

# COURSE DESCRIPTIONS

## UNDERGRADUATE

### ADMINISTRATION PREFIX: ADM

#### **300 SPECIAL TOPICS**

Current special topics and issues related to contemporary organizational administration and leadership.

#### **301 LABOR RELATIONS**

A detailed examination of the general nature of present day labor relations with its various complexities and issues.

#### **303 ADMINISTRATIVE THEORY AND PRACTICE**

An examination of the general principles of organizational leadership and administration. Topics include contemporary approaches to planning, organizing, staffing, leadership and control.

#### **306 SERVICES MARKETING**

This course will explore the principles of marketing as applied to service organizations. Topics include strategy, pricing, promotion, delivery, service quality, and customer satisfaction and retention.

#### **312 TRAINING AND DEVELOPMENT**

Practical approaches for improving individual and team performance through training and development will be reviewed in this course. Topics include adult learning theory, approaches to program development, implementation and evaluation, instructional systems and human performance improvement.

#### **315 DIVERSITY IN THE WORKPLACE**

This course examines the effect diversity has in the modern workplace both domestically and internationally. The focus is on issues related to cultural, racial, ethnic, religious, linguistic, physical, gender, and age differences, among others.

#### **320 FINANCIAL ADMINISTRATION**

This course is an overview of financial and accounting concepts with an emphasis on understanding its administrative application within contemporary organizations.

#### **325 COMPENSATION AND BENEFITS**

This course concentrates on developing knowledge concerning development and implementation of a compensation and benefit program. Students develop a comprehensive knowledge base regarding benefits and compensation administration.

#### **330 ALTERNATIVE DISPUTE RESOLUTION**

This course examines the effect mediation and arbitration have in both the workplace and legal system. It focuses on theories and skills related to alternative dispute resolution including how to create, organize, and perform a mediation or arbitration (same as PLA 330).

#### **335 EMPLOYMENT LAW**

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function which must be considered by employers and attorneys and their paralegals. Among topics addressed are EEO and Affirmative Action, OSHA, ERISA, FMLA, and the ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); regulation of discrimination in employment; and wrongful discharge. (Same as PLA 335)

#### **353 LEADERSHIP DEVELOPMENT**

This course explores current leadership theory and practice. Emphasis is on both understanding and developing effective leadership approaches for contemporary work environments.

#### **361 NEGOTIATION: THEORY AND PRACTICE**

This course examines the effect negotiation has in the workplace and focuses on issues related to planning, communication, rationality, persuasion, and power, among others.

#### **410 RECRUITMENT & SELECTION**

This course focuses on the human resource function of recruitment and selection in private, public and not-for-profit organizations. Emphasis will be on theory-to-practice in the workplace.

#### **412 QUALITY & PRODUCTIVITY**

This course focuses on issues such as continuous improvement, organizational change, teamwork, motivation and leadership which support both quality and productivity in organizations.

#### **445 SERVICE OPERATIONS**

This course will explore strategies and methods for improving service for both internal and external customers of private, public or not-for-profit organizations.

#### **462 PUBLIC RELATIONS**

The study of various relations media with emphasis on the historical and psychological aspects of public relations in context with and in relationship to various public media.

#### **464 HUMAN RESOURCE ADMINISTRATION**

A comprehensive review of general human resource theories and practices related to managing personnel more strategically. Major topics include staffing, human resource development, compensation and benefits, employee and labor relations, health, safety, and security.

#### **499 ADMINISTRATIVE CAPSTONE COURSE**

This is a course in which students integrate and synthesize the learning experience acquired in the administration program. Students will demonstrate mastery through various applications, including an Applied Project. Prerequisites: completion of core courses.

### **ANTHROPOLOGY PREFIX: ANT**

To avoid duplication of coursework, the following are equivalent courses: ANT 306 to ANT 308.

### **308 PERSPECTIVES IN ANTHROPOLOGY (formerly ANT 306)**

Analysis of the different fields of cultural anthropology that are integrated to create a holistic perspective of human behavior. Special emphasis is devoted to economics, religion, culture, and personality.

### **ART PREFIX: ART**

### **312 EXPERIENCING ART**

An art appreciation course that will teach students the process of visually analyzing art. Students will integrate the process of "learning how to see" with an understanding of the elements of design and drawing. This may be accomplished by the completion of various art exercises, visits to museums, viewing of slides and films, etc. (studio course)

### **319 HISTORY OF WESTERN ART I**

The study of Western Art History from prehistoric times through the Middle Ages.

### **320 HISTORY OF WESTERN ART II**

The study of Western Art History from the renaissance period through the nineteenth century to modern art.

### **321 CONTEMPORARY ART**

Exploration of mixed media painting, craft, and performance art from the 1960's up to the present.

### **322 20TH CENTURY AMERICAN ART**

The evolution of American art within the context of important social, historical, and intellectual events. Stylistic developments and artistic movements developed since 1910 in painting, sculpture, and architecture.

### **400 ANCIENT GREEK ART**

Detailed analysis and examination of Greek art from 2000 B.C. to the end of the Hellenistic Period. Sculpture, vase painting and architecture will be compared and contrasted with art through the ages by connecting them with Greek philosophy, mythology and history and their aesthetic concepts.

### **BIOLOGY PREFIX: BIO**

To avoid duplication of coursework, the following are equivalent courses: BIO 301 to BIO 315; BIO 311 to SOC 310.

### **302 HUMAN BIOLOGY**

A course designed for the non-science major with an interest in the structure and function of the human body. Course will explore the relationship between the form of the body and how this form relates to function. A "who you are and how you work" course with flexibility allowing the students' interests to shape the emphasis.

### **311 FOCUS ON NUTRITION AND WELLNESS (formerly SOC 310)**

An exploration of the basic concepts of nutrition science, guidelines for making food choices, and techniques for meeting the challenge of health maintenance. This course applies a framework of traditional and non-traditional life-style principles to help ensure the achievement of a healthier, more fulfilling life.

### **342 BIOLOGY OF WOMEN**

A course designed to provide non-science majors with a general understanding of the female anatomy and physiology. Topics include male/female comparative anatomy, fertility and reproduction, cancer, hormonal cycles, menopause, body maintenance, and nutrition. A focus on various stages of women's development emphasizing current women-specific health issues. Ultimately, the course aims to provide both genders with an opportunity to understand and appreciate the significance of women's health.

### **343 MEN'S HEALTH ISSUES AND REPRODUCTION**

A course designed to provide non-science majors with the fundamental principles of men's health and reproduction, bringing together the basic concepts of research and the clinical practice of andrology to explore and understand the anatomy, physiology, and reproductive functions of the male. Students will discuss current male-specific health issues such as impotence, erectile dysfunction, infertility, andropause (male menopause) and cancer. Students will study topics such as male/female comparative anatomy, growth and development, aging, illnesses, physiological aspects of sexuality, body maintenance and nutrition.

### **409 BIOLOGICAL OCEANOGRAPHY**

An in-depth study and analysis of the ocean environment and the biological interrelationships necessary for a healthy, productive marine habitat. The course emphasizes the relationships between various forms of oceanic life forms, their adaptations to the marine environment and the effects of human activities upon them.

### **COMPUTER APPLICATIONS PREFIX: CAT**

### **102 BASIC COMPUTER APPLICATIONS**

This course provides students with basic computer applications training. Hands-on training will be provided in a Windows-based operating environment, electronic mail, the World Wide Web, computerized library skills, word processing and electronic spreadsheets. This course will provide the necessary introductory level training for students who have never used microcomputers and/or applications software. It is a hands-on lab course. No prerequisites.

## **COMMUNICATION PREFIX: COM**

### **320 FAMILY COMMUNICATIONS**

This course focuses on the ways families communicate in order to increase understanding of one's own communication behaviors and in order to improve speech and communication skills. The course will focus on the principles and practices of effective, ethical, persuasive communication as applied to family groups. Major topics include audience analysis, selection of messages, tailoring communication to audiences and situations, effective delivery, rules of communication, oral dyadic communication, conflict and conflict resolution, and ethical, effective, persuasive discussion.

## **CRIMINOLOGY PREFIX: CRM**

### **200 INTRODUCTION TO CRIMINOLOGY**

A comprehensive introduction to the study of crime, criminality, and the accompanying social responses. Includes a survey of various theoretical analyses of social order, crime, law, justice, and punishment/rehabilitation. The socio-historical responses to the construction and control of crime and criminals are also studied.

### **305 WOMEN AND CRIME**

An in-depth study of the relationship between women and various forms of criminal behavior. The experiences of women as crime victims, criminal offenders, and criminal justice system practitioners are examined in terms of the social, legal, and political discourse on femininity. Cross-cultural and historical analyses are included.

### **309 POLICE AND POLICING**

The roles of the police and policing in contemporary U.S. society are examined. Special focus on theories of policing, the organization and administration of police departments and agencies, the relationship and interaction between the police and various communities, and contemporary debates concerning the role of the police in society. Prerequisite: CRM 200

**(Does not meet distribution requirements)**

### **328 RACE, CLASS AND CRIME**

Racial-ethnic and class identities are examined in terms of their impact on persons' experiences of the law, crime, justice, victimization, stigma, and punishment/rehabilitation. Sociological and criminological theory and research on these issues are reviewed. Historical and crosscultural examples are also studied. Prerequisite: CRM 200 or SOC 201

## **COMPUTER SCIENCE PREFIX: CS**

### **131 FUNDAMENTALS OF COMPUTER PROGRAMMING**

An introduction to programming, the science of computers and applications including the internet. Program design, documentation, implementation, testing, and debugging. Programming constructs and data structures (control, loops, functions, arrays). This is a first course in computer programming for students without any previous programming experience. No prerequisites.

### **301 COMPUTER PROGRAMMING**

This course provides the student with an introduction to the syntax of a programming language. Languages to be used are C++ or visual C++. Prerequisite: CAT102, IT200.

### **334 COMPUTERIZED GRAPHICS**

Development of graphics using various computer software. Graphic files. Bitmapped and vector graphics. Color. Format Conversion. Drawing, painting, fractalizing, ray tracing and animation. Prerequisite: CAT 102, IT200.

### **340 JAVA PROGRAMMING FOR THE WEB**

This course aims to teach the Java programming language as it is applied in the World Wide Web. It covers Java applets, applications, API (application programming interface), graphics, animation and threads. It also explores Java object-oriented techniques and database connectivity. Prerequisite: CAT102, IT200.

### **372 SOFTWARE ENGINEERING**

Basic tools and techniques for specifying, designing, implementing, verifying and validating large software projects. Prerequisite: CAT102, IT200.

### **407 DATABASE PROGRAMMING AND ADMINISTRATION**

Design and implementation of database in client/server environments. SQL server installation and administration. Development of contributed databases. Multimedia and object-oriented support. Prerequisite: CS 426

### **426 DATABASES**

Physical data organization. The network, hierarchical and relational models. Query languages. Design of relational databases. Query optimization. Integrity and security. Distributed databases. Prerequisite: CAT102 and IT200

### **428 OBJECT-ORIENTED SOFTWARE DEVELOPMENT**

Analysis of the object-oriented approach to systems design. Object-oriented language used: C++ or visual C++. Prerequisite: CS 301.

### **438 WEB PROGRAMMING AND ADMINISTRATION**

This course covers Web programming with an emphasis server side programming. It explores Web servers' features, configuration, and programming. It also analyses the development of dynamic content and online database handling. Case studies such as e-commerce, online database management, or distance education will be discussed. Prerequisite: IT 338

## **DANCE PREFIX: DAN**

### **327 DANCE APPRECIATION: DANCES OF THE BLACK ATLANTIC**

Combines theory and practice; students will study the history and culture of sacred and secular dance forms that originated in Africa and migrated to North and South America, and will learn how to perform various dances. Prerequisite: ENG 202 or 302 or HUM 303

### **ENGLISH PREFIX: ENG**

All ENG literature courses listed meet the distribution requirements for Humanities. ENG 202 and ENG 302 meet the English Writing distribution requirement.

#### **102 COLLEGE WRITING FOR THE ADULT LEARNER**

This course introduces the adult learner to utilizing the writing process to meet the expectations of an academic community, with emphasis on audience, aim, and mode. The focus is on writing as communication, employing the writing process to produce idiomatically and grammatically correct prose to convey ideas at the college level. ENG 102 prepares students to enroll in ENG 202. Placement is by the School's assessment instrument. A minimum course grade of C is required. Two attempts maximum.

#### **202 STRATEGIES FOR COLLEGE WRITING**

This course solidifies students' understanding and application of strategies for producing expository prose that is revised and edited to be suitable for an academic audience. It emphasizes that writing is a process rather than merely an act of recording and that writing is a tool of learning, the disciplined means of both gauging our own thinking and creating meaning. ENG 202 prepares students to enroll in ENG 302. Placement is by the School's assessment instrument or by successful completion of ENG 102. A minimum grade of C is required. Two attempts maximum.

#### **302 ACADEMIC WRITING AND RESEARCH**

This is an advanced writing course stressing the analytical thinking and writing skills common to a host of academic disciplines. The course offers instruction in effective and persuasive research methods while examining aspects that contribute to analytical discourse such as rhetorical styles and arrangements, the linking of evidence to claims, patterns of induction and deduction, and the testing and strengthening of a thesis. A grade minimum grade of C is required. Two attempts maximum. (Mandatory Course). Prerequisite: ENG 202 or Writing Placement results.

#### **315 THE NOVEL**

Critical examination of selected novels. Prerequisite: ENG 302.

#### **316 WORLD LITERARY MASTERPIECES**

Critical examination of selected works representing different historical and socio-cultural contexts. Prerequisite: ENG 302.

#### **318 MODERN AMERICAN PLAYWRIGHTS**

Important American playwrights from the 1940's to the present day. Emphasis will be on major styles and themes and how the plays reflect the changes in American society. Prerequisite: ENG 302.

### **348 CARIBBEAN LITERATURE**

Study of representative works from the region known as the Caribbean. Texts are examined within their sociopolitical and historical contexts. This course, grounded in post-colonial theory, introduces the student to contemporary writers in English, French and Dutch. Students will gain an appreciation for Caribbean culture and an understanding of how the history of the region affects and inspires the literature. The course focuses on the multicultural dynamics of the area and on the contributions of African, European and Indigenous peoples. The work and cultural contributions of Anglophone, Hispanophone and Francophone writers of the Caribbean will be explored in a postcolonial context. Prerequisite: ENG 302.

#### **349 WOMEN AND FICTION**

This course examines representative works by and about women from historical social and literary perspectives as it explores how gender identities develop within the context of the novel genre. Prerequisite: ENG 302

#### **419 LITERATURE AND FILM**

Exploration of the translation of literary classics from print to film medium. Consideration given to editing, directorial interpretation, camera work, music, set design, and visual symbols. Prerequisite: ENG 302.

### **ENVIRONMENTAL SCIENCES PREFIX: EVS**

#### **306 ENVIRONMENT**

A conceptual approach to understanding the interrelatedness of natural processes at work in the environment. Application to local issues as well as broader problems and prospects will be made.

#### **320 PHYSICAL OCEANOGRAPHY**

A detailed coverage of the basic physical, chemical and geological aspects of the ocean and how they are interconnected. It includes the study of ocean-atmosphere relationships that influence climate and weather; and waves, tides and currents.

#### **400 GEOLOGY**

Minerals, rock classification, history of life, the concept of geologic times, the surface of the earth, the earth's interior, geophysical aspects of the earth and the theory of plate tectonics and sea-floor spreading.

#### **415 WEATHER AND CLIMATE OF FLORIDA**

An analysis of Florida's weather and climate including thunderstorms, tornadoes, hurricanes and cold and warm fronts. Considered Florida's most valuable physical resources, weather and climate demand our attention and understanding of the dynamic nature of the atmosphere.

#### **425 HUMAN IMPACT ON GLOBAL CHANGES**

A detailed and practical analysis of global warming stratospheric ozone depletion and acid deposition from different points of view. How these phenomena affect living and non-living components of the ecosphere. Examines scientific as well as social issues related to all three. Global warming section includes discussion of the *El Nino* Southern Oscillation.

## **GEOGRAPHY PREFIX: GEO**

### **301 WORLD ENVIRONMENTS, PEOPLE AND PLACES**

Survey of physical, economic, political and social systems that give unique character to the world regions. Focus on how the world has become more interdependent as complex contemporary problems shape our globe.

### **303 GEOGRAPHY OF EUROPE**

Europe with an emphasis on man, his culture, economy, history, and political entities on a regional basis; man's adaptation and development in relation to his physical environment, and the influence of environment upon man and his activities.

### **305 LATIN AMERICAN GEOGRAPHY**

Latin America with an emphasis on man, his culture, economy, history, and political entities on a regional basis; focus on man's adaptation and development in relation to his physical environment and the influence of environment upon man and his activities.

### **308 UNITED STATES GEOGRAPHY**

Survey of physical, cultural, economic relationships in the contemporary setting of the United States.

## **HISTORY PREFIX: HIS**

### **306 TWENTIETH CENTURY AMERICA**

A study of the issues and concepts that have shaped American Society since 1900. Political, economic and social trends will be examined

### **315 HISTORY OF FLORIDA**

A survey history course of Florida from pre-history to the present. The relationship between South Florida and the rest of the state is emphasized during the more contemporary period.

### **400 CONTEMPORARY WORLD**

Selected topics in recent world history; emphasis on the interrelatedness of World Affairs in the post-World War II era. **(Does not meet distribution requirements)**

## **HEALTH SERVICES ADMINISTRATION PREFIX: HSA**

### **301 THE HEALTH CARE SYSTEM**

An overview of the United States health system examining the facilities and organizations which make up the system, as well as a survey of the economic, social and political aspects of the health care system.

### **319 HEALTH CARE FINANCE**

The concepts of financial management for health care institutions relating to acquisition, planning, budgeting, and control of funds to meet organizational objectives.

## **339 HEALTH LAW**

Examination of the broad legal aspects that have an impact on the operation of health care, including an introduction to the legal system, as it pertains to the health care system, health related legislation, regulatory agencies and issues affecting health care facilities, and medical malpractice (same as PLA 339).

## **410 MANAGEMENT IN HEALTH CARE**

Application of management theory, concepts and principles as these relate to health care organizations. Case studies are utilized to analyze the practical application of management concepts and principles.

## **425 PUBLIC AND COMMUNITY HEALTH**

Study of the impact on the health status of individuals as a result of public health practices and services, including topics in epidemiology and preventive measures.

## **441 HEALTH CARE FOR THE ELDERLY**

An overview of the physical, social, and health care needs of the older adult, including long-term care nursing services and alternatives in use today.

## **459 INDEPENDENT STUDY IN HEALTH ADMINISTRATION**

This course is primarily designed for the student to take part in an in-depth research or an action-oriented project under the supervision of the faculty advisor. Preparation and approval of the content must be made one semester in advance.

## **475 ISSUES IN HEALTH CARE**

An examination of current issues facing the health care industry including delivery of care, access to care, costs, and quality of services as well as national and state health policy.

## **499 CAPSTONE IN HEALTH SERVICE ADMINISTRATION**

This course is designed for students to integrate and synthesize the learning experiences acquired in the Health Service Administration program, including the management and administrative tools required by an administrator in the health care field, thus demonstrating proficiency in the field. Pre-requisites: Completion of Required/Core HSA Courses or permission from Academic Coordinator.

## **HUMANITIES PREFIX: HUM**

### **303 MODERN CURRENTS IN THE HUMANITIES (formerly HUM 301)**

Interdisciplinary approach to the fine arts, electronic arts, film, dance, drama, music, and literature of the modern and contemporary eras; selected cultural activities made available to the students to aid in correlating theory and experience.

### **305 WOMEN IN ANTIQUITY**

This course serves as an introduction to the women's role and status in the Mediterranean Civilization. A brief account on women in Paleolithic and Neolithic periods will be given as well as those of Ancient Egypt. Emphasis is placed on the study of gender in Greece and the Aegean from the Early Bronze Age to the end of the Classical Period (4th Century, B.C.).

### **INFORMATION TECHNOLOGIES PREFIX: IT**

#### **190 MICROCOMPUTER OPERATING SYSTEMS**

This introductory level course discusses how a computer operating system works. Emphasis is placed on how to install, configure, and manage personal computer (PC) operating systems. Students will learn to maintain, troubleshoot, and upgrade microcomputer software, and develop hand-on technical skills using current architectures as needed to support PC environments.

Prerequisites: CAT 102

#### **200 FOUNDATIONS OF INFORMATION TECHNOLOGY**

This course is intended to provide students with an understanding of computer-based information systems and technologies, as well as the strategies used for managing them. The course examines the dynamic interaction of people, technology, and organizations engaged in and affected by the collection, retention, and dissemination of information through the use of hardware and software. Prerequisite: CAT 102.

#### **310 TELECOMMUNICATIONS AND COMPUTER NETWORKS**

The role of telecommunications and computer networks in information systems will be examined from the technical fundamentals and organizational perspectives. Strategies, tools, and techniques for network planning, implementation, management, maintenance and security are emphasized. Prerequisite: IT 200, IT 190, CAT 102.

#### **320 COMPUTER SECURITY**

This course is designed to provide students with an awareness and understanding of computer and network security issues that threaten and concern users and organizations that utilize information technologies. Security challenges and countermeasures are examined to provide a framework for creating and implementing viable preventive and responsive procedures. Prerequisite: IT 200, IT 190, CAT 102.

#### **338 WEB DESIGN, AUTHORING AND PUBLISHING**

Concepts, tools, and technologies of computer networked information with an emphasis on the Internet and the Web. Web clients and servers. Web design, authoring, publishing and programming. Web development tools. Internet trends. Prerequisite: CAT102, IT 200.

### **350 THE WEB AND E-TECHNOLOGY**

This course is designed to provide an in-depth understanding of how to use web technology effectively. An examination of the potential impact of the Internet and intranets and their potential value to the organization will be provided. How to plan, analyze, and implement Web and E-technologies will be a central focus of this course. Prerequisite: CAT 102, IT 200, and preferably IT 338.

#### **351 VOICE AND DIGITAL COMMUNICATION**

The design and operational principles for communications networks are presented. Essential elements of speech, video, and images are examined as electrical signals. Digital communication topics include transmission, signaling, switching, and digital conversion. An overview of current national and local networks is included with a comparison of their relative merits for various types of traffic loads and business requirements. Prerequisite: IT 310

#### **400 IT PROJECT MANAGEMENT**

The application of information systems concepts to the strategic challenges facing organizations will be examined. The roles of project management systems in planning, and decision making are emphasized. Prerequisite: CAT 102, IT 200.

#### **402 ADVANCED TOPICS IN SIGNALING SYSTEMS**

This course analyzes the technology and impact of modern, high speed networks and their associated signaling protocols. This will include Synchronous Digital Data Transmission systems, Integrated Services Digital Network (ISDN), Synchronous Optical Network (SONET), and Asynchronous Transfer Mode (ATM) telecommunication network systems. Prerequisite: IT 351.

#### **403 CUSTOMER SERVICE INFORMATION SYSTEMS**

This course analyzes the measuring, monitoring, and reporting aspects of customer service and help desk systems. Technical and soft skills involved in the collection and dissemination of support information are discussed. Tools and techniques used by support professionals to diagnose and document service and support events are considered. The course also addresses the process of establishing and communicating precise service and product baselines that incorporate statistical and measurement aspects. Prerequisite: CAT 102, IT 200.

#### **420 INTERNET/WEB SERVER**

This course teaches students how to support the various features of an Internet Server. Students will gain understanding of the product by installing configuring, and supporting an Internet/Web server. Prerequisite: IT 338

#### **440 INTERNATIONAL TELECOMMUNICATIONS**

The international issues associated with the flow of information, both politically and technically, are presented. The focus is on understanding the obstacles and opportunities of the rapidly changing international telecommunications environment. Prerequisite: IT 310.

#### **450 ADMINISTRATIVE INFORMATION SYSTEMS**

The application of information systems concepts to the collection, retention, and dissemination of information systems planning and decision making. Information technology strategy and administration are presented. The role of information technology in corporate strategy along with key issues in administering IT is explored. Prerequisite: CAT 102, IT 200.

#### **460 WIRELESS AND MOBILE COMPUTING**

An examination of the intersection between mobile computing, mobile telephony, and wireless networking. Students will also be presented with a myriad of wireless technologies. Prerequisite: IT 310.

#### **499 INTEGRATED CAPSTONE PROJECT**

This is a course in which students integrate and synthesize the learning experience acquired in the IT program. Students will demonstrate mastery through the completion of a structured IT portfolio. The portfolio will consist of a series of core components and an area of specialization. This course should be taken in the final term of student's enrollment, prior to graduation. (See BSIT course sequencing chart).

#### **LEGAL STUDIES PREFIX: PLA**

#### **301 LAW AND THE LEGAL SYSTEM**

Survey of the American legal system and common law tradition, structure of the federal and state court system (emphasis on the Florida court system), the role of the legal assistant in the practice of law, and the code of ethics for legal assistants and attorneys.

#### **310 LEGAL RESEARCH**

Instruction on finding, reading and updating law. Research strategies and proper citation form.

#### **315 LEGAL WRITING**

Study of legal writing and memorandum preparation. Legal research and writing exercises. Prerequisites: PLA 310 and ENG 302.

#### **320 CIVIL LITIGATION**

Civil litigation process emphasizing personal injury law (torts), rules of procedure, filing complaints, pretrial discovery, trial preparation, trial procedures, client and witness interviews.

#### **330 ALTERNATIVE DISPUTE RESOLUTION**

This course examines the effect mediation and arbitration have in both the workplace and legal system. It focuses on theories and skills related to alternative dispute resolution, including how to create, organize, and perform a mediation or arbitration. (Same as ADM 330)

#### **335 EMPLOYMENT LAW**

This course provides an overview of federal statutes and state-regulated areas that impact the personnel function which must be considered by employers and attorneys and their paralegals. Among topics addressed are EEO and Affirmative Action, OSHA, ERISA, FMLA, and the ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); regulation of discrimination in employment; and wrongful discharge. (Same as ADM 335)

#### **339 HEALTH LAW**

Examination of the broad legal aspects that have an impact on the operation of health care, including an introduction to the legal system as it pertains to the health care system, health related legislation, regulatory agencies and issues affecting health care facilities, and medical malpractice (same as HSA 339).

#### **343 BUSINESS ORGANIZATIONS**

Formation of corporations, Florida corporate law, preparation of corporate documents. Legal aspects of sole proprietorships, partnerships and limited partnerships, shareholder relations and overview of securities regulations.

#### **350 REAL ESTATE LAW**

Basic real estate transactions, mortgages, deeds, leases, recording statutes, title insurance and title searches. Preparation of closing documents and foreclosure procedures.

#### **405 ADMINISTRATIVE LAW AND PROCESS**

The role of administrative procedure in state and local governments will be taught together with the principles of administrative procedure, administrative due process and regulatory procedures. (Same as PUB 405).

#### **430 CRIMINAL LAW PRACTICE**

Definition of a crime, liability, defenses, justification, conspiracy, larceny, robbery, burglary, assault, homicide, sex offenses, arson, drugs, search, confession, Miranda warnings, sentencing. Criminal procedure is also emphasized.

#### **440 CONTRACTS**

Study of contract law. Contract formation, enforceability and remedies. Survey of significant Uniform Commercial Code and Florida statutes affecting contract formation and enforcement. Exposure to various types of commonly used contracts and drafting principles.

#### **452 ENVIRONMENTAL LAW**

This course is designed to introduce the major federal environmental statutes and the types of analytical and practical problems encountered in the practice of environmental law and in environmental litigation. Study is devoted to reading and discussion of statutes, cases and problems in the various environmental media including, but not limited to, air, water and toxic waste disposal. The course also looks at the role of legislation, administrative decision making and the common law in addressing environmental problems.

#### **460 PROBATE PROCEEDINGS**

Mechanics of probate law, probate court proceedings, estate administration, federal estate and gift taxation and trusts. Emphasis on forms and procedures relating to these areas.

#### **470 IMMIGRATION LAW**

Study of federal immigration law including historical perspectives, current theories and practice. Topics to be evaluated include: exclusion/admission policies and practice; immigrant and non-immigrant categories; due process and judicial review; visa classifications and eligibility; deportation grounds and procedure; and refugees and political asylum.

#### **480 BANKRUPTCY**

Overview of debtor-creditor law. Topic areas include consensual and statutory liens, security interest, U.C.C. Article 9, the Bankruptcy Code, attachment, garnishment, replevin, and post-judgment collection. Practical instruction on judgment, asset and U.C.C. searches.

#### **483 FAMILY LAW**

A study of the substantive and procedural law of family relations (emphasis on Florida law), including: legal ethics; dissolution of marriage; alimony; child support; property distribution; paternity; adoption; and modern trends.

#### **MATHEMATICS PREFIX: MAT**

#### **090 PRE-ENTRY MATH**

This course prepares a student to take MAT 091 or MAT 093. A variety of individualized strategies are used, including programmed materials, computer-aided instruction, and one-on-one tutoring. The course does not fulfill distribution or degree requirements. CR/NC option only. Placement in this course is by appropriate score on the math SAT or ACT test.

#### **091 PREPARATORY MATHEMATICS I**

An introduction to algebra: polynomials, factoring, and solving linear and quadratic equations. Emphasis is on problem-solving skills. The course prepares students for MAT 107 or 152 and does not fulfill distribution or degree requirements.

#### **107 GENERAL EDUCATION MATHEMATICS**

Nature and application of mathematics for Liberal Arts students. Topics selected from algebra, geometry, logic, numeration systems, probability, and statistics, as required by the State of Florida CLAST examination.

#### **152 ELEMENTARY PROBABILITY AND STATISTICS**

Description of sample data; probability; sampling; special distributions; estimation; testing hypotheses; applications adapted to needs of students.

#### **MUSIC PREFIX: MUS**

#### **301 MUSIC APPRECIATION**

Course designed to develop perceptual listening skills and to acquaint the student with the evolution of masterworks.

#### **317 SURVEY OF ROMANTIC AND TWENTIETH CENTURY MUSIC**

Development of music and musical styles, including extra-musical influences.

#### **321 HISTORY OF JAZZ**

Explanation of different periods of jazz and discussion of famous jazz musicians of each period, ragtime to contemporary.

#### **327 HISTORY: BAROQUE AND CLASSICAL MUSIC**

A study of the development of music from the Baroque period (1600-1750) and the Classical period (1750-1820). Emphasis will be placed on the biographies of the great composers and in-depth guided listening and analyses of representative musical compositions. Live class performances will also be used for purposes of demonstration and development of appropriate performance practice. **(Does not meet distribution requirements.)**

#### **328 HISTORY: ROMANTIC MUSIC**

A study of the development of music from the Romantic period (1820-1900). Emphasis will be placed on the biographies of the great composers and in-depth guided listening and analyses of representative musical compositions. Live class performances will also be used for purposes of demonstration and development of appropriate performance practice. **(Does not meet distribution requirements).**

#### **330 THE AMERICAN MUSICAL THEATRE: THE GOLDEN AGE**

A course exploring the American Musical Theatre during the Golden Age (ca 1930-1960) and its predecessors in the 19<sup>th</sup> and early 20<sup>th</sup> centuries.

#### **332 HISTORY OF ROCK MUSIC**

An overview of the derivation and evolution of rock music, with emphasis on styles and performers, utilizing a multi-media presentation.

#### **NETWORK SYSTEMS ENGINEER PREFIX: NSE**

#### **210 NETWORK ADMINISTRATION**

This course covers a general foundation in current networking technology for local area networks (LAN's), wide area networks (WAN's), and the Internet. Students are also provided with the knowledge and skills necessary to perform day-to-day administration tasks.

### **305 ADVANCED PC HARDWARE AND NETWORKING**

This course builds upon a student's knowledge of how computers work. Students will maintain, troubleshoot, upgrade and repair PC's. Networking proficiency will be enhanced through the analysis of media, topologies, protocols, and standards; and through the design, implementation, and support of networks.

Prerequisite: IT 190.

### **310 CLIENT OPERATING SYSTEM**

This course provides the foundation for supporting a network operating system. Students will be provided with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot using Microsoft Windows Network Operating System. Prerequisite: IT 190

### **320 SERVER OPERATING SYSTEM**

This course provides for supporting a Windows network infrastructure. Students will be able to design, implement, and support a network operating system in various environments using Microsoft Windows. Prerequisite: NSE 210.

### **330 WORKING WITH CISCO LAN HARDWARE**

This course provides students with the knowledge and skills required work with local area network (LAN) hardware. Covers hardware selection considerations for routers, hubs, and switches. Students are also provided with a strong foundation of network design. Prerequisites NSE 305, IT 310

### **405 MANAGING A MICROSOFT NETWORK**

This course covers the implementation, management and troubleshooting of Microsoft network and server environments. Topics include administering medium to large size networks that span physical location via Large Area Networks (LANs) and the Internet or Intranets. Prerequisite: NSE 320

### **415 LINUX OPERATING SYSTEM**

An examination of the Linux network operating system. Students will install, configure, customize, administer, evaluate, optimize, and troubleshoot a Linux Operating System. Prerequisite: IT 310

### **425 ADVANCED DIRECTORY SERVICES**

Designing a Windows directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and designing an Active Directory structure that meets those needs. Prerequisite: NSE 405.

### **445 ADVANCED NETWORK SERVICES**

Creating a networking services infrastructure for network applications. Students will evaluate the needs of an organization to provide technology solutions for the design of a network foundation, Internet connectivity, and Extranet connectivity. Creating an Integrated Network Services Infrastructure Design will also be explored. Prerequisite: NSE 405.

### **ORIENTATION PREFIX: ORI**

#### **202 INTRODUCTION TO THE COLLEGE EXPERIENCE**

A special course for adult students to help them adjust to the University and to develop positive attitudes about themselves and the learning process while acquiring skills essential for academic and personal success. The course includes an overview of academic rules and regulations and experiential learning options. The course also covers campus academic/personal resources and principles of study skills, time management and career planning.

### **PERSONAL FINANCIAL PLANNING PREFIX: PFP**

#### **348 FUNDAMENTALS OF FINANCIAL PLANNING**

This course introduces the fundamental issues of personal financial planning. It is designed to provide an understanding of the concepts of the financial planning process, the economic environment, the time value of money, the legal environment, financial analysis, and ethical and professional considerations in financial planning.

#### **350 INCOME TAX PLANNING**

This course introduces the application of income tax planning in personal financial planning. It is designed to provide an understanding of the concepts of the fundamentals of income taxation, tax computations and concepts, tax planning, and hazards and penalties.

#### **410 INSURANCE PLANNING**

This course introduces the application of insurance planning and risk management in personal financial planning. It is designed to provide an understanding of the concepts of identification of risk exposure, legal aspects of insurance, property and liability policy analysis, life insurance policy analysis, health insurance policy analysis, employee benefits, social insurance, insurance regulation, and principles of insurance taxation.

#### **412 INVESTMENT PLANNING**

This course introduces investment planning in the personal financial planning process. It is designed to provide an understanding of the concepts of investment regulation, client assessment, investment theory, environment and financial markets, strategies and tactics, modern portfolio theory, and integration.

#### **414 RETIREMENT PLANNING AND EMPLOYEE BENEFITS**

This course introduces the application of retirement planning and employee benefits in personal financial planning. It is designed to provide an understanding of the concepts of the ethical considerations, social security and Medicare benefits, retirement plan types, qualified plan characteristics, distributions and distribution options, group insurance benefits, other employee benefits, and analysis of retirement factors.

### **416 ESTATE PLANNING**

This course introduces the application of estate planning in personal financial planning. It is designed to provide an understanding of the concepts of the fundamentals of estate planning, estate planning considerations and constraints, tools and techniques for general estate planning, and the tools and techniques for special estate planning situations.

### **PHILOSOPHY PREFIX: PHI**

### **302 SPANISH AND HISPANIC-AMERICAN PHILOSOPHERS**

Major ideas of the most important Spanish and Hispanic-American philosophers in their historical and cultural context; development of their ideas and their influence in Western culture; primary emphasis placed on Unamuno, Ortega y Gasset, Zubiri, Varona, Ingenieros, Vasconcelos, Romero, Francovich, etc.

### **304 EPISTEMOLOGY**

Philosophical inquiry into the nature of knowledge, kinds of experience, belief and truth, justification and verification.

### **305 PROBLEMS IN PHILOSOPHY**

Introduction to some of the basic issues in philosophy. Topics may include the problem of free will and determinism, the mind-body problem, the problem of God, the problem of knowledge, and the nature of moral action.

### **316 ANCIENT PHILOSOPHY**

An historical survey of the development of western philosophy, including the pre-Socratics, Socrates, Plato, Aristotle, the Stoics, Cynics, Skeptics, Plotinus.

### **317 MEDIEVAL PHILOSOPHY**

An historical survey of the development of western philosophy, including the Patristic period, Saint Augustine, John Scotus Eriugena, Saint Anselm of Canterbury, Avicenna, Saint Bonaventure, Saint Albert the Great, Saint Thomas Aquinas, Scotus.

### **318 MODERN PHILOSOPHY**

An historical survey of Western philosophy, from the 17th century to the mid-19th century, including Rationalism, Empiricism, Positivism, Kant and Idealism; emphasis on the continuity and development of metaphysical and epistemological ideas during the period.

### **313 PHILOSOPHY OF ART - AESTHETICS**

Philosophical study of the nature of art; relation between the various arts, concepts of beauty, the creative process, principles of art criticism; religious art and symbolism.

### **319 CONTEMPORARY PHILOSOPHY**

An historical survey of the major branches of late 19<sup>th</sup> and 20<sup>th</sup> century thought: Marxism, American pragmatism, process philosophy, analytic philosophy, phenomenology, existentialism, hermeneutics and other recent developments, e.g. feminist philosophy.

### **320 AMERICAN PHILOSOPHERS**

European influences; colonial thinkers; philosophy of the Founding Fathers; Transcendentalism; Pragmatism; Naturalism; recent developments

### **353 BIO-MEDICAL ETHICS (formerly PHI 453)**

Interdisciplinary investigation of current ethical issues in health care and medical, biological, and behavioral sciences, organized according to modules which change each year.

### **354 ENVIRONMENTAL ETHICS**

Study of the major issues and theories of environmental ethics. Application of traditional ethical theories to environmental issues, criticisms of these theories, and calls for new theoretical approaches. Relations between environmental ethics and popular movements such as animal liberation, deep ecology, social ecology, and ecofeminism.

### **370 CONTEMPORARY MORAL PROBLEMS**

An introduction to fundamentals of ethical reasoning, various methodologies, and application to current topics in ethical discourse. Topics may include capital punishment, euthanasia, abortion, war and peace, pornography, poverty and hunger, environmental rights, animal rights, academic freedom, sexual discrimination, or other areas of interest.

### **PHOTOGRAPHY PREFIX: PHO**

### **203 BASIC PHOTOGRAPHY**

An introduction to photography with emphasis placed upon technical, aesthetic, and historical perspectives of this fine art medium. Camera and black and white darkroom procedures are explored. Adjustable camera required.

### **420 HISTORY OF ART/PHOTOGRAPHY**

An Art History overview of the evolution of photography from its invention in the early 1800's up to contemporary experimental work.

### **POLITICAL SCIENCE PREFIX: POS**

### **201 AMERICAN GOVERNMENT**

National government, its structure; administrative and political practices of the central agencies of authority in the United States.

### **302 COMPARATIVE STATE AND LOCAL GOVERNMENT**

Role of cities, counties, and states in our federal system as well as the interrelationships among them; analysis of the politics of local government; role of political parties and interest groups; particular attention devoted to local and county government, as well as the state of Florida.

**(Does not meet distribution requirements)**

### **303 PUBLIC POLICY AND ADMINISTRATION**

This course is an overview of policy formulation and administration in the context of U.S. federal, state and local governments. The relationship between politics and administration will be taught with reference to the classical policy/administration dichotomy.

### **309 COMPARATIVE GOVERNMENT AND POLITICS**

Analysis of politics and government of western European democracies with some attention devoted to ancient regimes, Marxist systems, and less developed countries.

**(Does not meet distribution requirements)**

### **325 INTERNATIONAL RELATIONS**

Analysis of relations among subnational, national, and supranational actors in the international system; foreign policy formation; quest for peace and security in a shrinking world.

### **355 ENVIRONMENT AND POLITICS**

A study and analysis of the United States environmental policies from historical and political perspectives. Attention is given to the theoretical and practical aspects of environmental policy making in a democratic society at the local, state, and national levels. Global policies concerning the environment will also be explored.

### **396 LATIN AMERICAN POLITICS**

Detailed analysis of government and politics in select Latin American countries. Special attention will be devoted to authoritarian as well as revolutionary regimes.

**(Does not meet distribution requirements)**

### **408 INTER-AMERICAN RELATIONS**

International relations between the U.S. and Latin America and the foreign policies of Latin American states.

### **PSYCHOLOGY PREFIX: PSY**

To avoid duplication of coursework, please note the following is a list of equivalent courses which may not be repeated: PSY 326 to PSY 325; PSY 303 to PSY 331; PSY 452 to PSY 462; MGT 308 to PSY 329; PSY 414 to PSY 416.

### **281 INTRODUCTION TO PSYCHOLOGY**

Survey of general principles underlying human behavior, including the study of the nervous system, perception, learning, emotion, personality and mental disorders.

### **301 PSYCHOLOGY OF DRUG AND ALCOHOL ABUSE**

A general orientation to psychopharmacology; the relationship between behavior and the actions and the effects of drugs; terminology of drugs and drug use; prevention and treatment programs; psycho-legal aspects.

### **306 PSYCHOLOGY OF WOMEN**

Study of the various issues affecting the changing role of women in today's society; consideration given to psychological and social factors as they relate to contemporary feminine behavior. Prerequisite: PSY 281

### **320 TESTS AND MEASUREMENTS**

Introduction to testing, including discussion of validity, reliability and overview of testing instruments in clinical, educational, and industrial settings. Prerequisite: PSY 281 & MAT 152

**(Does not meet distribution requirements)**

### **325 THEORIES OF PERSONALITY (formerly PSY 326)**

Survey of theoretical approaches to the study of personality from Freudian theory to contemporary Humanistic theories. Prerequisite: PSY 281

### **329 UNDERSTANDING AND COPING WITH STRESS**

An exploration of the roles of stress and illness; immunology and Endocrinology with help in evaluating one's own level of stress. Effective techniques for alleviating stress and features of the development of the holistic health movement are described. Meditation, autogenic training, bio-feedback, nutrition and exercise to prevent disease are highlighted.

### **331 COUNSELING TECHNIQUES FOR MANAGERS (formerly PSY 303)**

The course will provide an overview of techniques drawn from management theory, psychology and sociology that will be helpful in counseling employees.

**(Does not meet distribution requirements)**

### **370 SOCIAL PSYCHOLOGY**

Cognitive processes, roles, communication and persuasion, aggression and interaction of individuals within small and large groups and studied from a psychological perspective. Prerequisite: PSY 281.

### **382 DEVELOPMENTAL PSYCHOLOGY**

Analysis of human development from conception through maturity, with emphasis on physiological, cognitive and affective processes at the various stages of development. Prerequisite: PSY 281

### **410 GROUP DYNAMICS AND DECISION-MAKING**

An exploration of group intimacy, solidarity of groups, group problem-solving, the individual within the group, leadership development (who is involved and how leaders are chosen), and splinter group formations. Prerequisite: PSY 281

### **413 ABNORMAL PSYCHOLOGY**

Theories of abnormal behavior, pathological syndromes, methods of treatment and prevention. Prerequisite: PSY 281 & PSY 325

**(Does not meet distribution requirements)**

### **416 DYNAMICS OF ADULT LIVING**

This course will explore the conditions necessary for growth and development. It will cover the Passages of life; sexuality; intimacy; life styles, and aging. Prerequisite: PSY 281.

### **417 PSYCHOLOGY OF AGING (formerly PSY 422)**

Analysis of the factors characterizing normal aging: Biological and perceptual changes, social processes, work and retirement, family, sexuality, cognition, personality. Disorders associated with aging are also covered. Prerequisite: PSY 281

**(Does not meet distribution requirements)**

#### **423 INDUSTRIAL PSYCHOLOGY**

Application of psychological principles and procedures in a business and industry setting; consideration given to topics such as selection, placement, employee motivation; morale and leaderships. Prerequisite: PSY 281

**(Does not meet distribution requirements)**

#### **425 INTRODUCTION TO PSYCHOTHERAPY AND COUNSELING**

Critical analysis and evaluation of models and methods of psychotherapy and counseling used to ameliorate psychological problems in children, adolescents and adults. Topics covered include stages of psychological treatment, therapist/client relationship and engagement, multiculturalism, ethics, and standards of professional conduct. The empirical support for models of psychotherapy along with case applications will be stressed. Prerequisites: PSY 281, PSY 413. **(Does not meet distribution requirements)**

#### **428 HUMAN SEXUALITY**

A survey of issues and scientific findings with regard to physiological, developmental and emotional aspects of sexuality, as well as theory and practice related to treatment of sexual dysfunction. Prerequisite: PSY 281

**(Does not meet distribution requirements)**

#### **449 ADOLESCENT PSYCHOLOGY**

Consideration of the physical, intellectual, social, and emotional processes occurring during the adolescent years. Prerequisite: PSY 281

#### **452 CHILD AND ADOLESCENT PSYCHOPATHOLOGY**

Comprehensive study of the etiology, diagnosis, and treatment of the personality disorders common to the child and adolescent. Prerequisite: PSY 281 & PSY 382.

**(Does not meet distribution requirements)**

#### **PUBLIC ADMINISTRATION PREFIX: PUB**

#### **301 INTRODUCTION TO PUBLIC ADMINISTRATION**

An overview of the governmental processes in the United States. The structure of federal, state and local governments will be taught with an emphasis on public administration processes, issues and the policy formulation process required at each level. The development of modern public administration will be reviewed and new directions in public management practice will be highlighted.

#### **402 VALUES AND ETHICS IN PUBLIC ADMINISTRATION**

This course is designed to outline the current public management environment and to create an awareness and sensitivity to the value and ethical issues inherent in public administration decisions. The Judeo-Christian moral basis for the values and ethical practices in governments today will be taught together with the legal requirements for complying with legislated ethical standards.

#### **403 PUBLIC BUDGETING AND FINANCE**

This course is designed to provide the student with an understanding of the very special nature of the revenue sources (taxes) and the expenditure of tax dollars through the budgeting (political) process.

#### **404 CONCEPTS AND ISSUES IN PUBLIC PLANNING**

The classic management function of planning will be reviewed in its state and local government contexts. Emphasis will be placed on planning for growth management and on strategic planning in public decision-making.

#### **405 ADMINISTRATIVE LAW AND PROCESS**

The role of administrative procedure in state and local governments will be taught together with the principles of administrative procedure, administrative due process and regulatory procedures. (Same as PLA 405).

#### **406 HUMAN RESOURCES IN THE PUBLIC SECTOR**

This course will be an overview of public personnel practices including the history and changing role of civil service systems, merit retention systems, labor relations and collective bargaining. Supervisory practices for public administrators will be taught in the context of the several personnel systems.

#### **407 PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR**

This course will provide information on the techniques for measuring and improving productivity in public organizations. Current management thought such as Total Quality Management (TQM) will be taught and analyzed for its potential in the public sector.

#### **408 PUBLIC MANAGEMENT AND THE POLITICAL PROCESS**

The classic confrontation between "politics" and "professional management" will be examined in this course. The historical context of the "Good Government Movement" of the Nineteenth Century: the rise of the professions in public management; the issues of responsiveness and patronage will be taught and applications made to current state and local government management practice.

#### **409 CONTEMPORARY ISSUES IN PUBLIC SAFETY**

Issues of public safety which are addressed by state and local government will be studied in this course. The traditional roles of public safety will be studied, e.g., fire prevention and suppression, emergency medical practice and emergency transportation, police protection, patrol, community policing. Issues such as contracting with other organizations, creation of public safety departments and collective bargaining in public safety are examples of those which will be addressed.

#### **410 METHODS AND TECHNIQUES FOR PUBLIC ADMINISTRATION**

This course is designed to teach research methodologies including research design, hypothesis formulation, descriptive statistics, analytical statistics, sampling and survey techniques, consensus-building techniques and public participation approaches as applied in public administration settings.

## **SOCIAL WELFARE SERVICES PREFIX: SWS**

### **336 SOCIAL WELFARE AS A SOCIAL INSTITUTION**

Beginning course in the social welfare sequence, introducing the student to the field of social welfare from historical, political, program, policy and service points of view; initial identification with the field of social welfare, and knowledge of the contribution of social welfare professions.

### **401 SOCIAL WELFARE POLICIES AND SERVICES I**

Provides a comprehensive knowledge of the social welfare system in the United States while it addresses the changing nature and needs of our society. The crucial role of government is examined, both historically and currently, in the delivery of basic human services. The problems of poverty, inequality and oppression are highlighted as conditions that vitally affect the social functioning of individuals, families and groups. Additionally, there is content on policy formulation and models for policy analysis which provides the student with the tools to assess local, state and national policies affecting agencies, clients and practitioners. Prerequisite: SWS 336.

### **470 HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT I**

This course focuses on the physical, social and emotional development and mastery of growth crises from birth to mid-adolescence. Included in the course are current theories and research about the early years of the life cycle, with particular emphasis on the nature and ways in which culture, ethnicity, and community influence and shape development. Prerequisite: SWS 336

## **SOCIOLOGY PREFIX: SOC**

### **201 INTRODUCTION TO SOCIOLOGY**

An introduction to the major theoretical perspectives in sociology. Emphasis on the applications of these perspectives to contemporary social issues, including: deviance, marriage and the family, organizations, religion and social change.

### **301 AMERICAN FAMILY**

A study of the history, present agonies, and future of the American Family as an institution.

### **305 ISSUES IN CULTURE**

A topical course to determine the role that culture has played in developing and influencing man's behavior. Our perceptions of economics, religion, family life, employment, aging, law and numerous other aspects of culture will be studied and discussed.

### **307 RACE AND ETHNICITY**

Study of sociological perspectives in minority-majority relations; assimilation ideologies; dynamics of prejudice and discrimination; biological, historical and sociological data on race; survey of American minorities.

## **317 SOCIOLOGY OF WORK**

An examination of the cultural, social and organizational aspects of work in contemporary society. Work is studied as a fundamental human activity, which is socially constructed through complex organizations, power, cultural beliefs and values, the wage system, consumption, management ideologies, and technology. Topics discussed include: the significance of work in everyday life, postindustrialization, the relationship between work and family, housework, professionalization, and the consumer culture.

## **415 WOMEN IN CONTEMPORARY SOCIETY**

A course concerning the historical development of women as a basis for their distinctive position in society today. Emphasis is placed on their lateral/horizontal progress in the realms of the economy, society and cultural development. Gender definition and dynamics of the patriarchal system are examined.

## **417 SOCIOLOGY OF DEATH AND DYING**

A course that focuses on death as an event in salvific history based upon cross-cultural analysis of the nexus between the meaning of life and death place within it.

## **SPANISH PREFIX: SPA**

### **150, 153 SPANISH FOR BUSINESS**

An introductory course in Spanish with an emphasis on business terminology, accurate pronunciation, and practical applications. For students with little or no preparation in Spanish. Not open to native speakers or students with two or more years of language.

## **SPEECH PREFIX: SPE**

### **303 VOICE AND ARTICULATION**

A course designed to help each student speak more expressively with greater vocal variety and clarity. Each student will receive a complete voice and diction analysis and will work both individually and in groups to achieve effective voice production and correct individual speech problems.

### **305 THEORIES OF COMMUNICATION (formerly SPE 301)**

An overview of the theory of communication. Emphasis on organizational communication, small groups, and public communication in organizations.

### **402 ORAL COMMUNICATION**

A practical study designed to develop effective listening, speaking, and confrontation skills. Use and interpretation of body language.

### **403 ORAL INTERPRETATION**

An oral interpretation focuses on one of the loveliest of musical instruments, the human voice, and on the body of literature to which the voice can give meaning. Course activities will include study and analysis of various types of literature and the demands that each makes of a reader: shaping and tuning exercises for the vocal instrument; practice in oral reading; and development of criteria for evaluation.

#### **412 PERSUASION**

Beginning with Aristotle, this course provides an historical perspective on how persuasion has evolved to modern times. Emphasis on factors such as attention, perception, needs, values, and credibility. Practice in the preparation and presentation of persuasive oral and written communication. Emphasis given to persuasive campaigns.

#### **SPORT AND EXERCISE SCIENCES PREFIX: SES**

#### **212, 212L EMERGENCY RESPONSE AND LAB (3)**

Course content and practical experiences prepare the student to make appropriate decisions about the care needed in case of emergency. Provides opportunity to acquire skills necessary to act as a crucial link in the emergency medical services (EMS) system. American Red Cross certification examinations: CPR for the Professional Rescuer, Emergency Response, Oxygen Administration, Automated External Defibrillator, Preventing Disease Transmission. Lecture and Lab must be taken concurrently. (Enrollment restricted to SES majors.)

#### **250 SPORT AND RECREATIONAL MANAGEMENT (3)**

An introduction to the fields of sport and recreational management; overview of theories of management and administration to sports and recreation.

#### **260 LEISURE PLANNING AND PROGRAMMING (3)**

Provides a basic understanding of the knowledge, skills, and values required for successful planning & programming of leisure services for all populations. Presents the steps necessary to establish, market, and manage the human and financial resources in leisure activities. Includes observations of recreational programs, including those in aging communities, tourism, etc.

#### **270 CONCEPTS OF FITNESS AND WELLNESS (3)**

This course is required for students majoring or minoring in one of the SES programs. Students will analyze the impact of diet, exercise, stress management, health, and other areas of total wellness on the quality of life. Students will examine their personal health risk, complete a personal fitness and nutritional assessment, as well as pursue an individual exercise prescription program. Hands-on experiences and exposure to the use of computer analysis in fitness assessment are included.

#### **320 KINESIOLOGY AND LAB (4)**

The study of anatomical and biomechanical principles of human performance and movement science. 3 hours lecture, 2 hours laboratory weekly. Laboratory to be taken concurrently with lecture. Prerequisite: BIO 220/230.

#### **361, 361L EXERCISE PHYSIOLOGY AND LAB (4)**

Includes an in-depth survey of the neuromuscular, metabolic cardiorespiratory and hormonal responses to acute exercise and the physiological adaptations to chronic exercise. Topics include thermoregulation, ergogenic aids, body composition, sport training, growth and development, and aging. Required for athletic training and exercise science majors. 3 hours lecture and 2 hours laboratory weekly. Laboratory to be taken concurrently with lecture. Laboratory fee required. Prerequisites: BIO 240.

#### **370 FITNESS ASSESSMENT AND EXERCISE PRESCRIPTION (3)**

Application of exercise physiological concepts to exercise prescription and programming for individuals without disease or with controlled disease. Includes analysis of techniques used for health appraisal, risk stratification and fitness assessment, and evaluation of strategies used to promote physical activity. Prerequisites: SES 270 and SES 361. (May be taken concurrently).

#### **370L FITNESS ASSESSMENT AND EXERCISE PRESCRIPTION LAB (1)**

This lab course is designed to provide students the opportunity to acquire the skills necessary to perform fitness assessment and exercise testing for cardio-respiratory fitness, body composition, and muscle flexibility, strength and endurance, and to demonstrate various exercises prescribed for muscle flexibility, strength and endurance as recommended by the American College of Sports Medicine. 2-hour laboratory weekly. Prerequisites: SES 270, and SES 360 or SES 361.

#### **380 FACILITY DESIGN AND EVENT MANAGEMENT (3)**

Includes knowledge of the various types of indoor and outdoor facilities, fiscal management, technological advances in equipment, planning of facilities, and event management.

#### **431 MEDIA RELATIONS IN SPORT (3)**

Study of professional and collegiate sports and their relationship with the various media outlets. (Same as COM 431).

#### **440 SPORT MARKETING, PROMOTIONS, AND FUNDRAISING (3)**

An investigation of the principles, applications, and techniques of marketing, promotions, corporate sponsorships, and fundraising within the various sporting industries.

#### **441 CARDIAC REHABILITATION (3)**

Pathophysiology of cardiopulmonary and metabolic diseases with further emphasis on the physiological and technical basis of clinical exercise tolerance tests and exercise prescription, and exercise leadership for the cardiopulmonary, diabetic, obese or elderly patient. 3 hours lecture weekly. Prerequisite: SES 361 or equivalent. Co-requisite: SES 441L.

#### **441L CARDIAC REHABILITATION LABORATORY (1)**

Practical applications to clinical exercise tolerance tests and exercise prescription for the cardiopulmonary, diabetic, obese and elderly patient. Health screening, risk stratification, basic ECG and blood pressure measures, developing & implementing exercise test protocols, and emergency procedures will be emphasized. 2-hr laboratory weekly. Laboratory fee required. Prerequisite: SES 361 or equivalent. Co-requisite: SES 441.

#### **444 FINANCIAL APPLICATIONS TO SPORT (3)**

Applies principles of finance to budgeting, operations, and business decision-making in various sport and exercise-related settings (e.g., schools, colleges, pro teams, retail establishments, and corporations). Prerequisites: MAT 152, ACC 201, ECO 201.

#### **461, 461L ADVANCED EXERCISE PHYSIOLOGY AND LAB(4)**

Continuation of Exercise Physiology. Includes an in-depth survey of exercise biochemistry, cardiovascular function in exercise, biochemical and cardiovascular adaptations to exercise training, with emphasis on current research in exercise physiology. 3 hours lecture and 2 hours laboratory weekly. Laboratory to be taken concurrently with lecture. Laboratory fee required. Prerequisites: CHE 152, SES 361.

#### **463 APPLIED PHYSIOLOGY OF RESISTANCE TRAINING(3)**

Includes critical evaluation of strength and conditioning concepts and the biomechanical and physiological analyses of various sport movements as they apply to strength and power exercises for sport training. Students are prepared to attempt the National Strength and Conditioning Association's certification exam. Prerequisites: SES 320 and taken concurrently with SES 361.

#### **465 ADMINISTRATION OF PROGRAMS AND FACILITIES(3)**

Study of desirable standards, policies, and practices in the organization, supervision, and administration of physical education, athletics, recreation, dance, athletic training, and sport programs. Prerequisite: Junior standing.

#### **480 CONTEMPORARY ISSUES AND ETHICS IN SPORT(3)**

The senior "capstone" course for all SES majors which integrates the knowledge and concepts gained from prior course work and field experiences with real life situations in sport. Examines the positive and negative consequences of the way sport is organized, managed, and reported in American society by drawing from current events and articles. Provides a philosophical overview of the values that sport personifies in today's society. Prerequisite: Senior status; at least one of the following is strongly recommended: PHI 120, 170, 353, THE 300, 353.

#### **485 INTRODUCTION TO LAW IN SPORT AND EXERCISE SCIENCES (3)**

Legislation affecting physical education classes, coaching, amateur, professional, and recreational sport and the legal ramifications of various aspects of sport administration and exercise prescription.

#### **486 PRACTICUM(2-8)**

Advanced field experience in the application of learned principles from Coaching (CO), Athletic Training (AT), Exercise Science (EX), Management-Diving Industry (MD), Management-Golf Industry (MG), Physical Education (PE), and Sport Management (SM). Prerequisites for all SES majors *except* AT: Full Acceptance into the preferred SES major, as well as prior approval of Program Director and Department Chair; Exercise Science majors must also satisfy the specific requirements for Practicum approval listed under the major. Sport Management-Golf Industry majors must enroll in sections 01 and 02 at 2 credit hours each.

#### **THEATRE PREFIX: TH**

#### **304 CREATIVE DRAMATICS**

A course to develop confidence, creativity, spontaneity, and other communication skills. It will include practice in improvisation, role playing, and character development for personal growth and enjoyment as well as some study of drama for cultural enrichment.

#### **330 AMERICAN CINEMA**

This is a history of the American film industry as an art form, as an industry, and as a system of representation and communication. Cinematic Genres are analyzed as art forms. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self image.

#### **439, 440 THEATRE HISTORY I, II**

Theatrical event and its attendant literature from ritual beginnings to the closing of the theatres in England from the Restoration to the 1950's and the advent of the Absurdist movement.

#### **360 ELEMENTS OF CONTEMPORARY THEATRE**

This is a study of the plays and theatrical practices of the contemporary period. The elements of theatre including plot, characterization, setting, dialogue, music, movement, and theme are studied as art forms within an historical context.

#### **THEOLOGY PREFIX: THE (formerly REL prefix)**

**THE 201 or THE 306 is a prerequisite for 300-level Theology courses.**

#### **103 WORLD RELIGIONS: SPIRITUAL EXPERIENCES OF HUMANKIND**

A survey of the history, beliefs, practices, and contemporary influence of the major religions of the world: Primal Spiritualities, Hinduism, Buddhism, Taoism, Confucianism, Shintoism, Judaism, Christianity, and Islam; a discussion of the basic methods for understanding religions.

### **108 INTRODUCTION TO THE OLD TESTAMENT**

Introduction to the Old Testament literature, history, and culture in the context of the ancient Near East. Examines methods of biblical interpretation from ancient to modern times in Jewish and Christian communities

### **201 THEOLOGY: FAITH, BELIEFS, AND TRADITIONS**

A study of spirituality, religion, faith and theology as significant dimensions of all human life. Particular attention will be given to the anthropological origins of the human desire for spirituality expressed in religions. Beliefs and traditions will be studied coming in particular from Judaic origins and finding its expressions in Christianity especially Catholic beliefs and traditions.

### **303 COMPARATIVE RELIGION**

An examination of select religious traditions in cross-cultural and interfaith dialogue through comparison of scriptures, rituals, beliefs and practices.

### **306 DYNAMICS OF FAITH, BELIEFS, AND THEOLOGY**

This course will explore some fundamental theological concepts, including faith, doubt, belief, doctrine, symbol, evil, sin, ethics and morality. Furthermore the course will explore particular theological beliefs in relationship to culture. It will study and evaluate how these ideas and beliefs are treated in systematic theology and in other contemporary classic sources.

### **307 CHRISTOLOGY**

An investigation into the Christian understanding of the person and work of Jesus Christ. The origins of Christology in the New Testament and the development of christological doctrine in the history of the Church will be examined as a basis for a contemporary understanding of Jesus and of the challenge of Jesus and his message for the Christian today.

### **309 THE OLD TESTAMENT AND ITS INTERPRETERS**

A study of how the Jewish Scriptures have been interpreted in Jewish, Christian, and secular traditions based on detailed examination of how selected texts have been understood in these traditions. Consideration of the Old Testament as Christian Scripture and the problem of Jewish-Christian relations.

### **312 FREEDOM AND VIRTUE**

An examination of the meaning of human freedom, the nature and search for virtue as a means and goal of human behavior and as a consequence of our actions. Accountability as part of free human action will be considered in the context of decisions of conscience. Prerequisite: THE 201.

### **315 CHRISTIAN SPIRITUALITY AND PRAYER**

A study of the history, nature and principles of worship and the major spiritual forms in which it finds expression in Christianity. This course will look at important issues in a development of a contemporary spirituality within the context of personal, interpersonal and church prayer.

### **321 THE NEW TESTAMENT AS CHRISTIAN SCRIPTURE**

The meaning of inspiration. The history of gradual acceptance of the New Testament documents as part of Scripture. History and methods of interpretation, with application to selected texts. Literary technique as a reflection of theological perspective.

### **327 PEACE AND JUSTICE**

The course is meant to explore the issues of peace and justice as fundamental concerns of Christianity today. Building on the foundation of scripture, Roman Catholic (and other churches') documents on these topics, students will explore the questions being asked today and some of the responses proposed.

### **330 APPROACHES TO GOD**

A critical investigation into the reality of God from the perspective of monotheistic religious and philosophical traditions, e.g., Jewish, Christian and Islamic, their interaction with modern culture and the existential response to the divine presence in spirituality. These three elements – the understanding of God, the world and the self – form the framework within which a contemporary response to God in secular culture can be both intelligible and meaningful. Prerequisite: THE 201

### **333 CHRISTIAN UNDERSTANDING OF GOD**

An examination of the Christian doctrine of the trinity and its implications for the human understanding of the world, history, the self, and the Church. After an introduction to the biblical and patristic origins of the doctrine, students will examine a contemporary.

### **334 HISTORY OF CHRISTIANITY I (formerly THE 337)**

A survey of Christianity from its biblical and apostolic origins through its growth in antiquity and its establishment in the medieval period. Significant social, cultural and intellectual factors will be examined as part of the formative development of this tradition.

### **335 HISTORY OF CHRISTIANITY II**

A survey of Christianity beginning with the dividing of Christendom in the Reformation, subsequent developments, the expansion of Christianity through missionary efforts and the challenge posed to the faith in the modern era and its inculturation in secular and non-western societies.

### **344 SACRAMENTS**

An examination of the Christian sacraments from the perspective of religious experience and symbol, Christ as the primordial sacrament, the Church as the fundamental sacrament and the historical-theological development of each sacrament. Although primary focus will be on the Roman Catholic tradition, attention will also be given to Orthodox and Protestant understanding and practice.

### **345 LITURGY, FEASTS AND DEVOTIONS**

An exploration of the worship life of the Catholic Church with a focus on various forms of liturgy, an appreciation of liturgical time and the Church calendar, liturgical spirituality and para-liturgical devotions. Special emphasis will be placed on the nature, results and evaluation of liturgical reform proceeding from the Second Vatican council. Prerequisite: THE 201.

### **352 THE AMERICAN RELIGIOUS EXPERIENCE (formerly THE 351)**

An exploration of the inculturation of religion, especially Christianity, in the United States. Attention will be given to significant figures, movements and schools of thought in their historical context. An evaluation of their continued influence on religious life today and the question of whether there can be a distinctly American approach to theology will be broached.

### **360 WOMEN IN THE CHURCH**

Investigation of the role of women in the Christian scriptures and history of the Church.

### **372 MARRIAGE AND FAMILY**

A practical treatment of marital union and family organization as seen in its Christian theological, spiritual, psychological, and sociological aspects with an exploration of marriage as a sacrament of Christian life.

## **GRADUATE COURSE DESCRIPTIONS**

### **ADM 500 Special Topics**

Current special topics and issues related to contemporary organizational administration and leadership.

### **ADM 521 Applied Administrative Concepts (3)**

The course will address the administration and organizational behavior competencies required to be successful in the 21st century workplace. Emphasis is placed on managing and leading for high performance in today's dynamic work environment.

### **ADM/IT/PUB 535 Research Methodologies (3)**

In this course, students undertake an in-depth review and critical analysis of research topics using qualitative and quantitative methodologies. Upon this course completion, students will be exposed to various analytical and statistical paradigms, tools, and techniques for decision-making and research evaluation. Prerequisite: MAT 152 or equivalent

### **ADM/PUB 545 Values and Ethics in Administration (3)**

This course is designed to create an awareness and sensitivity to the values and ethical issues inherent in private and public administration decisions. The Judeo-Christian moral basis for the values and ethical practices in government and business today will be presented along with the legal requirements for complying with legislated ethical standards

### **ADM 568 Changing Environment of Administration (3)**

This course addresses the impact on administrative decision-making from external influences including the political, economic, international, technical and social environments.

### **ADM/IT 680 Project Management (3)**

This course examines the technical and administrative aspects of complex projects. Students will learn the project life cycle and software tools to create functional, managerial, and organizational requirements to manage groups and plan & control projects. Prerequisite: IT200 or equivalent.

### **ADM/IT 699 Integrated Capstone Project (3)**

This is a course in which students integrate and synthesize the learning experiences acquired in the program. Students plan and write a project by applying and integrating a variety of skills and knowledge covered in the curriculum. Prerequisite: ADM/PUB/IT 535

### **CS 503 Computer Networks (3)**

This course covers advanced topics in computer networks including local & wide area networks (wired and wireless), satellite networks, and distributed processing. Network architectures and protocols will be analyzed in different business environments. Prerequisite: IT 310 or equivalent.

### **CS 560 Database Management Systems (3)**

This course covers a variety of advanced topics in database systems and discusses issues and techniques in the analysis, design, and implementation of computerized filing systems. Students will learn advanced SQL queries, transaction management in client-server architectures, and object-oriented & distributed databases. Prerequisite: CS426 or equivalent.

### **HRD 646 Dynamics of Change and Planning (3)**

Examines how change that affects work related behavior takes place within organizations and individuals as a result of the intentional interventions of a change agent.

### **HRD 648 Group Behavior in Organizations (3)**

Emphasizes knowledge and skills necessary to build and effective team and team relationships to carry out a work related goal. Topics include person-to-person communication, small group processes, conferencing skills, networking, and coaching.

### **HRD 652 Diversity in the Workplace (3)**

Explores the training and development of a culturally sensitive workforce. Examines and explores innovative techniques for dealing with institutional "isms" (e.g., sexism, ageism, etc.), as they relate to management training, conflict resolution, career development, mentoring, performance appraisals, and team-building.

### **IT 515 Information Technology concepts (3)**

This course examines information systems in today's organizations and presents advanced topics in system architectures and planning. Building and managing computer resources will be discussed with emphasis on the way information technology is used to meet business needs. Prerequisite: IT200 or equivalent.

**IT 575 Emerging Technologies (3)**

This course explores important issues currently affecting the field of organizational computer systems and related emerging information technologies. Students research emerging trends to determine if they will be sustained and of value to the organization. Prerequisite: IT200 or equivalent.

**IT 610D Practicum: Enterprise Information Management (3)**

This course explores various topics in data warehouses and knowledge & content management systems in organizational contexts. The course also covers technologies used to coordinate business assets for strategic and automation purposes. Students will explore various methods of knowledge organization and learn the design of KM systems and processes. Prerequisite: CS426 or equivalent.

**IT 620 Enterprise Systems Integration (3)**

This course examines the design and linking of heterogeneous & distributed systems and enterprise applications. Students will learn how to interconnect servers & applications and integrate disparate data and business information using practical solutions, such as ERP & XML. Prerequisite: CS 503.

**IT 640 E-Technologies (3)**

This course presents various cutting-edge technologies and tools used to create e-technology or web-based solutions. Students will examine standards and web methodologies for designing and developing e-systems. Extensive discussions of the requirements, issues, and infrastructure of e-technologies will be presented. Prerequisite: IT338 or equivalent.

**IT 675 Human-Computer Interaction (3)**

This course examines the user interface design and implementation with strong emphasis on practical ways to improve human performance and productivity. Students will learn the relation of human-computer interaction (HCI) to other aspects of software engineering and investigate the techniques of interactive systems design (ISD) and the philosophy of user centered design. Prerequisite: IT200 or equivalent.

**PUB 605 Public Policy Analysis and Evaluation (3)**

This course is designed to examine the theory and practice of public policy analysis and evaluation as it is conducted in complex political environments by public sector agencies and organizations.

**PUB 623 Productivity Improvement in the Public Sector (3)**

This course will provide information on the techniques for measuring and improving productivity in public organizations. Current management thought such as Total Quality Management (TQM) will be taught and analyzed for its potential in the public sector.

**PUB 635 Leadership in Public Purpose Organizations (3)**

Leadership is essential in any organization for it to function effectively and productively. This course reviews the very special characteristics of leadership in public purpose organizations. Issues such as the impact of the political process on leadership, navigating media storms, leading and empowering employees, and maintaining a focus on public purpose are addressed.

**PUB 647 Public Law and Administration (3)**

The role of public administrative law and procedure for taught as it applies to both public and private decision-making. The effects of public administrative law and rule making will be presented along with the oversight provided by legislatures and the public policy processes inherent in making and sustaining public policy through administrative law.

**PUB 650 Public/Private Enterprise (3)**

This course reviews the scope of public/private enterprise structures in the United States. Furthermore, it examines the scope of public/private partnerships, privatization of public services, and contracting for public services from the private sector.

**PUB 660 Public Policy and the Administrative Process (3)**

The classic confrontation between "politics" and "administration" will be examined in this course. The historical context of the "Good Government Movement" of the Nineteenth Century; the rise of the professions in public management; the issues of responsiveness and patronage will be taught and applications made to current state and local government administrative practice. The political process and public policy making will be examined.

**PUB 662 Non-Profit Administration (3)**

This course provides the student with an understanding of the role of non-profit organizations in the scope of public-private purposes. It examines the role of boards and staff, vision and mission, funding and accountability, excellence in operations and sustainability.

**PUB 670 Public Planning and Growth Management (3)**

The classic management function of planning is reviewed in its state and local government contexts. Emphasis is placed on planning for growth management and on strategic planning in public decision making.

**PUB 699 Integrated Capstone Project (3)**

This is a course in which students integrate and synthesize the learning experiences acquired in the program. Students plan and write a project by applying and integrating a variety of skills and knowledge covered in the curriculum. Prerequisite: ADM/IT/PUB 535