully integrated with a laboratory that emphasizes active learning strategies. (3 hrs. Lect.2 hrs. Lab.) Prerequisites: BSC 1010 and BSC 1010L; CHM1033 and CHM 1033L or CHM 1045 and CHM 1045L

BCH – 3103 Organic Chemistry I (3 credits)

This course presents a study of the nomenclature, preparations, reactions and electronic and structural features of alkanes, alkynes, alkyl halides, aromatic hydrocarbons and other organic compounds. (3 hrs. Lect.) Prerequisites: CHM1033 and CHM 1033L or CHM 1045 and CHM 1045L

BCH - 3033L Organic Chemistry I Lab (1 credit)

This laboratory covers activities that correspond to BCH 3033 lecture course. (2 hrs. lab) Prerequisite: CHM1033 and CHM 1033L or CHM 1045 and CHM 1045L

BCH – 3034 Organic Chemistry II (3 Credits)

This course covers reactions, electronic and structural features of alcohols, ethers, phenols, aldehydes, ketones, carboxylic acids, acid anhydrides, amides, esters, and other organic compounds. (3 hrs. Lect.) Prerequisites: CHM1033 and CHM 1033L or CHM 1045 and CHM 1045L; BCH 3103 and BCH 3033L

BCH - 3034L Organic Chemistry II Lab (1 credit)

This laboratory covers activities that correspond to bch 3034 lecture course. (2 hrs. Lab.) Prerequisites: CHM1033 and CHM 1033L or CHM 1045 and CHM 1045L; BCH 3103 and BCH 3033L

BSC – 1010 General Biology I (3 credits)

This course covers the structure, function of major biological molecules, organization of these molecules at subcellular level; of cellular growth including bioenergetics, metabolism and its control, movement and incorporation of macromolecules as related to cell expansion and repair, as well as the study of control of cellular growth including both genetics and biochemical control mechanisms. (3 hrs. Lect.)

BSC - 1010L General Biology I Lab (1 credit)

The laboratory activities are correlated to the courses objectives. The laboratory activities cover the structure, function of major biological molecules, organization of these molecules at subcellular level; of cellular growth including bioenergetics, metabolism and its control, movement and incorporation of macromolecules as related to cell expansion and repair, as well as the study of control of cellular growth including both genetics and biochemical control mechanisms. (2 hrs. Lab.) Prerequisite: BSC 1010

BSC - 1020C Human Biology (4 credits)

An introduction to the study of human biology, including evolution, ecology, physiological regulations, nutrition, genetics, immune response, reproduction, development, aging and cancer. (3 hrs. Lect., 2 hrs. Lab.)

BSC - 1081 Basic Anatomy & Physiology (3 credits)

This course provides an introduction to various systems of the body and principles of the human physiology. The course will include the study of the human body as a whole and the study off all body systems. (3 hrs. Lect.)

BSC - 1085C Anatomy & Physiology I (4 credits)

The study of the structure and function of the cells and tissues, and the human body as a whole. Includes the integumentary, skeletal, muscular, circulatory, and respiratory systems. The Laboratory will be used for the macroscopic and microscopic study of the structures, and practical demonstration of some functions of these systems. (3 hrs. Lect., 2 hrs. Lab.)

BSC - 1086C Anatomy & Physiology II (4 credits)

The study of the structure and function of the cells and tissues, and the human body as a whole. Includes the digestive, nervous, sensory, endocrine, urinary and reproductive systems. The Laboratory will be used for the macroscopic and microscopic study of structures, and practical demonstration of some functions of these systems. (3 hrs. Lect., 2 hrs. Lab.)

BSC - 2011 General Biology II (3 credits)

This course covers the regulation of cell metabolism, comparative plant and animal physiology, developmental biology, population biology and ecology, evolutionary biology and applications to clinical sciences. (3 hrs. Lect.)

BSC - 2011L General Biology II Lab (1 credit)

The laboratory activities are correlated to the courses objectives. The laboratory activities cover the regulation of cell metabolism, comparative plant and animal physiology, developmental biology, population biology and ecology, evolutionary biology and applications to clinical sciences. (2 hrs. Lab.)

BSC - 4022 Biology of Aging (3 credits)

This course offers an introduction to the basic biology of aging. Emphasis is placed on understanding the basic principles of biology relevant to time and the aging process which begins at birth. (3 hrs. Lect.)

BSC - 4422 Biotechnology (3 credits)

Biological, biochemical, ecological, engineering, entrepreneurial, and ethical aspects of biotechnology in industry, agriculture, and medicine. (3 hrs. Lect.)

BSC - 4910 Capstone Research (3 credits)

This course integrates the objectives covered in all core courses, both the theory and the practical knowledge will be demonstrated through a research project in the field of natural science. (3 hrs. Lect.)

BUL - 2131 Business Law (3 credits)

This course presents the laws of business transactions. The course will introduce the student to business law through a comprehensive review of the general rules and concepts associated with business transactions, and application of them to factual situations. (3 hrs. Lect.)

BUL - 4321 Business Law II (3 credits)

This course builds on the legal concepts learned in Business Law I to expand the student's knowledge of legal transactional relationships between arms-length and fiduciary parties as well as legal and tax issues of formation and operation of various legal entities. The course includes an examination of legal and business ethics, judicial decisions, regulations, and legislation which govern the conduct of business. (3 hrs. Lect.)
Prerequisite: BUL 2131

BUS – 2505 End of Program Assessment (0 credits)

This exam aims to measure the business and accounting students' knowledge and skills based on the related associate degree programs' core courses. By providing an assessment of the knowledge and skills students have acquired during the program it will (1) provide FNU faculty and staff a referent basis on which to provide references to employers and/or other institutions, (2) provide your advisors with insights to help you determine career and continuing education paths, and (3) provide FNU with a tool to measure the effectiveness of its programs and ideas on how improve the program.

CAP - 2940 Computer Science/Computing Technologies Practicum (4 - 6 credits)

This course provides the opportunity to enhance practical application of the knowledge obtained in the classroom in the workplace.

CCJ - 2001 Criminology (3 credits)

This course presents a comprehensive survey of the world of criminology. (3 hrs. Lect.)

CCJ – 2488 Ethics in Criminal Justice (3 credits)

Course is a practical overview of key issues, questions and concepts in applied ethics. Special emphasis placed on the historical development of ethical thinking theories on the multicultural aspects of ethics. (3 hrs. Lect.)

CCJ - 2940 Criminal Justice Internship (3 credits)

This course provides students with the opportunity to survey the practical applications of classroom theories within the criminal justice profession. Students will be required to complete 96 hours of placement during an eight-week term; or two hours for every internship credit earned. Students will be placed in local, state, federal, or private criminal justice organizations, and will work under the immediate supervision the criminal justice department head. (3 hrs. Lect.)

CCJ - 3011 Juvenile Justice (3 credits)

Examination of the causes and extent of juvenile delinquency. Special emphasis is given to the treatment of juveniles in the criminal justice system. (3 hrs. Lect.)

CCJ - 3461 Communication Skills for the CJ Professional (3 credits)

The development of interpersonal communication practices that can be effectively utilized, in a helping role and on the job, to improve interaction among employees and between the employees and the public. (3 hrs. Lect.)

CCJ - 4351 Correctional Operations (3 credits)

This course focuses on the challenges correctional staff face in their critical role in the day-to-day operations of a correctional facility. (3 hrs. Lect.)

CCJ – 4487 Ethics in The CJ System (3 credits)

This course identifies and analyzes the diverse ethical issues encountered in the criminal justice system. Focus is placed on traditional ethical theories and their application to such topics as: discretion, use of force, misconduct, authority, and responsibilities. (3 hrs. Lect.)

CCJ - 4644 White Collar Crime (3 credits)

An examination of both individual criminalities in the course of one's occupation and the crimes of formal organizations and corporations. Attention will be placed on the nature of the societal reaction to these upper-class illegalities. (3 hrs. Lect.)

CCJ - 4661 Terrorism (3 credits)

Examines the nature and causes of terrorism and the national, regional, and global effects of particular terrorist groups focusing on their collective behavior and objectives. (3 hrs. Lect.)

CCJ - 4662 Minorities and Crime (3 credits)

Analysis of the demographic state of affairs in the criminal justice system. Designed to elicit discussion regarding the impacts of and on race, gender, sexual orientation, and ethnicity as they apply to the criminal justice field. (3 hrs. Lect.)

CCJ - 4700 Research Methods for CJ (3 credits)

A study of basic methods used in criminal justice research. Emphasis on research designs, including the structuring of research designs and modes of observation. (3 hrs. Lect.) Prerequisite: STA 2014

CCJ - 4905 Directed Independent Study in Criminal Justice (3 credits)

In-depth, research-based analysis of a criminal justice topic intended to supplement the curriculum. Under faculty supervision, students conduct independent reading, extensive research, and detailed analysis of a specified topic. (3 hrs. Lect.)

CCJ - 4940 Criminal Justice Internship (3 credits)

Students will gain field placement experience in a local, state, federal, or private sector public safety agency. Specific learning outcomes to be established in conjunction with placement agency. (3 hrs. Lect.)

CCJ - 4944 Legal Studies Internship (3 credits)

Students will gain field placement experience in a private law firm, or government agency legal department. Specific learning outcomes to be established in conjunction with placement agency. (3 hrs. Lect.)

CCJ - 5015 The Nature of Crime (3 credits)

This course provides an overview of major dimensions of crime in the U.S., epidemiology of crime, costs of crime, and typologies of crime and criminals. (3 hrs. Lect.)

CCJ - 5285 Survey of Criminal Justice Theory & Research (3 credits)

An overview of the theoretical issues and research on the law and legal control of deviance in society. (3 hrs. Lect.)

CCJ - 5606 Survey Criminological Theories (3 credits)

This course covers the major theories of criminal involvement, with attention to each theory's history, hypotheses, and empirical adequacy. (3 hrs. Lect.)

CCJ - 6106 Policy Analysis in Criminal Justice (3 credits)

This course is designed to familiarize students with the causes and consequences of public policy with an emphasis on criminal justice policy. (3 hrs. Lect.)

CCJ - 6118 Criminal Justice Organizations (3 credits)

Theory and research on complex organizations are applied in criminal justice settings. Alternative organizational goals, structures, staffing patterns, management styles and planning strategies are examined. (3 hrs. Lect.)

CCJ - 6431 Leadership and Ethics in Criminal Justice (3 credits)

Examines the leadership issues faced by decision makers in the criminal justice system. (3 hrs. Lect.)

CCJ - 6706 Data Analysis in Criminal Justice (3 credits)

Application of statistical software to quantitative and qualitative methods in criminal justice. (3 hrs. Lect.)

CCJ - 5618 Criminal Psychology (3 credits)

This course is an examination of psychology of human behavior as it relates to crime. The student will be introduced to psychopathology, the sexually violent offender, and serial murder. The student will also examine violent juvenile offenders and the process of psychological conditioning which allows them to commit violent criminal acts. (3 hrs. Lect.)

CCJ – 5654 Substance Abuse and the Offender (3 credits)

Addresses the "bio psycho social" issues of substance abuse and treatment for defendants within the criminal justice system. Designed to provide the student with comprehensive critical analysis of the social and psychological issues of substance abuse including theories of causation and treatment. Is intended primarily to address issues relevant for those working in the criminal justice system. (3 hrs. Lect.)

CCJ - 6665 Victimology (3 credits)

The study of the relationships between offender and victim, patterns of victim response and methods of victim assistance will be included. (3 hrs. Lect.)

CGS - 1013 Technology in Education (3 credits)

Educators will learn practical, theory-based strategies for incorporating the use of computers and the World Wide Web to enhance their curriculum and enrich their students learning experience. The course also includes the latest educational technologies and computer trends. Prerequisite: CGS 1030. (3 hrs. Lect.)

CGS - 1030 Introduction to Information Technology (4 credits)

This course is designed to present a combined approach on computer concepts and Microsoft office applications. Topics include word processing, spreadsheets and electronic presentations. Also included in the course are the internet, basic hardware components and functions and utility and other non-business application software. (4hrs. Lect.)

CGS - 1500C Word Processing (3 credits)

This course is designed to prepare the student for the Microsoft Office Specialist (MOS) certification exam for Microsoft Word. Emphasis is placed on learning the different tools, features and concepts necessary to pass the exam. Passing the MOS certification is not required to pass the course. (2 hrs. Lect.; 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 1510C Spreadsheet Application (3 credits)

This is a comprehensive course in the use of a spreadsheet for microcomputers. The students will be prepared to apply the concepts, features and commands of a spreadsheet. Programming concepts will be introduced. (2 hrs. Lect.; 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 1516C Microsoft Office Specialist (MOS) Excel (3 credits)

This course is designed to prepare the student for the Microsoft Office Specialist (MOS) certification exam for Microsoft Excel. Emphasis is placed on learning the different tools, features and concepts necessary to pass the exam. Passing the MOS certification is not required to pass the course. (2 hrs. Lect.; 2 hrs. Lab.) Prerequisite: CGS 1030

CGS -1522C Microsoft Office Specialist (MOS) PowerPoint (3 credits)

This course is designed to prepare the student for the Microsoft Office Specialist (MOS) certification exam for Microsoft PowerPoint. Emphasis is placed on learning the different tools, features and concepts necessary to pass the exam. Passing the MOS certification is not required to pass the course. (2 hrs. Lect., 2 hrs. Lab.)

CGS - 1580C Desktop Publishing (3 credits)

This is a comprehensive course in the use of desktop publishing for microcomputers. The students will be prepared to apply the concepts, features and commands of desktop publishing. (2 hrs. Lect.; 2 hrs. Lab.) Prerequisites: CGS 1030

CGS - 1788C Graphics Design for WWW (I) (3 credits)

This course is designed to teach students to use a bitmap editing software tool and graphics techniques to create visually attractive graphics and design techniques to create Web Pages. The course also provides the students the easiest way to create, optimize, and export interactive graphics in a single, web-centric environment. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 1789C Graphics Design for WWW (II) (3 credits)

This course is designed to teach students how to use a vector graphics tool to create visually attractive graphics and design techniques to create Web Pages. The course also provides the students with the easiest way to create, optimize, and export interactive graphics in a single, web environment. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 1820C Web Programming (I) (3 credits)

This course is designed to provide the students with instructions on how to create web pages using hyper-text markup language (HTML5) and Cascading Style Sheets (CSS3). (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 2104C Computer for Business (4 credits)

This course is designed to provide the students with an exposure to an automated accounting. The students will learn how to load, setup the system for a given Company, enter data, edit data and generate reports. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 2511 Spreadsheet Applications for Business (3 credits)

This course focuses on the use of excel 2013 (and earlier versions) as a tool to support management, finance, accounting, along with building spreadsheet models for problem/opportunity formatting and analysis in a business environment. The student will be exposed to such excel applications as: financial and statistical functions, dealing with large amounts of data, use of graphics in analysis and presentations, databases, macros, pivot tables. (3 hrs. Lect.; 2 hrs. Lab.) Prerequisites: CGS 1030, ACG 2003

CGS - 2540C Database Management System (4 credits)

This course is designed to emphasize the different tools, features and concepts used in a database system. The course will cover the necessary skills needed to take the MOS certification exam. The MOS certification is not required to pass the course. (3 hrs. Lect.; 2 hrs. Lab.) Prerequisite: CGS 1030

CGS – 2786C Web Page Authoring Software (3 credits)

This course is designed to teach students how to use a professional web page authoring software for designing, coding, and developing websites, web pages, and web applications as well as how to work in a visual edition environment with helpful tools to enhance your web creation experience. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 2787C Animation for WWW (3 credits)

This course offers the students practical experience in designing and programming animated, multimedia presentations for the World Wide Web. Subjects covered will include bandwidth issues, scripting, sound, animation techniques and presentation formats. Students will participate in several projects each leading to a higher level of expertise. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 2821C Web Programming (II) (3 credits)

This course is designed to provide the students with instructions on how to improve Web pages using scripting programming languages such as JavaScript. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 3092 Cyberethics (3 credits)

In-depth and comprehensive examination of the social costs and moral issues emerging from ever-expanding use of the Internet and new information technologies. The course focuses heavily on content control, free speech, intellectual property, and security, providing legal and philosophical discussions of these critical issues. (3 hrs. Lect.) Prerequisite: CGS 1030

CGS - 4812 Disaster Recovery (3 credits)

In this course, students will learn the fundamentals of disaster recovery by developing documenting, implementing, testing, and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster. This course will enable individuals to become disaster recovery planning team leaders and members. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2401c
Certification: CSA+

CHM - 1025 Introduction to Chemistry (3 credits)

This course presents the basic principles of chemistry including the concepts of the structure of atoms and molecules, chemical bonding, and properties of solutions. (3 hrs. Lect.) Prerequisite: MAC 1105.

CHM - 1025L Introduction to Chemistry Laboratory (1 credit)

Laboratory for CHM 1025. (2 hrs. Lab.) Prerequisite: CHM 1025 AND/OR MAC 1105.

CHM 1033 Introduction to Chemistry (3 credits)

This course emphasizes chemistry topics related to the allied health sciences through study of the essentials of inorganic chemistry, organic chemistry, biochemistry and their applications to physiological functions. (3 hrs. Lect.)

CHM 1033L Introduction to Chemistry Lab (1 credit)

This laboratory covers activities related to the essentials of inorganic chemistry, organic chemistry and biochemistry. (2 hrs. Lab.)

CHM 1045 General Chemistry I (3 credits)

This course is designed to fulfill requirements in general chemistry for the first year in science, premedical, and engineering curricula. Includes units and measurements, chemical calculations, thermochemistry, gases, liquids, solids, atomic structure, and bonding. CHM 1045L should be taken concurrently. (3 hrs. Lect.)

CHM 1045L General Chemistry I Lab (1 credit)

An introduction to experimental techniques in chemistry, designed to demonstrate basic chemical principles. (2 hrs. Lab.)

CHM 1046 General Chemistry II (3 credits)

This course is the second course in the CHM 1045-1046 sequence. This course covers thermodynamics, kinetics, solutions equilibria including acids, bases, and other equilibria and electrochemistry. (3 hrs. Lect.)

CHM 1046L General Chemistry II Lab (1 credit)

Laboratory for CHM 1046. (2 hrs. Lab.) Prerequisite: CHM 1046

CIS - 2202 Introduction to Computer Forensics (3 credits)

This introductory course focuses on computer forensics principles and an exposure to computer technology concepts from operating systems and file types to data transmission and PDA's. Students are introduced to the foundation of electronic evidence collection and handling; as well as the role of evidence in detecting and prosecuting computer crimes, cyber-terrorism, traditional and violent crimes, incident response, civil cases, fraud and information security verification. (3 hrs. Lect.) Prerequisite: CGS 1030

CIS - 3363 Cybersecurity Fundamentals (3 credits)

This course prepares the students as IT security analysts. They will learn the fundamental principles of using and configuring several threat and vulnerability analysis tools and digital forensics tools. They also will know how perform a data analysis, and interpret the results to identify vulnerabilities, threats, and risks to one organization. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2401C Certification: CSA+

CIS - 3382 Investigating Hard Disk, Files and OS (3 credits)

This course provides a basic understanding of file systems, hard disks and digital media devices. Students also will learn about different boot processes, and some popular Windows, Linux and other OS forensic tools. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2401C Certification: CHFI

CIS - 3391 Computer Forensics Investigation Procedures (3 credits)

This course provides a basic understanding of the importance of computer forensics, how to set up a secure lab, the process for forensic investigation including first responder responsibilities, how to handle various incidents and information on the various reports used by computer forensic investigators. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, CNT 2401C Certification: CHFI

CIS - 3535 Principles of Information Security (3 credits)

This course, provides an overview of information systems security principles, practices, methods, and tools for organizational and institutional computing. Students will also learn about the relationship between policy and security, the mechanisms used to implement policies, and the methodologies and technologies for assurance and vulnerability analysis and intrusion detection. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, CNT 2401C Certification: CISSP

CIS - 4203 Digital Forensics (3 credits)

Fundamental principles of acquiring computer evidence related to identification, collection and preservation of data. Reporting issues in the legal system, digital evidence collection and evaluation, and legal issues involved in digital forensics are emphasized. (3 hrs. Lect.) Prerequisites: CGS 1030, CIS 2202

CIS - 4204 Ethical Hacking (3 credits)

This course introduces the students to the methods and techniques used by computer hackers and penetration testers from a real-world perspective. The course also provides the students with an understanding of offensive security, with an emphasis on practical exposure to hacking via hands-on assignments, in order to prepare them for better defend against cyber-attacks in enterprise networks. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, CNT 2401C Certification: CEH

CIS - 4365 Computer Security Policies & Disaster Preparedness (3 credits)

Provides students with the knowledge and skills that are needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer in the event of security breaches and/or destructive acts of nature. (3 hrs. Lect.) Prerequisite: CNT 2401C

CIS - 4389 Investigating Data and Image Files (3 credits)

This course provides a basic understanding of steganography, data acquisition, duplication, and encase. Students also will learn how to recover deleted files and partitions and how perform image file forensics. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, CNT 2401C Certification: CHFI

CIS – 4526 Project Management in IT (3 credits)

This course teaches the student to initiate and mage projects in IT. This course will provide the students with skills to manage an entire project through its life cycle. The course will also provide management skills for different types of projects and initiatives. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, COP 1250C Certification: CompTIA Project +

CJB - 1721 Advanced Crime Scene Technology (3 Credits)

This course includes advanced principles, theories and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter and recovery of buried bodies and surface skeletons. Also included, data analysis and plan of action development are emphasized. (3 hrs. Lect.)

CJB - 2703 Crime Scene Safety (2 Credits)

This course covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. (3 hrs. Lect.)

CJB - 2704 Courtroom Presentation of Scientific Evidence (3 Credits)

This course covers dress, grooming, speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence [commonly referred to as scientific evidence] collected at the crime scene are also included. Mock trial exercises will be used. (3 hrs. Lect.)

CJB - 2735 Fingerprint Classification (3 credits)

This course teaches the henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. (3 hrs. Lect.)

CJC – 2000 Introduction to Corrections (3 credits)

This course presents a comprehensive survey of the world of world of corrections. (3 hrs. Lect.)

CJC - 4163 Community-Based Corrections (3 credits)

Surveys community correctional programs, including diversion, probation, parole, and other community programs for criminal offenders. (3 hrs. Lect.)

CJE - 1680 Computer Crime Investigations (3 credits)

This course introduces the fundamental principles of computer crime investigation processes. The course includes information gathering techniques, data retrieval, and preservation of evidence. The students should be able to identify cybercrime activity and demonstrate proper investigative techniques in order to process the scene and assist in court cases. (3 hrs. Lect.)

CJE - 2000 Introduction to Security and Law Enforcement (3 credits)

This course presents a comprehensive survey of the world of security and law enforcement. (3 hrs. Lect.)

CJE - 2005 Introduction to Criminal Justice (3 credits)

This course presents a comprehensive survey of the diverse and rapidly expanding field of criminal justice. Emphasis is placed on understanding the dynamics of the field of criminal justice and critical thinking skills to prepare students to deal with situations and dilemmas encountered in this field. (3 hrs. Lect.)

CJE - 2600 Fundamentals of Criminal Investigation (3 credits)

To provide educational theory in the fundamentals of investigation, techniques of collection, preservation, and transportation of evidence. (3 hrs. Lect.)

CJE - 2673C Crime Scene Photography (4 credits)

This course explains and covers crime scene photography skills, including camera operation, exposure control, proficiency in relational photos, and flash control for crime scene and evidentiary documentation. The course will also cover special light sources and the use of filters, specialized equipment, digital cameras, and hand held video camera-recorders. (3 hrs. Lect.; 1 hr. Lab)

CJE - 3721 Forensic Psychology (3 credits)

This course reviews the psychological, physiological, and sociological causes of criminal behavior. (3 hrs. Lect.)

CJE - 4144 Private Security (3 credits)

Examines the role of private security in the prevention of crimes against the assets of formal organizations and their employees. (3 hrs. Lect.)

CJE - 4310 Police Administration (3 credits)

The integration of the concepts of supervision, administration, and management into the practical application of police administration. (3 hrs. Lect.)

CJE - 4694 Cyber Crime (3 credits)

Students will gain field placement experience in a private law firm, or government agency legal department. Specific learning outcomes to be established in conjunction with placement agency. (3 hrs. Lect.)

CJE - 4710 CJ Integrated Capstone Project (3 credits)

Students will demonstrate knowledge of concepts learned throughout program. The final project will include concepts related to: corrections, criminal law, criminal procedure, law enforcement, and plus areas of special interest. Students will conduct extensive research and apply real-world issues. (3 hrs. Lect.)

CJE - 5320 Police Administration (3 credits)

This course will focus on the law enforcement agency from the standpoint of top and middle management, including (but not limited to) labor relations, personnel management, fiscal administration, and the integration of internal and external operations. Students will draw from organizational theory and police policy research to explore the future of policing, news media relations, leadership, negotiating skills, problematic employees, performance evaluations, community policing, and counterterrorism. (3 hrs. Lect.)

CJE - 5743 Introduction to Public Safety and Leadership (3 credits)

This course introduces the major issues, influences, and trends considered in the study and practice of public safety and leadership. Course material will include the explanation and analysis of research theory as it applies to human behavior in the application of research and theory to the solving of real-world problems in the public safety and leadership context. (3 hrs. Lect.)

CJE - 5744 Strategic Planning in Public Safety and Leadership (3 credits)

This course introduces the major issues, influences, and trends considered in the study and practice of strategic planning in public safety and leadership theory, research, and practice. Course material will include explanation and analysis of research and theory as it applies to human behavior in the application of research and theory to the solving of real-world problems in the public safety and leadership in the strategic planning preparedness, mitigation, response, and recovery context. (3 hrs. Lect.)

CJE - 6120 Personnel Management in Criminal Justice Organizations (3 credits)

This course provides a general overview of the issues and problems in the management of criminal justice agencies with an emphasis on best practices. (3 hrs. Lect.)

CJJ - 2002 Juvenile Delinquency I (3 credits)

Examination of the problems, causes, and extent of juvenile delinquency; special emphasis will be given to the treatment of juvenile delinquency. (3 hrs. Lect.)

CJL - 2100 Criminal Law (3 credits)

This course presents a comprehensive survey of the world of criminal law. It will allow the student of criminal justice or any field of law, order, and justice systems to have an understanding of the rules, laws, and legal regulations that categorize and gather up a group of conduct and behavior as a crime or label it as a criminal act. The student will have at the end of the course a foundation of the types of crimes and how these are regulated according to its basis for occurrence. (3 hrs. Lect.)

CJL – 2400 Introduction to Criminal Procedures (3 credits)

This course surveys the rules of criminal procedure as they apply to law enforcement personnel. Namely, the rules governing the stop, search, seizure, arrest, and interrogation of a criminal defendant will be explored. (3 hrs. Lect.)

CJL – 2821 Psychology Applied to Law (3 credits)

This course presents a comprehensive survey of the diverse and rapidly expanding field of psychology and the use of this one with the law. Areas like competency to stand trial and insanity cases will be explained and discussed. (3 hrs. Lect.)

CJL – 3063 Constitutional Law (3 credits)

An overview of the U.S. Constitution and its role in the American legal system. (3 hrs. Lect.)

CJL - 3410 Criminal Procedure (cross-reference: PLA3308) (3 credits)

A case-law study of the Fourth through the Eighth Amendments of the Constitution, and their impact on the criminal justice process. (3 hrs. Lect.)

CJL - 4044 Tort Law (cross-reference: PLA3274) (3 credits)

A case-law and legislative study of civil liability for damages caused by a breach of an imposed duty. Topics include: negligence, absolute liability, intentional torts, defamation, economic torts, products liability, and damages. (3 hrs. Lect.)

CJL - 4074 Correctional Law (3 credits)

An overview of the laws applicable to correctional institutions. (3 hrs. Lect.)

CJL – 4133 The Law of Evidence (3 credits)

This course explores the entire nature of evidence, from its definition to its use and importance in the American legal system. It is designed to provide the student with practical information about evidence law, and the role evidence plays in criminal and civil litigation. (3 hrs. Lect.)

CJL - 4412 Criminal Law (cross-reference: PLA3304) (3 credits)

A case-law and legislative study of substantive criminal law. Focus will be on the elements of the major crimes, their defenses, and criminal sanctions. (3 hrs. Lect.)

CJL - 6521 Courts and Society (3 credits)

Analyzes the role of courts in American society; examines the various influences on judicial organization, process, and decision making; and explores the impact of courts within society and the criminal justice system. (3 hrs. Lect.)

CJL - 6568 Law and Social Control (3 credits)

This course will examine the types of behavior the state has sought to control, and the means employed to exert such control. (3 hrs. Lect.)

CLP – 2621 Ethics in Psychology and Health (3 credits)

The purpose of this course is to review the ethical, legal, and professional standards that direct the activities of health and mental health professionals. Ethical issues will be reviewed and an ethical decision making model will be presented.

CLP - 3143 Abnormal Psychology (3 credits)

In this course we will examine various forms of pathology in the light of traditional and current concepts of mental health and illness. Problems of diagnosis and treatment are discussed. It examines psychological disorders, including theories for their development, symptomology, and system of classification. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

CLP - 3302 Foundations of Clinical Psychology (3 Credits)

This course will be an introduction to the discipline and principles of clinical psychology in understanding the etiology, nature, development, and treatment of behavioral, emotional, and relational problems. Topics include the history of clinical psychology, theoretical models, assessment and interventions approaches, specialization, ethics and current trends. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004, and CLP 3143

CLP - 4184 Mental Health-Stress Management (3 Credits)

Social and cultural factors of mental health issues and conditions that are unique to or primarily impact women in the US today. (3 hrs. Lect.)

CLP - 4314 Psychology of Health and Illness (3 Credits)

Interactions between psychosocial and physical conditions, in prevention, diagnosis, intervention and health care delivery policy planning. Course will cover empirical phases for prevention, assessment and intervention approaches for these focal areas: cancer, chronic heart disease, diabetes, HIV disease, pain and stress. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

CLP - 4414 Principles of Behavior Modification (3 credits)

Introduction to behavior analysis and application of learning principles, behavioral assessment, single subject research designs, and interventions in treatment settings. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

CLP - 4433 Psychological Tests and Measurements (3 credits)

This course will teach students the basic principles of research, and theories on testing and measurement of psychological constructs. Students will obtain knowledge of several techniques for psychological testing; will familiarize with several professionally developed tests; and will develop the ability to administer, and interpret certain tests. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004, PSY 3213.

CLP - 5165 Psychopathology (3 credits)

This course will provide a comprehensive introduction to the literature on psychopathology with a focus on understanding its relationship to other areas of psychology. (3 hrs. Lect.)

CLP - 5375 Research Design and Methods in Clinical Psychology (3 credits)

Methods, designs, evaluation of treatment outcome and program evaluation research. Ethical and practical considerations of clinical research. (3 hrs. Lect.)

CLP – 6395 Forensic Psychology (3 credits)

An upper-level course designed to provide students with an overview of the interdisciplinary field of psychology and law. The course explores how the disciplines of psychology and law can benefit from an exchange of ideas, and thus improve both fields. (3 hrs. Lect.)

CLP - 6430 Clinical Psychological Assessment (3 credits)

Introduction to concepts, theory, and practices in clinical psychological assessment across the lifespan. (3 hrs. Lect.)

CNT - 2000C Networking Essentials (3 credits)

The course gives an introduction to the field of computer networking, teaching the concepts and vocabulary of computer networking, gaining hands-on experience in basic networking technology for local area networks (LANS). Students are introduced to the terminology and concepts of electronic communications systems including the OSI (open systems interconnection) model, network hardware and software requirements, information structures, transmission protocols, and network architectures. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CNT - 2401C Network Security (4 credits)

This course covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Also prepare the students to pass the CompTIA Security+ Certification. (3 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2000C.

CNT - 2404 Intrusion, Prevention, And Detection (3 credits)

In this course, students will learn the fundamentals of security monitoring, intrusion detection, and crisis management. It includes alarm management, signature configuration, sensor configuration, and troubleshooting components as well as identifying, resolving, and documenting network disasters and activating the response team. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2401C Certification: CSA+

CNT - 2414 Investigating Cybercrime (3 credits)

This course is designed to introduce the student to the investigation of Cybercrimes and the importance of preserving and correctly interpreting digital evidence. Topics include corporate espionage, how recognize and investigate trademark, patent, domain and copyrights infringements, as well as plagiarism, property theft, sexual harassment, and child pornography. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CTS 2315 Certification: CHFI

CNT - 2510 Investigating Wireless Networks and Devices (3 credits)

This course provides the foundations about how to investigate wireless attacks, and mobile devices such as PDA, iPod, iPhone, and BlackBerry. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2401C Certification: CHFI

COP - 1220 C C++ Programming (I) (4 credits)

This course gives the students the basic skills creating programs using the C++ programming language, and the opportunity to learn the fundamental concepts of software engineering as well as the basic programming control structures (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

COP - 1250 C Java Programming I (3 credits)

The course is designed for students without any prior experience in programming. Students will learn the fundamentals of JAVA. The focus is on developing working programs that solve real problems. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

COP - 2010 C Visual Basic Programming (I) (4 credits)

This course will introduce students to the world of the Object-Oriented Programming using the Visual Basic programming language. It presents the Visual Basic environment, as well as an introduction to the methods and events used in programming, the principal interface controls, arithmetic expressions, loops and sequential files. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

COP - 2011C Visual Basic Programming (II) (4 credits)

This course offers a continuation of Visual Basic Programming I and completes the cycle of the basic knowledge of programming procedures. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: COP 2010C

COP - 2222C C++ Programming (II) (4 credits)

This course is a continuation of COP274 and gives the students the opportunity to continue improving his/her knowledge making analysis, design, implementation, testing, and debugging desktop application using visual C++ programming language. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: COP 1220C

COP - 2333C Advanced Programming (4 credits)

This course offers a continuation of Visual Basic Programming I & II. It is an advanced course in programming skills emphasizing programming with databases. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: COP 2010C, COP 2011C

COP - 2805 C Java Programming II (3 credits)

Introduces advanced Java Programming Language and the fundamental concepts needed to access databases across the Internet. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: COP 1250C

COP - 3655 Mobile Application Development (3 credits)

This course provides project experience in the development of mobile applications on popular device platforms and cross-platform development. The course examines object-oriented programming concepts and their application to mobile application development. Students are introduced to mobile application interface design, learn how to use persistent data in a mobile application, and explore the process of adding images, sound, and video to applications. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

COP - 4594 Advanced .Net Framework Programming (4 credits)

This course will introduce the student to ADO.NET Programming. The ADO.NET programming works with data and databases. Student will acquire basic programming skills in order to access and modify data from databases. By creating sample applications, the student will be better prepared to take on large-scale projects. (3 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT2000C, CGS2433C Certification: MCAD/MCSD

CTS - 1651 LAN Switching and Wireless Networking (4 credits)

This course focuses on how to create virtual local area networks (VLANS), configure inter VLAN routing, and implement wireless network access and VLAN security. (3 hrs. Lect., 2hrs. Lab.) Prerequisites: CGS 1030, CNT 2000C

CTS - 2111 LINUX Operating Systems (3 credits)

This course is about the Linux operating system and prepare to pass the Linux+ certification exam. It covers the skills needed to effectively administer Linux workstations and servers. students will plan, install, maintain, troubleshoot and repair Linux operating system services. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030 Certification: Linux+

CTS - 2145 Cloud Essentials (3 credits)

This course covers cloud services from a business perspective. It includes the business value of cloud computing, cloud types, steps to a successful adoption of the cloud, impact and changes on IT service management, as well as risks and consequences. This course also prepares the students to pass the Cloud+ certification exam. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2000C Certification: Cloud+

CTS - 2151 C A+ Computer Maintenance and Repair I (3 credits)

This course teaches installation, configuration, and the upgrading of computers, diagnosis and troubleshooting, safety and preventive maintenance. (2 hrs. Lect., 2 hr. Lab.) Prerequisite: CGS 1030.

CTS - 2152C A+ Computer Maintenance and Repair II (3 Credits)

In this course the students will learn to install, configure, upgrade and repair an operating system with particular focus on managing the hardware configuration of the system. in addition to hands-on hardware maintenance for workstation, server and portable systems, students are introduced to issues surrounding business continuity and disaster recovery planning and the automation of ongoing maintenance and performance tuning of systems. the function, use and basic configuration of common networking components such as bridges, hubs, routers and firewalls is explained and demonstrated. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CTS 2151C

CTS - 2153C Supporting Microsoft Clients (3 credits)

This course is designed to prepare students for an IT career as desktop and network support specialists. In addition, the student will also be prepared for industry certifications as well as learn how to implement and maintain a Microsoft windows environment. (2 hrs. Lect., 2hrs. Lab.) Prerequisite: CGS 1030

CTS - 2155C IT Help Desk Support (4 credits)

This course is designed to prepare the student as entry level support technicians. Students will learn the skills needed to support computer users in a business environment and to provide good customer service, while using troubleshooting and problem solving techniques. Students will learn to identify the appropriate tools, technologies and processes to function effectively in an it support position. (3 hrs. Lect., 2hrs. Lab.) Prerequisite: CGS 1030

CTS - 2300C Client Operating System (4 credits)

Using advanced features of window, students install and configure stand-alone stations and network clients. Students acquire experience in managing resources, monitoring usage, troubleshooting errors and optimizing performance. (3 hrs. Lect., 2hrs. Lab.) Prerequisite: CGS 1030

CTS - 2302C Active Directory Service (4 credits)

This course begins with an introduction to ad and provides the students with the necessary skills in installation, deployment and migration, implementation, administration, and disaster recovery. (3 hrs. Lect., 2hrs. Lab.) Prerequisites: CGS 1030, CTS 2328C

CTS - 2315 Investigating Network Intrusions (3 credits)

This course provides the students a foundation about how develop an investigation of network traffic, Web attacks, DDoS attacks, router forensics. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, CNT 2401C Certification: CHFI

CTS - 2328C Server Installation, Configuration and Administration (4 credits)

This course provides the students with the necessary skills to plan, install, and manage a server with Microsoft windows network operating system as well as how to perform day-to-day administrative tasks. (3 hrs. Lect., 2hrs. Lab.) Prerequisite: CGS 1030

CTS - 2334C Networking Infrastructure (4 credits)

This course provides the core foundation for installing, configuring and supporting a network infrastructure that uses the Microsoft windows server. This infrastructure in includes the DHCP, DNS, WINS, and RAS services. In addition, students will learn how to secure, manage, and troubleshoot a windows server OS network. (3 hrs. Lect., 2hrs. Lab.) Prerequisite: CGS 1030

CTS - 2433 C SQL Server (4 credits)

This course provides the students with the skills necessary to create and manage databases, using the interactive tools provided by SQL Server Personal, Standard, and Enterprise Editions. (3 hrs. Lect., 2hr Lab.) Prerequisite: CGS 1030

CTS - 2650 Routing Protocols and Concepts (4 credits)

This course focuses on architecture, components and operation of routers, network routing protocols and concepts, static and dynamic routing, router configuration and troubleshooting, and the interconnection of networks. (3 hrs. Lect., 2hrs. Lab.) Prerequisite: CGS 1030, CTS 1651

CTS - 2652 Advanced Router Technology (4 credits)

This course focuses on network standards, LANS, WANS, OSI models, Ethernet, TCP/IP addressing protocol, dynamic routing, routing, network administrator's function, LAN switching, virtual local area networks (VLAN), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLS), network management. Students will learn to configure, operate and troubleshoot routers, perform password recovery, reinstall the cisco IOS, troubleshoot multiple router installations, configure switches to set up VLANS, program ACLS, perform password recovery and troubleshoot switches. (3 hrs. Lect., 2hrs. Lab.) Prerequisites: CGS 1030, CTS 2650

CTS - 2653 Accessing the WAN (4 credits)

This course prepares students with skills on how to configure wide area networks (WANS), implement IP addressing services, configure Access Control Lists, establish and enforce security policies, and troubleshoot networks. (3 hrs. Lect., 2hrs. Lab.) Prerequisites: CGS 1030, CTS 1651

CTS - 2300 C Client Operating System (4 credits)

Using advanced features of Windows, students install and configure stand-alone stations and network clients. Students acquire experience in managing resources, monitoring usage, troubleshooting errors and optimizing performance. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CTS - 2302 C Active Directory Service (4 credits)

This course begins with an introduction to AD and provides the students with the necessary skills in installation, deployment and migration, implementation, administration, and disaster recovery. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CTS - 2334C Networking Infrastructure (4 credits)

This course provides the core foundation for installing, configuring and supporting a network infrastructure that uses the Microsoft's Windows Server. This infrastructure includes the DHCP, DNS, WINS, and RAS services. In addition, students will learn how to secure, manage, and troubleshoot a Windows Server network. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CTS - 2151C A+ Computer Maintenance and Repair I (3 credits)

This course teaches installation, configuration, and the upgrading of computers, diagnosis and troubleshooting, safety and preventive maintenance. (2 hrs. Lect., 1 hr. Lab.) Prerequisite: CGS 1030.

CTS - 2152C A+ Computer Maintenance and Repair II (3 credits)

In this course the students will learn to install, configure, upgrade and repair an operating system with particular focus on managing the hardware configuration of the system. in addition to hands-on hardware maintenance for workstation, server and portable systems, students are introduced to issues surrounding business continuity and disaster recovery planning and the automation of ongoing maintenance and performance tuning of systems. the function, use and basic configuration of common networking components such as bridges, hubs, routers and firewalls is explained and demonstrated. Prerequisite: CTS 2151C

CTS - 2328C Server Installation, Configuration & Administration (4 credits)

This course provides the students with the necessary skills to plan, install, and manage a server with Microsoft's Windows network operating system as well as how to perform day-to-day administrative tasks. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

DAN - 2120 History and Philosophy of Dance (3 credits)

This course is a study of the development of dance as an art form, as entertainment, and how it relates to the history of cultures and societies, emphasizing the evolution of dance in the specific genres such as ballet, modern dance, jazz dance, and world dance forms. Designed to heighten student awareness of dance as an integral part of society and establish an appreciation of dances impact on the making of art. This course will give the student a foundation level understanding of dance as an art form and its historical and cultural significance. The major periods of dance history, master choreographers, and their works will be explored through lecture, discussion and media presentation. DAN 2120 is not an activity course. (3 hrs. Lect.)

DEA - 101 Introduction to Dental Assistant (1 credit)

This course is designed to introduce the role and function of the dental assistant as a member of the health care delivery team. Topics include the history and development of dentistry; legal and ethical responsibilities; communication and interpersonal relationships; and concepts of wellness and disease. (2 hrs. Lect./Lab.)

DEA - 104 Dental Materials (1 credit)

This course provides knowledge of composition, properties, reactions, clinical significance and application of materials commonly used in dentistry. Hands-on experience with equipment and materials will be provided in the campus Laboratory. (2 hrs. Lect./Lab.)

DEA - 106 Dental Anatomy (2 credits)

This course introduces the dental assisting student to basic concepts of human anatomy and physiology, including structures of the oral cavity. Topics include primary and permanent dentition; nomenclature and tooth morphology; embryology and histology of the oral cavity; and an introduction to oral disease. (4 hrs. Lect./Lab.)

DEA - 108 Diet, Nutrition, and Oral Hygiene (1 credit)

This course is designed to introduce the dental assisting student to the theories and mechanisms of preventative dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention in included. (2 hrs. Lect./Lab.)

DEA - 110 Dental X-Ray (1 credit)

This course covers the fundamentals of x-ray production; components of the x-ray machine; radiation safety; film positioning; darkroom procedures and technical factors. The Laboratory component gives the student an opportunity to develop proficiency in exposing diagnostically acceptable x-ray. (2 hrs. Lect./Lab.)

DEA - 112 Front Office Procedures (1 credit)

This course includes the elements of efficient office management, scheduling, personnel interactions, recall systems, insurance forms and procedures, resume and letter writing. The uses of computers in the dental office will also be covered. (2 hrs. Lect./Lab.)

DEA - 114 Dental Office Emergencies (1 credit)

This course prepares the dental assisting student to recognize and manage medical emergencies in the dental office. The basic pharmacology of drugs commonly used in dentistry will be included. (2 hrs. Lect./Lab.)

DEA - 120 Preclinical Dental Assisting Procedures (2 credits)

This course introduces the dental assisting student to clinical skills and procedures. Topics include an introduction to the chair side assisting; patient assessment and data recording; safety and instrument and equipment used in the dental office. Principles of infection control and sterilization are included. (4 hrs. Lect./Lab.)

DEA - 122 Expanded Functions for Dental Assistant I (2 credits)

The two expanded function courses are designed to provide the dental assisting student with the knowledge and skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Topics in the first course include the dental dam, matrix and wedge and coronal polish. (4 hrs. Lect./Lab.)

DEA - 124 Expanded Functions for Dental Assistant II (2 credits)

This course is a continuation of DEA 110. Topics include cavity liners, cement bases, suture removal, gingival retraction, enamel sealants and bleaching techniques. (4 hrs. Lect./Lab.) Prerequisite: DEA 122

DEA - 126 Clinical Externship (4 credits)

This course provides the student with practical experience in community dental offices under the supervision of faculty and dentists. Experiences include chair side assisting, dental office reception, radiography, and client instruction. The full range of office assisting duties is experienced. Student achievement is grades as "Pass / Fail." Proof of professional liability insurance is required. Students must complete 120 externship hours. (8 hrs. lect./Lab.) Prerequisite: DEA 120

DEH - 2002 Preclinical Dental Hygiene I (2 credits)

This course is designed to instruct the students with the basic principles of dental hygiene practice. Lectures focus on diagnostic collection techniques, instrumentation, and methods of infection control. (2 hrs. Lect.)

DEH - 2002L Preclinical Dental Hygiene Lab I (2 credits)

This is a competency-based course designed for the practical application of the theory and techniques studied in DEH 2202. Practice is provided in the clinical laboratory on dental mannequins and then on peers. (4 hrs. Lab.)

DEH - 2130 Oral Histology and Embryology (2 credits)

This course will prove the students with the knowledge of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures. (2 hrs. Lect.)

DEH - 2300 Dental Pharmacology (2 credits)

This course provides an understanding of the drugs commonly encountered in the dental office. The student will gain knowledge in the origin, physical and chemical properties, modes of administration and effects upon the body system. (2 hrs. Lect.)

DEH - 2400 General and Oral Pathology (2 credits)

This course will instruct the students on the general pathology and its relation with the structures locate in the oral cavity, as well as the study and recognition of pathological conditions of the structures of the oral cavity. (2 hrs. Lect.)

DEH - 2602 Periodontology (2 credits)

This course will provide the students the knowledge of the etiology, clinical manifestations, prognosis and treatment of periodontal disease. Periodontal examinations, treatment planning and the Dental Hygienists role in periodontal therapy are emphasized. (2 hrs. Lect.)

DEH - 2602L Periodontology Lab (2 credit)

This course will provide the students the knowledge and skills to apply non-surgical periodontal therapies and equipment available in the treatment of periodontal disease; periodontal examination, treatment planning, and the Dental Hygienist's role in periodontal therapy are emphasized through clinical application. (4 hrs. Lab.)

DEH - 2701 Community Dental Health (2 credits)

This course will provide to the students the basic concepts of community dental health. Will describe the methods used to measure dental disease in a population and the process used to plan a community intervention program designed to improve oral health. Effective preventive treatment programs will be discussed and the methods used to evaluate effectiveness will be explained. (2 hrs. Lect.)

DEH - 2701L Community Dental Health Lab (1 credit)

In this course the students will apply public health/health education principles by designing and presenting dental health education projects to various audiences. Emphasis is placed on students interacting with a variety of groups which may include public school students (grades K-12), nursing home residents, health fair participants, mentally and physically handicapped children and head start children. (2 hrs. Lab.)

DEH - 2800 Clinical Dental Hygiene I (2 credits)

This course will provide the students theoretical knowledge behind the process of oral risk assessment, dental hygiene diagnosis, treatment planning, and implementation in individualized patient care. The students will be introduced to advanced periodontal assessment and charting, basic root planning, instrument sharpening and the interpretation of radiographic findings. Identification and special management techniques for the anxious, mentally challenged, child, pregnant and victims of abuse are introduced. (4 hrs. Lect.)

DEH - 2800L Clinical Dental Hygiene I (3 credits)

Students will begin patient care procedures on relatively non-complex patients in a closely monitored clinical environment. They will apply clinic policies, safety practices, assessment procedures, radiographic techniques, instrumentation, stain removal and the application of fluorides learned in pre-clinical courses to create individualized care plans. New skills on advanced techniques will be attained in patient education, treatment planning, root detoxification, periodontal assessment and recording, instrument sharpening, debridement techniques inclusive of cleaning dental prosthesis, stain removal and application of preventive adjunctive products. (6 hrs. Lab.)

DEH - 2802 Clinical Dental Hygiene II (3 credits)

This course is a continuation of the practical application of the competencies and skills acquired in DEH 2800 Dental Hygiene Clinical I. in this course will include topics on: ultrasonic instrumentation, air polishing, plaque indices, and scoring methods. (6 hrs. Lect.)

DEH - 2802L Clinical Dental Hygiene II (3 credits)

This course is the laboratory portion of DEH 2802. This course will require hands on experience with specified numbers of patients and procedures. An emphasis on the development of basic patient care and education techniques is included. (6 hrs. Lab.)

DEH - 2804L Clinical Dental Hygiene III (4 credits)

In this course the students will be able to apply more complex dental hygiene prophylactic procedures applied on DEH 2802L, DEH 2802, DEH 2800L, and DEH 2800. Emphasis on advanced techniques such as root planning, ultrasonic, air abrasive techniques, sub-gingival irrigation, and antimicrobials will be covered in this course. Dental hygiene treatment of advanced periodontal patients will be introduced. Methods for case documentation and nutritional counseling will be presented. (8 hrs. Lab.)

DEH - 2806 Clinical Dental Hygiene IV (2 credits)

In this course, lectures focus on ethics, jurisprudence, and legal concerns which are relevant to clinical practice are going to be provided to the students. Review of case studies will be emphasized in this course. (4 hrs. Lect.)

DEH - 2806L Clinical Dental Hygiene IV Clinic (4 credits)

In this course the students will apply techniques to provide advanced dental health care. The students will develop clinical proficiency and expertise in the exit-level tasks essential for the practice of preventive dental hygiene care in accordance with the Florida state dental practice act. Mastery of advanced clinical skills and efficient time utilization will reinforce the student's confident, competence, and ability to self-evaluate. (8 hrs. Lab.)

DEP – 2004 Human Growth and Development (3 credits)

The course focuses on the nature of human behavior as a dynamic developmental phenomenon. While the emphasis is psychological, an understanding of the physical aspects of development and their social implications is included. Observation and written analysis of principles of learning involved in human development are required. The course meets teacher certification requirements in the area of psychological foundations. (3 hrs. Lect.)

DEP - 3103 Psychology of Childhood (3 credits)

This course will emphasize child growth and developmental processes, including biological and environmental factors which shape personality and affect achievement from prenatal development through adolescence. Requires observational case study where the student acquires, organizes, maintains, evaluates, and communicates case study, data and information. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

DEP - 3202 Psychology of Exceptional Children (3 credits)

Psychological problems of exceptional children, including diagnosis, associated emotional problems, effects of institutionalization, special class placement, attitudes, and appropriate intervention methods. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

DEP - 3305 Adolescent Psychology (3 credits)

This course is designed to introduce the students to the biological, psychological, and sociological perspectives on adolescence. It includes such topics as dynamics of socialization, self-concept and identity, peer groups, and problems of adolescence. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

DEP - 3404 Psychology of Aging (3 credits)

This course is designed to introduce the students to topics in the field of gerontology from a lifespan developmental perspective, including the development of psychological processes in the aged, psychological problems of the age and theoretical and methodological issues in the study of the age. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

DEP - 4220 Autism Spectrum Disorders (3 credits)

Overview of research; information about causes of disorder; historical and philosophical views; biological & psychological research; efforts to help individuals live productive & independent lives; recent controversies; integrative approach to treatment. (3 hrs. Lect.) Prerequisite: PSY 3213

DES - 1020 Dental Anatomy (3 credits)

This course studies the anatomy of the head and neck with emphasis on the maxilla, mandible, and related oral structures. The permanent and deciduous dentitions are discussed including morphology, function, occlusion, eruption, and numbering systems. The bones of the cranium, muscles, blood supply, nerves, lymphatic system, salivary glands, and tongue are identified and described. (2 hrs. Lect., 2 hrs. lab)

DES - 2100 Dental Materials (2 credits)

This course will provide the students with knowledge on properties, manipulation, and care of materials used in the prevention and treatment of oral disease, as well as the study of physical, mechanical, chemical, and biological characteristics of materials. Also this course will include clinical application of dental materials and the relationship to the oral environment. (2 hrs. Lect.)

DES - 2100L Dental Material Lab (1 credit)

This course teaches the lab component of elements of dental materials and covers materials used in the laboratory and clinical practice of dentistry. (2 hrs. Lab.)

DES - 2200 Dental Radiology (2 credits)

This course will provide to the student with the fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection, and control methods. Also proper techniques for exposing, processing and mounting of radiographs are included. (2 hrs. Lect.)

DES - 2200 Dental Radiology Lab (1 credit)

This course will provide to the student with laboratory experiences in exposing, processing, mounting and evaluating diagnostic radiographs including digital radiographs. (2 hrs. Lab.)

DES - 2830C Expanded Functions I (2 credits)

This course will teach how to perform expanded functions as permitted by the Florida state board of dentistry. Included are the ethical and legal aspects of dentistry, applying sealants, making impressions for study casts, placing and removing rubber dam and matrices, applying cavity liners, varnishes and bases, and placing or removing temporary restorations. (1 hr. Lect., 2 hrs. Lab)

DES - 2831C Expanded Functions II (2 credits)

The course is designed to be a continuation of dental auxiliary Expanded Functions I. It will provide the basic knowledge necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida state board of dentistry. (1 hr. Lect., 2 hrs. Lab)

DES - 2840 Preventive Dentistry (2 credits)

This course is designed to prepare the dental hygiene student with a background in the etiology and progression of dental diseases. Topics include hard and soft deposits, stains, oral hygiene instructions, plaque indices, fluorides, sealants, tooth brushing techniques, flossing, dentifrices, mouthwashes, oral hygiene aids, and the oral hygiene needs of special care patients. Nutrition as it relates to dental care is also included in this course. Emphasis is placed on personal and patient oral hygiene skills development. (2 hrs. Lect.)

DES - 2050 Pain Control and Dental Anesthesia (1 credit)

This course will provide the students the use and pharmacokinetics of agents used in dentistry for local anesthesia and pain control. (1 hr. Lect.)

DIG - 1100C Introduction to Web Page Design (4 credits)

This course will help students plan and develop well-designed Web sites that combine effective navigation with the use of graphics, text, and color. Students enhance Web pages and gain a critical eye for evaluating Web site designs. The course also includes how scan an image, record a sound and many others basic multimedia techniques. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

DLT - 101 Introduction to Prosthodontic Techniques (1 credit)

Definition of prosthesis, dental technology, safety regulations, professional ethics, and professional appearance. Ethics as defined by the American Dental Association code of ethics, code of the National Association of Certified Dental Laboratory, dental laws, illegal practice and the relationship to dental practice. The history of dentistry and the dental Laboratory, professional relations, work authorization and prescriptions. (2 hrs. Lab.)

DLT - 111 Introduction to Full Dentures (1 credit)

Theory and practical information needed before a full denture can be constructed. Objectives, terminology and classification. (2 hrs. Lab.) Prerequisite: DLT 130.

DLT - 112 Full Dentures Clinic (6 credits)

Construction of full dentures, from the impression to the finalizing procedures preparatory to delivery to the dentist, preliminary impressions and casts, custom impression, master casts, base plates, occlusion rims, articulator movements, mounting casts, central bearing devices, artificial tooth arrangement, festooning, flasking, packing, processing and recovery, selective grinding and milling, polishing, clinical remounts, vacuum and pressure forming machines, refitting complete dentures, repairs, immediate dentures, temporary splint, acrylic jackets, Hanau balance denture, and partial acrylic denture. (5 hrs. Lect., 2 hrs. Lab.) Prerequisite: DLT 111.

DLT - 115 Introduction to Partial Dentures (1 credit)

Theory and practical information needed before a removable partial denture can be constructed. Objectives, terminology and classification. (1 hr. lect.) Prerequisites: DLT 112, DLT 140.

DLT - 117 Partial Dentures Materials (1 credit)

Use of waxes, plastic patterns, plaster, stones, refractory materials, investment, gold and various alloys. (1 hrs. Lect.) Prerequisite: DLT 115.

DLT – 120 Partial Dentures Clinic (6 credits)

Construction of partial removable dentures with emphasis on surveying and designing production of the refractory cast, pattern construction, spruing and investing, casting. Finishing: Grinding and polishing, artificial tooth arrangement, flasking, processing and finishing, removable partial dentures, removable partial dentures relines, removable partial denture repairs. (5 hrs. Lect., 2 hrs. Lab.) Prerequisite: DLT 150.

DLT - 125 Dental Anatomy I (1 credit)

A study of the dental anatomy including the maxilla, mandible, and temporomandibular joint. This course also includes the relationship of the tooth to its supporting structure, classification of occlusion, and articulation of the teeth. (1 hr. Lect.)

DLT - 130 Full Dentures Materials (1 credit)

An introduction to dental materials, techniques for handling, preparation and storage and the proper manipulation and application of materials; including gypsum products, impression materials, waxes, denture base resins, tinfoil substitutes, dental porcelain, abrasives and polishing agents, gold alloys non-precious alloys, fluxes, artificial teeth, pontics, baking. (1 hr. Lect.) Prerequisite: DLT 101.

DLT - 140 Full Dentures Clinic II (2 credits)

This course is a completion of the DLT 112, to reinforce and complete the manual skills in the construction of full dentures. (4 hrs. Lab.) Prerequisite: DLT 112

DLT - 145 Special Prosthesis (3 credits)

Repairs, relines and immediate dentures. (3 hr. Lect.) Prerequisite: DLT 140

DLT - 150 Partial Dentures Design and Survey (5 credits)

Usage and rules of dental surveyor and functional design of all the structures as part of a cast metal partial denture, with emphasis on aesthetics, mastication forces, and practical procedures for the elaboration of RPD. (3 hrs. Lect., 4 hrs. Lab.) Prerequisite: DLT 117

DLT - 155 Partial Dentures Clinic II (2 credits)

This course is a completion of the DLT 120, to reinforce the knowledge and manual skills in the construction of partial dentures. (1 hr. Lect., 2 hrs. Lab.) Prerequisite: DLT 120.

DLT - 205 Introduction to Crown and Bridge (1 credit)

Procedures required to construct cast metal restoration, which are cemented to teeth. Definitions, types of restorations, terminology, classification, design and planning. (1 hr. Lect.) Prerequisite: DLT 230.

DLT - 215 Introduction to Porcelain (1 credit)

An introduction to porcelain including the fusing of porcelain to precious and non-precious metals. The correct waxing techniques for waxing copings for full coverage porcelain and porcelain veneers. (1 hr. Lect.) Prerequisite: DLT 250

DLT - 217 Vacuum Porcelain Procedures (1 credit)

Procedures and materials for usage of the vacuum porcelain furnace. (1 hr. Lect.) Prerequisite: DLT 255.

DLT - 218 Full Porcelain Crown and Bridge Clinic (7 credits)

The construction of veneer crowns and bridges. Porcelain-to-metal techniques. (6 hrs. Lect.; 2 hrs. Lab.) Prerequisite: DLT 217.

DLT - 225 Dental Anatomy II (1 credit)

Introduction and knowledge of all anatomical names involved in the field of dental morphology. Diagrams and sketches of shapes and surface of teeth and related areas. (1 hr. Lect.) Prerequisite: DLT 125.

DLT - 230 Pkt Waxing and Carving System (4 credits)

Principles of occlusion and specialized terminology. Reconstruction of occlusal surfaces applying waxing and carving techniques on tooth numbers one through thirty-two (1- 32) (2 hrs. Lect., 4 hrs. Lab.) Prerequisite: DLT 225.

DLT - 235 Crown and Bridge Materials (1 credit)

Use of special and improved plasters or stones, carving waxes, hi-heat gypsum based investments and gold alloys. (1 hr. Lect.) Prerequisite: DLT 205.

DLT - 240 Construction and Design of Working Cast and Dyes (2 credits)

The construction and design of working models; cover, all the possible methods and procedures of model segmentation, from the basic manual pinning pindex and forma-tracks systems. (2 hrs. Lect.) Prerequisite: DLT 235.

DLT - 245 Introduction to Marginal Design (1 credit)

The detection of different types of marginal designs and the proper procedures to ditch and carve the re-designed cervical areas. (1 hr. Lect.) Prerequisite: DLT 240.

DLT - 250 Crown and Bridge Clinic (5 credits)

The technical procedures required in the construction of fixed bridges. The working cast, dies and articulation, occlusal relationship of teeth, spruing the pattern, investing and burnout, casting, pickling, finishing and polishing, plastic veneer crowns, soldering, suggested prescriptions, and aptitude and comprehension test. (2 hrs. Lect., 6 hrs. Lab.) Prerequisite: DLT 245

DLT - 255 Porcelain Crown and Bridge Materials (2 credits)

Use of different types of dipping and carving waxes, hi-heat phosphate bonded refractory and investing materials, alloys and ceramic restorative materials. (4 hrs. Lab) Prerequisite: DLT 215

DLT - 260 Glazing, Staining and Characterization Techniques (2 credits)

Procedures and materials pertaining to the glazing, staining, and characterization of dental ceramic restorations. (1 hr. Lect., 2 hrs. Lab)

DLT - 265 Special C/B and Porcelain Prosthesis (2 credits)

The construction of advanced porcelain restorations like metal less crowns and laminates. (2 hrs. Lect.) Prerequisite: DLT 260

DLT - 270 Organizing a Commercial Dental Lab. (1 credit)

Outlines the steps in setting up a dental Lab. Taught by a dental Lab. owner and technician, this course encourages the dental student to develop his own successful business. (1 hr. Lect.)

DSC - 1570 Introduction to Cyber-Terrorism (3 credits)

This course presents the basics of cyber security topics, including desktop computer and network security, organizational and communications security. The course will tie these topics to include real-life scenarios. (3 hrs. Lect.)

EAB 5740 Behavior Analysis in Performance Management and Supervision (3 credits)

This course stresses the application of behavioral principles within business, industry, mental health, and applied behavior analysis service-delivery settings. The class will provide an overview of contemporary research and practice in the field of performance management as well as topics related to research-based strategies for supervising employees in a variety of settings. (3 hrs. Lect.)

EAP - 0400 Speech and Listening (3 credits)

This course is designed to teach the non-native speakers of English the necessary listening skills for participation in classroom discussions with an introduction to oral presentation and critical listening skills.

EAP - 0460 Grammar (3 credits)

This course will enable students to develop the ability to use intermediate level grammatical structures appropriate for classroom discussions, oral presentations, and writing of academic paragraphs with an emphasis on increased accuracy.

EAP - 0482 Reading and Writing (3 credits)

This course focuses on: a) writing at the sentence and paragraph level, b) inferential reading skills, c) writing mechanically correct and cohesive impromptu essays which demonstrates competent use of compound-complex sentences and proper choice of form and voice, and d) recognize and articulate indirect, inferred meanings read in complex academic texts. (15 hours of language lab required)

ECH - 101 Anatomy and Physiology of the Heart (6 credits)

This course is designed to give the student an intense, practical and detailed instruction of the Anatomy and Physiology of the Cardiovascular System, with special emphasis in the Heart and it representation in Electrocardiography and Echocardiography procedures using 2 D, M-Mode and Color Flow Doppler. (6 hrs. Lect., 6 hrs. Lab.)

ECH - 102 Pathophysiology of the Heart and Related Structures (6 credits)

This course is designed to give the student an intense, practical and detailed instruction of the Anatomical and Physiological changes of the Cardiovascular System, with special emphasis in the Heart on stage of illness, and its representation in Electrocardiography and Echocardiography procedures using 2 D, M-Mode and Color Flow Doppler. (6 hrs. Lect., 6 hrs. Lab.)

ECO - 2013 Principles of Macroeconomics (3 credits)

This course presents aggregate supply and aggregate demand, macro equilibrium, fiscal and monetary policies and the impact of both on the public debt and on international trade. (3 hrs. Lect.)

ECO - 2023 Principles of Microeconomics (3 credits)

This course presents the tools for economic analysis, the mechanisms for the determining prices in different market conditions, and the theory of production and distribution. (3 hrs. Lect.)

EDA - 3064 Organizational Behavior in Teaching and Learning Organizations (3 credits)

This course explores the social, cultural, political, and philosophical contexts of higher education systems including current issues, leadership behaviors, and equity building. Furthermore, students will explore the ethical, legal, financial issues currently affecting higher education institutions. (2 hrs. Lect.)

EDF - 1005 Introduction to Education (3 credits)

This course will cover the principles of education, placing emphasis on the philosophical, social, and historical essentials shaping the public education system in the United States. Students will explore different educational philosophies and their implications. This class has a 10-hour mandatory field experience component. Students must complete these hours in order successfully pass the course. (3 hrs. Lect.)

EDF - 1030 Classroom Management (3 credits)

This course provides the preservice teachers with the basic skills of classroom discipline designed to equip them with strategies for managing the learners, the environment and academic tasks, so that all pupils' opportunities for psychological and cognitive growth are enhanced. This class has a 10-hour mandatory field experience component. Students must complete these hours in order successfully pass the course. (3 hrs. Lect.) Prerequisite: EDF 1005

EDF - 2085 Teaching Diverse Populations (3 credits)

This course will explore the issues of diversity in our student population. It will focus on both theory and practical knowledge. This class has a 10-hour mandatory field experience component. Students must complete these hours in order successfully pass the course. (3 hrs. Lect.) Prerequisite: EDF 1005

EDF - 3430 Measurement and Evaluation in Education (3 credits)

This course will provide the students with skills and knowledge in designing and developing assessment instruments, analyzing tests, and using the results to guide instructional decision-making and to improve student learning. Also, this course will prepare future teachers in the area of evaluation, recording and reporting procedures, and in analyzing and interpreting student achievement results using educational technology. (3 hrs. Lect.) Prerequisite: EDF 1030

EDF - 4730 Administration & Leadership Communication Techniques (2 credits)

This course will focus on professional communication in both written and verbal forms in administrative and educational settings. The leadership styles and principles of effective organizational communication will be explored including but not limited to conflict resolution, provision and acceptance of feedback, and motivational and public speaking. (2 hr. Lect.)

EEX - 2010 Introduction to Exceptional Child Education (3 credits)

This course provides an orientation to exceptional child education. Emphasis is placed on the cause of theses deviations and their effects upon the individual's development. Professional roles of the special education teacher as well as the policies and regulations applicable to exceptional education programs will be covered. This class requires 10 hours of observations. (3 hrs. Lect.)

EME - 3011 Human Computer Interaction (3 credits)

This course is designed to introduce the student to the basic concepts of the computer human interaction (HCI). The course will include theories and methods that exist in the field. The student will learn design, evaluate and implement effective interfaces that users can understand, predict, and control. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, COP 1250C

ENC - 0010 Basic Writing Skills (0 credits)

This course is designed to improve writing skills through exercises in basic grammar, spelling, mechanics, sentence structure, and paragraph structure. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: a score of less than 6 on the Diagnostic test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

ENC - 0020 Basic Writing Skills II (0 credits)

This writing/grammar course focuses on the skills designed to prepare students for English 1101. It introduces students to the writing process so they can write well-organized and developed paragraphs and short essays. Students study grammar, basic sentence structure, mechanics, punctuation, and improve vocabulary and spelling. Students also read works that include various rhetorical structures and themes in order to improve critical reading and writing skills. (2 hrs. Lect., 2 hrs. Lab.)

Prerequisites: a score of 6 – 10 on the Diagnostic test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

ENC - 1101 English Composition I (3 credits)

This course is an introduction to college level writing, offering freshmen students training in the techniques and skills required to write unified, coherent paragraphs and essays and in the use of library and electronic formats as a source of reference. Students receive instruction on the principles, practice and skills of argumentation and critical reading and thinking. (3 hrs. Lect.)

Prerequisite: Achievement of Level 10 on the Diagnostic test or ENC 0010. This course serves to meet the Gordon Rule writing requirements.

ENC - 1102 English Composition II (3 credits)

Students will apply and refine their writing skills in various types of writing such as persuasive writing, argumentative writing, comparison and contrast writing, research papers, expository writing, writing about literature, and creative writing. (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

ENC - 1133 Research Writing (1 credit)

This course is concerned with increasing the proficiency in effective methods of library research and in writing the documented essay. (1 hrs. Lect.) Prerequisite: ENC 1101.

ENC - 2135 Research Writing II (2 credits)

This course will provide the student with the application of advanced research methods and technologies. It involves heavy use of the library and the electronic resources located therein. The student is expected to produce an extended research project. (2 hrs. Lect.) Prerequisites: ENC 1101 and ENC 1133.

ENC - 2200 Business Communications (3 credits)

This is an English composition course geared toward the needs of students in business-oriented careers. Emphasis will be placed on letter writing in the business environment, using correct and effective language, form, and strategies. (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

ENC - 3311 Advanced Writing and Research (3 credits)

This course teaches the techniques for writing prose, in which student essays are evaluated, criticized, edited, and discussed. Provides instruction in the concepts and methods of critical response and argumentation, and in the formulation, analysis, and presentation of original research in academic papers. (3 hrs. Lect.) Prerequisites: ENC 1101 and ENC 1102. This course serves to meet the Gordon Rule writing requirements.

ENT - 3704 Export / Import Finance (3 credits)

This course provides an overview of international trade theories, policies, instruments and documents that affect the success of U.S. exports. Students are introduced to various resources, private and government agencies designed to facilitate American export businesses. It also reviews the tools and methods for establishing a small export business models. (3 hrs. Lect.)

ENT – 4412 Entrepreneurial Finance (3 credits)

This course provides the background required by international marketing managers to a) understand and appreciate differing political, legal, economical, and cultural environments and, b) analyze and incorporate this knowledge into the preparation and implementation of marketing plans focused on satisfying the needs of consumers internationally. Special emphasis will be given to the special challenges and constraints of the international environment. (3 hrs. Lect.)

ENT – 5116 Business Plan Development (3 credits)

One of the most exciting and satisfying activities in business is to start a new venture. In this course students will be challenged to apply their entire business experience and learning by working in small teams to research the general, industry and competitor environment; create development and operations plans; prepare marketing and sales programs, as well as making financial projections. The course will also focus on the strong written and oral presentation skills needed to prepare and defend their plan to potential investors and stakeholders. Essential to the success of a new business. (3 hrs. Lect.)

ENT - 5125 Entrepreneurial and Strategic Thinking (3 credits)

Students will gain a well-developed understanding of business enterprises and the entrepreneurial and strategic thinking that drives them in a dynamic, competitive regional, national, and global economy. Students will learn to apply entrepreneurial and strategic management practices (e.g., using case analysis) to organizations of varying sizes. (3 hrs. Lect.)

ESC - 1000 General Education Earth Science (3 credits)

This course covers selected concepts and principles of earth science taken from the areas of astronomy, geology, geology, meteorology and oceanography. Topics include plate tectonics, formation and structure of rocks, minerals and gemstones, as well as the forces that shape the planet. (2 hrs. Lect., 2 hrs. Lab)

ESL - 001 Basic Speaking, Reading, and Writing Skills I, II (4.5 credits)

This course is designed to present the fundamentals of the English language to beginners. Simple and complex affirmative, negative, and interrogative statements are presented in this program using present, past, and future tenses. Prerequisite: Placement Test (17 hrs./wk)

ESL - 002 Basic Speaking, Reading, and Writing Skills III, IV (4.5 credits)

This second part of the basic level reinforces the beginner's elementary knowledge to use new forms of the language to communicate in everyday situations. (17 hrs./wk) Prerequisite: ESL 001 or Placement Test

ESL - 003 English Structural Patterns I, II (4.5 credits)

This course is designed to prepare students to communicate in real life situations and places, such as, restaurants, job interviews, emergencies, and accidents among other communicative functions they will need to use in their everyday lives. More complex grammatical patterns introduced in this course will help students achieve this goal. Prerequisite: (17 hrs./wk) ESL 002 or Placement Test

ESL - 004 English Structural Patterns III, IV (4.5 credits)

This course will reinforce and expand students' knowledge of previously learned structural patterns. It will enable students to recognize, use, and produce more complex patterns in oral and written contexts. (17 hrs./wk) Prerequisite: ESL 003 or Placement Test

ESL - 005 English Structural Patterns - Part I (4.5 credits)

Abridged biographies, personal experiences, and travel books will provide material for language skills at a higher level. Practice with the compound sentences, the multi-paragraph, the dialogue, and the short essay will enable the student to achieve the goals of this course. (17 hrs./wk) Prerequisite: ESL 004 or Placement Test

ESL - 008 Reading and Writing about Relevant Everyday Topics I (4.5 credits)

Readings that deal with real people, places, ideas, and events will provide material for language skills at an intermediate level. (17 hrs./wk) Prerequisite: ESL 004

ESL - 009 Listening and Discussion for Advanced Students I (4.5 credits)

This course uses a variety of authentic intermediate recordings from live radio to provide material for extensive practice in listening skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. It also sets the stage for lively and productive work in class. (17 hrs./wk) Prerequisite: ESL 004

ESL - 011 Composition for Social Use I (4.5 credits)

This course uses a variety of authentic and intermediate recordings to provide materials for extensive practice in reading and writing skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. (17 hrs./wk) Prerequisite: ESL 004

ESL - 014 Authentic English in Context for Conversation (4.5 credits)

Listening materials based on recordings of real people in four contexts: in person, on the phone, on the air, and in class, will provide an adequate environment for students to learn to cope with natural spoken English. (17 hrs./wk) Prerequisite: ESL 004

ESL - 015 Conversation for Everyday Living (4.5 credits)

This course deals with conversations on subject matters such as work activities, recreation, shopping, food and health, money, sports, justice, and love with increasing fluency and vocabulary. (17 hrs./wk) Prerequisite: ESL 004

ESL - 021 English Structural Patterns – Part II (4.5 credits)

This is a higher communicative course that centers on the acquisition of complex grammar structures through practice in the four language skills. This course is the second part of a course that is taught in the intermediate level. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 022 Public Speaking Techniques (4.5 credits)

Students will learn to overcome communication apprehension by engaging in activities that enhance self-confidence in public speaking. The course includes, but is not limited to, presentations and role playing in the fields of news casting, sales demonstrations, giving instructions, exchanging home recipes and creating commercials. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 023 Listening and Discussion for Advanced Students II (4.5 credits)

This course uses a variety of authentic high intermediate recordings from live radio to provide material for extensive practice in listening skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. It also sets the stage for lively and productive work in class, helping students enlarge their vocabulary. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 024 Composition for Social Use II (4.5 credits)

This course uses a variety of authentic and high intermediate recordings to provide materials for extensive practice in reading and writing skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 025 Idioms in Context (4.5 credits)

This course helps students enlarge their vocabulary and develop their communication skills through the acquisition of idioms used in everyday conversation. The course also makes emphasis on pronunciation. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 026 Reading and Speaking about Real-Life Stories (4.5 credits)

Authentic true-to-life reading selections will provide the context for students to develop their vocabulary, grammar and speaking skills, through the discussion of highly motivating topics. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 027 English Grammar for Conversation (4.5 credits)

This course provides an integrated-skills approach to engage students and help them understand, practice, and use English grammar. It combines comprehensive grammar coverage with a generous amount of practice in all four skills to help students communicate confidently in everyday situations. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 028 Listening Strategies (4.5 credits)

This course uses current and thought-provoking listening selections to engage students, stimulate discussion on relevant topics, link them to language use outside of the classroom, and to encourage personal expression and critical thinking. Key listening skills and strategies that ensure comprehension are reinforced and practiced in new contexts. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 029 Effective Writing Techniques (4.5 credits)

This course uses a variety of authentic and high intermediate recordings to provide materials for extensive practice, while also stimulating and guiding discussion on relevant subjects and issues. Key writing skills and strategies are reinforced and practiced in new contexts, as well as revising techniques that help the students move forward coherence and unity in their writing. (17 hrs./wk) Prerequisite: ESL Intermediate

ESL - 030 Reading True Stories (4.5 credits)

This course provides entertaining real-life stories and effective reading-skill instruction for students, helping them develop not only their vocabulary, but also their speaking and writing skills. (17 hrs./wk) Prerequisite: ESL Intermediate

EVS – 2001 Environmental Science (3 credits)

This course will introduce the fundamentals of major topics in the environmental studies field; the scientific, social, political and economic aspects of environmental law. Through written assignments students will learn about the different processes affecting ecosystems. (3 hrs. Lect.)

EXP - 3404 Psychology of Learning (3 credits)

This course provides education students with the theoretical elements essential to understanding and applying their knowledge of the psychology of learning, as required for observation and scientific action by the educator in the context of general education. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

EXP - 3604 Cognitive Processes (3 credits)

This course is an introductory survey of human cognitive abilities, including perceptual and motor skills, attention, learning and memory, language, thinking and the methods used to study these abilities. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

FIN - 2000 Survey of Finance (3 credits)

A survey course of the whole field of finance, both private and public. Financial institutions and the instruments and procedures used for loans and investments to meet the demand for funds in the capital markets are described and discussed, and investment practices are analyzed. (3 hrs. Lect.)

FIN - 3244 Money and Capital Markets (3 credits)

This course provides the student with a comprehensive examination of macroeconomic policies, with particular emphasis on monetary policy and its role in maintaining sustainable economic growth and stable prices. Special attention is devoted to the important role of money and capital markets in transmitting monetary policy and in business fixed capital formation. Also analyzed will be factors influencing interest rates, the yield curve and real versus nominal interest rates. There will examine asset price bubbles and financial crises and how central banks should respond in order to maintain orderly financial markets and minimize the impact of these events on spending and output. The course also creates an awareness of the importance of private savings – funded capital investment required to boost productivity growth, thereby achieving an improving standard of living for all. (3 hrs. Lect.)

FIN - 3403 Corporate Finance (3 credits)

This course introduces students to the elements of short and long term corporate finance through a combination of functional and theoretical discussions and exercises. This is reinforced through the extensive use of case studies to provide students with the knowledge and analytical skills to understand and apply corporate finance concepts. (3 hrs. Lect.)

FIN - 3504 Principles of Investments (3 credits)

This is an applied theory course in investing. The course is designed primarily as LECTURE in format. A critical part of the course will be the Investment Analysis of a publicly listed company on an American Stock Exchange. You will be responsible for choosing, analyzing, and making recommendations regarding the investment feasibility of each students selected company. (3 hrs. Lect.)

FIN - 4301 Financial Institutions (3 credits)

This course is intended to help students understand the role of financial institutions and markets play in the business environment they will face in the future. It also introduces students to the finance and economics principles that explore the connection between financial markets, financial institutions and the economy. The course includes a review of financial markets and financial institutions and the role they play in the economy. (3 hrs. Lect.)

FIN – 4424 Cases in Financial Management (3 credits)

This course is meant to increase focus on the "deep learning" students need for success in the financial field. The course makes use of Harvard case studies to explore and apply theoretical and practical tools to real-world financial decisions. (3 hrs. Lect.)

FIN - 4501 Investment Analysis (3 credits)

The course will provide the student with an introduction to the concepts of investing. It addresses both the theory and application of investment topics as well as the differences between the basic types of securities and how they fit in the total portfolio picture. The course also covers how to analyze securities, decide if they should be included in an investment portfolio, and through the use of simulations gain experience on how to buy and sell securities. (3 hrs. Lect.)

FIN - 4634 International Banking and Finance (3 credits)

This course provides the background required by students working in the international marketplace. It explores international monetary systems, financial markets, flow of capital, foreign exchange, and financial institutions. Specific topics include export-import payments and financing, preparation of letters of credit, related shipping documentation, and electronic transfers. It also introduces the student to international financial decisions such as financing foreign investment and working capital. (3 hrs. Lect.)

FIN - 5246 Financial Institutions and Markets (3 credits)

This course reviews today's financial institutions and instruments. It covers how interest rates and security values are determined along with an in-depth discussion of the global trends, including consolidations, privacy and consumer protection issues. (3 hrs. Lect.)

FIN - 5307 Corporate Finance (3 credits)

This course explores the practice and theory of corporate finance to provide students with the tools necessary to conduct financial analysis. It provides students with a complete coverage of financial issues encountered by all senior managers. (3 hrs. Lect.)

FIN - 5409 Applied Managerial Finance I (3 credits)

Through the use of real world examples and excel spreadsheet applications, this course provides managers with an in-depth understanding of financial theory that is essential for developing and implementing effective financial strategies. Students will learn how to use financial analysis, planning, forecasting and managing tools to evaluate performance as well as develop and implement improvements. (3 hrs. Lect.)

FIN - 5416 Applied Managerial Finance II (3 credits)

Students will gain a working knowledge of managerial finance by learning to develop a systematic approach to financial analysis; to apply techniques for planning, forecasting, and managing; as well as to evaluate and recommend improvements in the organization's financial performance. (3 hrs. Lect.) Prerequisite: FIN 5008 or equivalent.

GEB - 2350 Introduction to International Business (3 credits)

This course will provide an overview of the field of international business by means of comprehensive discussion and analysis of the concepts and of the environment in which international businesses compete today. (3 hrs. Lect.)

GEB – 2430 Ethics and Social Responsibility (3 credits)

This course is designed to assist the students in developing sensitivity and awareness of the ethical and social issues related to the work environment. Topics include employer to employee relationships, the individual needs vs. productivity, economic justices, and social implications of capital investments, consumerism, advertising and product safety as well as other issues. (3 hrs. Lect.)

GEB – 3233 Business Plan Creation (3 credits)

To give students working individually or in small groups the opportunity to apply their business education and experience to a practical, hands-on project. Students will learn to research the market for the product or service; prepare marketing, sales, development and operation plans; and make financial projections. (3 hrs. Lect.)

GEB - 3373 International Business (3 credits)

This course will give an overview of the unique problems faced by firms engaging in international activities. It will review the importance of understanding the foreign economic, social, political, cultural, and legal environment, as well as the mechanics of importing and exporting, joint venture, franchising, and subsidiaries. It will also cover topics such as: the international dimensions of management, marketing and accounting, international financial management; the special problems of multi-national corporations; recent problems of the international economic system; country-risk analysis; the increasing use of counter trade. (3 hrs. Lect.)

GEB - 3524C Advanced Spreadsheet Analysis for Business and Economics (4 credits)

A software solutions course that teaches situation analysis and problem solving at the business operational level. A hand-s course using advanced concepts of word processing, graphics and database management. (3 hrs. Lect., 2 Hrs. Lab.)

GEB – 4890 Business Strategy and Policy (3 credits)

This course provides the student with a survey of the basic concepts in strategic management and, through extensive use of case studies, an understanding of how these concepts are applied in traditional organizations as well as those based on electronic commerce and operating in the global economy. (3 hr. Lect.)

GEB – 4912 Business Research Methods (3 credits)

This course uses real-life examples of essential theories along with their practical applications to provide students with an understanding of, and practice in, the identification of business research needs; the design and preparation of or quantitative and qualitative research projects; the conduct of research projects as well as with the collection, analysis and presentation of research findings. (3 hr. Lect.)

GLY – 1010C Physical Geology (3 credits)

This course is designed to provide the beginning student fundamental concepts of geological process and structures. Plate tectonics is integral to this course which is intended for major and non-majors. (2 hrs. Lect., 2 hrs. Lab.)

HFT – 1000 Introduction to The Hospitality and Tourism Industry (3 credits)

Serves as an introduction of the lodging and food service industry. Will review the industry, the opportunities present and future trends. (3 hrs. Lect.)

HFT – 1008 Introduction to Customer Service (3 credits)

Reviews the importance of customer service in the hospitality industry and goes over ways for feedback to help maintain the quality of service at its best. (3 hrs. Lect.)

HFT – 1201 Fundamentals of Management in the Hospitality Industry (3 credits)

Provides the basic managerial knowledge and will examine closely case studies of effective managers within the industry. (3 hrs. Lect.)

HFT - 1421 Accounting for The Hospitality Industry (3 credits)

Presents accounting concepts and explains how they apply to specific operations within the hospitality industry. (3 hrs. Lect.)

HFT - 1441 Hospitality Information Technology (3 credits)

Provides the students with the latest technical computer skills needed to operate successful within the industry. (3 hrs. Lect.)

HFT - 2410 Front Office Procedures (3 credits)

An analysis of the various jobs in the hotel/motel front office as well as the fundamentals of housekeeping management. The procedures involved in reservations, registration, and guest check out will be examined. (3 hrs. Lect.)

HFT – 2500 Hospitality and Tourism Marketing (3 credits)

Presents students with the basic knowledge and skills which will allow them to develop strategic marketing plans within the industry. (3 hrs. Lect.)

HFT - 2600 Law for the Hospitality Industry (3 credits)

Provides the basic legal knowledge for the student to be prepared when dealing with legal issues within the industry. (3 hrs. Lect.)

HFT - 2800 Food and Beverage Management (3 credits)

Provides the knowledge and skills for effective management of food and beverage service in places such as cafeterias, coffee shops, restaurants, room service, and banquet halls. The basic service principles will be introduced with a focus on the individual needs of the guests. (3 hrs. Lect.)

HSA - 3170 Financial Issues in Health Care (3 credits)

This course will provide students with a general knowledge of principle of financial mechanisms in the US. Healthcare industry and the critical issues the industry currently faces. Additionally, provides students with a foundation in using financial tools which will enable them to better understand health care finances and analysis within the healthcare system. (3 hrs. Lect.)

HSA - 3190 Introduction to Medical Informatics (3 credits)

This course will provide the students an overview of computers application into the Health Care System. This course will cover the Basic Computer applications used in any Health Care setting. These applications include: processing patients' information, data classification, and coding, as well as, the related legal and ethical issues. (3 hrs. Lect.)

HSA - 3191 Health Information Systems (3 credits)

This course was designed to provide the students with an overview on the advances in information technology and how is applied to manage patient's data base used in the Health care system, such as patient-care, clinical decision-support, disease and demographic surveillance, imaging and simulation, and safety and environmental assessment. Fundamentals of proposing, reporting, and refereeing evaluation studies will be covered, as well as the legal and ethical issues related to training, security, confidentiality, and the use of informed consent will be also addressed. (3 hrs. Lect.)

HSA - 3412 Cultural Diversity in Health Care (3 credits)

This class was designed to instruct the students on how culture, values and belief of clients, influence the delivery of health care. (3 hrs. Lect.)

HSA - 3553 Ethics in Health Care (3 credits)

This course was designed to instruct the students in medical jurisprudence, medical ethical issues, and legal aspect of office procedures in actual medical environment. (3 hrs. Lect.)

HSA - 3651 Ethics of Caring for the Elderly (3 credits)

This course was designed to provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff. (3 hrs. Lect.)

HSA - 4222 Long Term Care Administration (3 credits)

In this course will instruct the students in the organization and functioning of Long-Term Care providers setting. An analyze of the different services available: Hospitals, Nursing Homes, Home Health, and Hospice, as well as the integration of these different organization into the Health Care System of the United States. (3 hrs. Lect.)

HSA - 4421 Legal Aspects and Legislation in Health Care (3 credits)

This course was designed to explore and analyze the legislative process; to examine health system issues at the federal, state and local levels; and to differentiate the components of the policy analysis process. This course will prepare the students to identify healthcare issues, develop evidence-based policy recommendations, and create a proposal to influence change in a healthcare policy. (3 hrs. Lect.)

HSA – 4502 Risk Management (3 credits)

This course was designed to provide the students with the knowledge and skills necessary to develop and maintain risk management programs in health care settings. Also, the students will receive the knowledge on how public and private organizations identify, assess, and reduce risk to patients, visitors, and staff. (3 hrs. Lect.)

HSA - 4922 Health Services Administration Capstone (3 credits)

In this course, the students will integrate the knowledge and skills gained along the program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a capstone project approved by the instructor. (3 hrs. Lect.)

HSA - 5114 U.S. Health Care System [Capstone] (3 credits)

This course examines the structures and operations of the U.S. health system. The course covers the historical origins and resources of the U.S. health system, as well as its individual services, cost, and quality. The course also explains how the various complex components of the U.S. health system fit together. (3 hrs. Lect.)

HSA - 5175 Health Care Finance (3 credits)

This course examines financial decision-making in the health care industry. It explores finance theory and its practical application in health care across a full range of facilities. It includes real-world examples of financial problems and solutions. (3 hrs. Lect.)

HSA - 5198 Health Informatics (3 credits)

This course examines the various types of biomedical data resources and the software tools needed to use medical data. It also examines the ethical, legal, and social aspects of biomedical informatics, including the legal and regulatory issues related to confidential medical data. (3 hrs. Lect.)

HSA - 5425 Health Care Law and Legislation (3 credits)

This course has been designed to explore the healthcare information technology planning and management issues associated with decision making in healthcare organizations. IT provides a framework to understand the types of information systems prevalent in healthcare organizations, evaluate specific strategies related to healthcare IT investments, and understand the ramifications of health data standards and privacy concerns on information management policy. In this course, you will learn how the core competencies of healthcare informatics can be developed and applied using real-world case studies. You will be exposed to specific concepts related to electronic medical records (EMR), health data and standards, sourcing, and IT investments in healthcare. (3 hrs. Lect.)

HSA - 5923 Health Service Administration Capstone Project (3 credits)

This course explores organizational behavior, theory, and development as they apply to the health care industry. Topics include, but are not limited to, classic and modern theory, individual behavior and motivation, group dynamics, conflict management, decision making, culture values, and organizational dysfunction. Physician leadership development and change management are also explored. (3 hrs. Lect.)

HSA 6152 Health Care Policies (3 credits)

This course presents the government, private sector, and health care group analysis of health policy processes and outcomes as they relate to effectiveness and efficiency of health services in the United States. (3 hrs. Lect.)

HSA 6163 Planning & Marketing in Health Services Administration (3 credits)

This course focuses on the analysis of the marketing process used by healthcare administrators. The student will learn topics including marketing strategies, the environment of marketing strategy, consumer decision making, marketing research, market segmentation, product strategy, price, distribution, and promotion. (3 hrs. Lect.)

HSA 6197 Health Information Systems & Electronic Health Records (3 Credits)

This course is designed to expose students to the purpose and value of health information systems. Students become familiar with the role of electronic health records in diverse healthcare settings, the functional capabilities, technical requirements, training strategies for all level of systems users. The course also focuses in the importance, structure, implementation, evaluation, and impact of a clinical data support system. (3 hrs. Lect.)

HSA 6342 Health Care Human Resources Management (3 credits)

This course provides knowledge and skills needed for effectively managing human resources in complex health services organizations. Discuss a variety of situations and techniques including ethics, recruitment, training, and development, grievance procedures, wage and salary administration, affirmative action, labor unions, and professional credentials. (3 hrs. Lect.)

HSA 6505 Health Care Risk Management (3 credits)

This course explores principles needed in health care facilities and professionals to guard against unexpected financial losses, combining the theory of risk management and the law with practical implications for managers. (3 hrs. Lect.)

HSA 6520 Managerial Epidemiology (3 credits)

Foundations of Epidemiology with emphasis on the application of statistical methods in various health administration settings, designing strategies, vital statistics, and experimental studies in Epidemiology. Lectures include case studies discussions. (3 hrs. Lect.)

HSA 6752 Statistics in Health Care Management (3 credits)

Introductory topics in descriptive biostatistics for health administrators, including random variables and probability concepts, statistical measures, study designs, and other statistics of value to the health industry. (3 hrs. Lect.)

HSA 6855 Health Services Administration Internship (3 credits)

This course provides the student administrative experience in a health care facility. The student will be under the supervision of a managing preceptor. (3 hrs. Lect.)

HSC - 1000C Introduction to Health Care (3 credits)

This course offers an introduction to the concepts of health and illness, healthcare system in the USA, and Allied Health careers, as well as the ethical and legal issues and the communication techniques in healthcare. An overview of the human body and the language for healthcare is also done. (2 hrs. Lect., 2 hrs. Lab.).

HSC - 1230L Patient Care Procedures (2 credits)

An introduction to the principles of infection control, knowledge of blood borne diseases, safety skills in patients transfer and assessment, security in medical facilities, and coping with medical emergencies. (4 hrs. Lab.). Prerequisite: HSC 1000C

HSC – 1531C Medical Terminology (3 credits)

An introduction to the language of Medicine. The roots, prefixes and suffixes meanings, and their combination to build medical vocabulary. (2 hrs. Lect., 2 hrs. Lab.). Prerequisite: HSC 1000C

HSC - 1538 Medical Terminology for Respiratory Care (3 credits)

This course sets up the basis for the study of all ret core courses, beginning with prefixes, suffices, and roots of words used in medicine, in particular those of body systems most frequently used by respiratory therapists: central nervous system, circulatory/cardiac/hematology, pulmonary, renal, endocrine, and lymphatic systems. A concise discussion of all other body systems will also be presented. (3 hrs. Lect.)

HSC - 2149C General Pharmacology for Health Professions (3 credits)

An introduction to the clinical pharmacology; drug classifications, dosage calculations, safe medication administration; drugs mechanisms, interactions, indications, contraindications, and side effects. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1531C, BSC 1085C, BSC 1086C

HSC - 2554C Basic Principles of Disease (3 credits)

A study of diseases by learning signs, symptoms and syndromes, identifying the etiology and pathogenic processes that affect the function and structure of the body organs, and with critical thinking about changes in the human needs derived from the altered functions. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

HSC - 2577 Principles of Nutrition for Healthcare (3 credits)

This course introduces the allied health student into the principles of human nutrition and the relatedness of nutrition, health, wellness, and disease. It focuses on the dietary goals, food pyramid, and recommended allowances. Nutritional risk factors and related diseases are examined. The influence of psychosocial and cultural issues is also considered. The interaction of drugs and nutrients, and of nutrition and somatic diseases, is analyzed. (3 hrs. Lect.).

HSC - 3111 Introduction to Health Services Administration (3 credits)

This course was designed to provide the students an overview of the diverse health care facilities and health delivering systems that operate in the United States, also an outline of the role of the personnel in the health care system, current legislation and the effectiveness of the health delivering to the costumer. (3 hrs. Lect.)

HSC – 3143 Substance Abuse Preventions (3 credits)

An overview of prevention, intervention and outreach substance abuse models. Application of prevention and outreach programs in various community settings will be emphasized. (3 hrs. Lect.) Prerequisite: PSY 3213

HSC - 3201 Community Health and Epidemiology (3 credits)

This course was designed to instruct the students in recognizing and analyzing the interrelationships between individuals, population group, and communities in determining their health status. Also the Students will instruct in the diverse factors of health and disease, the impact of economic, social, environmental and cultural concerns on community health status, and community organizations that help shape community health. Course content integrates concepts from behavioral, biological and natural sciences, with emphasis on epidemiology, to examine the history and foundation of community health. (3 hrs. Lect.)

HSC - 3612 Clinical Exercise Physiology for Health Care (3 credits)

This course is designed to offer the student an introduction to the understanding of graded exercise testing as a functional and diagnostic modality in both normal and diseased people. (3 hrs. Lect.)

HSC – 4500 Epidemiology (3 credits)

This course offers an introduction to epidemiology as a scientific discipline. Emphasis is placed on experimental design, methodology and disease control. (3 hrs. Lect.)

HUM - 1020 Humanities (3 credits)

This course offers a chronological survey of guiding ideas and trends within western culture, as reflected in the philosophy, literature, and fine arts of the ancient, medieval and modern times. The instructor will select a succession of periods that can be covered meaningfully within the term. The student will acquire knowledge of the cultural achievements falling within selected periods in the development of western civilization along with an understanding of how these achievements contribute to the making the west's present cultural inheritance. (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

HUM - 1030 Origins of Western Civilization (3 credits)

This course explores the meaning of civilization as a stage in the development of culture and examines some of the considerable cultural achievements of the earliest civilizations that have contributed to the cultural legacy of the west. Of particular interest will be the religious and philosophical ideas concerning the world and the human condition, especially as revealed in its literature, architecture, and other fine arts produced by each civilization. The civilizations examined include those of Mesopotamia, Egypt, Crete, and of the archaic and classical Greece. (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

HUM - 1510 Understanding Art (3 credits)

This course is an interdisciplinary course which introduces ideas and examples of art, music, philosophy, drama, literature, and dance with an emphasis on critical appreciation of the influences that shape each genre. The course retains the focus on the arts as an expression of cultural and personal values. (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

HUS - 2421 Assessment and Treatment Planning in Addiction (3 credits)

Enables students to master the core functions of screening, intake and assessment; study the process of identifying problems, establishing goals and deciding on a treatment plan. Additionally, students will learn how to respond to an individual's needs during acute emotional and physical distress. (3 hrs. Lect.)

HUS - 3105 Introduction to Human Services (3 credits)

This course seeks to orient the student to the field of human services, the multifaceted role of the human service professional, and the place of human services within the community. The course includes the history of human services, the structure and operation of human services in different community settings, and related administrative, social, political, and economic dimensions of providing for human service needs. (3 hrs. Lect.)

HUS - 3302 Basic Counseling Skills (3 credits)

Emphasis is placed on the encouragement of personal growth and the development of fundamental interpersonal helping skills, as well as the promotion of knowledge styles of helping fostered in a variety of human service settings. (3 hrs. Lect.)

HUS – 3429 Addiction Counseling (3 credits)

This course provides an overview of counseling/treatment modalities used in chemical dependency. It addresses the pathology of chemical dependency and provides knowledge of helping resources. Discussion, role-play, and critique are used as teaching tools. Both individual and group counseling techniques are taught. (3 hrs. Lect.)

HUS - 3455 Dual Diagnosis and Substance Abuse (3 credits)

Introduces students to that subgroup of chemical dependency patients that suffer from more than one psychiatric illness at a time. Students will explore the many psychiatric illnesses in relation to substance abuse and how these impact treatment and counseling approaches. (3 hrs. Lect.)

HUS - 3465 Relapse Prevention (3 credits)

It is acknowledged in the addiction field that relapse is so common that it is considered to be a part of recovery. Being truly helpful to clients includes preparing them to deal with relapse mode behavior and quick recovery from slips. (3 hrs. Lect.)

HUS - 4321 Case Management Problem Solving (3 credits)

Approaches used by the human services professional to meet the service needs of the clients. Case management with children and families, elderly, chronically mentally ill, developmental and physically disabled, and those in health care settings. (3 hrs. Lect.)

HUS - 4407 Substance Abuse and Aging (3 credits)

This course provides an overview of the problem of substance abuse in the aging population. Abuses of prescription medicines, alcohol, and illegal drugs are examined. Issues related to lack of independence, mobility, depression, and bereavement are also discussed. (3 hrs. Lect.)

HUS – 4442 Substance Abuse and the Family (3 credits)

This course offers a broad overview of the basic processes of substance use, abuse, addiction, treatment, and recovery. Students will examine the biological, psychological and societal forces that encourage the use, misuse, abuse and addiction to both licit and illicit substances. The course focuses on the major substances of abuse and their historical, social and legal impact on our society as well as their physical, psychological and social impact on individuals, families, and the community. (3 hrs. Lect.)

HUS - 5711 Human Resource Development (3 credits)

This course views managing human resources as a strategic organization asset that supports competitive advantage and major strategic objectives. It positions HRM as an integral individual in a firm's strategic planning and implementation, and focuses on HR planning and strategies and their applications in HR programs and processes. Additionally, students learn how to align mission, vision, strategy and values to enhance the business results of public and private organizations. (3 hrs. Lect.)

HUS - 5950 Human Resource Capstone Course (3 credits)

This course provides a unique learning experience by integrating and applying human resource theories and concepts that link HR processes to support business strategies. Students analyze case studies, identify problems and their causes, and propose solutions. The course is also designed to broaden the student's exposure to the classical and contemporary literature of human resource management. (3 hrs. Lect.)

INP - 4004 Industrial/Organizational Psychology (3 credits)

A survey of industrial psychology, this course examines the applications of psychological principles to industry. Topics include selection, training, motivation, job satisfaction, supervision, and decision-making. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

INP - 4391 Human Relations (3 Credits)

Fundamentals of the processes of motivating, communicating and cooperating with management, co-workers and the public. (3 hrs. Lect.)

INP 5131 Legal Issues in Industrial/Organizational Psychology (3 credits)

Exposes students to laws, guidelines, and court cases (e.g., ADA, ADEA, FMLA, sexual harassment, civil rights acts) important to human resource functions in organizations, with particular emphasis on employment testing for selection. (3 hrs. Lect.)

INP 5935 Current Issues in Indust/Organiz Psych (3 credits)

Topics of current interest in industrial-organizational psychology. May include panel discussions, site visits to local organizations, guest speakers, individual student research presentations, or discussions led by the professor. Industrial-organizational psychology students must enroll for two consecutive terms. (3 hrs. Lect.)

INP 6006 Survey of Industrial/Organizational Psychology (3 credits)

Survey of application of psychology to work behavior, including such topics as job analysis and design, personnel selection and training, performance evaluation, work motivation, job satisfaction, and interpersonal and structural factors affecting job performance. Covers methods of research and practice, ethical and legal issues, theory, and research results. (3 hrs. Lect.)

INP 6057 Industrial and Organizational Psychology (3 credits)

An introduction to the major areas of industrial-organization psychology, including topics on selection and placement, training, criterion development and performance appraisal, job satisfaction and motivation, and organizational theory and structure. (3 hrs. Lect.)

INP 6058 Job Analysis and Performance Appraisal (3 credits)

Theory and practice in collection, analysis, and use of job analysis data; survey of theories, research and practice in the areas of industrial/organizational performance appraisal. (3 hrs. Lect.)

INP 6080 Ethical, Legal, & Professional Issues in Industrial & Organizational Psychology (3 credits)

A review of the applied behavioral problems recurrent in the professional practice of industrial and organizational psychology. (3 hrs. Lect.)

INP 6115 Psychology of Culture and Organizations (3 credits)

An overview of theory and research examining the psycho-social environment of organizations, including the factors that shape organizational cultures and climates, along with the implications for workplace motivation, morale, and productivity. (3 hrs. Lect.)

INP 6317 Work Motivation and Job Attitudes (3 credits)

Review of theories, research and application of psychological principles to organizational settings, including human motivation and job attitudes. (3 hrs. Lect.)

INP 6396 Management and Organizational Behavior (3 credits)

Appreciation and understanding of the field of organizational behavior and its application in managing human and other resources. Also emphasizes understanding individual behavior motivation, self-awareness, leadership, etc.), and group dynamics (decision-making, group development and work) plus conflict, climate, learning styles, power, stress, process/ content, human rights and quality. Utilizes experiential learning methodologies and other appropriate designs. This course is also designed to introduce personality assessments, such as the Myers-Briggs (big five) to measure workplace effectiveness and efficiency in relation to personality types. (3 hrs. Lect.)

ISM - 3011 Management Information Systems (3 credits)

This course teaches students how to use and manage information technologies to revitalize business processes, improve business decision making, and gain competitive advantage. By emphasizing the essential role of Internet technologies in providing a platform for business, commerce, and collaboration process among all business stakeholders, this course equips students with the information necessary to become skilled knowledge workers in today's fast changing and dynamic business world. (3 hrs. Lect.)

ISM - 3212 Advanced Database Management (4 credits)

The purpose of this course is to teach the student the principles of advanced database management. The student will learn how to develop, use and utilize advanced database features. This course builds on the basic familiarity of relational models, Normalization, Relationship diagrams and SQL Language. (3 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CTS 2433C Certification: Oracle Database 11g Administrator Certified Associate (1Z0-052)

ISM - 4320 Management of Information Security (3 credits)

This course provides a conceptual overview of information security management and information assurance (IA). Topics covered at an introductory level include information security and information assurance principles, information technology security issues, and security technologies and processes. Governance issues include policy, law, ethics, standards, as well as organizational models and communications. Risk management issues include risk assessment, threats, vulnerabilities, and security life-cycle management. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: CGS 1030, CNT 2401C Certification: CISSP

LIT - 2330 Children's Literature (3 credits)

This course surveys various aspects of children's literature, with emphasis on fairy tales, folk tales, poetry, and picture books to realistic fiction and fantasy. The overall intent of the course is to enable the student to think, to evaluate, to speak, and to write confidently about this literature. (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

LIT - 2460 Literature through Film (3 credits)

This course explores the complex interplay between literature and film. Selected novels, short stories, and plays are analyzed in relation to film versions of the same works in order to gain an understanding and appreciation of film as a form of art as complex as literature. (3 hrs. Lect.) Prerequisites: ENC 1101, ENC 1102. This course serves to meet the Gordon Rule writing requirements.

MAC - 1105 College Algebra I (3 credits)

The following topics are included in this course; functions; domain and range of a function; graphs of functions and relations; algebra of functions; composite and inverse functions; linear, quadratic, and rational functions; absolute value and radical functions and equations; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; mathematical modeling; and applications involving the able listed topics. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: MAT 098 OR LEVEL 10 ON Diagnostic Test.

MAC – 1107 College Algebra II (3 credits)

Topics: quadratic equations and inequalities; complex numbers; functions; linear and quadratic functions; polynomial and rational functions: its graphs; exponential and logarithmic functions; systems of linear equations; matrix approach; counting techniques; probability; binomial theorem. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: MAC 1105.

MAC - 1300 Calculus (3 credits)

This course introduces the students to some areas of calculus techniques. It will cover the following topics: limits and rates of change, derivatives and its applications, and integrals with its applications. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: MAC 1105.

MAC - 2233 Calculus for Business (3 credits)

This course is an applied introduction to calculus which provides real world applications of concepts needed to pursue careers in business, economics, and sciences. You will learn applications of differential calculus such as rates, optimization problems, and curve sketching. The problems will include topics such as marginal analysis, production and manufacturing cost, inventory, exponential growth and decay, compound interest and population distribution. You will also see applications of integral calculus, partial derivatives, and optimization of functions of two variables. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: MAC 1105.

MAN - 2021 Principles of Business Management (3 credits)

This course presents the nature and function of management; planning and decision making; organization structure and culture; leadership and team work; essentials of control; and managing for personal effectiveness essential to the management of a business enterprise. (3 hrs. Lect.)

MAN - 2940 Management Practicum (3 - 4 credits)

This course provides the students with selected and planned work-based experience that will give them an opportunity to develop/demonstrate management skills.

MAN - 3084 Introduction to Social Media for Managers (3 credits)

Tactics for social media management and marketing. Students will learn best practices and key communities involved in social media for business as well as an overview of the policies, rules and regulations practitioners must keep in mind. The course will also explore the various community spaces where online marketing is moving next, finally, the course will cover the various measuring tools for social media and how to overcome the core challenges when implementing social media in a corporation. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 3342 Supervisory Skills (3 credits)

This course provides the student with an understanding of the management principles necessary for supervisors and managers. The course uses training in planning, organizational, staffing and people skills as a foundation for understanding the principles of motivation, leadership, change and performance management necessary to success in today's work environment. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 3504 Operations Management (3 credits)

This course provides the student with a survey of the concepts, tools and applications in the field of operations management as applied to competitive, strategic and productivity issues in both manufacturing and service organizations. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 3605 Cross-Cultural Management (3 credits)

This course challenges the student to understand his or her own behavior culturally as a prerequisite to effective cross-culture relationships. It provides the student with the education and training to develop the cultural competence that is an essential element in personal effectiveness and organizational performance. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 4151 Organizational Behavior (3 credits)

This course provides the student with an understanding of the fundamental concepts in the field of organizational behavior with illustrations of how leaders use these concepts to manage their organizations more effectively. It aims to engage the students as active participants in the learning process and assist them in developing their managerial competencies. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 4301 Human Resources Management (3 credits)

This course introduces students to all aspects of the challenges and productive opportunities of human resource management. Extensive use of case studies provides students with a practical as well as functional and theoretical basis for understanding how human resource programs affects all employees, the organization, the community and the larger society. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 4441 Negotiation & Conflict Resolution (3 credits)

This course provides the student with the training and skills to understand and apply the major concepts and theories of the psychology or bargaining and negotiation supplemented with an awareness of the dynamics of interpersonal and inter-group conflict and its resolution. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 4720 Strategic Management [Senior Capstone Course] (3 credits)

This course integrates the student's prior courses with theoretical and practical knowledge based case studies, research and applications in a wide range of organizations. Using the Capsim interactive simulation program, it guides the student through the complete, integrated product development, production, marketing, finance, human resources and operations management process to provide students with 'hands-on" management exposure. Instructors work closely with students on an individual basis to support their strategic and tactical planning and its implementation in their integrated virtual companies. (3 hrs. Lect.) Prerequisites: GEB 4890, MAN 2021

MAN - 4802 Entrepreneurship (3 credits)

This course is based on the National Foundation for Teaching Entrepreneurship (NFTE) and is intended to promote entrepreneurial literacy and help students start new business ventures. It provides the students with the essentials of how to start and operate a small business. (3 hrs. Lect.) Prerequisite: MAN 2021

MAN - 5068 Legal, Ethical, and Social Values of Business (3 credits)

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and corporate social responsibility. They will exhibit moral, ethical, and socially responsible behavior, and will be able to analyze business decisions from a legal, ethical, and social responsibility perspective. (3 hrs. Lect.)

MAN - 5245 Organizational Dynamics (3 credits)

Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by having the interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to integrate home, work, and educational observations and experiences and to convert them into proactive practical applications for growth and renewal. (3 hrs. Lect.)

MAN - 5246 Organizational Behavior (3 credits)

Designed for students looking for specific focus on behavior of groups, and organizations with purpose of understanding organizations, how they work, and people in them. Concepts presented in relation to core managerial competencies. (3 hrs. Lect.)

MAN – 5305 Human Resources Management (3 credits)

Students will gain a working knowledge of planning, organizing, and managing human resource systems; and will gain hands-on abilities to design, direct, and assess human resource systems in enhancing relationships with internal and external customers, leading to organizational effectiveness. (3 hr. Lect.)

MAN - 5508 Management and Operations in Service Organizations (3 credits)

This course provides the student with knowledge of the strategic and tactical issues related to designing and managing service operations. Along with the necessary tools, it gives the students the background knowledge needed to analyze operations, design processes, plan and implement systems to provide quality customer series. This is accomplished through the use of case studies to reinforce the learning experience. (3 hrs. Lect.)

MAN - 5897 Executive MBA Capstone (3 credits)

To integrate the functional, analytical and communications knowledge gained in the MBA program and apply it to: a) the formation and simulated management of a company over 8 periods (fiscal years) -- students will participate in management as both team members and functional executives; b) analyze a real-world case in the students concentration area selected case selected from the Harvard Case Study Library; and, c) prepare a report to demonstrate the students analytical and presentation skills -- through online video conferencing for Distance Learning students. (3 hrs. Lect.)

MAN – 6789 Social Media for Managers (3 credits)

This course teaches students to use social media strategically to create value for a client or organization. An emphasis is placed on strategic collaboration, tactical execution, and measurement of social media efforts. Students will learn by doing in assignments focusing on social media post writing and publishing, management and measurement tools, a social media audit, an editorial calendar, a social media strategy and tactical plan, and crisis management. The course will cover blogs, Facebook, Twitter, Instagram, Pinterest, LinkedIn, and an array of niche social media platforms. (3 hrs. Lect.)

MAR – 1011 Principles of Marketing (3 credits)

Survey course in the principles of marketing; movement of goods from producer to consumer, methods, functions, and price policies. (3 hrs. Lect.)

MAR – 2141 Introduction to International Marketing (3 credits)

A study of international marketing and planning, international business sales, and export marketing. (3 hrs. Lect.)

MAR - 3156 International Marketing (3 credits)

This course provides the background required by international marketing managers to a) understand and appreciate differing political, legal, economical, and cultural environments and, b) analyze and incorporate this knowledge into the preparation and implementation of marketing plans focused on satisfying the needs of consumers internationally. Special emphasis will be given to the special challenges and constraints of the international environment. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 3334 Sales, Advertising and Promotions (3 credits)

This course provides the student the knowledge and skills necessary to develop and implement successful marketing programs through the use of integrated marketing plans that first establishes the foundational basis and then builds using advertising, promotional and integration tools. (3 hr. Lect.) Prerequisite: MAR 1011

MAR - 3503 Consumer Behavior (3 credits)

A study of the external and internal factors underlying consumer buyer behavior, including pre-and-post purchase attitudes and behavior patterns, information processing relating to the functional areas of marketing and the buyer's decision-making process. The course emphasizes on how these behaviors are influenced by principles of learning, motivation, personality, perception, and group influence, and relating such understanding to issues in product design/development, positioning, pricing, promotions, advertising, segmentation, and distribution channels to the development of marketing strategies to encourage a positive consumer response. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 3700 Digital Marketing (3 credits)

This is an introductory course in electronic marketing that explores how the internet has revolutionized the buying and selling of goods and services in the marketplace, and explores the various components of this channel including social, mobile, email, and search engine marketing to understand how to implement an effective digital marketing strategy. Topics cover B2B and B2C electronic commerce, internet user characteristics, net product, and distribution, relationship marketing through online strategies, and the legal and ethical challenges of e-marketing. Also, students will learn how to develop advertising and communications strategies that blend traditional marketing concepts with marketing in a digital age to maximize brand awareness and sales generation. (3 hrs. Lect.) Prerequisite. MAR 1011

MAR - 3712 Health Care Marketing (3 credits)

This course was designed to present the students the principles and functions of marketing in the Health Care System. In this course will be explored the consumers of health care services, the organizations that purchase health care for employees, and the insurance companies that provide health care services, and the ethical issues of marketing Health Care services. (3 hrs. Lect.)

MAR - 3841 Service Marketing (3 credits)

This course explores the marketing of services highlighting the distinctions that exist in the marketing of intangibles. Presents key strategies and tactics for marketing of services versus the traditional product related marketing by extending the basic marketing framework based on 4p's into a service context. Also, the course covers topics such as customer retention, loyalty, complaints, and service recovery and quality. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 3860 Customer Relationship Marketing (3 credits)

This course builds on the principle the customer is at the center of the firm's activity, and that by delivering superior value and building long-term relationships the firms will be competitive and generate sales and profits. The students will learn that every successful firm develops customer relationship strategies, tools, and processes to provide outstanding value to customers. The course approaches building customer value and relationships from (1) marketing concepts such as satisfaction, loyalty, retention, and the strategies used to build these, (2) implementing customer relationship management from organizational perspective across all functional areas and with special emphasis on sales and marketing, and (3) introducing students to the importance of data management as a foundation of customer relationship management and marketing insight and how to measure the progress in a customer relationship program. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4203 Marketing Channels and Logistics (3 credits)

This course studies the nature of the distribution channels in marketing of goods and services. It includes a description and analysis of the physical distribution system with emphasis on channel design, strategies, and flows among channel members. It will deal with issues related to logistics and channel management such as inventory management, supply chain, design/coordination, revenue management, and sourcing upon institutions, functions, and their integration into channel systems including wholesaling and retailing. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4231 Retail Marketing (3 credits)

This course explores the domain of retailing: marketing to the final customer in the context of marketing system. Attention is concentrated in fundamentals for successful retail store management by emphasizing on basic marketing principles and procedures, including merchandising, marketing promotions, mark-up/mark-down, pricing, stock-turn, sales and planning, location, buying, merchandise control, policies, services, profits, training and supervision of retail sales force, and administrative problems are included for discussion. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4330 Brand Marketing (3 credits)

This course focuses on identifying the ingredients for building an inspired brand departing from traditional perspectives of brand. The course will provide students with an appreciation of the role of branding and (taking a consumer-centric approach) will augment student's ability to think creatively and critically about the strategies and tactics involved in building, leveraging, defending, and sustaining inspired brands for gaining a competitive position in the market. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4403 Sales Management (3 credits)

The goal of this class is to introduce students to sales management in business-to-business settings. Special emphasis is placed on broadly applicable principles and effective personal communication skills required of the sales manager in the modern market-oriented company. Topics include the role of personal selling as part of the marketing strategy, sales force organization and deployment, recruiting and selection of salespeople, sales training, motivating and rewarding salespeople, and evaluation of performance. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4641 Marketing Analytics (3 credits)

This course aims to develop students' skills in understanding a critical element of today's marketplace: customer data. Students learn how market data is collected as well as translating raw data into relevant market information to address such marketing issues as product/service attributes definition, segmentation, targeting and positioning. This course will introduce techniques and methods associated with market research data and analysis to develop specific operational plans. Also, it would involve formulating critical managerial problems, developing relevant hypothesis, analyzing data sources and techniques commonly employed in making effective marketing decisions in order to receive a return on every sale and marketing investment. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4661 Entrepreneurial Marketing (3 credits)

This course is focused on the study and practice of marketing all aspects of an entrepreneurial venture. Coursework will include defining market opportunities, value propositions, target-marketing, positioning strategy, branding, promotion, distribution, pricing, and customer relationship management in the content of entrepreneurial selling, resources, and culture. The course will address how start-ups, early growth stage, and more mature companies have used entrepreneurial marketing as an essential competitive weapon to grow their businesses by gaining customers, driving revenue, acquiring funding and recruiting A-level employees, advisors, and directors. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4701 Mobile Marketing (3 credits)

This course exposes the main elements of the mobile marketing by emphasizing on the application of marketing strategies through electronic channels. It covers topics such as social media, social interactions, mobile distribution channels, mobile advertising and promotions in order to satisfy customer satisfaction, retention, and loyalty to increase profitability. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4713 Tourism and Hospitality Marketing (3 credits)

This course introduces the principles, concepts, and systems utilized in the marketing and sales areas within the hospitality industry. It introduces students to the world's largest industries, from destination planning, hotel and restaurant management to sports, entertainment and event management, and includes the study of geography, economics, and world cultures, traveler motivation and consumer needs, the industry's economic and environmental impacts, domestic and international travel, and sales tourism. This course also covers key branding and marketing principles, practices and strategies as applied in the tourism and hospitality industry, and makes decisions to manage or solve tourism-marketing problem. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4804 Marketing Strategy Capstone Course (3 credits)

This course views marketing as both a general management responsibility and an orientation of an organization that helps one to create and sustain customer value. Specifically, the course attempts to help develop knowledge and skills in the application of advanced marketing frameworks, concepts, methods, and strategies for making strategic choices at the business level from analyzing the external marketing environment. The course will also make participants understand better critical marketing problems by analyzing then rigorously and will enhance their skills in either designing or evaluating marketing models-based strategies. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4830 Product and Pricing Strategies (3 credits)

This course familiarizes students with product/services components, and strategies based on customer wants and needs. It emphasizes on the use of market research data and marketing models for new product development and management by developing understanding of the idea generation, concept evaluation, optimal product design, test marketing, packaging, product test, pricing, and brand definition. Also, the course exposes students to proven concepts, techniques, and frameworks for assessing and formulating effective pricing strategies. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 4836 Marketing Research (3 credits)

This course outlines the fundamentals of research methodology and its application to the solution of marketing problems. Students are exposed to procedures and analytical tools for collection, analysis, and interpretation of data for marketing decisions. Topics include: problem definition, research design, sampling theory and practice, attitude, scaling, statistical analysis, presentation and evaluation, and market research ethical issues. (3 hrs. Lect.) Prerequisite: MAR 1011, STA 2014

MAR - 4941 Marketing Internship (3 credits)

It is a full-time supervised work in a selected organization, through which students are able to earn college credit for a practical work experience. The purpose of the course is to encourage students to pursue a practical work experience where they can apply the concepts and principles they have learned in their marketing courses. (3 hrs. Lect.) Prerequisite: MAR 1011

MAR - 5157 International Marketing (3 credits)

This course provides the student with an overview of the unique aspects of marketing in the global economy on which to build a framework for analysis. Emphasis is placed on the development of strategies for markets in diverse cultural, political, and economic situations. The course focuses on foreign market analysis, target market identification, product planning, promotion, and channels of distribution. (3 hrs. Lect.)

MAR - 5505 Consumer Behavior (3 credits)

The course introduces a wide range of behavioral concepts, and explores the strategic implications of customer behavior for marketers. The course challenges students to explore the realities and implications of buyer behavior in traditional and e-commerce markets and demonstrates how an understanding of buyer behavior can help to improve strategic decision making. (3 hrs. Lect.)

MAR - 5829 Management Practices for the 21st Century (3 credits)

Students will gain an understanding of leading state-of-the-art business theories and will be able to apply them to real-world situations. They will learn to understand and challenge the ideas of 20th century management thinkers, and to practice developing and challenging their own theoretical and applied models and paradigms. (3 hrs. Lect.)

MAR - 5849 Services Marketing 3 credits)

The course prepares the student for success in our service driven economy. It focuses on the unique challenges of marketing and managing services and delivering quality service to customers i.e.., the attraction, retention, and building of strong customer relationships through quality service and services. This course is applicable to organizations whose core product is service (e.g., banks, transportation companies, hotels, hospitals, educational institutions, professional services, telecommunication, etc.) as well as organizations that depend on service excellence for competitive advantage (e.g., high technology manufacturers, automotive, industrial products, etc.). (3 hrs. Lect.)

MAR - 6816 Marketing Strategic Thinking Simulation (3 credits)

This course incorporates the latest market and competitive behavior theories to analyze the competitive environment, the sources of differential advantage with emphasis on marketing mix decisions, and the implementation of marketing strategies. This simulation allows applying strategic marketing concepts by experiencing different marketing tools, such as: marketing plan, perceptual mapping, conjoint, regression, portfolio analysis, R&D projects to evaluate competitor actions and reactions, market and distribute new products, and design pricing and communication tools. (3 hrs. Lect.)

MAT - 096 College Preparatory Arithmetic (3 credits)

This course includes a review of arithmetic skills, operations with real numbers, algebraic expressions, first degree equations and inequalities, operations with polynomials including addition, subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring are also included. Special emphasis is given in mathematics applications and problem solving. (2 hrs. Lect., 2 hrs. Lab.)

Prerequisites: a score of less than 10 on the Diagnostic test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

MAT - 097 College Preparatory Mathematics (3 credits)

To present an introductory Mathematics course, incorporating several learning tools and many exercises that will help the students in his/her life. It includes a review of Arithmetic skills, operations with real numbers, algebraic expressions, first degree equations and inequalities, operation with polynomials including addition, subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring are also included. Special emphasis is given in mathematics applications and problem solving. (2 hrs. Lect., 2 hrs. Lab.)

Prerequisites: Diagnostic test with a score greater than 8. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

MAT - 098 College Preparatory Algebra (3 credits)

Through this course, students develop various concepts of Algebra. Topics include first degree equations and inequalities, operations with polynomials including addition, subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring. Linear, quadratic, rational, and radical equations; graph linear equations in two variables; simplify rational expressions; simplify expressions containing rational exponents; simplify complex numbers; solve related applications. (2 hrs. Lect., 2 hrs. Lab.)

Prerequisites: Diagnostic test score below 10. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

MCB - 2000 C Microbiology (3 credits)

This course is an introduction to the classification of microorganisms, transmission of infections, culturing techniques, isolation techniques, equipment decontamination, personal hygiene, and their applications to patient care and sterilization and disinfection methods. (2 hrs. Lect., 2 hrs. Lab.)

MEA - 1659C Electronic Medical Records (3 credits)

This course will review the history of the electronic health record and current trends in healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and associated issues. Students will complete an electronic health record simulation. (2 hrs. Lect., 2 hrs. Lab.). Prerequisite: CGS 1030

MEA - 2206C Clinical Procedures (3 credits)

This course trains the student in the patient's preparation for medical specialties physical examination and noninvasive procedures, and in the assistance of the medical specialist, including the use of electrocardiography (EKG) and patient preparation for imaging procedures. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2226C Examining Room Procedures (3 credits)

This course trains the student in the assessment of the patient's condition, in the preparation of the patient for the physical examination and diagnostic or therapeutic procedures, and assisting the physician in the performance of these procedures. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2246 Pharmacology & Medical Math (3 credits)

This course is designed to enable students planning careers in health professions to become familiar, confident, and proficient with the arithmetic, mathematical reasoning, and related terminology frequently encountered in health-related fields. (3 hrs. Lect.) Prerequisite: HSC 1531

MEA – 2258 Radiology for the Medical Assistant (4 credits)

This course was designed to instruct the students in the principles of radiographic principles, processing and radiographic techniques. Basic radiobiological concepts including protection for self, patient, and public. It uses a simple to complex approach to teach a variety of multi-skilled allied health professionals. (4 hrs. Lect.) **This course number retires as of Fall 2021.*

MEA – 2264 Radiology for the Medical Assistant (4 credits)

This course was designed to instruct the students in the principles of radiographic principles, processing and radiographic techniques. Basic radiobiological concepts including protection for self, patient, and public. It uses a simple to complex approach to teach a variety of multi-skilled allied health professionals. (4 hrs. Lect.) **This course number begins as of Fall 2021.*

MEA - 2265C Laboratory Procedures I (3 credits)

An introduction to the clinical Laboratory, quality assurance and quality control, use of the microscope, special handling of human specimens, urinalysis, and microbiology procedures commonly performed in the medical office. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2266C Laboratory Procedures II (3 credits)

An introduction to the medical Lab., quality assurance and quality control, special handling of human specimen, preparation of patients for phlebotomy, the drawing and processing of blood, hematology and blood chemistry tests, microhematocrit, CBC and differential blood count, preparation of blood smears, erythrosedimentation rate (ESR), and routine bank procedures. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2304C Medical Office Management (3 credits)

Introductory study of those skills required to perform front office functions in a medical office. Includes accounting systems and financial practices, health and accident insurance, medical coding, and billing and collecting procedures, as well as practice management, and the application of basic computer knowledge in these procedures. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1000C, HSC 1531C.

MEA - 2305C Medical Office Procedures (3 credits)

This course introduces the student to administrative functions of the medical office or clinic. Emphasis placed on patient reception, communications, appointment scheduling, telephone techniques, transcription techniques, medical records, documentation, filing, and the application of basic computer knowledge in these procedures. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: HSC 1000C, HSC 1531C.

MEA - 2315C Medical Transcription (3 credits)

Presents the foundations of medical transcription; the correct use of basic transcription equipment, the legal and ethical responsibilities of the transcriptions, types of medical reports and their components, quality control standards, phraseology of various medical specialties, terminology used primarily in pathology and autopsy procedures. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1000C, HSC 1531C.

MEA - 2335C Medical Insurance, Coding and Billing (3 credits)

This course presents the nomenclatures and classification systems in medical coding, the basics of health insurance, and applications for automated medical insurance billing. (2 hrs. Lect., 2 hrs. Lab.). Prerequisites: HSC 1531C, HSC 1000C

MEA - 2803 Clinical Externship (3 credits)

After a first aid and CPR instruction, and HIV-OSHA seminar, the student applies knowledge and skills obtained through the program to actual work situations. The student is placed at a medical office or other health care facility for a training experience and on-the-job performance evaluation and must complete 175 hours of externship. Prerequisite: To have completed the program core courses and 75% of the sophomore courses. (175 hours)

MED - 173 Ethics and Law (2 credits)

This course was designed to instruct students on basic concepts and principles of law and it relation with the health care practice. Also the students will be instructed on principles of Ethics and Moral in the Medical Practice. (2 hrs. Lect.)

MED - 174 Medical Office Fundamentals (2 credits)

Training the student in specialized medical office routines, this course including the application of basic computer knowledge, data entry and database software programs in office procedures, such as patient reception, appointment scheduling, telephone techniques, medical records management and filing procedures; accounting systems, billing and collecting procedures, health and accident insurance. (2 hrs. Lect.)

MED – 176 Introduction to Health Information Management (2 credits)

Training the student in Health Information Management routines. This course including the application of basic computer knowledge, data entry and database software programs in office procedures, medical records management and filing procedures. (2 hrs. Lect.)

MED – 177 C ICD – 9 - CM (2 credits)

This course was designed to provide the students instructional and hands on knowledge on how to code and classify procedures using ICD 9 CM. (1 hr. Lect., 1 hr. Lab.)

MED – 178 C Coding CPT-4 / HCPCS (2 credits)

This course was designed to provide the students instructional and hands on knowledge on how to code and classify procedures using CPT-4. (1 hr. Lect., 1 hr. Lab.)

MED – 179 C Health Insurance Billing (2 credits)

Presents the organization and development of nomenclatures and classification systems in medical coding, and the basic of health insurance. The use of the international classification of diseases (ICD-9-CM) and current procedural terminology (CPT-4) coding is emphasized. In this course are pointed out the billing requirements for most of the Insurance companies. The students learn the various types of health insurance and how to process claims. (1 hr. Lect., 1 hr. Lab.)

MED – 180 C ICD10 - CM (2 credits)

This course was designed to provide the students with the knowledge and skills on how codify medical diagnostics and procedures using ICD-10-CM and ICD-10-PCS codes. The instruction of this course will provide the students didactic and hands on practice. (1 hr. Lect., 1 hr. Lab.)

MED – 182 L MCBS Capstone (0 credits)

This course integrates the knowledge, skills and abilities learned in the program through a completion of a claims project following the instructor's guidelines. With the case studies, FNU intends to strengthen and synthesize skills related to coding, billing, and insurance claims. The Capstone provides an opportunity for MCBS students to actively integrate and apply all they have learned to complete an insurance claim process.

MED – 187 C Coding ICD10-CM (2 credits)

This course was designed to provide the students with the knowledge and skills on how to codify medical diagnostics and procedures using ICD-10_CM and ICD-10-PCS codes. At the same time the student will become familiar with the ICD-9-CM coding system as the last claims generated with this coding system should be kept in the system for more than ten years. The instruction of this course will be given providing the students with the most didactic teaching resources and hands on practice in order for the student to develop the necessary skill sin diagnostic coding. (1 hr. Lect., 1 hr. Lab.)

MKA - 2021 Salesmanship (3 credits)

This course is designed to explain the factors that affect selling techniques in the contemporary environment. Persuading and understanding the customer psychology is the key for any successful salesperson. (3 hrs. Lect.)

MTG - 2204 Geometry (3 credits)

The purpose of this course is to acquaint future teachers with some basic concepts in Euclidean geometry and provide them with ideas and activities easily adaptable to the classroom. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: MAC 1105.

MUH - 2011 Music Appreciation (3 credits)

This introductory course is designed to teach students how to appreciate music. It uses a listening-centered approach to familiarize students with important musical works and terminology and to develop active listening skills. Using this approach as a spring board, the course provides an overview of western music history and a brief survey of certain American popular music, and delves into cultural context in its discussion of composers, styles, forms, and performance settings. This is a humanities distribution course. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements.

NGR - 5013 Foundations for Clinical Decision Making (3 credits)

This course builds on basic concepts of health assessment, pathophysiology and pharmaco-therapeutics. Physiologic changes, clinical manifestations and drug therapy are integrated. Emphasis is on critical analysis of collected assessment data to support clinical decision-making. (3 hrs. Lect.)

NGR - 5035 Advanced Health Assessment (3 credits)

This course provides students with advanced knowledge and skills in the health assessment of individuals across the lifespan within the context of the advanced practice role. Emphasis is placed on the collection, interpretation, and synthesis of relevant historical, genetic, biological, cultural, psychological and physical data for the development of a comprehensive and holistic health assessment. (3 hrs. Lect. with Online simulation)

NGR – 5101 Nursing Theory (3 credits)

Conceptual and theoretical bases for nursing practice and research with emphasis on scholarly writing and critique. (3 hrs. Lect.)

NGR - 5110 Nursing Research (3 credits)

This course examines the relationship of research and practice and the use of data as a basis for decision making. Various approaches to the research process are explored. Ethical considerations in research are presented. (3 hrs. Lect.)

NGR - 5141 Advanced Pathophysiology (3 credits)

This course presents advanced pathophysiology of the head and neck, muscular skeletal, pulmonary, cardiovascular, hematologic, and dermatologic systems. Emphasis is given to the interaction of these systems with other body systems. Students analyze data pertinent to clinical disease states and utilize the information in implementing the nursing process as a clinical nursing expert. (3 hrs. Lect.)

NGR – 5674 Population Health, Epidemiology, & Statistical Principles (3 credits)

This course introduces students to advanced practice competencies utilized by advanced practice nurses. These competencies include the utilization of epidemiological and statistical principles to serve as a basis for the assessment, development and implementation of evidence- based interventions for populations. Additional concepts focus on utilizing epidemiology to identify, predict and intervene for risk factors that impact populations. (3 hrs. Lect.)

NGR - 5700 Decision Making (3 credits)

This course focuses and guides the students to be prepared and think as leaders. The course is based on case studies providing the students with a multidimensional view of decision making, and explores the best solutions for different situations. This course will prepare the students not to just follow orders but to take the lead in working with others to improve the well-being of patients, families, and communities. (3 hrs. Lect.)

NGR - 5703 Advanced Nurse Role (3 credits)

This course introduces the student to the advanced nurse role as leader, collaborator, change agent, advocate for population health and scholar. Theories of leadership, change and decision making are introduced and applied to health care delivery situations. Issues affecting population health, including communication, collaboration, information management, diversity and ethics are examined. (3 hrs. Lect.)

NGR - 5803 Evidence Based Nursing Practice (3 credits)

Apply research, theory and other evidence to advanced practice nursing is presented. Processes for implementation, evaluation and synthesis of evidence-based nursing practice are included. (3 hrs. Lect.)

NGR - 5891 Health Care Policy (3 credits)

This course focuses on providing the nurse leaders with an understanding of health policy, finance, and legislation on health care. Political advocacy and the health policy change process will be explored. (3 hrs. Lect.)

NGR - 6000 Introduction to Educational Concepts (3 credits)

This course examines the conceptual basis and evidence based educational research for teaching and learning. The relationships between learning outcomes, learning styles, instructional strategies, assignments, activities in educational environments are identified. Strategies for promoting student success and classroom management are examined. (3 hrs. Lect.)

NGR - 6101 Nursing Curriculum Development (3 credits)

The process of curriculum development is presented, including: accreditation standards, trends in professional nursing practice, economic, and policy issues are analyzed within the context of curriculum development and program evaluation. (3 hrs. Lect.)

NGR - 6110 Nursing Leadership and Management (3 credits)

This course provide analysis, synthesis and application of health care leadership principles including health and patient care, delivery systems, personnel management and finance, ethical, legal and regulatory requirements. (3 hrs. Lect.)

NGR - 6120 Nursing Decision-Making in Complex Health Systems (3 cr.)

This course provides the student with an opportunity to utilize models, processes, and theoretical frameworks of decision making as a foundation for leadership activities in complex health systems. Internal and external factors impacting decision making will be explored and analyzed. (3 hrs. Lect.)

NGR - 6172 Advanced Pharmacology (3 credits)

This course presents an in depth study of clinical pharmacology and toxicology. Drugs affecting the organ systems are discussed with emphasis on mechanisms of drug action, types and mechanism of adverse drug action as well as drug interactions. The nursing implications of each drug classification are emphasized together with the implications surrounding the decision-making process used in prescribing drugs. Drug legislation and regulations affecting advanced-practice nurses are studied. (3 hrs. Lect.)

NGR – 6210 Adult Gerontology Acute Care I (3 credits)

This course introduces concepts of the adult-gerontology acute care nurse practitioner role, focusing on specialization, expansion, and advancement of research-based knowledge and skills related to the advanced practice of nursing within the elderly care setting. Emphasis is on the development of a knowledge base necessary for clinical decision-making and the beginning definition of a model of practice with the family as the unit of service. (3 hrs. Lect.)

NGR – 6210L Adult Gerontology Acute Care I Clinical (3 credits)

In this course, students will apply developed skills and theoretical knowledge to daily practice situations. Students will implement and apply evidence-based knowledge and skills in the diagnosis and management of adult gerontology acute conditions of clients within the elderly population in outpatient settings. The practicum experience prepares students for an advanced practice role through the development of competence in communication, teamwork, critical thinking and clinical skills. (10 hrs. Clinical)

NGR – 6211 Adult Gerontology Acute Care II (3 credits)

This course is the second clinically-based course for family nurse practitioner students. Didactic and clinical experiences as an adult gerontology nurse practitioner care focusing on prevention and management of common and chronic conditions within the elderly population. Students further develop their skills related to health promotion, prevention of illness, diagnosis and management of health problems commonly experienced in geriatric community. (3 hrs. Lect.)

NGR – 6211L Adult Gerontology Acute Care I Clinical (3 credits)

This is the second clinically based course for adult gerontology practitioner students. Students will apply developed skills and theoretical knowledge to daily practice situations. Students will implement evidence-based knowledge and skills in the diagnosis and management of acute conditions of clients and families in the geriatric health care setting. The practicum experience prepares students for an advanced practice role through the development of competence in communication, teamwork, critical thinking and clinical skills. (10 hrs. Clinical)

NGR – 6213 Adult Gerontology Acute Care III (3 credits)

In this course, the adult-gerontology acute care is designed to provide an adult gerontology acute care student an opportunity to diagnose and manage multiple of acute elderly patients. The students share their practicum experience and present case studies and journal articles for discussion with their peers. In this scholarly forum, the students are expected to present selected cases from their practicum in an organize format. (3 hrs. Lect.)

NGR – 6213L Adult Gerontology Acute Care III Clinical (3 credits)

Students will apply developed skills and theoretical knowledge to daily practice situations. Students will implement evidence-based knowledge and skills in the diagnosis and management of chronic conditions of clients and families in primary care. Students identify and work closely with a preceptor, and acquire experience in problem-based learning, based on patient diagnoses identifying what they already know, what they need to know and how to find new information. (10 hrs. Clinical)

NGR – 6214 Adult Gerontology Acute Care IV (3 credits)

This course continues to expand the theoretical and practical knowledge and skills of health assessment principles for the healthcare needs of the geriatric population. Students further develop their skills related to health promotion, prevention of illness, diagnosis and management of health problems commonly experienced throughout the geriatric population. Emphasis on professional practice issues and transition into the adult gerontology practice role is mastered. (3 hrs. Lect.)

NGR – 6214L Adult Gerontology Acute Care Integration Practicum (3 credits)

The course prepares the students for the role of adult gerontology acute care nurse practitioner with attention to the components of comprehensive assessment, clinical management and therapeutic monitoring, the coordination and management of multiple patient care condition. Clinical experiences are provided in a variety of elderly healthcare settings. Students focus on the promotion, maintenance and restoration of client health in collaboration/consultation with other members of the healthcare team. (12 hrs. Clinical)

NGR – 6503 Psychiatric Mental Health Nursing Across the Lifespan. Individual & Family Therapy: Psychopathology & The DSM V (3 credits)

This course introduces concepts of the psychiatric mental health nurse practitioner role, focusing on the scholarship of practice, expansion, specialization, and advancement of research-based knowledge and skills related to the psychiatric mental health of nursing in a variety of mental health settings. Emphasis is on the development of a knowledge base necessary for clinical decision-making of complex cases from the practice settings to build on the development of knowledge and assessment skills essential to the role on the differential diagnosis and intervention for complex care of adults with psychiatric symptoms or conditions. (3 hrs. Lect.)

NGR – 6503L Psychiatric Mental Health Nursing Across the Lifespan Practicum I: Individual and Family Therapy (3 credits)

In this course, students will apply developed skills and theoretical knowledge to daily practice situations. Students will implement evidence-based knowledge and skills in the diagnosis and management of acute conditions of clients and families in primary care. Students identify and work closely with a preceptor, and acquire experience in problem-based learning, based on patient diagnoses identifying what they already know, what they need to know and how to find new information. The practicum experience prepares students for an advanced practice role through the development of competence in communication, teamwork, critical thinking and clinical skills for the role of the psychiatric nurse practitioner. (15 hrs. Clinical)

NGR – 6504 Advanced Psychiatric Mental Health Clinical Decision Making (3 credits)

This course prepares the students for psychiatric mental nurse practitioner role to analyze internal and external clinical decision-making and utilization of evidence for best clinical practices in a variety of psychiatric mental health settings. The course provides the student an opportunity to utilize models, processes and theoretical frameworks of decision making as a foundation for leadership activities within a variation of psychiatric health settings. (3 hrs. Lect.)

NGR – 6505L Psychiatric Mental Health Nursing Across the Lifespan: Integration Practicum II (3 credits)

This course continues to expand the theoretical and practical knowledge and skills of health assessment principles for the healthcare needs of individuals across the lifespan. This practicum focuses the nurse practitioner student on primary diagnostic skills and assessment to enhance health promotion, prevention of illness, diagnosis and management of psychiatric mental health conditions experienced throughout the life span. Emphasis on professional practice issues and transition into the practice role of a psychiatric mental health nurse practitioner. (15 hrs. Clinical)

NGR – 6508 Psychiatric Mental Health Nursing Across the Lifespan: Group Therapy (3 credits)

This course is the second clinically-based course for psychiatric mental health nurse practitioner students. Didactic and clinical experiences in psychiatric mental health nurse practitioner care focuses on prevention and common and chronic problems across the lifespan. Students further develop their skills related to communication techniques, patient teaching and support, coaching, counseling, role playing, and management of health problems of psychiatric population in the community setting. (3 hrs. Lect.)

NGR – 6508L Psychiatric Mental Health Nursing Across the Lifespan Practicum III: Group Therapy (3 credits)

This course builds upon assessment techniques and interventions for complex care of patients with psychiatric symptoms. Students will apply the knowledge and develop skills with communication, counseling, patient education, which is essential to the role of the psychiatric nurse practitioner utilizing best practices within the mental healthcare group therapy setting. (15 hrs. Clinical)

NGR – 6538 Psychopharmacology for Advanced Practice Nursing (3 credits)

This course is designed to build upon prior pharmacologic studies. The students will focus on developing the knowledge and skills to analyze psychotropic interventions for psychiatric mental health problems in populations across the lifespan. The course content will develop the student’s competency in the use of psychotropic agents and complementary alternative medicine. (3 hrs. Lect.)

NGR - 6610 Advanced Primary Care of Family I (3 credits)

This course introduces concepts of the family nurse practitioner role, focusing on specialization, expansion, and advancement of research based knowledge and skills related to the advanced practice of nursing in primary care. Emphasis is on the development of a knowledge base necessary for clinical decision-making and the beginning definition of a model of practice with the family as the unit of service. (3 hrs. Lect.)

NGR - 6610L Advanced Primary Care of Family Practicum I (3 credit)

Students will apply developed skills and theoretical knowledge to daily practice situations. Students will implement evidence-based knowledge and skills in the diagnosis and management of acute conditions of clients and families in primary care. Students identify and work closely with a preceptor, and acquire experience in problem-based learning, based on patient diagnoses identifying what they already know, what they need to know and how to find new information. The practicum experience prepares students for an advanced practice role through the development of competence in communication, teamwork, critical thinking and clinical skills. (3 hrs. Lect.)

NGR - 6616 Advanced Primary Care of Family II (3 credits)

This course is the second clinically based course for family nurse practitioner students. Didactic and clinical experiences in family nurse practitioner care focusing on prevention and common and chronic problems across the lifespan. Students further develop their skills related to health promotion, prevention of illness, diagnosis and management of health problems commonly experienced in families. (3 hrs. Lect.)

NGR - 6616L Advanced Primary Care of Family Practicum II (3 credits)

Students will apply developed skills and theoretical knowledge to daily practice situations. Students will implement evidence-based knowledge and skills in the diagnosis and management of chronic conditions of clients and families in primary care. Students identify and work closely with a preceptor, and acquire experience in problem-based learning, based on patient diagnoses identifying what they already know, what they need to know and how to find new information. The practicum experience prepares students for an advanced practice role through the development of competence in communication, teamwork, critical thinking and clinical skills. (3 hrs. Lect.)

NGR - 6619L Advanced Family Practicum III (3 credit)

The course prepares the students for the role of primary care family nurse practitioner with attention to the components of comprehensive assessment, clinical management and therapeutic monitoring, the coordination and management of health promotion and health care. Clinical experiences are provided in a variety of primary care settings. (3 hrs. Lect.)

NGR – 6636 Health Promotion and Role Development in Advanced Nursing Practice (3 credits)

This course provides the student with a strong theoretical foundation for wellness, health promotion, disease prevention, and maintenance of function across the lifespan. The emphasis is on theories and research to promote and preserve wellness lifestyles in client populations using epidemiological principles, disease risk appraisal and reduction, and other tools. Roles in advanced nursing practice as they relate to the health of diverse individuals, families and communities are identified and explored. (3 hrs. Lect.)

NGR - 6638 Integration Advanced Primary Care of Family (3 credits)

This course continues to expand the theoretical and practical knowledge and skills of health assessment principles for the healthcare needs of individuals of all ages. Students further develop their skills related to health promotion, prevention of illness, diagnosis and management of health problems commonly experienced throughout the life span. Also emphasis on professional practice issues and transition into the practice role is mastered. (3 hrs. Lect.)

NGR – 6710 Teaching and Learning Strategies (3 credits)

This course presents a synthesis of research-based literature and best practice in development, implementation and evaluation of clinical and classroom education for nursing students. (3 hrs. Lect.)

NGR – 6712 Introduction to Educational Concepts (3 credits)

This course examines the conceptual basis and evidence based educational research for teaching and learning. The relationships between learning outcomes, learning styles, instructional strategies, assignments, activities in educational environments are identified. Strategies for promoting student success and classroom management are examined. (3hrs. Lect.)

NGR - 6715 Instructional Technology (3 credits)

This course assists the students to utilize available technologies for teaching in a variety of educational settings. Legal and ethical issues surrounding the virtual learning environment are explored. (3 hrs. Lect.)

NGR - 6718 Assessment and Evaluation Strategies (3 credits)

This course presents the different methods to assess and evaluate learning outcomes in various educational environments. Evidence based educational research that supports evaluation is explored. (3 hrs. Lect.)

NGR - 6720 Organizational Dynamics (3 credits)

This course presents an analysis of organizational theories related to health care organizations and the use of leadership, communication and power to influence health care delivery and policy. (3 hrs. Lect.)

NGR - 6722 Financial Management and Resource Development (3 credits)

This course presents an overview of health care financing and economics at the macro and micro care level and their influence on health care delivery, resource development and health policy. (3 hrs. Lect.)

NGR – 6812 Nursing Research and Evidence Based (3 credits)

This course introduces the importance of research into the clinical practice, with an introduction to scholarship that identifies practice issues, and provide the opportunity for students to utilize research findings to improve quality within healthcare. Students will understand EBP strategies for integrating evidence and evaluation of outcomes. Students will be able to apply researchable questions, and review principles of evidence-based practice to ask, acquire, appraise, apply and assess, by reviewing and Implementing EBP within a clinical setting. Students will examine how to use databases to discover evidence and how to apply their knowledge of research methodologies to review literature. (3 hrs. Lect.)

NGR – 6871 Health Care Informatics (3 credits)

In this course, the student will explore the effect of technology advancement within health care. During the course, the student discovers the roles, theories, applications, and standards of health informatics to deliver and enhance care to patients and improve communication technologies to conduct, collect, access, integrate and coordinate effective care. The Student will understand how health informatics improve patient care and health care outcomes across the continuum of patient care within the scope of health care dynamics. (3 hrs. Lect.)

NGR - 6940 Nurse Educator Practicum (3 credits)

This course provides an opportunity for students to analyze, synthesize and utilize al prior courses in an educational environment. Students are mentored by preceptors who are experienced in educational roles in various settings. (120 hours of practicum/online teaching)

NGR - 6942 Nurse Leadership and Management Practicum (3 credits)

This course provides opportunity for the students to analyze, synthesize and utilize all content from prior courses in a nursing leadership environment. Students are mentored by preceptors that are experienced in leadership roles in complex health systems. (120 hours of practicum/online teaching)

NUR – 0101 Foundations for Nursing Students (0 credits)

This is a mandatory course for all incoming nursing students. This course develops skills for students to be competent in this program by providing the students with study and survival skills, time management skills, and critical thinking skills.

NUR - 1023C Fundamentals of Nursing (7 credits)

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. This course will introduce the student to different cultures and how their beliefs affect health beliefs and behavior which impacts nursing care. The student is introduced to the ethical and legal principles involving nursing practice. This course will review the nurse's role as a teacher, counselor and leader. Basic skills such as vital signs and interpretation thereof, asepsis and infection control will be introduced and discussed. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Theoretical knowledge and principles are integrated and applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences. (3 hrs. Lect., 1 hrs. Lab., 3 hrs. clinical)

NUR - 1060C Adult Health Assessment (2 credits)

This course is designed to assist the students with the application of the assessment component of the nursing process. The student is introduced to evidence-based practice and the health wellness continuum. Critical thinking and documentation skills are emphasized to assist the student in making appropriate nursing judgments. Nursing laboratory sessions provide the opportunity for demonstration, supervised practice and return demonstration of physical assessment techniques. (1 hr. Lect., 1 hr. Lab.)

NUR - 1140C Pharmacology and Drug Administration (3 credits)

This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student's understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. (2.5 hrs. Lect., .5 hrs. Lab.)

NUR - 1211C Adult Health Nursing I (9 credits)

This adult-health nursing course focuses on the care of adults with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (4 hrs. Lect., 1 hr. Lab, 4 hrs. Clinical) Prerequisites: NUR 1020C, NUR 1060C, NUR 1141C

NUR - 2213C Adult Health Nursing II (6 credits)

The focus of this adult-health nursing course is on the care of adults with altered health states in acute care settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health, and emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (3 hrs. Lect., 3 hrs. Clinical) Prerequisite: NUR 1020C, NUR 1060 C, NUR 1141 C, NUR 1210 C

NUR - 2310C Pediatric Nursing (3 credits)

This course focuses on the role of the professional nurse as a provider of care in a variety of settings involving children and their families. Course content includes physiological, psychological, developmental, and socio-cultural needs of children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence. Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric settings. (1.5 hrs. Lect., .5 hr. Lab., 1 hr. clinical)

NUR - 2420C Maternal Infant Nursing (3 credits)

This course focuses on the role of the professional nurse as a provider of care to the childbearing family. The needs of the client during the antenatal, intra-partal, post-partal, and neonatal periods are covered and course content is presented within the framework of the wellness/illness continuum, including nutrition and human growth and development during the reproductive and post-reproductive years. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in childbearing settings. (1.5 hrs. Lect., .5 hr. Lab., 1 hr. clinical) Prerequisites: NUR 1020C, NUR 1060 C, NUR 1141 C

NUR - 2520C Psychiatric Nursing (4 credits)

This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic, and community-based psychiatric and mental health settings. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on client advocacy and continuity of care with the mental healthcare team. Supervised clinical experiences at community and acute and chronic care facilities provide opportunities for the application of learned theory and integration of therapeutic communication skills in all interactions with clients, families, peers, and mental health team members. (2 hrs. lect., 2 hrs. Lab.) Prerequisites: NUR 1020C, NUR 1060 C, NUR 1141 C

NUR - 2610 Community Health Nursing (1 credit)

This course is designed to provide the student with information about the role of the community in health care including community health resources, environmental and occupational health, and the role of community health care in the management of communicable diseases and crisis prevention. The nurse's role in the assessment of the client and client's ability to access available community resources, the role of the family, and problems of families across the life span are included. (1 hr. Lect.)

NUR - 2810C Professional Nursing Leadership Practicum (2.5 credits)

This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are stressed in the didactic component. The clinical experience in an acute care setting promotes the student's transition to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients. (1 hr. Lect., 1.5 clinical) Prerequisite: NUR 1020C, NUR 1060 C, NUR 1141 C, NUR 1210 C, NUR 2310 \C, NUR 2320C, NUR 2520 C

NUR - 2960C Professional Nursing Review/Licensure Preparation (1.5 credits)

This course is designed to review the concepts required for licensure. It also provides information on the examination and entry into the practice of professional nursing. Includes assessment of knowledge, deficient areas, remediation, test plan, and application of national council licensure examination for registered nurses. (1 hr. Lect., .5 hr. clinical)

NUR - 3029C Fundamentals of Nursing (7 credits)

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences. (4 hrs. Lect., 1 hr. Lab. 2 hrs. Clinical)

NUR - 3065C Physical Assessment in Health Care (4 credits)

Gives the knowledge and skills necessary to accurately assess health status of clients. Topics include completion of a health history, communication skills, development of nursing diagnosis and body systems assessment. Cultural and sociological influences are explored. Interpretation of results provides the necessary tools for formulation of nursing diagnoses. (3 hrs. Lect., 1 hrs. Lab.)

NUR – 3125 Pathophysiology (4 credits)

Provides the facts of adaptive responses of cells, tissues, organs and systems in the pathogenesis, clinical manifestations, and nursing management of common diseases across the life span are also covered. (4 hrs. Lect.)

NUR – 3145 Pharmacology (3 credits)

Introduction to the basic principles of therapeutic pharmacology. This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. The course emphasis on pharmacology (Pharmacokinetics, pharmacodynamics, and pharmacotherapeutics) and the nurse's role in drug therapy. It is designed to facilitate the student's understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. (2 hrs. Lect., 1 hr. Lab.)

NUR – 3165 Research & Evidence Based Practice (3 credits)

This course introduces the importance of research within the role of professional nursing practice. With a focus of how research can improve clinical practice, by reviewing, analyzing, collecting data, and interpreting research for nursing practice. The emphasis is to teach evidence-based practice (EBP) skills that will help the student to evaluate the existing clinical practice with literature to improve patient care. Evidence collected with research can support research findings to implement, and sustain evidence-based practice for integrating evidence-based clinical practice changes specific to improve patient care. (3 hrs. Lect.)

NUR - 3178 Complementary and Alternative Health Care (3 credits)

Students will learn holistic aspects of care while evaluating complementary and alternative healthcare in diverse populations across the lifespan and around the globe. The course addresses different complementary and alternative treatment practices through evidence-based research. (4 hrs. Lect.)

NUR - 3226C Adult Health Nursing I (6 credits)

This adult-health nursing course focuses on the care of adults with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (3 hrs. Lect., 1 hr. Lab., 2 hrs. Clinical)

NUR - 3227C Adult Health Nursing II (6 credits)

The focus of this adult-health nursing course is on the care of adults with altered health states in acute care settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health, and emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (3 hrs. Lect., 1 hr. Lab., 2 hrs. Clinical)

NUR - 3355C Pediatric Nursing (5.5 credits)

This course focuses on the role of the professional nurse as a provider of care in a variety of settings involving children and their families. Course content includes physiological, psychological, developmental, and socio-cultural needs of children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence. Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric settings. (3.5 hrs. Lect., 1 hr. Lab., 1 hr. Clinical)

NUR - 3465C Maternity and Newborn Nursing (5.5 credits)

This course focuses on the role of the professional nurse as a provider of care to the childbearing family. The needs of the client during the antenatal, intra-partal, post-partal, and neonatal periods are covered and course content is presented within the framework of the wellness/illness continuum, including nutrition and human growth and development during the reproductive and post-reproductive years. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in childbearing settings. (3.5 hrs. Lect., 1 hr. Lab., 1 hr. Clinical)

NUR - 3525C Psychiatric Nursing (4 credits)

This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic, and community-based psychiatric and mental health settings. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on client advocacy and continuity of care with the mental healthcare team. Supervised clinical experiences at community and acute and chronic care facilities provide opportunities for the application of learned theory and integration of therapeutic communication skills in all interactions with clients, families, peers, and mental health team members. (3 hrs. Lect., 1 hrs. Clinical)

NUR - 3655 Culture in Nursing (3 credits)

Throughout the use of the nursing process this course provides cultural competent health care skills, including assessing and identifying cultural practices, values and beliefs that affect nursing practice. The student will be introduced to the components of cultural competence and how to apply it. (3 hrs. Lect.)

NUR - 3805 Nursing Role and Scope (3 credits)

This course focuses in the history and evolution of the nursing profession, ethical imperatives, and current trends and issues impacting professional practice in an evolving healthcare delivery environment are foundations for the development of the professional nurse. The role of the prepared graduate focuses on utilization of evidenced-based nursing practices and advanced leadership and management skills in a variety of settings within a global community. (3 hrs. Lect.)

NUR - 3826 Ethical and Legal Aspects of Nursing Practice (2 credits)

Introduces contemporary bioethical and legal issues confronting healthcare providers in a variety of settings. Focuses on the critical analysis of ethical theories and principles that enable ethical decision making in nursing such as resolution of conflict, role of patient, role of nurse and role of agency. Nursing situations will serve as the focus for analysis. (2 hrs. Lect.)

NUR - 4287 Nursing and the Aging Family (2 credits)

This course provides the skills for interventions, evaluation and managing care of diverse older adults/families in a multicultural global environment. (3 hrs. Lect.)

NUR - 4516 Crisis Intervention (2 credits)

This course examines the crisis state, what it is, when it occurs and how the nurse can aid the individual, family or group in crisis. Crisis theory and techniques; recognition and intervention in crisis events. Applicable to all areas of nursing and all helping professions. (3 hrs. Lect.)

NUR - 4636 Community Nursing (4 credits)

This course focuses on the nursing skills for managing care of diverse communities, groups, and populations in a multicultural environment. The course involves the analysis of current knowledge and practice to illness. (3 hrs. Lect., 1 hr. Clinical)

NUR - 4827C Nursing Leadership and Management (3 credits)

The client advocate, leadership and change agent roles of the professional nurse are analyzed in a variety of health care settings. The application of decision making process is analyzed. (2 hrs. Lect., 1 hr. Clinical)

NUR - 4836C Professional Nursing Practicum (6 credits)

This course focuses in the development of management skills for the professional nurse role by applying the principles of leadership theories and styles, management, and regulatory agencies that define boundaries of nursing practice in health care organizations. Collaboration, conflict management, and effective communication skills through the use of group process, and teaching/learning strategies that emphasize the leadership and management roles of the nurse. The role of the professional nurse in efficient patient care management in complex health care settings. Professional development and role transition of baccalaureate graduates entering professional nursing practice focusing on principles of leadership and management applied to health care settings. (4 hrs. Lect., 2 hrs. Clinical)

NUR – 4870 Nursing Informatics (3 credits)

This course provides an overview of informatics. An introduction of the value of information management and patient care technology. With a focus on healthcare information technology introducing the importance of informatics, analysis of applications, clinical information systems, data acquisitions and data representation, lexicon used in nursing informatics, organizational, social issues and ethical influences that information technology used within healthcare system. (3 hrs. Lect.)

OST - 1100C Beginning Typing / Keyboarding (3 credits)

This course is designed to introduce basic keyboarding and formatting techniques, basic key stroking speed and accuracy skills of at least 35 wpm minimum and basic mastery of the keyboard by preparing letters, addressing envelopes and cards, etc. (3 hrs. Lect.)

PAD - 2002 Introduction to Public Administration (3 credit)

Presentation and exploration of the distinct components, structure, philosophy and purposes of administration in the public sector, emphasizing unique features compared to the private and independent sectors within the contemporary United States. Concepts, competencies, ethics and professionalism in a diverse society implementing a variety of public policies through various government agencies at various levels will be studied. (3 hrs. Lect.)

PAD – 5134 Contemporary Project Management (3 credit)

Upon completion of this course, the student will be able to appraise the process of implementation, operation, and termination of a project. Explore project possibilities in obtaining funds for delivery of services to general government contracts. Project selection, organizational capability, budgeting, and evaluation of projects will be discussed. The process of proposal writing will be also discussed. (3 hrs. Lect.)

PAD – 5207 Financial Management in Public Organizations (3 credit)

Upon completion of this course, the student will be able to assess processes, tools and methods used in financial planning and control of public entities with focus on utilization of critical performance indicators deployed over agency budget and lifecycles. The student will be able to analyze the impact of public policy on public financing. The student will gain an understanding of basic government financing mechanisms and the implications of each. (3 hrs. Lect.)

PAD – 5434 The Administration of Public Institutions (3 credit)

Upon completion of this course, the student will be able to survey a comprehensive analysis of the field of public management and leadership. Includes instruction in the roles, development, and principles of public administration; the management of public policy; executive-legislative relations; administrative law; public personnel management; professional ethics; and case studies. (Capstone) (3 hrs. Lect.)

PAD – 5605 Administrative Law and Public Policy (3 credit)

Upon completion of this course the student will be able to examine the branch of the federal government known as federal administrative agencies and practice. Application of major administrative law doctrines in representing federal, state and local governmental agencies and clients in the private business sector, policy development, approval, implementation, and evaluation, data analysis, research, and design methods to scholarly research in the study of policy, administrative, and management issues. (3 hrs. Lect.)

PCB - 1030 Introduction to Ecology (3 credits)

This course will cover a wide range of topics that make up the science of ecology. A focus on how plants and animals interact with the physical environment and with each other, how populations grow and are regulated, how communities are structured and change over time, and how ecosystems function will be discussed. Also applications of these concepts in modern society, by addressing some environmental issues where appropriate from a scientific point of view will be covered. (3 hrs. Lect.)

PCB - 3043 Ecology (3 credits)

This course is designed to be a survey of interrelationships between living organisms and their physical environment, including an overview of animal and plan physiology, chemical cycles and the various ecosystems on earth. Present day ecological problems are discussed, along with ecological aspects of humans and the implications for the future. (3 hrs. Lect.)

PCB - 3063 Principles of Genetics (3 credits)

This course offers an introduction to molecular, microbial, organismic, and population genetics using classical and current genetic principles. (3 hrs. Lect.)

PCB - 3233 Immunology (3 credits)

This course emphasizes the biological principle involved in the vertebrate immune response. It will present the homeostatic, defense, and detrimental aspects of the immune system in terms of basic cellular and molecular mechanisms. (3 hrs. Lect.)

PCB - 4023 Molecular and Cell Biology (3 credits)

This course offers a study of cell structure and function with emphasis on the properties of intracellular organelles and their molecular constituents as well as photosynthesis. (3 hrs. Lect.)

PCB - 4028 Biological Basis of Pharmacology (3 credits)

This course presents the cellular and molecular events that lead to disease states and the molecular basis of agents that modulate these processes. (3 hrs. Lect.)

PCO – 3313 Assessment in Counseling (3 credits)

A survey of the strategies for assessment in counseling to include interviewing skills and standardized testing. (3 hrs. Lect.)

PCO – 4004 Foundations of Counseling (3 credits)

This course focuses on the dynamics of psychological counseling and how this service is organized and administered in a wide variety of clinical, industrial, educational, governmental and organizational settings. The student is exposed to a number of different counseling theories and techniques and is expected to gain a critical appreciation of each. Some topics developed in this course are: counselor preparation and personality traits, counselor supply and demand, licensure, career patterns, group counseling, ethical and legal issues, clientele, and future trends. (3 hrs. Lect.) Prerequisites: PSY 1012, CLP 4146, DEP 2004, and PPE 4003

PCO - 4242 Introduction to Group Counseling (3 credits)

Introduction to procedures and methods of group counseling with exposure to various models and techniques of group leadership. An examination of the theories, research and practice of group counseling with exposure to some successful group counseling techniques. (3 hrs. Lect.)

PCO - 6057 Psychology of Counseling (3 credits)

Theory, research and skills in therapeutic approaches to counseling psychology. (3 hrs. Lect.)

PHI -1010 Introduction to Philosophy (3 credits)

This course will familiarize the student with the basic philosophical questions and the different attempts of the great philosophers to offer answers to these questions. The student will learn a philosophical point of view to approach these questions. It will present and overview of the origins of western philosophy, including a study of several pre-Socratic philosophers, the philosophy of Socrates, Plato's theory of forms, and Aristotle's distinction between form and matter. This is a humanities distribution course. (3 hrs. Lect.) This course serves to meet the Gordon Rule requirements.

PHI - 1100 Logic (3 credits)

This course is an introduction to the science of reasoning. It will examine such concepts as inference, validity, soundness, deduction, induction, counterexample, and fallacy (formal and informal). The discussion will use arguments in natural language, Aristotelian (categorical) logic and, optionally, propositional logic. Predicate logic will not be covered. This is a humanities distribution course (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule requirements.

PHI - 1600 Ethics (3 credits)

This course is an introduction to philosophical thinking about morals. The course will examine a series of important texts in the history of philosophical ethics, representative of various ethical approaches. The student will be encouraged to employ the various philosophical (utilitarian and deontological) approaches to moral questions. Students are encouraged to apply ethical reasoning to moral dilemmas in various professional and personal areas and to engage in philosophical thinking about morality at least to the extent of comparing their own moral intuitions or beliefs against the major philosophical trends examined in this course. Students are also to gain some understanding of the methods and procedures of philosophy. This is a humanities distribution course (3 hrs. Lect.) Prerequisite: ENC 1101. This course serves to meet the Gordon Rule requirements.

PHI - 1635 Biomedical Ethics (3 credits)

This course will provide the basic concepts and principles of law and its relationship with the health care practice. Students will be instructed on the basic principles of ethics and moral in the medical practice. (3 hrs. Lect.)

PHI - 4103 Critical Thinking (3 credits)

This course engages the student in the practice of critical thinking and practical reasoning to hone their ability to analyze, evaluate, and construct rationales and arguments. Students will also gain experience in utilizing decision-making skills based on the assessment of available information, evidence, and literature. Students will leave this class with increased confidence in their critical thinking and problem solving abilities in both personal and professional situations. (3 hrs. Lect.)

PHT - 1001 Introduction to Physical Therapy (1 Credit)

This introductory course will provide the students with an overview of the history and definition of Physical Therapy. Topics include the PTA role and scope of work, program philosophy and goals, code of ethics, current rules, regulations and legislation, importance of continuing education and student participation in the APTA, work environment expectations, and professional behaviors. Also, the PTA relationship to the Physician, Physical Therapist and patient will be stressed. Coverage of the major components of medical records, basics of reimbursement and how to succeed as a PTA student including financial management will be explored. (2 hrs. Lect.)

PHT - 1020 Therapeutic Communication for the PTA (2 credits)

In this course, students will learn the importance of effective communication with patients, caregivers, Physicians, the Physical Therapist and other healthcare professionals. Special emphasis will be placed on verbal and nonverbal communication, professional versus friendly communication, cultural sensitivity and competence, conflict resolution, and stress management. Interactive sessions and clinical scenarios will be utilized to promote effective listening and students will be required to educate their peers on the topic of their choosing to practice effective teaching skills. (2 hrs. Lect.)

PHT - 1102 Applied Functional Anatomy & Kinesiology (4 credits)

This course is focused on providing the students with the knowledge and skills necessary for the understanding of normal and pathologic human motion. This course will instruct the student on the principles of Kinesiology through detailed study of the body structures related to motion, neurologic control, anatomical and physiological details of bones, ligaments, muscles and nerves. Special attention will be placed on human biomechanical principles as it relates to functional mobility. The laboratory portion of this course will allow students the opportunity to obtain hands-on skills for accurate identification and palpation of bony landmarks, muscles, ligaments and nerves through the use of graphic and audiovisual resources, anatomical models and demonstration. (1 hrs. Lect., 4 hrs. Lab.)

PHT - 1102C Applied Functional Anatomy and Kinesiology (3 credits)

This course is focused on providing the students with the knowledge and skills necessary for the understanding of normal and pathologic human motion. This course will instruct the student on the principles of kinesiology through detailed study of the body structures related to motion, neurologic control, anatomical and physiological details of bones, ligaments, muscles and nerves. Special attention will be placed on human biomechanical principles as it relates to functional mobility. The laboratory portion of this course will allow students the opportunity to obtain hands-on skills for accurate identification and palpation of bony landmarks, muscles, ligaments and nerves through the use of graphic and audiovisual resources, anatomical models and demonstration. (2 hrs. Lect., 1 hrs. Lab)

PHT - 1130C Introduction to Assessment, Measurement & Documentation (2 credits)

This is a two-part combined lecture-lab series. In part 1, students will learn and practice the proper techniques to; perform and record goniometry, measure muscle strength and edema levels, and properly determine amount of assistance a patient requires during functional mobility in order to accurately report findings to the supervising physical therapist regarding patient progress. The topics and lab practice of normal vs. Abnormal gait and postural alignment will also be covered. Students will learn to document according to Medicare and legal guidelines including how to assimilate and carryout an established PT POC, as well as, the ethical, legal and fiscal responsibilities of documentation. (1 hr. Lect., 2 hrs. Lab) **starting Fall 2021*

PHT - 1131C Assessment, Measurement and Documentation (4 credits)

During this combination lecture-lab course, students will learn and practice the proper techniques to; perform and record goniometry, measure muscle strength and edema levels, and properly determine amount of assistance a patient requires during functional mobility in order to accurately report findings to the supervising Physical Therapist regarding patient progress. The topics and lab practice of normal vs. abnormal gait and postural alignment will also be covered. Students will learn to document according to Medicare and legal guidelines including how to assimilate and carryout an established PT POC, as well as, the ethical, legal and fiscal responsibilities of documentation. (2 hrs. Lect., 4 hrs. Lab.) **through Summer 2021*

PHT - 1200C Basic Patient Care (3 credits)

In this course students will be instructed on the basics of patient interaction as a healthcare worker including; taking vital signs (blood pressure, heart rate, respiratory rate, pain levels), patient draping and positioning, body mechanics, safety, patient transfers and bed mobility, weight bearing status levels, range of motion, universal precautions, the different levels or types of contact precautions, sterile field preparation, mechanical lifting, donning/doffing splints, prostheses, adaptive devices and compression garments. (1 hrs. Lect., 4 hrs. Lab.)

PHT - 1210C Therapeutic Modalities & Physical Agents (3 credits)

Modalities commonly used in the field of physical therapy will be discussed during this course. The physiological effects, indications and contraindications will be reviewed for each modality including but not limited to heat, cold, ultrasound, electrotherapy, traction, intermittent compression, wound care, therapeutic massage, diathermy, and patient positioning. (1 hr. Lect., 4 hrs. Lab.)

PHT - 1231L Therapeutic Exercise (2 credits)

This course provides the laboratory practice for techniques presented in PHT 2255, PHT 2256 and PHT 2287. This includes competency based skill checks and laboratory exams in preparation for the full-time Clinical Practicum. (4 hrs. Lab.)

PHT - 1300 Pathology for the PTA (3 credits)

This course will introduce the students to general pathological conditions as it relates to the Physical Therapist Assistant with emphasis on those commonly seen and treated in the field of Physical Therapy. The musculoskeletal, neuromuscular, cardiopulmonary and integumentary systems will be covered along with discussion of the disablement model. Basic system anatomy is reviewed with focus on the pathophysiology of the disease. Descriptions of how diseases are classified, diagnosed and treated, as well as, the natural course/prognosis of these diseases are presented. The effects of aging will be explored along with contraindications, precautions and patient/caregiver education related to the pathologies and Physical Therapy are discussed. (3 hrs. Lect.)

PHT - 1801L Clinical Practicum I (1 credit)

This first clinical experience will allow the students to interact with patients, in small groups, under the supervision of a licensed Physical Therapist or Physical Therapist Assistant. Focus will be on ethics and legislation, professionalism, basic patient care skills (transfers, positioning, gait training, safety, vital signs etc.), documentation, reviewing the medical chart and PT POC, observing the PT/PTA interaction, and working with support staff such as the physical therapy aide and clerical staff. (5 hrs. Lab.)

PHT – 2131 Assessment, Measurement and Documentation (2 credits)

During part-2 of this combination lecture-lab course series the students will focus on the data collection of the musculoskeletal, cardiopulmonary and neurological systems by reproducing and interpreting tests and measures in PT POC. In this course, the students should integrate and apply previous biomechanical and functional anatomy knowledge gained in prerequisite courses. Students will continue to document according to Medicare and legal guidelines including how to assimilate and carryout an established PT POC, as well as, the ethical, legal and fiscal responsibilities of documentation through the use of an EMR simulation program. (1 hr. Lect., 2 hrs. Lab) **starting Fall 2021*

PHT - 2255C Neuromuscular Diagnoses Conditions and Rehabilitation (4 credits)

This course is committed to providing the student with review of anatomical structures and study and in-depth knowledge of the etiology, signs, symptoms, risk factors, diagnostic/imaging procedures, medical and PT treatment, prognosis and prevention of neurological human disease and disorders. Special emphasis will be given to those disorders treated commonly seen in Physical Therapy; topics include the neuromuscular system, pertinent pharmacology, genetics, psychological disorders, spinal cord disorders, stroke rehabilitation, pediatrics and geriatrics. During the lab portion, the students will learn how to execute the PT POC using techniques and appropriate modalities for effective neuromuscular rehabilitation, positioning, gait training, contraindications to exercise, and facilitation/inhibition techniques. (2 hrs. Lect., 4 hrs. Lab.)

PHT - 2256C Orthopedic Conditions and Rehabilitation (4 credits)

In this course, students will review pertinent anatomical structures and be instructed on the etiology, signs, symptoms, risk factors, diagnostic/imaging procedures, medical and PT treatment, prognosis and prevention of orthopedic human disease and disorders. Special emphasis will be given to those pathological processes commonly encountered in Physical Therapy. Topics include the musculoskeletal, integumentary, and immune systems, pertinent pharmacology, amputations, genetics, wound management, pediatrics and geriatrics. The lab will allow students to practice different treatment modalities, manual therapy, gait training techniques, stretching, creation of home exercise programs, precautions and contraindications to exercise/rehab in regards to orthopedic conditions, and directing therapeutic exercise along with developing problem solving skills within the PTA scope of work in order to carry out the PT POC. (2 hrs. Lect., 4 hrs. Lab.)

PHT - 2287C Cardiovascular and Pulmonary Physical Therapy (3 credits)

The student will review the anatomical components and examine the and receive in-depth knowledge of the etiology, signs, symptoms, risk factors, diagnostic/imaging procedures, PT and medical treatment, prognosis and prevention of cardiopulmonary human disease and disorders. Special emphasis will be given to those disorders and syndromes treated commonly encountered in Physical Therapy. Topics include the cardiovascular and pulmonary systems, special considerations during exercise and rehabilitation, geriatrics, pediatrics, and genetics, pertinent pharmacology and airway clearance techniques. Cardiac and pulmonary rehabilitation programs will be discussed. The lab portion will provide students the opportunity to practice skills required for implementation of the PT established cardiac and pulmonary rehabilitation programs, contraindications to exercise and safe monitoring of cardiopulmonary compromised patients. (2 hrs. Lect., 2 hrs. Lab.)

PHT – 2501C Promotion of Health and Wellness (1 credit)

During this course, students will learn the importance of promoting health and wellness to their patients, family, friends and community. Students will also investigate their own levels of health and wellness to develop and implement a personal plan. Topics discussed will include defining health and wellness, incorporating wellness into physical therapy, how nutrition affects wellness, determining fitness and body composition, the impact of social

and mental health on wellness, and setting wellness goals for self, family/friends and community. (2 hrs. Lab.) Prerequisites: PHT 1102C, PHT 1213C, PHT 1300.

PHT - 2601 Evidence Based Practice 1 (3 credits)

This course builds upon the introduction of evidence based practice in the fundamental PTA courses. Students will explore the need for evidence based practice in physical therapy. The skills of locating, identifying, and evaluating research articles and different sources of information and published data will be developed. Students will practice synthesizing the data from multiple sources to answer or solve a physical therapy clinical problem and to determine the implications for practice. (3 hrs. Lect.)

PHT – 2931 Trends in Physical Therapy (1 credit)

Through this course, the student will receive information about the trends impacting the Physical Therapy realm. Discussion will include the role of the Physical Therapist Assistant in the evolving health care system, preparation for the final 2 clinical practicums, emerging ethical, legal and legislative issues, licensure preparation, resume writing, job searching, interviewing skills and the importance of continued personal, social and career development by creating a 5-year professional development plan. (1 hr. Lect.)

PHT – 2942L Clinical Practicum 2 (12 credits)

This full-time final clinical practicum, consisting of two unique clinical education experiences, will allow the students to interact with patients under the supervision of a licensed physical therapist or physical therapist assistant, in both an inpatient and an outpatient setting (as available). During this practicum, students will focus on ethics and legislation, patient interactions across the lifespan and diagnosis complexity, professionalism, and documentation while moving towards greater independence with carrying out the interventions detailed in the PT POC and managing an average PTA caseload. By the end of this clinical practicum students should demonstrate entry level proficiency in all aspects of patient care and physical therapy intervention. (40 hrs. Lab)

PHT – 3148 Professional Development Seminar – Lifespan (2 credits)

This course discusses normal development across the lifespan in relation to their area of focus. Then it delves into common pathologies and conditions in relation to each stage of life. The PT and medical management issues unique to the different life stages are explored. (3 hrs. Lect.)

PHT – 3208C Clinical Skills (3 credits)

This course expands upon the entry-level skills the student learned in the fundamental PTA courses including the use of the ICF model emphasizing personal and environmental factors. The students will explore advanced physical therapy interventions related to their area of focus, and implement corresponding coding and billing practices. (2 hrs. Lect., 1 hr. Lab)

PHT – 3209L Manual Techniques II (3 credits)

This course will advance the manual techniques of the PTA. This course will include the introduction of skills including but not limited to trigger point release, edema reduction, instrument assisted soft tissue mobilization, and active release technique. (1 hr. Lab)

PHT – 3215C Therapeutic Modalities II (3 credits)

This course will build upon the PTA's knowledge of therapeutic modalities and physical agents through the inclusion of the most up-to-date treatment modalities. Topics include, but are not limited to laser, H-wave, blood flow restriction, hivamat, kinesiotape, functional electrical stimulation, and theragun. (1 hr. Lect., 1 hr. Lab)

PHT – 3305 Applied Pathophysiology (3 credits)

This course expands upon the pathology knowledge gained during the fundamental PTA courses and delves further into the system and conditions specific to the student's area of focus. This courses elevates the student's knowledge of pathophysiology to an advanced level in the chosen region of interest. (3 hrs. Lect.)

PHT – 3351 Basic Pharmacology for Pt Assistants (3 credits)

This course provides an introduction to the concepts of pharmacology and pharmacological agents for conditions commonly seen in physical therapy. The indications, interactions, and side effects will be explored, as well as, the implications of each drug as it relates to physical therapy treatment and interventions. (2 hrs. Lect.)

PHT – 3506L Service Learning in PT (3 credits)

This course is based on the APTA core values of professional duty and social responsibility. Students will engage in a course-long service learning project related to physical therapy. This course will emphasize the importance of service learning in physical therapy and encourage further development of these two values within the student. (1 hr. Lab)

PHT – 3901L Independent Study 1 (2 credits)

This courses focuses on the application and practice of advanced clinical skills and results in the completion of a case study on a patient with a condition related to the student's area of focus in reference to the ICF categories. (2 hrs. Lab)

PHT – 4141C PTA Assessment 2 (3 credits)

The course briefly reviews basic assessments and then builds to advanced condition-specific assessment tools and skills for the student's chosen area of focus. The course will advance the student's knowledge of condition-specific medical management, as well as, assessment of patient laboratory and radiological results. This course prepares the student to function as an advanced level PTA to support a supervising PT in a specialty area or clinic. (2 hrs. Lect., 1 hr. Lab)

PHT – 4422 Teaching and Learning for PTAs (3 credits)

This course builds upon the basics of learning theory and teaching methods learned in prior coursework and applies them to the context of physical therapist assistant education. This course prepares students to work within the higher education context particularly in a physical therapist assistant program. This course includes discussion of NPTE content, CAPTE standards, and the APTAs Minimum Required Skills for the PTA. (3 hrs. Lect.)

PHT – 4511 Management & Administration in PT (3 credits)

This course will introduce the students to management and administration of physical therapy services in private practice/outpatient and inpatient/skilled nursing settings. The ethical and legal standards, basics of coding and billing of PT services to third party and

Medicare/Medicaid, and management of therapy personnel and support staff will be discussed. (3 hrs. Lect.)

PHT – 4600 Basic Research (3 credits)

This course will further develop research and writing skills through the creation of a physical therapy research proposal. (3 hrs. Lect.)

PHT – 4902L Independent Study 2 (2 credits)

This second independent study course focuses on the application and practice of new assessment skills and the writing of a case study related to a patient with a condition related to the student's area of focus in reference to the ICF categories. Furthermore, the student will engage in self- assessment of his or her abilities related to advanced assessment skills. The student will incorporate the elevated knowledge of laboratory and radiological results, medical management, and the effect of personal and environmental factors within the ICF model from the prerequisite courses into their assessment processes. (2 hrs. Lab)

PHT – 4951 Professional Capstone (3 credits)

In this course, students will demonstrate knowledge of concepts learned throughout the core and elective courses. Students in the business track will create a comprehensive business plan including a budget, staffing plan, clinic design/layout, and clinic policies and procedures. Students in the education track will create a new physical therapy course using the statewide course numbering system including course description, credit hours, textbook selection, course objectives, semester schedule, and the lesson plans to one day's lecture. Students in the clinical track will perform a literature review and write an APA style research paper on a chose topic to determine the most current evidence-based practice. All students will present their projects at the end of the course. (3 hrs. Lect.)

PHT – 4960 Clinical Proficiency and Problem Solving (4 credits)

This course is focused on elevating the level of clinical decision making and problem solving of the PTA commensurate with completion of baccalaureate level study. Through case studies, the students will apply their knowledge of advanced clinical interventions and condition specific assessments to complex patient cases set in a variety of clinical settings. Students will practice the communication skills necessary to participate in interprofessional collaboration. Additionally, the teamwork and communications skills necessary to work under the supervision of a board certified PT or PT expert in their chosen area of interest will be practiced. (4 hrs. Lect.)

PHY - 1007C Physics for Allied Health Professions (3 credits)

This course is designed to give students in the allied health field a fundamental knowledge of the structure of matter, a description of the motion of objects and its laws, mechanics, sound and light waves, fluid and gas laws, electrical circuits and of heat and radiation. (2 hrs. Lect., 2 hrs. Lab.) Prerequisite: MAC 1105.

PHY – 1020 Fundamentals of Physics (3 credit)

Survey of light, mechanics, electricity, and magnetism and an introduction to atomic, nuclear and sub nuclear physics with emphasis on how the physicist approaches the

problem of describing nature. A qualitative descriptive approach is used. (3 hrs., Lect.) Prerequisite: MAC 1105.

PHY – 1020L Fundamentals of Physics Lab (1 credits)

Laboratory to accompany PHY 1020. Experiments in mechanics, optics, electricity, and magnetism. (2 hrs. Lab) Prerequisite: PHY 1020.

PHY - 1100C General Physics I (3 credits)

This course is designed to give the beginning student a fundamental knowledge of the structure of matter, a description of the motion of objects and its laws, and of heat and radiation. (2hrs. Lect., 2 hrs. Lab.) Prerequisite: MAC 1105.

PHY - 3107 General Physics II (3 credits)

This course includes mechanics, heat, sound, light, electricity, magnetism and modern physics. (3 hrs. Lect.) Prerequisite: MAC 1105.

PHY - 3107L General Physics II Lab (1 credits)

The laboratory activities focus mechanics, heat, sound, light, electricity, magnetism and modern physics. (2 hrs. Lab.) Prerequisite: PHY 3107.

PLA – 1003 Introduction to the 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 paralegal's role in the legal system. The course explores such topics as sources of law, classification of the law and steps in the litigation process. Additionally, substantive areas of the law such as contracts, torts, real property, constitution, and criminal law are also discussed. (3 hrs. Lect.)

PLA – 1426 Contracts and Business Entities (3 credits)

This course provides students with an overview of contract law and business organizations; such as corporations, partnerships, and sole proprietorships. (3 hrs. Lect.)

PLA – 2104 Legal Research and Writing I (3 credits)

This course will introduce the student to the techniques of legal research with an emphasis on the research of a case law as it relates to the specific issue. Topics covered include: problem analysis, resource materials, research techniques, presentation of research, writing memoranda, and writing legal briefs. The emphasis of this course will be on research. (3 hrs. Lect.)

PLA – 2114 Legal Research and Writing II (3 credits)

This course will introduce the student to legal terminology as well as the specific usage of such terminology in legal documents. Topics covered include: problem analysis, resource materials, research techniques, presentation of research, writing memoranda, and writing legal briefs. The emphasis of this course will be on writing. (3 hrs. Lect.)

PLA – 2201 Introduction to Civil Procedure (3 credits)

This course includes an overview of a civil lawsuit as well as an introduction to pleading and the most commonly used motions. It will also highlight the interface between civil procedure and substantive law. It will prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal Courts. Topics included are: substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, and preparing interrogatives and answers. (3 hrs. Lect.)

PLA – 2273 Introduction to Torts (3 credits)

An overview of the laws of negligence, intentional wrongs, slander and libel, product liability, strict liability and other private wrongs. Topics covered include: theories governing tort law, system and procedures used in preparation for tort cases, trial procedures, and appeal procedures. (3 hrs. Lect.)

PLA – 2303 Criminal Law and Procedure (3 credits)

The law of criminal procedure governs the procedure whereby the government seeks to convict and punish a person for a criminal offense. It thus deals with the manner in which the police detect whether a criminal offense has been committed; the manner in which the evidence is presented to and evaluated by the guilt determining body; and if guilt is determined, the manner in which punishment is imposed. Topics covered include: offenses against persons, property, and habitation, statutory provisions, defenses, parties to crime and jurisdiction, Florida Rule of Criminal Procedure, arrest, search warrant and probable cause, exceptions to the search warrant, admissions and confessions, stop and frisk, pretrial identification procedures, preparation of a case for court, discovery procedures, motions, post-trial motions and procedures, preparing the record on appeal, and habeas corpus petitions credits. (3 hrs. Lect.)

PLA – 2460 Bankruptcy Law (3 credit)

This course is designed to introduce the student to the federal bankruptcy code, with emphasis on chapters 7, 11, and 13. The student will become familiar with the different forms and procedures for filing in the State of Florida. (3 hrs. Lect.)

PLA – 2600 Fundamentals of Wills, Trusts, and Estates (3 credits)

This course will discuss the requirements of creating a trust, as well as the duties and responsibilities of both personal trustees and corporate trustees. The students will also be required to draft a simple will. An introductory discussion of intestacy law will be included. Topics covered include: estate planning, wills and the laws of succession, the drafting and executing of wills, trusts, formal and informal probate administration, and tax consequences of wills and trusts. (3 hrs. Lect.)

PLA – 2610 Real Estate Principles, Practices, and Law (4 credits)

This course will examine real property law as it affects the ownership and transfer of land as well as its transfer, and is a preparation for the Florida Real Estate Salesman's License Examination. Topics covered include: fundamentals of real estate and license law under the Florida Statutes, a study of the business and legal aspects of real estate ownership, contracts, deeds, titles, mortgage instruments, property law, and FREC governing policies,

and regulations relative to salespersons. Completion of this course and the end-of-course examination meets FREC requirements. (4 hrs. Lect.)

PLA – 2611 Real Property Law (3 credits)

This course will examine real property law as it affects the ownership of land, as well as its transfer, and is a preparation for the Florida Real Estate Salesman's License Examination. Topics covered include: fundamentals of real estate and license law under the Florida statutes, a study of the business and legal aspects of real estate ownership, contracts, deeds, titles, mortgage instruments, property law, and FREC governing policies, and regulations relative to salespersons. Completion of this course and the end-of-course examination meets FREC requirements. (3 hrs. Lect.)

PLA – 2700 Professional Ethics and Liability (3 credits)

This course will provide the student with an opportunity to examine and evaluate the ethical obligations and professional responsibilities of a legal assistant. The student who successfully completes this course will have a basic understanding of ethical legal conduct, a thorough comprehension of the importance of ethics to the law, a solid understanding of the major issues in ethics and the rules governing those issues, and the ability to apply that developing ethical sensitivity and knowledge to a variety of hypothetical and real-life situations. (3 hrs. Lect.)

PLA – 2763 Law Office Management (3 credits)

This course covers the organization, operation, marketing and management of a typical law office. Students will learn the fundamentals of how a law office functions, and essential office management skills such as time keeping and billing; calendaring, docket control and case management. Students will become familiar with legal assistant ethics and the avoidance of malpractice. (3 hrs. Lect.)

PLA – 2800 Family Law and Practice (3 credits)

This course will provide a general introduction to dissolution of marriage, including both the practice and specific procedures. Topics covered include: valid marriage, grounds for divorce, dissolution of marriage and annulment, laws concerning children, parental support, adoption and guardianship, property rights, and tax laws relating to families. (3 hrs. Lect.)

PLA – 2941 Internship in Legal Assisting (3 credits)

As part of the preparation process for a career in legal assisting, the student is permitted to serve an internship in a legal environment acceptable to the college. Arrangements for the internship training provide for assignment of duties, hours of employment and working conditions satisfactory to the student, the instructor and the employer. Students are required to complete a 170-hour field experience.

PLA - 3115 Legal Research & Writing III (*) (3 credits)

Emphasis is on improving legal research and writing ability through the use of practical writing assignments, including: case briefs and legal memorandums. (3 hrs. Lect.) Prerequisites: PLA 2104, PLA 2114

PLA - 3226 Civil Litigation (3 credits)

This course focuses on the procedural rules and filing requirements associated with complex litigation. Emphasis is placed on motion-practice. (3 hrs. Lect.)

PLA - 3263 The Law of Evidence (3 credits)

An overview of the rules of evidence. (3 hrs. Lect.)

PLA - 3274 Tort Law (cross-reference: CJL4044) (3 credits)

A case-law and legislative study of civil liability for damages caused by a breach of an imposed duty. Topics include: negligence, absolute liability, intentional torts, defamation, economic torts, products liability, and damages. (3 hrs. Lect.)

PLA - 3306 Criminal Law (cross-reference: CJL4412) (3 credits)

A case-law and legislative study of substantive criminal law. Focus will be on the elements of the major crimes, their defenses, and criminal sanctions. (3 hrs. Lect.)

PLA - 3309 Criminal Procedure (cross-reference: CJL3410) (3 credits)

A case-law study of the Fourth through the Eighth Amendments of the Constitution, and their impact on the criminal justice process. (3 hrs. Lect.)

PLA - 3428 The Law of Contracts (3 credits)

A case-law study on contract law. Topics include contract formation, enforceability, clauses, Statute of Frauds, termination, and remedies. (3 hrs. Lect.)

PLA - 3434 Business Organizations (3 credits)

A case-law study on the formation, operation, and governance of common business organization, such as corporations, partnerships, and limited liability companies. (3 hrs. Lect.)

PLA - 3464 Bankruptcy Law (3 credits)

This course is designed to introduce the student to the federal bankruptcy code, with emphasis in Chapters 7, 11, and 13. (3 hrs. Lect.)

PLA - 3523 Health Law and Ethics (3 credits)

This course focuses on the legal and ethical issues related to the healthcare profession. (3 hrs. Lect.)

PLA - 3570 International Law (3 credits)

A general survey of international law. Topics will include: treaties, sovereignty, jurisdiction, international courts and tribunals, customary international law. (3 hrs. Lect.)

PLA - 3613 Property Law (3 credits)

This course provides students with an overview of American property law through an understanding of applicable case-law. (3 hrs. Lect.)

PLA - 3803 Domestic Relations Law (3 credits)

A case-law study of domestic relations law. Topics include divorce, custody, child support, alimony, adoptions, and domestic partnerships. (3 hrs. Lect.)

PLA - 3823 Ethical and Legal Issues of Sport (3 credits)

Introduction to the legal issues and regulation of sports, focusing on torts, contracts, agency and constitutional law as applied to athletes. (3 hrs. Lect.)

PLA - 4116 Legal Research & Writing IV (*) (3 credits)

Emphasis is on improving legal research and writing ability through the use of practical writing assignments, including: trial briefs and appellate briefs. (3 hrs. Lect.)
Prerequisites: PLA2104, PLA2114, PLA3115

PLA - 4410 Intellectual Property Law (3 credits)

Case-law and legislative study of copyrights, trademarks, and patents. (3 hrs. Lect.)

PLA - 4522 Health Care Law (3 credits)

This course provides an overview of regulations and laws that apply to the health care system. The contractual relationship established between patient and provider as well as patient and health insurance company; state and federal regulations regarding licensing, health care facilities, and health care insurance; state and federal laws governing health care, privacy and bioethics are the topics covered in this course. In addition, the course will give an in-depth look at the governing case law in each of these areas, as well as, addressing issues surrounding liability in the health care profession and medical malpractice. (3 hrs. Lect.)

PLA - 4844 Immigration Law (3 credits)

Provides a general overview of immigration law. Topics include, but are not limited to: Visas, citizenship, removal, and asylum. (3 hrs. Lect.)

PLA - 4880 Constitutional Law (cross-reference: PENDING) (3 credits)

An overview of the U.S. Constitution and its role in the American Legal system. (3 hrs. Lect.)

PLA - 4944 Legal Studies Internship (3 credits)

Students will gain field placement experience in a private law firm or government agency legal department. Specific learning outcomes to be established in conjunction with placement agency. (3 hrs. Lect.)

PLA - 4950 Legal Studies Capstone Project (3 credits)

Students will demonstrate knowledge of concepts learned throughout program. The final project will include concepts related to: criminal law, torts, constitutional law, property law, evidence, contracts, and areas of special interest. Students will conduct extensive research, and will apply real-world issues; thus, demonstrative their legal research and writing skills. (3 hrs. Lect.)

POS - 2041 American Government and Politics (3 credits)

This course examines the constitution, its principles and development, the organization and functions of the federal government, elections, political parties, and interest groups, and relationships between the individual and the federal government. (3 hrs. Lect.)

POS - 2112 State and Local Governments (3 credits)

This course examines the structure of state and local governments, the social and political influences on states and local governments, and the dynamics of administrative processes. (3 hrs. Lect.)

PPE – 3003 Psychology of Personality (3 credits)

This course introduces the student to the study of personality development, their assessment, and the processes that defining them. Priority will be given to the "grand" theories of personality that tend to have more historical significance for current personality theories and research. Consideration will be given to traditional and contemporary approaches to personality development. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

PSB - 3002 Biological Basis of Behavior (3 credits)

This course explores the structure and function of the nervous system. It illustrates and attempts to explain the cellular basis of neuronal activities, discusses the physiological basis of the motor control, sensory systems, motivated behaviors and higher mental processes. (3 hrs. Lect.) Prerequisites: PSY 1012, BSC 1010

PSB - 4444 Psychopharmacology (3 credits)

An introduction to the major classes of psychoactive drugs and how they affect behavior. Equal emphasis will be given to laboratory and clinical studies. (3 hrs. Lect.)

PSY – 1012 General Psychology (3 credits)

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day-to-day behavior. (3 hrs. Lect.)

PSY - 3213 Psychological Research Methods (3 credits)

This course considers the logic of experimental design, concept of control and the analysis of experimentally obtained data. the laboratory section provides experience applying the concepts discussed in lecture. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

PSY – 4049 Capstone Course Psychology (3 credits)

The psychology capstone course is a project which is a conclusion of all psychology courses taken. It is an opportunity to focus on a particular topic of interest of the student, where he or she can explore and integrate their experience with the theories learned. Each student will develop and outline paper for his or her capstone experience project. The project being proposed will be a scholarly research paper of creative, original work which may include a case study, or any other mode appropriate to the student's interest and experience. (3 hrs. Lect.)

PSY - 4604 History and Theories of Psychology (3 credits)

In this course, students will learn the current psychology stems from the rise of the scientific method and worldview in Europe during the modern era and recurring issues in philosophy throughout its entire history in the West. This course reviews influences from each source on the development of psychology. Emphasis will be made on the history of psychology in America. (3 hrs. Lect.) Prerequisite: PSY 1012, DEP 2004

PSY - 6000 Capstone Project (3 credits)

In the capstone course, students will engage in a supervised research project and work on writing in the style of the American Psychological Association. They will strengthen their statistical analyses skills by working directly with data. Students will build their presentation skills by presenting their research at the completion of the project. (3 hrs. Lect.)

PSY 6953 Masters Project (3 credits)

In the master's project, students will engage in a supervised research project and work on writing an American Psychological Association style document. Students will reinforce their research skills by working directly with data found in a specific topic. Students will also present their research project literature review, findings and conclusions at the completion of the program. (3 hrs. Lect.)

QMB – 3302 Business Analytics (3 credits)

The course introduces students to business analytics. It covers managerial statistical tools in descriptive analytics and predictive analytics, including regression. Topics covered include forecasting, risk analysis, simulation, data mining, and decision analysis. This course provides students with the fundamental concepts and tools needed to understand the emerging role of business analytics in organizations and shows students how to apply basic business analytics tools in a spreadsheet environment, and how to communicate with analytics professionals to effectively use and interpret analytic models and results for making better business decision. Emphasis is placed on applications, concepts and interpretation of results, rather than theory and calculations. (3 hrs. Lect.)

QMB - 5357 Business Modeling (3 credit)

Information and communication technologies are essential tools in today's global business environment. They are also important to the development of innovative business models. This course explores the use of these technologies both to build innovative systems to gain competitive advantage and also to optimize operations for competitive advantage, particularly through the use of enterprise systems. The implementation and use of these

systems to build strategic partnerships and customer relationships are also discussed. (3 hrs. Lect.)

REA - 0010 College Reading Skills (3 credits)

This is a developmental course designed to improve reading skills, spelling, vocabulary and reading comprehension skills as needed for successful college work in English. Its main emphasis throughout is college reading skills, including discerning meaning of new words in context, identifying main idea and supporting details, and making inferences. (2 hrs. Lect., 2 hrs. Lab.)

Prerequisites: a score of less than 10 on the Diagnostic test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

RED - 3043 Content Reading Instruction (3 credits)

This course provides an introduction to the best reading practices with an emphasis on differentiated instruction, classroom activities, selection of instructional materials, and the role of informal and formal assessment to make instructional decisions. This class requires 10 hours of observations. (3 hrs. Lect.) Prerequisites: EDF 1005, EDF 1030

RET – 1001 Respiratory Biophysical Science (0 credits)

Physical and chemical principles of respiratory care, respiratory therapy equipment patient monitoring apparatus and electrical principles are included. (2 hrs. Lect.)

RET – 1026C Respiratory Care Equipment (4 credits)

In this course the use of respiratory therapy equipment is reviewed, except those used for artificial mechanical ventilation or diagnostic procedures. Especially emphasized are methods of manufacturing, storing and administering oxygen; humidity and aerosol therapy, and airway management. (3 hrs. Lect., 2 hrs. Lab.)

RET – 1486C Respiratory Anatomy and Physiology (3 credits)

A presentation of physiological functions, including acid base relationships, blood perfusion, functions of ventilatory control, and ventilation perfusion analysis. Laboratory exercises consistent with didactic material are incorporated into the course. (2 hrs. Lect., 2 hrs. Lab.)

RET – 1832L Respiratory Therapy Clinical I (3 credits)

This first clinical course orients the students to the care of patients in the non-critical care setting. Tasks included are oxygen and aerosol administration, chest physiotherapy, breathing treatments and airway care. Emphasis is on patient assessment, therapeutic intervention, and communication. (24 hrs./wk. clinical practicum)

RET – 2264C Mechanical Ventilation (3 credits)

This course describes the techniques and hazards of artificial ventilation including IPPB, IMV, CPAP, and PEEP. The principles and operation of all commonly used ventilators are emphasized. This course will also allow the student to develop the necessary skill required to manage the ventilators most frequently used for life support, and for therapeutic modalities. (2 hrs. Lect., 2 hrs. Lab.)

RET – 2265C Mechanical Ventilation II (3 credits)

This course explains the techniques employed in monitoring mechanical ventilated patients, discusses in detail ventilator wave forms and teaches how to interpret them as applicable to better patient care. The rationale, procedures, and possible outcomes of weaning parameters are also explained. The course also differentiates between mechanical ventilator for neonates and adults as well as the needs to institute mechanical ventilation in each of these population groups. The course categorizes mechanical ventilators according to hospital or homecare sites, explains the rationale for the latter and discusses hazards and special needs required for homecare mechanical ventilation. Students will develop the necessary skills required to manage the home care ventilators most frequently used for life support, and maintenance of artificial ventilation. Weaning parameters are also discussed and the equipment used for these procedures is employed in laboratory practice. (2 hrs. Lect., 2 hrs. Lab.)

RET – 2286 Management of the Intensive Care Patient (2 credits)

This course will instruct the students on: nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and therapy. Additional topics are the management of arrest, shock, and airway care of the post-op heart patient. (2 hrs. Lect.)

RET – 2350 Respiratory Therapy Pharmacology (3 credits)

This program was designed to instruct the students on: the route and methods of drug administration; effects and mechanisms or drugs; absorption and excretion of drugs; classification and description of drugs commonly used in respiratory therapy care; regulatory agencies, and regulations covering the use of drugs. (4 hrs. Lect.)

RET – 2414C Cardiopulmonary Function (2 credits)

This course refines techniques in spirometry gas analysis. Theory of arterial blood gas analysis is also covered. Mass screening and other techniques in diagnosis of respiratory disease are given. The course will also give the student the opportunity to practice the techniques used for spirometric determination of lung volumes and flow rates and the basic principles of cardiopulmonary stress testing. (1 hr. Lect., 2 hrs. Lab.)

RET – 2418C Cardiopulmonary Diagnostic (2 credits)

This course examines cardiac anatomy, physiology and diseases. Diagnostic procedures include EKG, Cardiac Catheterization, CVP, Swan-Ganz and arterial lines, shunt and cardiac output determination. Drugs and other therapeutic regimens are discussed. (1 hr. Lect., 2 hrs. Lab.)

RET – 2484C Cardiopulmonary Pathophysiology (3 credits)

This course is designed to introduce the students to the basic concepts of cardiopulmonary disease. Included are the mechanisms of altered lung structure airway caliber, neurogenic control and pulmonary vascular function. Laboratory exercises consistent with didactic material are incorporated into the course. (2 hrs. Lect., 2 hrs. Lab.)

RET – 2503L Advances in Cardiopulmonary Function (3 credits)

This course provides a detailed examination of the most commonly encountered cardiopulmonary diseases from the physician's clinical perspective. Emphasis is placed on pathology, physical examination, diagnosis and clinical management. (6 hrs. Lab.)

RET – 2714C Pediatrics / Neonatal Respiratory Care (3 credits)

This course emphasizes pediatric and neonatal diseases, their etiology and treatment. It encompasses the newest equipment and latest techniques used in monitoring and maintaining the infant patient. Lab will be included for skills practice prior to clinical practice. (2 hrs. Lect., 2 hrs. Lab.)

RET – 2833L Respiratory Therapy Clinical II (3 credits)

This clinical course represents the continuation of the activities in clinical I. By the end of the term the student must have mastered all non-critical care duties normally performed by respiratory therapists and the fundamentals of adult critical care. Emphasis is on ventilatory management, patient assessment, therapeutic intervention, and communication. (24 hrs./wk. clinical practicum)

RET – 2834L Respiratory Therapy Practicum III (3 credits)

This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. (24 hrs./wk. clinical practicum)

RET – 2835L Respiratory Therapy Practicum IV (3 credits)

During this course the students' responsibility will increase as their clinic skills become more sophisticated. By the end of the term the student will assume all of the responsibilities of critical care therapists caring for patients who require ventilatory management or support. (24 hrs./wk. clinical practicum)

RET – 2836L Respiratory Therapy Practicum V (3 credits)

During this course the student's responsibilities will increase. The student will rotate through different sites of respiratory care including but not limited to home care, sub-acute care (specialty units), skilled nursing facilities, and health promotion and disease prevention. In addition, the selection of proper equipment according with age and patient's condition will be covered. (24 hrs./wk. clinical practicum)

RET – 2934L Selected Topics in Respiratory Care (1 credit)

This course was designed as a review for respiratory care new technologic and therapeutic advances in the respiratory care management of patients in critical care. (2 hrs. Lect.)

RET – 3023 Introduction to Cardiopulmonary Science (3 credits)

This course is designed to offer an overview of the implications of theory to practice in respiratory care; to include the foundations of respiratory care; systems of civil and criminal law differentiation, malpractice, professional behavior and code of ethics, ethical dilemma and how they arise in healthcare, the elements that constitute a practice act and how systems of civil and criminal law differ; and professional credentialing agency, content and competencies, licensing by state medical examiners, certification and registration of respiratory therapists by the National Board for Respiratory Care, Inc. (3 hrs. Lect.)

RETR – 2000 Respiratory Therapy Course Review

This review is designed for Registered or Certified Respiratory therapists who have been out of the field for a certain amount of time. It will allow candidates to revisit and refresh basic theoretical concepts, while getting acquainted with the newest equipment and standards of practice in the field. The review requires at least 500 hours of instruction subdivided into two modules. (1 hr. Lect.)

RET - 3419 Diagnostics & Nontraditional Health Care Delivery (3 credits)

Theoretical concepts of cardiorespiratory diagnostics and data interpretation are presented. Disease prevention, rehabilitation and home care and nontraditional health care delivery settings are also emphasized. (3 hrs. Lect.)

RET – 4034 Problems in Patient Management (3 credits)

This course is designed to provide an understanding of patient management within acute care facilities, long term care, outpatient centers, and homecare environments. Students will learn how to utilize the resources that support patient care with acute and chronic cardiopulmonary disease in our community. (3 hrs. Lect.)

RET - 4050 Research Methods (3 credits)

The statistical analysis tools and organizational principles that underpin research practices for evidence-based medicine are surveyed. Specific literature-based examples are used to provide the basis for the presentation of research methods in clinical practice. (3 hrs. Lect.)

RET - 4445 Cardiopulmonary Diagnostics (3 credits)

Advanced invasive and non-invasive cardiac and pulmonary diagnostic procedures, to include but not be limited to: cardiac catheterization, electrophysiology, echocardiography, stress testing, pulmonary studies and sleep studies, explored in depth. (3 hrs. Lect.)

RET - 4536 Cardiopulmonary Rehabilitation (3 credits)

This course is designed to provide students with a comprehensive understanding of cardiopulmonary rehabilitation. Students will learn how to optimize the quality of life for chronically ill patients with cardiopulmonary disease through rehabilitation, education and outpatient management. (3 hrs. Lect.)

RET – 4616 Advanced Seminar in Respiratory Therapy (2 Credits)

Concepts fundamental to entry-level into respiratory care are examined. In addition, topics on entry-level competence, health organizations, legal, ethical, socioeconomic issues relative to respiratory care and research are presented. (2 hrs. Lect.)

RET - 4715 Advanced Neonatal and Pediatric Respiratory Care (4 credit)

The principles that underlie fetal developmental and congenital pathology with an emphasis on advanced practice for neonatology and cardiac care are discussed and analyzed. The practice issues for the neonatal intensive care unit and pediatric catheterization lab are also reviewed. (4 hrs. Lect.)

RTE - 1503C Radiographic Proc., Positioning & Related Anatomy I (6 credits)

The first of three courses, consist in an introductory course to the general radiographic terminology. this course includes the positioning and related anatomy of the chest, abdomen, upper and lower extremities, shoulder girdle, and hip. (5 hrs. Lect., 2 hrs. Lab.)

RTE - 1513C Radiographic Proc., Positioning & Related Anatomy II (4 credits)

The second of three courses in which the students will learn the procedures, positioning and the related anatomy of the pelvis, bony thorax, spinal column, skull, and facial bones. (2 hrs. Lect., 4 hrs. Lab.)

RTE - 2385C Radiation Protection and Radiobiology (6 credits)

A study of the biological effect of the different ionizing radiations on living matter. Especially the effects of x-ray radiation, focusing in the reduction of secondary radiation and the understanding of the ALARA as a basic principle of radiation protection. (5 hrs. Lect., 2 hrs. Lab.)

RTE - 2418C Image Production and Evaluation (7 credits)

This course is a deep study of radiographic imaging technical exposure factors, image receptor processing equipment, and film storage in convention and specialized x-ray equipment including conventional x-ray, fluoroscopy, tomography, mammography, and digital radiology equipment operation and their radiation protection measures. The students will also learn the analysis, evaluation and film critique of the radiographs. (6 hrs. Lect., 2 hrs. Lab.)

RTE - 2458C Equip. Oper., Radiographic Related Physics & Quality Assurance (3 credits)

A study of the radiographic related physics principles and the operation of the radiographic equipment including: conventional, fluoroscopic, mammographic, linear tomographic, and digital radiological equipment. Identification of the basic control devices in the radiographic control panel. Fundamental concepts of electricity, magnetism and electromagnetism and the structure and function of the different circuits of the x-ray and the processing equipment. This course also will provide the students with the quality assurance tests commonly done on diagnostic radiographic equipment and the quality assurance program applied to the radiology field. (2 hrs. Lect., 2 hrs. Lab.)

RTE - 2523C Radiographic Proc., Positioning & Related Anatomy III (4 credits)

The third of three courses where the students will learn the radiographic procedures that utilizes contrast media, sterile techniques, and specialized equipment and accessories; this course includes the phlebotomy techniques, the radiographic positioning and related anatomy of the digestive and urinary systems. Special attention will be given to the study of the characteristic of the contrast media substances and their adverse reactions. (3 hrs. Lect., 2 hrs. Lab.)

RTE - 2782C Radiographic Pathology (3 credits)

The students will learn the basic diseases processes, nature and causes of disease and injury, and their related radiographic images. They will learn also how to apply the specific radiographic techniques for the different diseases. (2 hrs. Lect., 2 hrs. Lab.)

RTE - 2804C Radiographic Clinic I (4 credits)

The first of two clinical courses. Under the direct supervision of faculty and the x-ray Laboratory staff. The students perform basic diagnostic radiograph procedures for skull, spinal column, upper and lower extremities, chest, and abdomino-pelvic cavities. The students must observe the principles of radiation protection and the ethical and legal issues in diagnostic radiographic procedures. (3 hrs. Lect., 2 hrs. Lab.)

RTE - 2814C Radiographic Clinic II (4 credits)

The second of two clinical courses that is a continuation of the radiographic clinic I and includes advanced radiographic techniques such as digestive and urinary systems contrast media studies. the students will learn the professional performances in an x-ray Laboratory and how to handle the most common duties. The study of the adverse reactions to contrast media substances and its management will be objects of special attention. (3 hrs. Lect., 2 hrs. Lab.)

RTE - 2935 Special Topics in Radiology (0 credits)

This course consists of a comprehensive review of all radiology core courses in order to remediate any weakness and ensure the success of students taking the ARRT certification test and professional practice. Not automatically transferable. (3 hrs. Lect.)

RTE - 2940L Clinical Journal in Radiology (6 credits)

Within this course the students will be able to apply the knowledge acquired in the classroom settings under direct supervision in the clinical sites. Special emphasis on radiation protection, patient care, equipment operation, radiographic positioning and techniques, images processing procedures, and image quality evaluation as well as in patient care principles and ethical issues will be placed. To successfully complete this course, 600 hours in the clinical setting must be completed.

SCE - 3367 Methods of Teaching and Learning Natural Sciences (3 credits)

This course provides an introduction to the philosophical, historical, and sociological views of the nature of science and its role in science education. Students will learn to develop instructional materials and strategies focusing on the nature of science. This class requires 10 hours of observations. (3 hrs. Lect.) Prerequisites: EDF 1005, EDF 1030

SDS - 6600 Introduction to Academic Advising (3 credits)

This course presents the basic principles of academic advising and the essential components of student success and retention in higher education. Topics include: developmental advising, research on academic advising, models and delivery methods, advising skills, assessment and special topics that may arise in an academic advising setting. (3 hrs. Lect.)

SDS - 6650 Student Development Theory (3 credits)

This course provides an in-depth study of student development theories including those in the areas of cognitive and psychosocial theories. Students will examine theoretical

perspectives and learn how to apply them in practical situations encountered in higher education settings. (3 hrs. Lect.)

SDS - 6700 Advising Diverse Populations (3 credits)

This course is designed to prepare advisors to work with special populations of students with specific needs. The student is introduced to the various cultural, ethical, racial and linguistic issues associated with advising practices. (3 hrs. Lect.)

SDS - 6750 Learning Principles (3 credits)

This course covers strategies for enhancing student academic performance, ranging from assessment to implementation. Students will explore the learning theories and overview of research on factors that enhance academic performance, including psychosocial variables, and learning styles and strategies. (3 hrs. Lect.)

SLS - 1501 College Study Skills (0 credits)

This is a mandatory course for all incoming students. This course develops skills for students to be competent in orientation to College, study and survival skills, time management, and life planning skills, critical thinking, and experimental learning.

SON - 1642 Ethics and Law in Diagnostic Imaging (3 credits)

This course is designed to introduce the students in the foundation of law and ethics and their related aspects in Sonography. The student will learn the professional aspects related with the Sonographic technicians and the concepts of liability, negligence, and malpractice, as well as the proper communication, human relationship, and other social issues. (3 hrs. Lect.)

SON - 2000 Introduction to Sonography and Patient Care (1 credit)

An introduction to the profession of sonography and the role of the sonographer. Emphasis on basic ultrasound procedures, medical terminology, ethical/aspects, musculoskeletal disorders, professional issues relating to registry, accreditation, professional organizations, and history of the profession. (1 hr. Lect.)

SON - 2000L Introduction to Sonography and Patient Care Lab (1 credit)

This is a hands on laboratory that provides guidance patient preparation, and positioning for different sonographic procedures. Emphasis is place on preparation of the scanning environment to different scenarios within a clinical setting. Equipment preparation, sterile technique and proper supplies required for surgical and nonsurgical procedures. Patient assessment and vital signs are addressed and refreshed at this time. (2 hrs. Lab.)

SON - 2110C Image Production in Ultrasound (3 Credits)

This course will teach how to understand the sonographic visualization of the organs and tissues and how to apply this knowledge in the use of sonographic procedures in order to reach the appropriate image under study. (2 hrs. Lect., 2 hrs. Lab)

SON – 2111C Abdominal Ultrasound 1 (3 credits)

This course teaches the standard procedures used in abdominal sonography as well as the recognition of the organs and structures, including vascular structures, liver, biliary systems, pancreas, gastrointestinal tract, spleen, urinary system, retropertitoneum

organs, peritoneal cavity, and abdominal wall. The student will be trained in the localization, visualization, and the recognition of the organs and structures of the abdominal cavity. The student will learn about the sonographic images and the anatomical variations of the abdominal organs. (2 hrs. Lect., 2 hrs. Lab)

SON - 2113 Cross-Sectional Anatomy (3 credits)

This course will include knowledge of cross-sectional human anatomy as visualized using diagnostic ultrasound. The student will become familiar with the ultrasonic appearance of disease free organs, tissues and vessels of the human body. Normal and abnormal anatomical variants will also be addressed. (3 hrs. Lect.)

SON - 2116 Abdominal Sonography I (3 credits)

This first of a two-part course sequence introduces the student to the role of the sonographer in diagnostic medical imaging. The student is taught the correct technique in achieving a full sonographic study and proper ultrasound protocols for each organ. This course will explain the normal anatomy, function and pathologies of the retroperitoneum and great vessels, liver, gallbladder, biliary tree and spleen. The course will also explain the normal anatomy, function and pathologies associated with the pancreas. (3 hrs. Lect.)

SON - 2116L Abdominal Sonography I Lab (1 credit)

This course first introduces the student to obtain and apply the correct Sonographic Application technique(s) necessary to achieve a full sonographic study for the following organs: liver, gallbladder, biliary tree, spleen, retroperitoneum, and pancreas. This laboratory course provides the student practice and hands-on training. (2 hrs. Lect.)

SON - 2118 Abdominal Sonography II (3 credits)

This second part course continues along the same principles of the first sequence, teaching the correct technique in achieving a full sonographic study and proper ultrasound protocols for each organ. This course will explain the normal anatomy, function and pathologies of the abdominal wall and genitourinary system. It will also emphasize the methods employed in the acquisition of quality ultrasound images of the superficial structures of the human body and vascular system, as well as explain the function and pathologies of the gastrointestinal tract. (3 hrs. Lect.)

SON - 2118L Abdominal Sonography II Lab (1 credit)

This course first introduces the student to obtain and apply the correct sonographic application technique(s) necessary to achieve a full sonographic study for the following organs: thyroid gland, breast, prostate and scrotum; and for the following systems: gastrointestinal tract, abdominal wall, and genitourinary. This laboratory course provides the student practice and hands-on training. (3 hrs. Lab.)

SON – 2121C Obstetric/Gynecologic Ultrasound 1 (3 Credits)

The first of two courses. This course will teach the standard procedure for the female pelvis sonographic examination, the recognition of the organs and structures such as vascular structure muscles, uterus, ovaries, urethra and urinary bladder. The students will learn the sonographic image, variations, and localization of the female pelvic organs. (2 hrs. Lect., 2 hrs. Lab)

SON – 2126C Obstetric Pathology (3 credits)

This course consists of the study of the different pathologies and diseases that affect the organs of the pregnant mother and the fetus. Pathologies and abnormalities in the organs and structures of the pelvic cavity and in the embryo and fetus development will be covered including abnormal development malformation syndromes and congenital diseases. Students will be trained in the visualization and recognition during sonographic imaging of the organs and structures of the pregnant mother and the fetus including the fundamentals of Doppler evaluation of the fetus. (1 hr. Lect., 4 hrs. Lab)

SON - 2128 Obstetrics/Gynecology Sonography I (3 Credits)

This course introduces the student to the anatomy and physiology of the female reproductive system and related organs of the pelvis. Patient preparation, basic ultrasound protocols of the pelvis and techniques used during the first trimester of pregnancy will be discussed. Emphasis is placed on congenital anomalies of the pelvic organs such as pelvic masses, uterine enlargement, endometrial abnormalities, fluid collections, pelvic inflammatory disease, precocious puberty, infertility, anomalies of the cervix and vagina, placenta, early intrauterine and ectopic pregnancy. Additionally, the student will learn about multiple gestation, embryonic abnormalities, and abnormal pregnancy with and without a living embryo. (3 hrs. Lect.)

SON - 2128L Obstetrics/Gynecology Sonography I Lab (1 credit)

This laboratory course introduces the student patient preparation, basic Ultrasound protocols of the pelvis and other female reproductive organs and \techniques used during the first trimester of pregnancy. This laboratory course provides the student practice and hands-on training. (2 hrs. Lab.)

SON – 2140C Axial Anatomy 1 (3 credits)

This course will cover the axial anatomy of the chest, abdomen, and pelvis including the characteristic of the female pelvis. The student will learn axial anatomy, anatomy variations, and positioning presented in real images produced by the sonographic equipment. The acquired knowledge will be applied the sonographic procedures in order to create the appropriate image for the different diseases of the corresponding region. (2 hrs. Lect., 2 hrs. Lab)

SON – 2141 Small Parts (1 credit)

This course provides instruction in the identification of superficial organs and glands and related pathologies. Focus is placed on the thyroid gland, testes, subcutaneous tissues, muscles and prostate gland. how to identify superficial organs and glands and their pathologies. The course will be focused on the thyroid, testes, subcutaneous tissue. (1 hr. Lect.)

SON - 2141L Small Parts Laboratory (1 Credit)

This practical laboratory session is designed to provide the students with protocols that are commonly performed for identifying the superficial organs and glands as well as identification of muscles and adjacent structures. (2 hrs. Lab.)

SON - 2145 Neonatal and Pediatric Sonographic Applications (1 Credit)

This course is designed to provide student with basic knowledge as it relates to ultrasound during the neonatal period. Emphasis will be placed on neurosonography and pediatric applications such as neonatal spine, neonatal hip. (1 hr. Lect.)

SON - 2171 Introduction to Vascular Technology (1 Credit)

This course is a broad overview of the fundamental theory and skills utilized to Evaluate Peripheral vascular disease via non-invasive techniques and the mechanisms of disease unique to the vascular system. Instrumentation, anatomy, physiology, pathology, physical principles are emphasized. (1 hr. Lect.)

SON - 2171L Introduction to Vascular Technology Lab (1 Credit)

This course will allow student to obtain entry level skills in peripheral and cerebrovascular imaging. Emphasis is placed in patient preparation, positioning and required protocols. (1 hr. Lab.)

SON - 2182 Obstetrics/Gynecology Sonography II (3 Credits)

This course describes the embryology of the human fetus comparing the normal and abnormal stages of development. The course examines normal fetal development, the placenta, the amniotic fluid, and high-risk pregnancies. The student will learn how to recognize and evaluate congenital fetal anomalies, sonographic findings associated with chromosomal abnormalities, anomalies of the fetus involving the cranium, face, neck, spine, thoracic cavity, fetal heart, diaphragm, abdomen, genitor-urinary system, and extremities; the identification of intrauterine growth restriction, macrosomia, placental abnormalities, and fetal demise. (3 hrs. Lect.)

SON - 2182L Obstetrics/Gynecology Sonography II Lab (1 Credit)

This laboratory course provides hands on training and introduces the student to the different methods and skills necessary to complete a basic sonographic evaluation of the second and third trimester gestation. Emphasis will be placed on the biophysical profile. (2 hrs. Lab.)

SON - 2400 Introduction to Echocardiography (1 Credit)

This course provides an introduction to basic cardiac ultrasound techniques, Including two-dimensional and m-mode echocardiography, spectral and color flow Doppler, and common pathophysiology of the cardiac system. (1 hr. Lect.)

SON - 2400L Introduction to Echocardiography Lab (1 credit)

This course will allow the student to obtain the necessary entry level skills to obtain the basic echocardiography windows. Emphasis will be placed in patient care, techniques and applications. (2 hrs. Lab.)

SON - 2614 Introduction to Sonographic Physics and Instrumentation

(1 credit)

This introductory course is part one of two that will examine basic physics and instrumentation concepts. Upon successful completion of the course, students will be able to appreciate the various components of a generic sonographic imaging machine.

Discussion will include how each component is interrelated to the other components, as well as, how all components contribute to the production of a sonographic image. ALARA principle will be discussed. (1 hr. Lect.)

SON - 2614L Intro. to Sonographic Physics and Instrumentation Lab I

(1 credit)

This is the first component of a two-part physics laboratory course design for hand-on training in the basic sonographic physics applications as they related to basic equipment instrumentation and applications as they relate to practical environment. (2 hrs. Lab.)

SON - 2618 Intro. to Sonographic Physics and Instrumentation II (1 credit)

This course is the second part of a two part as it relates to ultrasound physics and instrumentation. This course teaches the fundamental physics principles of the sound and the sonographic related physics including the propagation of the ultrasound waves through the tissues, studying the echo and Doppler effects. The students will learn the necessary aspects of physics that explain how the image is formed in sonographic equipment and the most common artifacts produced. The ultrasound biological effects and the American institute of ultrasound biological effects statement will be covered. (1 hr. Lect.)

SON - 2618L Intro. to Sonographic Physics and Instrumentation Lab II

(1 credit)

This is part two of laboratory applications as they relate to the Doppler, elastography and quality assurance. Emphasis will be place on the identification of artifacts. (2 hrs. Lab.)

SON - 2804 Clinical Practicum I (8 credits)

This course is a continuation of SON 1807 and consists of externship rotation That provides experience in a clinical ultrasound setting where the student will learn to work with patients under the supervision of a qualified sonographer. It is intended to present the student with a wide variety of clinical situations that are encountered in the health care provider's clinical setting. (360 Clinical Hours)

SON – 2807L Pre-Clinical Sonographic Practice (2 credits)

This course is designed for student to demonstrate competency skills in the protocols learned through-out the course (includes, abdominal, gynecology, obstetrical, small parts lower and upper extremity venous/ arterial and carotid protocols). The intent of the course is to identify any weakness that the student may demonstrate and provide a remediation of such skills during their clinical practicum. (4 hrs. Lab.) Prerequisites: SON 2111C, SONC2116, SON2121C, SON2125C, SON2122C, SON2126C, SON2614C, SON2616C, SON2110

SON - 2814 Clinical Practicum II (8 credits)

This course is a continuation of SON 1807 and consists of externship rotation That provides experience in a clinical ultrasound setting where the student will learn to work with patients under the supervision of a qualified sonographer. It is intended to present the student with a wide variety of clinical situations that are encountered in the health care provider's clinical setting. (360 Clinical Hours)

SON – 2930L Special Topics in Sonography (0 credit)

This course is design to provide students with instruction and updates on new emerging technologies and applications in the field of Diagnostic Medical Sonography. During this course, students will participate in off campus society meetings as related to the topics in this course. (2 hrs. Lect.)

SON - 2960L Obstetrics and Gynecology Sonography Capstone Review (1 credit)

This course will serve as an intense review of previous sonographic courses to Prepare the graduate to sit for national sonographic examinations. Emphasis will be placed on normal anatomy physiology and pathological findings related to the obstetrics and gynecology. Test taking strategies for success will be discussed. Prerequisites: Obstetrics/Gynecology Sonography I, Obstetrics/Gynecology Sonography I Lab, Obstetrics/Gynecology Sonography II, Obstetrics/Gynecology Sonography II Lab. (2 hrs. Lab)

SON - 2961L Abdominal Sonography Capstone Review (1 credit)

This course will serve as an intense comprehensive review of knowledge learned from previous sonographic courses to prepare the graduate to sit for national Sonographic examinations. Emphasis will be placed on comparing normal anatomy versus pathological findings related to the abdomen, superficial structures. Test taking strategies for success will be discussed. Prerequisite: Abdominal Sonography I, Abdominal Sonography I Lab, Abdominal Sonography II, Abdominal Sonography II Lab. (2 hrs. Lab)

SON - 2962 L Sonographic Physics and Instrumentation Capstone Review (1 credit)

This ultrasound physics registry review course will help recent graduates and professionals in the field of Diagnostic Medical Sonography who plan to take the Sonographic Physics and Instrumentation portion of registry examinations. Emphasis is placed in basic math, ultrasound pulses, transducers, Doppler, artifact bio effects, quality assurance, sound and matter interaction. This is a Lect.-based review. Prerequisite: Introduction to Sonographic Physics and Instrumentation. (2 hrs. Lab)

SOP - 3004 Social Psychology (3 credits)

Study of the social factors influencing individual behavior. Consideration of socialization, social influence and conformity, social interaction, decision-making, attitudes and opinions, and related topics. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

SOP - 3723 Cross - Cultural Issues in Psychology (3 credits)

Cross-cultural psychology focuses on understanding culture and psychology, emphasizing cross-cultural research methodology and critical thinking. Cross-cultural psychology underscores the connections between culture, emotions, thoughts, and behaviors. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004

SOP - 4702 Psychology and Gender (3 credits)

This course is designed to introduce the students to the psychological study of gender, from developmental, biological, social and cultural perspectives. Students will examine current research and theories regarding the validity and utility of commonly accepted

gender differences in several positions. (3 hrs. Lect.) Prerequisites: PSY 1012, DEP 2004, and PPE 3003

SOP - 5526 Introduction to Group Behavior (3 credits)

Focuses upon those sources of human motivation which are a consequence of man's social-interpersonal environment and his striving to obtain socially valued goals. Topics discussed include test-taking anxiety, alienation and affiliation motivation, internal vs. External orientation, achievement motivation, etc. (3 hrs. Lect.)

SOW - 2090 Social, Legal and Ethical Issues (3 credits)

This course deals with the impact of computers on us as individuals and on our society. Rapid changes in computing technology and in our use of that technology have changed the way we work, play, and interact with other people. These changes have created a flood of new social and legal issues that demand critical examination. For example, technologies such as Gmail, Facebook, Instagram along with music sharing sites and wikis create new social, ethical, and legal issues. (3 hrs. Lect.)

SOW - 3350 Interviewing and Documentation (3 credits)

Overview of the basic elements of interviewing and recording as utilized in various helping professions. (3 hrs. Lect.)

SPA - 101 Spanish for Spanish Speakers I (2 credits)

Students will review proper use of Spanish and practice conversational Spanish specifically designed to address questions typically asked of service representatives. Emphasis will be placed in ensuring a broad knowledge of different dialects found in the service area. The course will use extensive hands on practice using customer situations based on the different dialects. (1 hr. Lect., 2 hrs. Lab)

SPC - 1017 Fundamentals of Oral Communication (3 credits)

This course provides the students with the oral communication skills necessary for success in personal, professional, and educational settings. Through the study and practice of interpersonal communication, presentational speaking, and group dynamics students will understand the concepts and principles of communication and be able to use them effectively. (3 hrs. Lect.) This course serves to meet the Gordon Rule requirements. Prerequisites: ENC 1101

SPM - 3004 Foundations of Sport Management (3 credits)

This course provides an overview of the sport industry. History of sports, careers in sports, growth trends, and the management of a variety of organizations. (3 hrs. Lect.)

SPM - 3306 Sport Marketing (3 credits)

This course focuses on the application of marketing principles and practices relevant to the sport industry. Practical and theoretical applications of marketing sports will be examined. (3 hrs. Lect.)

SPM - 4104 Sport Facility and Event Management (3 credits)

Offers a comprehensive study of the planning, maintenance, operations, financial considerations, customer engagement, and personnel management of sporting events and the facilities that host the events. (3 hrs. Lect.)

SPM - 4114 Sport Leadership (3 credits)

Focuses on the leadership principles for directing programs and facilities in sport and wellness. Students learn to create safe learning environment for diverse populations. Understand the principles of effective leadership involved in leading diverse populations. (3 hrs. Lect.)

SPM – 4403 Sport Communication (3 credits)

Examines the relationships that exist between the media and sport organizations in America, including the roles newspapers, magazines, radio, television and the internet have assumed as commercial enterprises in reporting on sports. It also examines development, organization, objectives, and performance of media as well as the technology they use. (3 hrs. Lect.)

SPM - 4505 Sport Finance & Business (3 credits)

Basic Theory in finance and accounting applied to managerial control of sport organizations. Included are forms of ownership, taxation, financial analysis, feasibility studies, and economic impact studies. (3 hrs. Lect.)

SPM - 4949 Sports Administration Internship (3 credits)

Provides student with supervised management-related work experience in the sport field within a sponsoring organization. (Requires approval from department/division head). (3 hrs. Lect.)

STA - 2014 Introduction to Statistics (4 credits)

This course provides an introduction to the summarizing, tabulating, and analyzing of data using various statistical techniques. (4 hrs. Lect.) Prerequisite: MAC 1105.

STA – 2122 Statistics for the Behavioral Science (3 credits)

This course is designed for students majoring in the behavioral and social sciences. Topics include collecting and organizing data; measures of central tendency and variation; theoretical distributions including the normal distribution; sampling techniques; confidence intervals; hypothesis testing; nonparametric statistical tests; correlation; analysis of variance; applying statistical procedures to research problems in behavioral and social sciences. (3 hrs. Lect.) Prerequisite: STA 2014

SYG - 2000 Principles of Sociology (3 credits)

This course is an introduction to the study of sociology, its methods of research, the relationships between human culture and the individual, deviations from cultural norms, the organization of society, human behavior in groups, and social institutions. (3 hrs. Lect.)

SYG - 2430 Marriage and Family (3 credits)

A study of the family as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships within the family, to

sex education, and to the legal and social factors affection marital adjustment. (3 hrs. Lect.)

SYO - 5416 Stress and Mental Health (3 credits)

This course in the sociology of mental health and substance problems focuses on the role of social stress and the stress process. Theories and measurement of disorder and of stress exposure are considered, along with evidence on factors that increase and decrease risk for mental health and substance abuse problems. (3 hrs. Lect.)

TAX - 2000 Income Tax Accounting (3 credits)

This course introduces students to Federal income tax fundamentals with emphasis on individual returns. Topics considered include gross income, capital gains and losses, deductions and exemptions, and tax credits. (3 hrs. Lect.) Prerequisite: ACG 2003, ACG 2003L

TAX - 4011 Taxation of Corporations and Partnerships (3 credits)

This course covers the study of the federal income tax structure, use of tax services, the concept of taxable income as it relates to corporations and partnerships, concepts and methods of determining income of states, trusts, partnerships, interpretation of internal revenue code related regulations, and tax advisory services. (3 hrs. Lect.) Prerequisite: ACG 2003 and ACG 2003L

TAX - 5020 Federal Taxes and Management Decisions (3 credits)

This course deals with the need to recognize important tax consequences of common business transactions and how substantially different tax liabilities can result from nearly identical economic events. The course emphasizes practical results rather than technical compliance requirements to achieve those results. (3 hrs. Lect.)

TSL - 3080 Foundations of Teaching ESOL in the School (3 credits)

This course is designed to introduce students to the special methods and unique experiences involved in the teaching of English to speakers of other languages. This class requires 10 hours of observations. This class requires 10 hours of observations. (3 hrs. Lect.) Prerequisite: EDF 1005, EDF 1030

ZOO - 4602 Human Embryology (3 credits)

This course is a study of the development of the human body from conception through birth, with consideration of some congenital defects and their known causes. (3 hrs. Lect.)

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