



**OKAN INTERNATIONAL UNIVERSITY**  
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**UNIVERSITY CATALOG**  
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## **WELCOME TO OKAN INTERNATIONAL UNIVERSITY**

### **STATEMENT OF PURPOSE**

Okan International University will prepare students as leaders in his or her chosen profession.

Okan International University will combine expertise from the educational and professional arena in a university environment. The University's main goal is to develop the business and health care communities with graduates that exhibit skills and the ability to make positive contributions to the workplace.

Okan International University will develop educational curriculum with emphasis on the development of critical thinking and conceptual skills. The rigor and scholarly emphasis is coupled with the expertise and knowledge of the professional community. The central focus will be the relationship between academic learning and real life practical skills and strategies. The University's programs will be designed to respond to the needs of today's world with the flexibility to adjust to these needs as they continue to evolve.

### **MISSION**

At Okan International University we train students to think in an analytical, interdisciplinary way, and we instill an entrepreneurial spirit.

We invest and support innovative scholars who are able to successfully integrate education and training and thus help our students to become exceptional graduates in their respective fields. We strive to convert information into technology for the benefit of society.

We concentrate on educational and research activities directed at meeting the needs of society by making social responsibility and environmental consciousness our priority.

### **VISION**

Our vision is to become a world-class university which contributes to the betterment of the nation and its business life by providing education of the highest standards and thereby preparing its students to enter the modern business world, ensuring that they are open to domestic and foreign competition, and instilling them with social responsibility and environmental consciousness.

### **GOALS**

- To prepare students for the marketplace.
- To develop student competency in critical thinking, collaboration, communication, and information utilization.
- To provide instruction that bridges the gap between theory and practice.
- To provide faculty members that enhances the learning experience.
- To use technology to create effective means of instruction that expands access to learning resources that enhances collaboration and communication for improved student learning.
- To assess student learning and use assessment data to improve the system, curriculum, instruction, learning resources, counseling, and student services.
- To foster a spirit of innovation that focuses on providing academic quality, excellent services and convenience to the working student.

## **ACADEMIC CALENDAR / OFFICIAL HOLIDAYS**

### **SPRING 2016**

January 1, 2016 - New Years Day  
January 18, 2016 - Martin Luther King  
January 19, 2016 - Spring Semester begins  
January 19-26, 2016 - ADD/DROP Period for Spring 2016 semester  
March 20 - 25, 2016 - Spring Break (no classes)  
April 20, -May 9, 2016 - Regular registration for Summer and Fall 2016 semesters  
May 12-16, 2016 - Late Registration for Summer and Fall 2016 semesters  
May 13, 2016 - Spring Semester ends

### **SUMMER 2016**

May 16, 2016 - Summer semester begins  
May 16-25, 2016 - ADD/DROP Period for Summer 2016 semester  
May 30, 2016 - Memorial Day (no classes)  
July 4, 2016 - Independence Day (no classes)  
August 26, 2016 - Summer semester ends

### **FALL 2016**

August 29, 2016 – Fall Semester begins  
August 29- September 6, 2016 – ADD/DROP Period for Fall 2016 semester  
September 5, 2016 - Labor Day  
November 10-December 1, 2016–Early Registration and Payment for Spring 2017 Semester  
November 11, 2016 - Veterans Day  
December 2-19, 2016–Regular Registration  
December 16, 2016 – Fall Semester ends  
November 25, 2016 - Thanksgiving Day  
November 24-28, 2016 - Thanksgiving break (no classes)  
November 26, 2016 - Black Friday  
December 26, 2016 - Christmas Day

## **GENERAL INFORMATION**

### **HOURS OF OPERATION**

School Hours:	Monday to Friday	9:00 AM – 10:00 PM
	Saturday	9:00 AM – 1:00 PM
Office Hours:	Monday to Friday	9:00 AM – 5:00 PM
Library:	Monday to Friday	9:00 AM – 10:00 PM
	Saturday	9:00 AM – 1:00 PM

### **LICENSING**

Okan International University is a private institution organized as a for profit corporation under the laws of the State of Florida. It is licensed under the Florida Department of Education, to provide post-secondary education and has authority to grant degrees under the laws of the State of Florida.

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## **ACCREDITATION**

Okan International University is currently not accredited, however we are seeking accreditation thru The Accrediting Council for Independent colleges and Schools (ACICS.)

## **SEMESTER SYSTEM**

Okan International University operates on a semester system. The fall and spring semesters consist of 15 weeks of instruction and the summer semester consists of 8 weeks of instruction. Semesters begin in August, January, and May. Courses are offered during all three semesters, with individual courses being offered in accordance with course listings contained in this Catalog.

## **ORGANIZATION AND ADMINISTRATION**

### **OFFICERS OF THE UNIVERSITY**

The organizational structure of Okan International University is simple and flexible, allowing the university to expand to fit the diversification of the university programs and new demands based on growth. The university administrators consists of the following:

Bekir Okan, President  
Kasim Badak, Executive Director  
Ezer Tossas, Vice President

As the university develops through increased enrollment there will be an increase in leadership and operational position. These positions will include: Deans, Director of Student Development, Admissions Director, and others.

### **GOVERNANCE OF THE UNIVERSITY**

The Officers of the University manage the operations of the University. The Officers have the authority to conduct the following functions:

- Establish policies and procedures for the university
- Select the President of the university
- Amend and approval the annual budget of the university
- Determine the compensation of the directors, presidents, and other staff members
- Perform any tasks in the administration of the university

### **UNIVERSITY ADMINISTRATORS**

#### **President**

The primary responsibilities are to oversee all University functions and all ultimate decision-making; give final approval on all faculty hiring and other major decisions (except those decisions requiring Board approval); network with pertinent industry personnel; promote the University within the community; modify the purpose and missions of the University as it grows and develops and as the needs of students and the market change over time; and perform other duties as designated by the Board of Directors.

#### **Chief Executive Officer**

The responsibilities of the Chief Executive Officer include the supervision of academic affairs, faculty and student services. The Officer administers the day-to-day operations of the University consistent with the standards and procedures adopted by the University.

#### **Chief Financial Officer**

The responsibilities of the Chief Financial Officer are the administration of financial affairs and involvement in public service, networking with pertinent industry personnel, as well as the physical facilities of the University, and the general administration of the University consistent with its adopted standards and procedures. The Chief Financial Officer develops and administers the University budget, and supervises the maintenance of employee records for payroll and benefits and directs the implementation of payroll for all personnel. He performs other duties as designated by the President.



#### Library Director

The Library Director orders, maintains and catalogs books, newspapers, films and electronic equipment, coordinates information for the billboards and assists students in finding information resources.

#### Facilities and Purchasing Director

The Facilities and Purchasing Director handles purchase orders, buys supplies and materials, interacts with vendors and maintains the stock of supplies in good order. The Facilities and Purchasing Director also coordinates event planning for the University.

#### Registrar

The Registrar supervises admission and assists in developing admission and registration schedules and procedures. He also maintains and analyzes academic records, statistics and archives and directs the preparation of student transcripts. The Registrar is assisted by the Executive Director in monitoring the awarding of titles and degrees and by the Director of Student Development in monitoring retention of students.

#### Coordinator of Research and Graduate Studies

The Coordinator of Research and Graduate Studies provides oversight for the curriculum and administration of the graduate programs. They are also responsible for faculty development, student services, and program evaluation within the graduate programs.

#### Director of Student Development

The Director of Student Development provides student orientation and academic advising to students, assists in maintaining the effectiveness of academic programs and services, serves as a liaison between students and faculty or administrators, and monitors the academic performance of students, focusing on retention.

### **FACILITIES**

Okan International University is located at 225 E Dania Beach Blvd Suite 201 Dania Beach, Florida 33004. The space consists of 5,000 square feet. The University facility is equipped to accommodate the needs of the University's students, faculty and staff. Classrooms contain adequate seating and traditional educational equipment applicable to the specific educational area. In addition, several classrooms contain the latest in technological and audio-visual devices to provide students with an advanced educational experience. The University facility also includes labs and small classrooms, where faculty may hold smaller learning sessions. Students have access to the University library's computer lab, which holds the latest in computer technology and high-speed Internet connections.

### **CAMPUS SAFETY AND SECURITY**

The university has the utmost concern for the safety of each student, faculty member, and staff. All students, employees, and visit should promptly report crimes in progress, accidents, and any other emergencies to local law enforcement by dialing 911.

### **MAJOR POLICY STATEMENTS**

This section of the university catalog outlines policies and procedures relevant to students enrolled at Okan International University.

#### **SAFETY**

The university acknowledges that it is its duty to ensure, so far as reasonably practicable, the health, safety and welfare of the students, staff, and anyone else who comes to the university. It is the policy of the university to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health.

Consequently, the university will, when reasonably practical:

- Provide and maintain safe and healthy environment;
- Provide and maintain safe machinery;
- Provide information, training and supervision to enable staff and students to perform their work safely;

- Maintain high standards of health, safety and welfare in all University activities.

### **FREEDOM OF ACCESS/NON-DISCRIMINATION**

Okan International University is open to all students who are qualified according to the published admission standards. The University encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaint to University Officers. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human Resources, as appropriate. Unless complainant signs it, it will be an informal complaint. Okan International University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings and recommendations. Reports will be kept confidential.

The University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the university will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined the University Officers. Possible sanctions may include, but are not limited to written reprimands on the student or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but Okan International University reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal determination of sanctions. Such appeals shall be directed to a higher university authority, which will re-evaluate the determination as deemed appropriate.

### **ACADEMIC INTEGRITY POLICY**

Integrity is essential to an educational institution and to the entire educational experience. Individual students, faculty, and staff members must affirm this quality. The importance of integrity and ethics is an integral part of life at Okan International University.

The Academic Integrity Policy requires that all members of the University conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism and other acts contrary to academic integrity are unacceptable and will not be tolerated at Okan International University. The University will take severe action against dishonest students, faculty, staff, and administrators. Self-expression is also an essential component to a rewarding and fulfilling educational experience. A university setting is an ideal forum for self-expression, voicing disagreement and challenging accepted traditions. However, while the goal of the University is to educate and encourage, it also must curtail behavior that adversely affects others. As such, Okan International University's policies require that such self-expression, although encouraged, must be delivered in a civil manner, exhibiting respect for others at all times.

### **ALCOHOL AND DRUG USE**

Okan International University as an institution of higher education is dedicated to the well-being of all members of the University students, faculty, employees, and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of Okan International University to prevent substance abuse through education and prevention. The University recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the responsibility of the individual to seek assistance. The university also recognizes

that the possession and/or use of certain substances are illegal, and the university is obligated to comply with local, state, and federal laws.

Okan International University's alcohol and drug policies are as follows:

While on campus or engaged in any University related-activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal.

#### **TOBACCO USE POLICY**

The University wants to promote a healthful and clean work environment for students, employees, staff and visitors. In accordance with Florida's Clean Air Act (FCIAA), smoking is prohibited in all University buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative offices, dining facility, or any other facility owned or controlled by the University. University administrators may subject students to disciplinary action as deems necessary students, found in violation of this policy appropriate.

#### **POLICY AGAINST SEXUAL HARRASSMENT**

It is the intent of Okan International University to protect the environment of the school from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students.

At Okan International University, sexual harassment is defined:

- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's student status;
- Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's performance.
- Creating an environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At Okan International University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
- Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
- Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to any University Administrator. All allegations of sexual harassment of or by a student, faculty member, or any other University personnel will be promptly and thoroughly investigated by the University Officers.

Okan International University recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

### **POLICY AGAINST HAZING**

In compliance with Florida law, Okan International University defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of Okan International University. Therefore, such conduct will not be tolerated. Every effort will be made by Okan International University to guarantee that hazing will not victimize students.

### **LIBRARY USE POLICY**

The library's policy regarding student borrowing and return of items is posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students are allowed to borrow materials for up to one month. These materials may also be renewed for a period of one month. The recent inclusion of the library's collection in an online catalog will permit computerized circulation procedures in the future. Fines and late fees are assessed for late items at the rate of 25 cents per book per day. Students are charged replacement value up to a cost of \$25 for any item that is lost. These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian on occasion may grant permission for reference materials where necessary and appropriate.

### **COMPUTER USE POLICY**

Okan International University's computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Okan International University. It applies to all users of the University's computing resources, including students, faculty, employees, alumni and guests of the University. Computing resources include all computers, related equipment, software, data and local area networks for which the University is responsible.

The computing resources of Okan International University are intended for the legitimate business of the University. All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others.

Computer hardware and software is the property of Okan International University and the student is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy university-purchased or leased software.

### **EMAIL AND INTERNET USE POLICY**

All email communications sent or received at the university should be considered official university correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. The university under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission. Most computers at Okan International University have access to the Internet. It is expected that all individuals using Okan International University's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

## **RULES REGARDING THE USE OF COMPUTERS**

The following rules apply to all users of the Okan International University's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for University related activities only.
2. Accounts are considered the property of Okan International University.
3. An Okan International University Officer must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.
5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the University's rules.
6. Electronic communications facilities, such as E-MAIL are for Okan International University related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using Okan International University computers.
8. Computers users are required to abide by federal copyright laws and Okan International University's policy regarding the use of all digital materials, including peer-to-peer file sharing.

The appropriate agents will address inappropriate conduct and violations of this policy. In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to any and all Okan International University's computing resources and appropriate disciplinary actions may be taken.

## **REGISTERING COMPLAINTS AGAINST UNIVERSITY STAFF**

### **GRIEVANCE PROCEDURES**

If any student deems it necessary to file a grievance against an Okan International University employee he or she must report such incident to the Executive Director. Every effort will be made to protect the privacy of any parties involved. The student is entitled and encouraged to have an informal discussion with the Executive Director as a first step. If an informal conversation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with the Executive Director, then the student should discuss the situation with the President. In cases of discrimination or sexual harassment, Okan International University encourages the student to go directly to the President. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the Executive Director. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the Executive Director. Upon receipt of a written formal complaint by a student, the Executive Director will consider the complaint. After such an investigation, Executive Director will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, Okan International University will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student.

Students with unresolved matters may contact the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Toll Free Telephone Number 888-224-6684.

### **REMEDIES**

If it is determined that such grievance has appropriate support, the persons or departments that are responsible for such violation will be dealt with in an appropriate manner by the supervisors or directors of such persons or

programs, in accordance with applicable provisions, if any, of contracts, employment regulations, faculty and employee handbooks, or the like.

### REVIEW BY A REPRESENTATIVE COMMITTEE

The student may appeal this determination to an appeals committee consisting of members of the administration, faculty and student body. This committee has the right to review the determinations and to reverse or amend such decisions.

## STUDENT CONDUCT

### STUDENT CONDUCT CODE

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by Okan International University. This list should **not** be considered inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
2. Forgery, alteration, or misuse of University documents, records, or identification.
3. Theft of and/or damage to property of the University, of a member of the University community or of a visitor to the University.
4. Unauthorized entry to, or use of, University facilities, which are locked, closed to student activities or otherwise restricted as to use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
6. Disorderly, lewd, indecent, or obscene conduct or expression on University owned property or at University sponsored or supervised activities.
7. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:
  - Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
  - Verbal Harassment-statements incorporating abusive, obscene or threatening language.
  - Physical Harassment - use of, or threatened use of, physical force or violence.
  - Stalking - willfully, maliciously, and repeatedly following or harassing another person.
  - Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.
8. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
9. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.
10. Purporting to or representing another person, an organization, or the University improperly without the consent or authority.
11. Lying or perjuring self to University official.
12. Attendance during the commitment of a violation of the University student conduct code constitutes permission or condoning of the act.
13. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Florida Law or Okan International University's policy.
14. Violating the University smoking tobacco use policy in specified facilities.
15. Soliciting/selling for personal or organizational profit without proper consent of University officials.
16. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech.
17. Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument that may be used to cause injury to body or damage to property.
18. Violation of other published University policies, rules or regulations.

## **ACADEMIC DISHONESTY AND PLAGIARISM**

Okan International University has installed Turnitin to the Blackboard Online Platform. All students, whether online or on campus will be required to submit their work through the Blackboard Platform system. Work will be verified for authenticity before it is submitted to the professor.

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An incident of Cheating or Plagiarism upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not take action solely on the report of another party.

## **PROCEDURES FOR HANDLING CHEATING AND PLAGIARISM**

Any faculty member discovering a case of suspected cheating or plagiarism should make a responsible effort to confront the student with the evidence within five (5) working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the coordinator of the appropriate area of study. This form is available in the office of the Executive Director. The Executive Director will hold a hearing in which the faculty member will present the evidence against the student. The Executive Director will decide who, in addition to the above, may be present at the hearing. The Executive Director will determine whether or not the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

- The faculty member will send an Academic Dishonesty Form to the Executive Director.
- The Executive Director will inform the student in writing that these forms have been sent.
- Records of the incident will be kept in the Office of the Executive Director.

This record shall be destroyed upon graduation or other forms of separation from the University if no further incidents of cheating or plagiarism occur.

If the records, in the Office of the Executive Director, indicate that the student has committed two offenses, both incidents become part of the student's permanent academic record.

The faculty member shall decide how the student will be graded for the course in which cheating or plagiarism occurred. The student may be required to resubmit the assignment or take a new examination. The student may receive a failing grade on the assignment or examination in question. The student may receive a failing grade for the course.

For a second or subsequent offense, the student shall be subject to suspension or dismissal from Okan International University.

The student may appeal any of the above decisions in writing to the Executive Director within thirty (30) working days.

## **RESPONSIBILITIES OF STUDENTS CONCERNING ACADEMIC DISHONESTY**

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

Students must take care not to provide opportunities for others to cheat.  
Students must inform the faculty member if cheating or plagiarism is taking place.

## **DISCIPLINARY STANDINGS**

A student's status with regard to discipline is regulated by the following definitions, which are reflected in each student's record kept at the Registration Department.

### **GOOD STANDING**

The status of good standing indicates that a student has been duly enrolled in the University and is eligible to participate in all activities of the University. A student is presumed to be in good standing unless the student engages in an established misconduct.

### **WARNING**

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or similar type will be cause for further disciplinary action by Okan International University.

### **DISCIPLINARY PROBATION**

This status indicates that the student's behavior has raised serious questions concerning the student's status as a member of the University community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from Okan International University. The Executive Director may impose the sanction of disciplinary probation on a student.

A statement of offense and decision will be placed in the student's file in the Registration Department. If while on disciplinary probation a student is found responsible for a further infraction of University policies/regulations, the student will be subject to the possibility of suspension/expulsion from Okan International University.

### **SUSPENSION**

The status of suspension indicates the suspension/separation of the student from Okan International University for a stated time due to serious or repeated violations of the rules or for undesirable conduct on the part of the student. A student will be permitted to re-register for courses after a semester probation period. The Executive Director may impose suspension.

Statement of offense and decision will be placed in the student's file in the Registration Department.

### **EXPULSION**

This status, the most serious disciplinary action taken by the University, indicates the immediate, involuntary and permanent separation of a student from Okan International University because of established gross misconduct on the part of a student.

After notice of expulsion, a student must leave the campus immediately. The expelled student does not have the privilege to apply for readmission to Okan International University. Statement of offense and decision will be placed in the student's file in the Registration Department. A student's transcript will include documentation of expulsion. A student dismissed for disciplinary reasons at any time shall not be entitled to any claim or refund.



### **APPEALS TO DISCIPLINARY STANDINGS**

A student may appeal any of the above decisions in writing to the Executive Director within thirty (30) working days. Appeals are handled on a case-by-case basis.

### **DISCIPLINARY RECORDS**

Okan International University will retain disciplinary records for one year after graduation. The University reserves the right to keep records for a longer period of time if so specified in the sanction letter.

### **STUDENT SERVICES**

Under the supervision of the Executive Director, the University student services are in place to assist students with their various needs. The goal of effective and worthwhile student services is to assist students and to directly involve the students in the affairs of the institution, fostering a sense of community among students, faculty and administration.

### **ACADEMIC ADVISING**

As previously mentioned, Okan International University is an institution that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the Executive Director to advise and mentor students with regards to academic and professional decisions.

In addition, each faculty member is receptive to developing a professional, yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, to seek advice of a faculty member with regards to academic and professional matters.

### **PLACEMENT SERVICES**

Students who are approaching graduation should contact the Executive Director.

Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in Florida. Students will receive information about employers in the South Florida area. Students will also receive information about requirements of state licensure examinations for certain professions. While students are responsible for obtaining employment forms and scheduling interviews, Okan International University staff will assist students with identifying potential employers, notifications of job fairs, creation of resumes and interview techniques. Okan International University does not guarantee employment.

### **STUDENTS WITH DISABILITIES**

Okan International University does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Accommodations are granted on a case-by-case basis for those students who are eligible by showing sufficient documentation of disability in compliance with all Federal and State Laws. The university currently provides handicap access in its classrooms and facilities. Requests for other accommodations must be made to the Executive Director. On occasion, the Executive Director may work together with the President to resolve requests concerning academic adjustments.

With the goal of promoting integration and equality among the student population, the University provides individual assistance to students with documented disabilities. Disclosure of disability is voluntary. Students with disabilities must request adjustments or other accommodations within the first two weeks of each semester, and provide appropriate documentation to the Executive Director.

Documentation received may be questioned if proper credentials are not provided, or if the diagnosis is without supporting data. The University maintains all records as confidential.

Upon review of the documentation, the Executive Director will develop a letter of acknowledgement of the disability and the appropriate accommodations that will be provided to the student. The Executive Director will contact the student's professors to notify them of the authorized adjustments. In case the adjustments do not work, the student must notify Executive Director in order to ensure timely arrangements.

Students that require extra time for testing may take examinations under the supervision of the Executive Director, in agreement with the course professor. Students should allow two to three weeks for processing of additional aids or educational materials. The University provides these auxiliary aids and services on an individual basis. These aids and services may include, but are not limited to: registration assistance, approval of reduced course load, letters to instructors outlining accommodation needs, note takers, testing accommodations, classroom and other facility accommodations, and assistance with accessibility issues.

Okan International University will take into account the dates of requests for adjustments in the evaluation of grade appeals. Students should keep in mind that arrangements are provided to aid in the completion of course requirements, not to provide excuses for missing assignments or other coursework. All students may appeal grades. For this process, please refer to Procedure for Grade Appeals.

### **APPEAL DISABILITY DOCUMENTATION DECISION**

The student may appeal any decision related to a requested accommodation or auxiliary aid to the Executive Director. Such an appeal must be made in writing to the Executive Director not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Executive Director, shall be submitted together with the notice of appeal. The Executive Director shall investigate and respond to the notice of appeal in writing, stating the decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid.

### **FINANCIAL AID SCHOLARSHIPS**

Upon completion of the application, eligible students will be scheduled for an interview, and asked to complete a 300-word essay to be prepared on campus about a topic that will be randomly selected. Scholarships are awarded on a semester basis, and are renewable based upon satisfactory academic progress. All students who receive one of the following Okan International University scholarships must maintain a 3.0 GPA at Okan International University in order to be eligible for renewal. All recipients must renew their commitment to the scholarship terms by signing the "Terms for Institutional Scholarships" form.

Application deadlines for the 2016-17 school years will be posted.

Upon withdrawal, or failure of courses, recipients of institutional aid will lose the Okan International University scholarship and will be financially liable for the full tuition of the semester in course.

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS**

Applicants will be considered for admission if they satisfy the following:

Submit a high school diploma or a GED

Submit a completed admissions application,

Submit a \$100 nonrefundable application fee,

Submit an updated resume,

Submit a personal statement that describes the applicant's professional accomplishments and goals.

Copy of valid government issued ID

Online students must have access to the Internet

\*Students applying for the graduate program must also submit a copy of their official transcripts from their undergraduate program.

## **TRANSFER FROM ON CAMPUS PROGRAM TO ONLINE PROGRAM**

Since the classes in both formats are the same, students will be able to take classes online or on campus to fit their schedule. There are no additional fees for taking a class online. However, a student will not be able to start classes in one format and change to another format in the same semester. If a student chooses on-campus one semester and wants to change to online the following semester the student will have to complete a change of status form and it has to be approved by the Executive Director.

## **ACADEMIC REGISTRATION AND REGULATIONS**

### **COURSE SELECTION**

A schedule of courses is published and distributed at the Office of the Registrar approximately one week prior to advance registration for each semester. Please note that the information contained in the schedule is subject to change at any time. Students should confirm the information prior to registration. Returning students may register during early registration period or regular registration periods. Please consult the Academic Calendar for the dates. On the dates set forth in the Academic Calendar, students must register for courses offered by the University. Before students are eligible for registration, they must have undergone academic advisement.

Students may register by completing the registration forms and delivering such forms in person to the Office of the Registrar.

### **DROP/ADD PERIOD**

Students may make schedule changes by filing a drop/add request form with the Registration Department during the drop/add period. The end of the first week of classes is the last day for adding and changing courses. Please see the academic calendar for specific dates.

## **TUITION, FEES, AND OTHER EXPENSES**

### **ESTIMATED BUDGET FOR THE 2016-2017 ACADEMIC YEAR**

#### **Program: MASTER OF HEALTHCARE MANAGEMENT**

Credit Hours: 36

Total per Credit Hour: \$650.00

Application Fee: \$100.00 (Nonrefundable)

Graduation Fee: \$250.00

#### **Program: MASTER OF BUSINESS ADMINISTRATION**

Credit Hours: 42

Total per Credit Hour: \$650.00

Application Fee: \$100.00 (Nonrefundable)

Graduation Fee: \$250.00

#### **Program: MASTER OF HOSPITALITY AND TOURISM**

Credit Hours: 36

Total per Credit Hour: \$650.00

Application Fee: \$100.00 (Nonrefundable)

Graduation Fee: \$250.00

#### **Program: BS OF HEALTHCARE MANAGEMENT**

Credit Hours: 120

Total per Credit Hour: \$500.00

Application Fee: \$100.00 (Nonrefundable)

Graduation Fee: \$250.00

Program: **BS OF BUSINESS ADMINISTRATION**

Credit Hours: 120

Total per Credit Hour: \$500.00

Application Fee: \$100.00 (Nonrefundable)

Graduation Fee: \$250.00

Program: **BS OF HOSPITALITY AND TOURISM**

Credit Hours: 120

Total per Credit Hour: \$500.00

Application Fee: \$100.00 (Nonrefundable)

Graduation Fee: \$250.00

Tuition and other registration fees are due on or before the last day to register for any given semester. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in Okan International University until all fees are fully paid. Any students owing money to Okan International University, regardless of the debt, will not be permitted to register.

The selection process of the University will allow for admission of graduate students on the basis of the applicants' academic credentials in addition to a review of all the information contained in the application, both academic and personal. For that reason, applicants may also submit letters of recommendation in order to give the University a complete picture of the applicant, as a student and as a person.

Admissions requirements to specific graduate programs may vary – students should refer to the program descriptions found in the Catalog for additional information.

Meeting the minimum requirements does not guarantee admission to the University. An applicant's total undergraduate record including grades, educational objective and pattern of courses completed, as well as personal and professional goals will be considered.

### **PAYMENT METHODS**

Tuition and fees may be paid by credit card, check or money order at the Administration Department. On or before the last day of the Registration Period, the students should have either

- (i) Paid in full;
- (ii) or paid a deposit of \$100.00 or more and elected to participate in the Payment Plan that allows students to pay in installments.

Those students who choose to pay in installments during the semester must do so according to the Payment Plan, with a minimum deposit of \$100.00 and the rest paid in installments with no interest charges, payable on Installment Due Dates, as set forth by each individual student. All installments must be paid one month prior to the end of the semester. All late payments will have a penalty of \$25 late fee charge to the account.

### **ACADEMIC REGULATIONS AND PROCEDURES**

#### **DROP/ADD PERIOD**

Students who drop individual courses during the drop/add period specified in the Academic Calendar will receive a total refund for the tuition and fees for the course as long as the student remains enrolled in the University.

#### **AFTER DROP/ADD PERIOD**

Students who drop individual courses after the drop/add period specified in the Academic Calendar and who are still enrolled in the University ARE NOT entitled to a refund or credit for the dropped courses.

## **PROCEDURE**

To drop an individual course or courses but remain enrolled in the University, students must obtain a change of status from the Registration Department, complete it and file in with the Registration Department.

## **WITHDRAWAL FROM THE UNIVERSITY: REFUND POLICY**

Students who register but do not attend classes or who withdraw from Okan International University for any reasons after attending classes will not receive a refund or credit, unless they officially withdraw under the procedures set forth in this publication.

## **CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).

Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

Cancellation after completing 40% of the program will result in no refund.

Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

## **GROUND FOR TERMINATION**

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

## **EMPLOYMENT ASSISTANCE**

Although placement assistance may be offered, the institution does not guarantee employment.

## **COURSE LOAD**

Undergraduate - Full time students are those students who are registered for at least 12 credit hours in the fall and spring semester. Three quarter time students are those who are registered for a minimum of 9 credits and a maximum of 11 credits. Half time students are those who are registered for a minimum of 6 credits and a maximum of 8 credits. Less than half time students are those who are registered for a minimum of 1 credit and a maximum of 5 credits. In the summer semester, those students who are registered for at least 12 credit hours will be deemed full time students.

Graduate - Full time students are those students who are registered for at least 8 credit hours in the fall and spring semester. Half time students are those who are registered for a minimum of 4 credit hours. Less than half time students are those who are registered for a minimum of 1 credit and a maximum of 3 credits. In the summer semester, those students who are registered for at least 9 credit hours will be deemed full time students.

Students who drop courses during a semester and reduce their course load, will be classified in accordance with their reduced course load.

### **ATTENDANCE POLICY**

Students are expected to attend all scheduled University classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted no more than 2 “free” absences in one semester. Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than 6 classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence.

### **STUDENT TARDINESS POLICY**

A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardies or having left the class early three times, the student accumulates one full absence. If the student leaves early and misses half of the class period, it is considered a full absence. When a student has more than 6 tardies or has left class early 6 times, the instructor will contact the Executive Director to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

### **SYSTEM OF EVALUATION**

For every course offered at Okan International University, the professor is to provide to the students at the beginning of the course a course syllabus that contains the following written information: (i) the method of evaluation and (ii) course requirements and value towards the final grade.

### **TRANSFERABILITY OF CREDITS**

Students seeking to transfer credits earned at another postsecondary institution to Okan International University or from Okan International University to other institutions should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits. The policy of the University regarding the evaluation of course content from other universities to determine its equivalency with a course offered at Okan International University is that approximately three-fourths of the course content must match the content of the course offered at Okan International University if it is to be accepted for transfer. For evaluation purposes, students must provide a copy of the course description for the course to be evaluated and the school catalog for the time period during which the course was taken. Evaluations and maximum number of credits allowed for transfer are handled on a case-by-case basis.

Students who request an evaluation to transfer credits from universities or colleges must pay a fee of \$ 350.00 for the evaluation of the course, before any evaluation of transfer credits can take place.

Decisions regarding transferability of credits are not necessarily made prior to enrollment. Only students who have been fully admitted to Okan International University may submit their transcripts and course descriptions for evaluation. Students are encouraged to submit official transcripts as soon as possible. Okan International University recognizes credits from accredited higher education degree granting institutions, and will not transfer credits for courses below college level. Evaluation of transferability of credits is performed by the Registration Department. On occasion, the Registration Department may seek the advice of an expert or faculty member in a specific discipline to perform course evaluations.

Courses may be denied for transfer under the discretion of the Registration Department depending on the date courses were originally taken. A grade of C or higher is required to receive transfer credit. However, grades for classes that were transferred from another university are shown as “T” on the transcript and will not be used in computing the student's grade point average. For graduate students, no more than 9 credits will be transferred; and other documentation may be requested, such as sample of coursework.

## LEAVE OF ABSENCE

Students may request a leave of absence from their academic program in cases where personal circumstances temporarily disable them from achieving progress. Leave of absences are granted with the reasonable expectation that the student will return from the leave. The University may grant leave of absences to a student who did not provide a request earlier due to unforeseen circumstances. In these cases, the University will determine the beginning date for the approved leave of absence, and will collect the request from the student at a later date.

All requests for a leave of absence must be made in writing, signed and dated. The Registration Department will evaluate all requests on a case-by-case basis; these must include the reason for the student's request, and are subject to further documentation before receiving authorization. All documentation will remain confidential at the Registration Department. Notification of authorized leave of absence will be issued to the student, including the scheduled date for return. This notification will also be made available to concerning departments.

Students must return to the university by the date for which the period for the authorized leave of absence ends. If a student fails to enroll in the semester following the last term in the authorized leave of absence, the student will have failed to maintain continuous enrollment, and will be treated as a withdrawal. After two consecutive semesters of non-enrollment, students must follow the procedures for readmission, outlined in this catalog. A student returning from a leave of absence is required to resume training at the same point of the academic program that he or she began.

## SATISFACTORY ACADEMIC PROGRESS

### OVERVIEW

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester in the Catalog. To maintain satisfactory progress, the student must:

- Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program
- Establish and maintain at least a 2.0 GPA by the end of the undergraduate student's second term of enrollment and all subsequent terms. Graduate students must maintain a 3.0 GPA by the end of their second term of enrollment and all subsequent terms. For the purposes of SAP. (Grades for classes that were transferred from another university are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the course sequence recommended
- Withdrawal from classes
- Repeated courses
- Grades of "Incomplete"
- Changing the major or the program
- Probation or suspension
- Grade appeal process
- Earning more than one degree at a time

In calculating Satisfactory Academic Progress, Grades "A" through "C-" are considered passing grades. Grades "W" and "I" indicate that no grades were earned for the course. A "W" grade indicates that the student withdrew from the course. An "I" grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an "I" grade instead of an "F", pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F". For students receiving transfer credit from other institutions, a grade of "T" will appear on their transcript. Courses for which a "T" is given will not be used in computing the student's grade

point average.

A student's grade point average ("GPA") is computed by dividing the sum of all grade points earned at the University by the total number of credits in all courses for which grades "A" through "F" were received. Courses in which a "W" or "I" or "T" or "P" grade was received will not be used in computing a student's GPA.

## **DEFINITION OF SATISFACTORY ACADEMIC PROGRESS**

Each student enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criteria at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress.

## **QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS**

### **ACADEMIC PROBATION**

Definition of Satisfactory Academic Progress:

Each student enrolled at Okan International University must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

### **RESTRICTED COURSE LOAD**

An undergraduate student who, during the semester of probation, still does not earn a C- in every course or a 2.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "C-" or better in all courses and earn a cumulative grade point average of 2.0, then the following semester, the student must register only for those courses in which he or she did not receive a "C-" or better. If, during that semester, the student still does not earn a "C-" or better for those courses, he or she will be terminated from the program of study and suspended from the University for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

A graduate student who, during the semester of probation, still does not earn a B- in every course or a 3.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B-" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B-" or better. If, during that



semester, the student still does not earn a "B-" or better for those courses, he or she will be terminated from the program of study and suspended from the University for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

### **INCOMPLETE GRADE IN A COURSE**

If a student receives a grade of A, B, C or D in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

### **PASS (P) GRADE IN A COURSE**

If a student receives a grade of P in any course, the student will have successfully completed that course. A grade of "P" will have no effect on the student's cumulative grade point average. However, the grade of "P" is added to hours attempted within the specified maximum time frame.

### **WITHDRAWAL FROM A COURSE**

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws a course during the drop/add period (the first week of class), they will receive a "W" grade in the course. The last day of physical attendance determines whether or not grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of "W" is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

### **RESOLVE WARNING STATUS**

To resolve warning status and get back into "Good Standing", students can do one of the following (depending on what caused the student to go on warning):

- Complete the next term successfully, which is defined as completing 60% of all credit for the term with a GPA above the required minimum.
- If the warning was caused by an "Incomplete" grade, have the "I" grade changed to a passing grade before the end of the warning term.

Students who did not complete these requirements while on warning will lose eligibility to receive financial aid for the following terms, and may only regain eligibility when satisfactory academic progress is met.

### **TRANSFER COURSES**

Students will receive a grade of "T" for courses taken at another institution that are being transferred in for required courses at the institution. The grade of "T" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "T" is added to hours attempted within the specified minimum time frame.

### **REPEAT COURSES**

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt. A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course, but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript,

however.

### **CHANGE OF PROGRAM OR MAJOR**

Students who contemplate a change from one program or major to another should discuss this possibility with the Executive Director to determine the effect such a change would make on the student's satisfactory academic progress. The university defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program.

If a student changes his/her major or program only the credits that are common to both programs may be accepted toward the new degree program.

### **ADDITIONAL DEGREE PROGRAM**

Students who wish to earn another degree must re-apply for admission to the University. Upon acceptance to the University, courses which count toward the new degree program completion requirements will be transferred. A student may only transfer courses with a final grade of "C" or higher. Credit attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

### **READMISSION AFTER SUSPENSION FOR UNSATISFACTORY ACADEMIC PROGRESS**

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the school's determination to the Vice President of Academic Affairs (as provided below in the Appeal section) and the Vice President grants the student's appeal. The Vice President will consider mitigating circumstances in addressing the appeal. If the appeal is granted by the Vice President, then the student will be placed on either academic probation or restricted course load status (at the Vice President's discretion, as appropriate) during the student's next semester of attendance in any program of study at the institution.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the University and must execute a new Enrollment Agreement with the institution. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

### **APPEALING A DETERMINATION OF UNSATISFACTORY PROGRESS**

If Okan International University determines that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the University's determination in writing to the Executive Director. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the university's decision to terminate or not to readmit the student into his or her program of study at Okan International University.

The Executive Director will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study at the university despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made by the discretion of the Executive Director in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Executive Director decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study at the University.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the BS in Business Administration Degree.

### **MAXIMUM TIME FRAME (MTF) BACHELORS BUSINESS ADMINISTRATION**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the BS in Business Administration degree program in 120 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credits.

The MTF, which is 1.5 times the normal completion time of 120 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Okan International University. Any student who does not successfully complete the BS in Business Administration degree program within the 180 credits MTF cannot earn BS in Business Administration Degree.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Okan International University degree program will be multiplied by 1.5 to determine that student's MTF.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point.

Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the BS in Hospitality and Tourism Degree.

### **MAXIMUM TIME FRAME (MTF) BACHELORS IN HOSPITALITY AND TOURISM**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the BS in Hospitality and Tourism degree program in 120 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credits.

The MTF, which is 1.5 times the normal completion time of 120 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Okan International University. Any student who does not successfully complete the BS in Hospitality and Tourism degree program within the 180 credits MTF cannot earn BS in Hospitality and Tourism Degree.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Okan International University degree program will be multiplied by 1.5 to determine that student's MTF.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the BS in Healthcare Management.

### **MAXIMUM TIME FRAME (MTF) BACHELORS IN HEALTHCARE MANAGEMENT**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the BS in Healthcare Management degree program in 120 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credits.

The MTF, which is 1.5 times the normal completion time of 120 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Okan International University. Any student who does not successfully complete the BS in Healthcare Management degree program within the 180 credits MTF cannot earn BS in Healthcare Management.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Okan International University degree program will be multiplied by 1.5 to determine that student's MTF.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the Masters in Business Administration.

### **MAXIMUM TIME FRAME (MTF) MASTERS IN BUSINESS ADMINISTRATION**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters in Business Administration degree program in 42 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 63 credits.

The MTF, which is 1.5 times the normal completion time of 42 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Okan International University. Any student who does not successfully complete the Masters in Business Administration degree program within the 63 credits MTF cannot earn Masters in Business Administration Degree.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Okan International University degree program will be multiplied by 1.5 to determine that student's MTF.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met.

These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the Masters in Healthcare Management.

### **MAXIMUM TIME FRAME (MTF) MASTERS IN HEALTHCARE MANAGEMENT**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters in Healthcare Management degree program in 36 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credits.

The MTF, which is 1.5 times the normal completion time of 36 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Okan International University. Any student who does not successfully complete the Masters in Healthcare Degree program within the 54 credits MTF cannot earn Masters in Healthcare Management.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Okan International University degree program will be multiplied by 1.5 to determine that student's MTF.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the Masters in Hospitality and Tourism.

### **MAXIMUM TIME FRAME (MTF) MASTERS IN HOSPITALITY AND TOURISM**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters in Hospitality and Tourism degree program in 36 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credits.

The MTF, which is 1.5 times the normal completion time of 36 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Okan International University. Any student who does not successfully complete the Masters in Hospitality and Tourism degree program within the 54credits MTF cannot earn Masters in Hospitality and Tourism.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Okan International University degree program will be multiplied by 1.5 to determine that student's MTF.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION**

1. Students are evaluated after the completion of every course and at the end of each academic semester.
2. If a student fails a course before the semester ends, the student is immediately placed on academic probation.
  - A. The student will remain on academic probation until:
    - (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
    - (2) The student retakes the failed course and fails it again; or,
    - (3) The student takes another course (before retaking the first course) and fails it.
  - B. If the student takes the course a second time and passes it, the student is removed from academic probation.
  - C. If the student fails the course for a second time, the student is academically dismissed from the college.
  - D. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.

3. At the end of a semester, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 75% of all credits attempted will be placed on academic probation.
- The student will have one semester to raise his or her CGPA to 2.0 or higher and/or their completion rate to 75% or better.
  - Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the college.

### APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Academic Director, who, with the Executive Director will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

### ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to Okan International University until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

### GRADING SYSTEM

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted.

Letter Grade	Numerical Value	GPA	Definition
<b>A</b>	94-100%	4.00	
<b>A-</b>	90-93%	3.70	
<b>B+</b>	87-89%	3.33	
<b>B</b>	83-86%	3.00	
<b>B-</b>	80-82%	2.70	
<b>C+</b>	77-79%	2.30	
<b>C</b>	73-76%	2.00	
<b>C-</b>	70-72%	1.70	
<b>D+</b>	63-66%	1.30	
<b>D</b>	60-62%	1.00	
<b>D-</b>	57-59%	0.7	
<b>F</b>	<57 %	0.00	Fail
<b>I</b>	-	-	Incomplete*
<b>TR</b>	-	-	Transfer Credit**
<b>W</b>	-	-	Withdrawal**
<b>WP</b>	-	-	Pass
<b>WF</b>	0-59%	0.00	Withdraw Fail***

\* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

\*\* Grade not calculated in CGPA and course hours are not included in total credits attempted.

\*\*\* Grade is calculated in CGPA and course hours are included in total credits attempted.

### Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

### **Incompletes (Grades of I)**

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

### **TR Grade**

A grade of TR is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

### **W Grade**

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

### **WP Grade**

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

### **WF Grade**

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the credits for the course are included in the determination of total credits attempted.

### **Overview**

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester in the Okan International University Catalog. To maintain satisfactory progress, the student must:

Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program.

Establish and maintain at least a 2.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another university are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the course sequence recommended
- Withdrawal from classes
- Repeated courses
- Grades of "Incomplete"
- Changing the major or the program
- Probation or suspension
- Grade appeal process
- Earning more than one degree at a time

## QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.

To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 2.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted.

Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Executive Director.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C-" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

	<b>Minimum Overall Cumulative GPA Undergrad/Graduate:</b>	<b>Required percentage of completion of coursework attempted:</b>
<b>Interval I:</b> End of the second term:	2.0/3.0	60%
<b>Interval II:</b> End of the student's third and any subsequent term:	2.0/3.0	66.67%
<b>Interval III:</b> The total maximum for completion as timeframe described under "Quantitative Criteria" below.	2.0/3.0	66.67%

## CONDITIONS RESULTING IN RESTRICTED COURSE LOAD

Conditions That May Result In Probation, Restricted Course Load Status and/or Termination

The following describes the conditions under which a student may be placed on probation, restricted course load or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester, unless the student appeals the University's determination of the lack of Satisfactory Academic Progress in writing to the Executive Director. The Executive Director may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the university.
2. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study at the University.

## CALCULATION OF THE CREDIT COMPLETION PERCENTAGE

The credit completion ratio or percentage is calculated by dividing the total number credit hours successfully



completed by the student in his or her program by the total number of credit hours attempted by the student. For the purposes of calculation, credit hours attempted by the student include:

A. all courses taken while the student is enrolled in his or her program of study or B. a different program of study, if:

1) the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or

2) if a course or courses count toward the satisfaction of any of the coursework requirement in the current program

### **THE CALCULATION OF THE OVERALL CUMULATIVE GRADE POINT AVERAGE**

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the university.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the university. If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

### **REPEAT COURSES**

If a student has an "F" and repeats the course and receives a better grade, for example, an "A", both grades will be counted in the calculation of the cumulative grade point average.

Both attempts remain part of the student's permanent record, the cumulative grade point average will reflect both the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

### **GRADUATION POLICY**

Undergraduate students who have maintained at least a 2.0 GPA and have completed all the required coursework for their major and have satisfied all of their financial obligations are eligible for graduation. Graduate students who have maintained at least a 3.0 GPA and have completed all the required coursework for their major and have satisfied their financial obligations are eligible for graduation.

Application for graduation must be made to the University Registrar by the end of the fifth week of classes in the student's final term. The University Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within five (5) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

### **STUDENT RECORDS**

Students should be aware that student records submitted to the University become the property of the University and shall not be released to third parties. The university reserves the right to use the records, as it deems appropriate. A hold shall be placed on the records of any student that owes an obligation to the University. A student may not register or receive a transcript from the University until the obligation is paid in full to the University and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

### **TRANSCRIPT REQUESTS**

Provided a hold does not exist, a student may request a transcript from the Registration Department by completing and delivering a transcript request form. The University will release the transcript to the student. Transcript requests

may be made in person or by mail. The University will charge \$25.00 for official transcripts, and \$5.00 per non-official transcript.

Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

### **STUDENTS' RIGHT TO KNOW**

The University has policies that ensure that students have access to records as provided under federal and state law. Okan International University is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

### **AMENDMENT OF RECORDS**

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the Okan International University official who maintains the records amend them. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the University for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

### **HEARING PROCEDURES**

Should the request for a change in the student's records be denied, the student may appeal the decision to the Executive Director within thirty (30) days and ask for a hearing. The Executive Director shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of Okan International University.

The decision of the Hearing Committee shall be final, except that final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective University file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with the University's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

### **MAINTENANCE OF STUDENT RECORDS**

Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each semester in residence; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

### **COURSE NUMBERING SYSTEM**

The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline and the first digit specifies if the course belongs to an upper or lower division. The following digits are reserved for departmental use in indicating sequence of courses.

Concentration Courses per Program:

- HSA Healthcare Management
- MBA Master in Business Administration
- HFT Hospitality and Tourism

- BA Business Administration

First number indicates if the course belongs to an upper or lower division:

- 1 = Lower division Courses
- 2 = Lower division Courses
- 3 = Upper Courses
- 4 = Upper Courses
- 5 = Upper Division Course in Masters

### CREDIT HOURS

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total clock hours per semester:

1 lecture credit = 15 hours

1 laboratory credit = 30 hours

1 internship/externship or practicum credit = 45 hours

### ADMISSIONS REQUIREMENTS FOR ON CAMPUS

Submit a high school diploma or a GED

Submit a completed admissions application,

Submit a \$100 nonrefundable application fee,

Submit an updated resume,

Submit a personal statement that describes the applicant's professional accomplishments and goals.

Copy of valid government issued ID

\*Students applying for the graduate program must also submit a copy of their official transcripts from their undergraduate program.

### CAMPUS COURSE PLANS AND DESCRIPTIONS

<b>MASTER IN HEALTHCARE MANAGEMENT</b>	
<b>Total Credits</b>	36
<b>Cost</b>	Total per Credit Hour: \$650.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00
<b>Admission Requirements</b>	Applicants will be considered for admission if they satisfy the following: <ul style="list-style-type: none"> <li>• Hold an acceptable baccalaureate degree from an accredited college or university (Provide copy of sealed transcripts),</li> <li>• Have achieved a minimum undergraduate grade point average of at least 3.0 (4.0),</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit 3 letters of professional references (non- family members),</li> </ul>

	<ul style="list-style-type: none"> <li>• Submit a personal statement that describes the applicant’s professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The program is devoted to impart theoretical and practical knowledge in Health Care Management. The program aims to prepare students for professional level and managerial position either in Health Care Management or in Hospital Management. The goal is to develop individuals with abilities and practical skills that are essential for a competent and responsible manager.
<b>Program Description</b>	Uniquely designed for the busy professional, the courses are planned and updated in accordance with the changing healthcare environment. In addition to preparing you for executive-level positions, you’ll be challenged through an array of academic methodologies, including case studies, lectures, group assignments, and community and healthcare projects. Balancing patient needs with fiscal responsibility makes healthcare an especially complex entity, requiring effective leadership at the helm. It demands leaders who possess focused determination to deliver strong ideas that drive operational results without sacrificing quality of care.

### PROGRAM COURSE DESCRIPTIONS

Course #	Course Title and Description
<b>HSA 501</b>	<b>THE AMERICAN HEALTHCARE SYSTEM</b> <span style="float: right;"><b>3 credits</b></span> Examines the structure, financing and operation of the US healthcare industry. It analyzes how priorities are established, how services are organized and delivered, factors that influence the cost, quality and availability of healthcare, and opposing positions on the future of healthcare reform. This course serves as an introduction for healthcare majors.
<b>HSA 502</b>	<b>STRATEGIC LEADERSHIP OF HEALTHCARE ORGANIZATIONS</b> <span style="float: right;"><b>3 credits</b></span> Explores how healthcare organizations can create sustainable competitive advantage in a volatile, reimbursement driven industry. Topics include external and internal environmental analysis, strategy formulation, organizational design and control and the impact of mergers and alliances on industry performance. Healthcare case studies are used to illustrate key concepts.
<b>HSA 503</b>	<b>HEALTHCARE INFORMATICS</b> <span style="float: right;"><b>3 credits</b></span> Examines the unique challenges of clinical and patient care delivery in the healthcare industry, including the role of data management, emerging data standards and information technology in improving the quality and cost associated with healthcare. The focus of the course will be on healthcare IT including issues related to governance, data integration, and selection and management of healthcare IT.
<b>MBA 501</b>	<b>NEGOTIATION AND DISPUTE RESOLUTION</b> <span style="float: right;"><b>3 credits</b></span> This course explores the theories, processes, and practical techniques of negotiation so that students can successfully negotiate and resolve disputes in a variety of situations including interpersonal, group, and international settings. Emphasis is placed on understanding influence and conflict resolution strategies; identifying interests, issues, and positions of the parties involved; analyzing co-negotiators, their negotiation styles, and the negotiation situations; and managing the dynamics associated with most negotiations. Practical skills are developed through the use of simulations and exercises.
<b>MBA 505</b>	<b>MARKETING MANAGEMENT</b> <span style="float: right;"><b>3 credits</b></span> Develops market-based knowledge and skills for effective marketing decision-making, strategy design, implementation, and evaluation in wide variety of institutional and competitive situations. Addresses the importance of companies being market-driven and customer-focused. Emphasis on case studies, teamwork, and projects.

<b>MBA502</b>	<p><b>ETHICS IN BUSINESS</b> <b>3 credits</b></p> <p>This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.</p>
<b>HUM 503</b>	<p><b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b></p> <p>This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human resource practices and exposure to a balanced scorecard approach to human resources management.</p>
<b>HSA 508</b>	<p><b>STRATEGIC MANAGEMENT OF HEALTHCARE ORGANIZATION</b> <b>3 credits</b></p> <p>Develops the strategic thinking skills required to create sustainable competitive advantage in a healthcare organization. Topics include critically assessing a medical organization's competitive strengths and weaknesses, analyzing competitive threats to long-term survival, strategy formulation and the identification of potential strategic partners.</p>
<b>HSA 509</b>	<p><b>MOTIVATIONAL LEADERSHIP IN HEALTHCARE ORGANIZATIONS</b> <b>3 credits</b></p> <p>Analyzes the types of behaviors that lead to high performance within healthcare organizations. Topics include individual behavior and motivation, behavioral job requirements and job/person matching, the differences between leadership and managerial behavior; and how to establish and maintain a high performance work climate.</p>
<b>HSA 510</b>	<p><b>SERVICE QUALITY IMPROVEMENT AND PATIENT SATISFACTION</b> <b>3 credits</b></p> <p>Provides the tools physicians need to grow their practices by improving the quality of their patient service processes. Topics include how to identify and improve key service processes, redesigning critical service processes to improve operating efficiency, and developing products and services that add patient value.</p>
<b>HSA 511</b>	<p><b>HEALTHCARE LAW, POLICY, AND REGULATION</b> <b>3 credits</b></p> <p>This course examines how healthcare laws and regulations are enacted, and their impact on providers, payers, and patients. Topics include: Stark prohibitions on provider self-referral, federal regulation of fraud and abuse, the Emergency Treatment and Active Labor Act (EMTALA), and the Health Insurance Portability and Accountability Act (HIPPA). It also examines the process by which Congressional legislation is transformed into day-to-day industry regulation.</p>
<b>MBA 513</b>	<p><b>CAPSTONE</b> <b>3 credits</b></p> <p>The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations are requirements for successful completion of the program.</p>

<b>MASTER IN BUSINESS ADMINISTRATION</b>	
<b>Total Credits</b>	42
<b>Cost</b>	Total per Credit Hour: \$650.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00
<b>Admission Requirements</b>	Applicants will be considered for admission if they satisfy the following: <ul style="list-style-type: none"> <li>• Hold an acceptable baccalaureate degree from an accredited college or university (Provide copy of sealed transcripts),</li> <li>• Have achieved a minimum undergraduate grade point average of at least 3.0 (4.0),</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit 3 letters of professional references (non family members),</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The objective of the MBA is to enhance your understanding of today's global business environment and help you develop the necessary skills to solve real-world business problems. In our program, you will gain advanced education in the processes that make businesses work, including accounting, management, operations, marketing, finance and economics. You will develop the people skills that are critical for effective management as you explore classic and contemporary industry and theory and immerse yourself in the best practices of companies that make up our diverse corporate landscape.
<b>Program Description</b>	Throughout our MBA program, you will develop the skills and knowledge to effectively manage an organization with the ability to plan and manage projects, organizational change, and organizational growth.
<b>PROGRAM COURSE DESCRIPTIONS</b>	
<b>Course #</b>	<b>Course Title and Description</b>
<b>MBA 500</b>	<b>COMPREHENSIVE STRATEGIC KNOWLEDGE STUDIES</b> <span style="float: right;"><b>3 credits</b></span> Students will describe, discuss, and apply knowledge in 12 business topical areas necessary to address a wide variety of business-related situations. The course focuses on demonstrating core proficiencies in the following business areas: Marketing, Business Finance, Accounting, Management, Legal Environment of Business, Economics, Business Ethics, Global Dimensions of Business, Information Systems, Quantitative Techniques and Statistics, Leadership, and Business Applications. The intent of this course is not to introduce these core business concepts, but rather

	to verify a bachelor-degree-level threshold competency within each topical business core area. The course includes a comprehensive case study that will allow the students to demonstrate their competency with all 12 common professional components.
<b>MBA 501</b>	<b>NEGOTIATION AND DISPUTE RESOLUTION</b> <b>3 credits</b> This course explores the theories, processes, and practical techniques of negotiation so that students can successfully negotiate and resolve disputes in a variety of situations including interpersonal, group, and international settings. Emphasis is placed on understanding influence and conflict resolution strategies; identifying interests, issues, and positions of the parties involved; analyzing co-negotiators, their negotiation styles, and the negotiation situations; and managing the dynamics associated with most negotiations. Practical skills are developed through the use of simulations and exercises.
<b>MBA 502</b>	<b>ETHICS IN BUSINESS</b> <b>3 credits</b> This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.
<b>MBA 503</b>	<b>BUSINESS STATISTICS</b> <b>3 credits</b> This course provides the fundamental methods of statistical analysis, the art and science of extracting information from data. The course will begin with a focus on the basic elements of exploratory data analysis, probability theory and statistical inference. With this as a foundation, it will proceed to explore the use of the key statistical methodology known as regression analysis for solving business problems, such as the prediction of future sales and the response of the market to price changes. The use of regression diagnostics and various graphical displays supplement the basic numerical summaries and provides insight into the validity of the models. Specific important topics covered include least squares estimation, residuals and outliers, tests and confidence intervals, correlation and autocorrelation, and randomization. The presentation relies upon computer software for most of the needed calculations, and the resulting style focuses on construction of models, interpretation of results, and critical evaluation of assumptions.
<b>HUM 503</b>	<b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b> This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human resource practices and exposure to a balanced scorecard approach to human resources management.
<b>MBA 505</b>	<b>MARKETING MANAGEMENT</b> <b>3 credits</b> Develops market-based knowledge and skills for effective marketing decision-making, strategy design, implementation, and evaluation in wide variety of institutional and competitive situations. Addresses the importance of companies being market-driven and customer-focused. Emphasis on case studies, teamwork, and projects.
<b>MBA 506</b>	<b>CORPORATE FINANCE</b> <b>3 credits</b> Corporate Financial Management (CFM) is an advanced corporate finance course. The course's goal is to build the analytical and practical tools essential for value-based management. The course is designed for all students who want to develop the skills necessary to evaluate a corporation's major strategic and investment decisions from a financial perspective. Hence it is ideal for students who intend to pursue a career in finance - such as in the finance area of a corporation, or servicing corporate clients in a financial institution, or in private equity or as an analyst or portfolio manager - and for students who want to launch a senior general management career from a finance specialization. But the course also serves students who simply want to develop a broader view of the financial landscape and obtain a deeper understanding of major corporate financial decisions - such as the decision to undertake a leveraged buyout, or to buy back large quantities of shares from the market.

<b>MBA 507</b>	<b>BUSINESS LAW</b> This course focuses on the theory and application of business regulations and the laws of contracts, agency, and property and business organizations.	<b>3 credits</b>
<b>MBA 508</b>	<b>BUSINESS ORGANIZATION AND MANAGEMENT</b> Examination of organizational theory and managerial concepts of human behavior in organizations. Topics include theoretical and practical application of motivation, leadership, power, and reward systems. Provides a balanced view of the structural and human sides of organization design.	<b>3 credits</b>
<b>MBA 509</b>	<b>LEADERSHIP AND ETHICS</b> The reality of business life is that no person is an island—smart quantitative analysis without the support of employees, colleagues, or supervisors goes nowhere. To succeed in your career and to improve the performance of your company requires working with others effectively. The goal is to prepare you to be an effective leader and manager of others regardless of your career path and to be a good analyst of how best to organize people.	<b>3 credits</b>
<b>MBA 510</b>	<b>NEW VENTURE FORMATION</b> In this course for would-be or practicing entrepreneurs, you will learn about the characteristics of entrepreneurs, how entrepreneurial activities are formed, how to acquire know-how by developing entrepreneurial and managerial competencies and skills, and how to apply the entrepreneurial model of vision for developing your own business.	<b>3 credits</b>
<b>MBA 511</b>	<b>VENTURE CAPITAL AND PRIVATE EQUITY</b> Through lectures, group discussions, case studies, and a hands-on exercise, you will develop a new perspective on the multifaceted issues that investors face over the course of numerous market cycles. Engaging in robust debates and practical exercises will strengthen your problem-solving and decision-making skills. As a result, you will return to your company better prepared to formulate an effective investment strategy, raise needed capital, and facilitate productive negotiations.	<b>3 credits</b>
<b>MBA 512</b>	<b>SUSTAINABLE BUSINESS PRACTICES</b> Progressive companies recognize that sustainability is both a principle of smart management and innovation's newest frontier. Businesses are already being transformed by the quest for sustainability, driving companies to change the way they think about products, technologies, processes, and business models. Successful managers need to be able to identify economic, social and environmental opportunities and issues and develop innovative strategies to leverage them for competitive advantage. Students will examine why and how businesses are addressing environmental and sustainability issues across sectors and industries. You will gain the skills and tools you need to identify the issues and opportunities most pertinent to your business, set appropriate goals, develop and integrate new strategies, and then measure performance.	<b>3 credits</b>
<b>MBA 513</b>	<b>CAPSTONE</b> The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations are requirements for successful completion of the program.	<b>3 credits</b>
<b>MASTER IN HOSPITALITY AND TOURISM</b>		
<b>Total Credits</b>	36	
<b>Cost</b>	Total per Credit Hour: \$650.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00	



<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Applicants will be considered for admission if they satisfy the following:</li> <li>• Hold an acceptable baccalaureate degree from an accredited college or university (Provide copy of sealed transcripts),</li> <li>• Have achieved a minimum undergraduate grade point average of at least 3.0 (4.0),</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit 3 letters of professional references (non family members),</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The objective of the Master in Hospitality and Tourism is to provide students with knowledge and tools in the industry. To program will prepare students with strategic and operational insights of the hospitality and the tourism world. The program will train students to perform and manage in a global environment.
<b>Program Description</b>	The Masters in Hospitality and Tourism is a professional program designed to prepare students for advanced careers in the global hospitality and tourism industry. Students best suited for the program are career-directed individuals with previous management experience who have a global perspective. Graduates of these programs often seek mid to upper level management. The program provides a comprehensive study of the many facets of international hospitality and tourism management. Students receive thorough training in the major functional areas of multinational organizations. The program provides a broad knowledge base focused on practice that can be applied in many different areas. Tourism, due to its global character, is constantly evolving and as a result the master's program emphasizes strategy, innovation and consumer relations.

### PROGRAM COURSE DESCRIPTIONS

<b>Course #</b>	<b>Course Title and Description</b>
<b>HFT 501</b>	<p><b>INTERNATIONAL SERVICE MANAGEMENT</b> <span style="float: right;"><b>3 credits</b></span></p> <p>Overview of the contemporary issues in the international business environment facing multinational service firms in the hospitality industry. These issues include such topics as global strategy formulation and implementation, technology challenges, diversity in customers and employees, political and legal concerns, and effective organizational structures for long-term survival.</p>
<b>MBA 502</b>	<p><b>ETHICS IN BUSINESS</b> <span style="float: right;"><b>3 credits</b></span></p> <p>This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.</p>
<b>HUM 503</b>	<p><b>HUMAN RESOURCES MANAGEMENT</b> <span style="float: right;"><b>3 credits</b></span></p> <p>This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human resource practices and exposure to a balanced scorecard approach to human resources management.</p>
<b>HFT 504</b>	<p><b>FINANCIAL MANAGEMENT IN THE HOSPITALITY SERVICE INDUSTRIES</b> <span style="float: right;"><b>3 credits</b></span></p> <p>Fundamentals of financial management as applied to hotels, restaurants, institutions and similar service organizations.</p>
<b>HFT 505</b>	<p><b>HOSPITALITY AND TOURISM MARKETING STRATEGY AND POLICY</b> <span style="float: right;"><b>3 credits</b></span></p> <p>Examination of the role of marketing within the strategic planning of hospitality service organizations.</p>

<b>HFT 506</b>	<b>FRANCHISING IN HOSPITALITY MANAGEMENT</b> <b>3 credits</b> Role of franchising in hospitality management. Contemporary issues related to franchising in different segments of the hospitality industry, including franchise concept development, franchisor-franchisee relationship, franchise agreements, operational problems, and international franchising.
<b>MBA 501</b>	<b>NEGOTIATION AND DISPUTE RESOLUTION</b> <b>3 credits</b> This course explores the theories, processes, and practical techniques of negotiation so that students can successfully negotiate and resolve disputes in a variety of situations including interpersonal, group, and international settings. Emphasis is placed on understanding influence and conflict resolution strategies; identifying interests, issues, and positions of the parties involved; analyzing co-negotiators, their negotiation styles, and the negotiation situations; and managing the dynamics associated with most negotiations. Practical skills are developed through the use of simulations and exercises.
<b>HFT 508</b>	<b>EVENTS MANAGEMENT</b> <b>3 credits</b> Management of special events in the hospitality and tourism industry. Students will explore organizational functions necessary for producing special events, as well as analyzing the factors that influence an event's success, such as organizational structure, risk management and the impact of tourism activity.
<b>HFT 509</b>	<b>STRATEGIC MANAGEMENT AND COMPETITIVE STRATEGY IN THE HOSPITALITY INDUSTRIES</b> <b>3 credits</b> To enable students to develop a comprehensive understanding of the concepts of strategic management and competitive strategy as applied to the hospitality industries.
<b>MBA 505</b>	<b>MARKETING MANAGEMENT</b> <b>3 credits</b> Develops market-based knowledge and skills for effective marketing decision-making, strategy design, implementation, and evaluation in wide variety of institutional and competitive situations. Addresses the importance of companies being market-driven and customer-focused. Emphasis on case studies, teamwork, and projects.
<b>HFT 511</b>	<b>STRATEGIC MANAGEMENT IN THE HOSPITALITY INDUSTRY</b> <b>3 credits</b> This course is designed to provide an in-depth exploration of the literature and research that has been developing in the context of the hospitality and tourism industry, specifically as it applies to the hotel, restaurant and tourism sectors. Specific methodological approaches encountered in an industry-specific environment will be identified and evaluated. The current state of theory development will be assessed and key issues relevant to further theory building will be explored. The course will be in a seminar format where students will be expected to develop a comprehensive and in-depth understanding of the body of knowledge relative to strategy in the hospitality and tourism industry.
<b>MBA 513</b>	<b>CAPSTONE</b> <b>3 credits</b> The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations are requirements for successful completion of the program.
<b>BS IN BUSINESS ADMINISTRATION</b>	
<b>Total Credits</b>	120
<b>Cost</b>	Total per Credit Hour: \$500.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Submit a High School Diploma or a GED</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	<p>The objective of the BS in Business Administration is to provide students with a solid a career-oriented business education. The emphasis is on personal and professional integrity, as well as social responsibility.</p> <p>The student will develop competencies in written and oral communications, quantitative analysis, critical and creative thinking, and development of management skills.</p>
<b>Program Description</b>	The students who graduate with a BS in Business Administration degree will be equipped with a knowledge of business theories, policies, and procedures and will be prepared to assume a position within the world of business. The program refines a student's commitment to personal values and moral excellence as well as professional competence. Graduates will have acquired skills in decision-making, problem solving, and leadership, in addition to fundamental business and management procedures

### PROGRAM COURSE DESCRIPTIONS

<b>Course #</b>	<b>Course Title and Description</b>
	<b>* Denotes General Education Course</b>
<b>ACG 001</b>	<b>PRINCIPLES OF ACCOUNTING</b> <span style="float: right;"><b>3 credits</b></span> This course introduces accounting concepts in a business environment. Students learn to create and apply accounting documents in making better business decisions. Other topics include plant assets, liabilities, accounting for corporations, investments, statements of cash flows, financial statement analysis, time value of money, payroll accounting, and other significant liabilities.
<b>ACG 002</b>	<b>MANAGERIAL ACCOUNTING</b> <span style="float: right;"><b>3 credits</b></span> Integrates the accounting process with the planning, coordinating, and control functions of the business organization. Topics include strategic planning, tactical and operational decision-making, budgeting, responsibility accounting, and performance measurement. PREREQUISITE ACG 001
<b>ACG 451</b>	<b>ACCOUNTING INFORMATION SYSTEMS</b> <span style="float: right;"><b>3 credits</b></span> This course is designed to provide accounting students with the proper mix of technical information and real-world applications. Areas of study include fundamental concepts and technologies (what computers can do for business), the Internet, intranets, electronic commerce, information systems development, basic project management principles, decision support systems, and the benefits of computer and human synergy.
<b>ARH 250</b>	<b>ART HISTORY *</b> <span style="float: right;"><b>3 credits</b></span> The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.
<b>BUL 370</b>	<b>BUSINESS LAW</b> <span style="float: right;"><b>3 credits</b></span> This course reviews the U.S. legal system, common law and its development, organizational structures, and the regulatory environment pertinent to business. Students will learn to critically examine torts, crimes, and business ethics. They will also examine contracts; business associations including agencies, partnerships, and corporations; wills, estates, trusts, and other legal entities; securities regulations; and investor protections.
<b>CAP 330</b>	<b>INTRODUCTION TO COMPUTER APPLICATIONS AND SYSTEMS</b> <span style="float: right;"><b>3 credits</b></span> This course provides an overview of Business Information Systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how

	information is used across different industries.
<b>ECO 360</b>	<b>PRINCIPLES OF MICROECONOMICS</b> <b>3 credits</b> This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.
<b>ECO 380</b>	<b>PRINCIPLES OF MACROECONOMICS</b> <b>3 credits</b> This course provides students with the basic theories, concepts, terminology, and uses of macroeconomics. Students learn practical applications for macroeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.
<b>ECO 424</b>	<b>COST ANALYSIS</b> <b>3 credits</b> This course teaches students the fundamental elements and tools for measuring the effect of inflation on a company's financial statements, a phenomenon that currently affects the entire economy and, as such, should be understood, studied and analyzed by an administrator or public accountant in order to make logical decisions in the business environment.
<b>ENC 120</b>	<b>COLLEGE COMPOSITION I*</b> <b>3 credits</b> ENC 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENC 120 introduces students to process-writing techniques, library research and APA documentation procedures. The primary focus of ENC 120 is to help students acquire the writing skills they need to succeed in an academic environment.
<b>ENC 121</b>	<b>COLLEGE COMPOSITION II *</b> <b>3 credits</b> ENC 121 is the sequel to ENC 120. This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures.  Although other kinds of writing are commonly assigned in ENC 121, argumentation remains the major focus of study. Prerequisite(s): ENC 120
<b>ENV 101</b>	<b>ENVIRONMENTAL SCIENCE *</b> <b>3 credits</b> This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.
<b>ETH 340</b>	<b>ETHICS AND SOCIAL RESPONSIBILITY</b> <b>3 credits</b> This course provides a foundational perspective for ethics and social responsibility in relationship to individuals, organizations, and the community. Emphasis is placed on the inter-related nature of ethics, morality, legal responsibility, and social issues
<b>FIN 215</b>	<b>CORPORATION FINANCE</b> <b>3 credits</b> Applies financial management to organizations. Topics include ratio analysis, leverage, cash budgeting, and capital structure.
<b>FIN 390</b>	<b>FINANCE FOR BUSINESS</b> <b>3 credits</b> This course introduces the student to the essential elements of finance for business. Emphasis is placed on financial management, financial markets, and the tools, techniques, and methodologies used in making financial decisions. Topics include: Financial planning, working capital management, capital budgeting, long term financing, and international finance.
<b>GEO 200</b>	<b>WORLD GEOGRAPHY*</b> <b>3 credits</b> This course examines the implications of global location and topography for the people of planet Earth. Students will explore how geography shapes the dynamics of human societies, with an emphasis on the geo environmental, geopolitical, and geo social phenomena that help to define the modern world.

<b>ISM 310</b>	<b>MANAGEMENT INFORMATION SYSTEMS</b> Discusses the use of computers in business, as well as database management and information system fundamentals.	<b>3 credits</b>
<b>MAC 105</b>	<b>COLLEGE MATHEMATICS I*</b> This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral.	<b>3 credits</b>
<b>MAC 114</b>	<b>COLLEGE MATHEMATICS II*</b> This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.	<b>3 credits</b>
<b>MAN 301</b>	<b>INTERNATIONAL BUSINESS</b> Surveys the legal and cultural environment of international business; the international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; and international accounting.	<b>3 credits</b>
<b>MAN 310</b>	<b>QUALITY MANAGEMENT</b> The pressures of change, resulting from the market, technology, competition and capital markets appear to affect all businesses with accumulative impact. A small part of the pressure that comes from each of the many factors of change could result in a significant total affect. When the pressures consistently come from the same direction, they produce a permanent change in the way business is done. This course provides ample coverage of the Quality Management required in order to use change as a challenge and as an asset to improve business competitiveness.	<b>3 credits</b>
<b>MAN 312</b>	<b>ORGANIZATIONAL BEHAVIOR</b> The class material will include both theory and practical application of Organizational Behavior in organizations. OB is the study of how individuals and groups impact the behavior within an organization. It is a field of systematic study that focuses on improving productivity, quality, and assisting practitioners to develop methods to empower people as well as to design and implement to change programs. We live in a world characterized by rapid change, globalization, and diversity. OB offers insights in these areas while providing guidance for managers in creating an ethically healthy work climate.	<b>3 credits</b>
<b>MAN 315</b>	<b>BUSINESS ETHICS</b> Examines the nature of morality and theories of normative ethics. Identifies a variety of ethical issues and moral challenges involving consumers, the environment, the professions, and the role of the corporation in our society.	<b>3 credits</b>
<b>MAN 317</b>	<b>PRINCIPLES OF MANAGEMENT</b> Provides an overview of management history and theory, schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.	<b>3 credits</b>
<b>MAN 319</b>	<b>OPERATIONS MANAGEMENT</b> This course approaches Operations Management from the inside out. It develops the student's personal understanding of processes, process capabilities and results and then transfers those into the business environment. The course builds on an understanding of applied statistics to develop an understanding of the planning and the processes involved in the creation of value both through provision of services and manufacture of goods. Topics include process flow and capability, operations strategy, total quality management (TQM), supply chain and capacity management, process improvement, project management.	<b>3 credits</b>
<b>MAN 330</b>	<b>ORGANIZATIONAL DEVELOPMENT</b> This organizational behavior course encompasses the study of individual and group behavior in organizational settings. Students will learn to examine their role in an organization. Other topics include strategic elements of organizational behavior, workforce diversity, managing change, effective communication, and performance systems.	<b>3 credits</b>

<b>MAN 350</b>	<b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b> This course is geared towards two fundamental aspects: a. the introduction of students to the ideas, theories, concepts and approaches of this area of management; and b. the demonstration and guidance of students in the application and implementation of programs and studies in human resources management.
<b>MAN 410</b>	<b>INTEGRATED BUSINESS TOPICS</b> <b>3 credits</b> The integrated business topics course examines strategic business management while integrating topics from previously completed business foundation coursework. This allows students to demonstrate a comprehensive understanding of the undergraduate business curricula with a significant emphasis placed on the assessment of individual outcomes to determine content mastery.
<b>MAN 415</b>	<b>ADMINISTRATION AND SUPERVISION</b> <b>3 credits</b> This course helps students identify the different supervisory techniques and phases of the administrative process. Students learn the importance of leadership in the personnel supervision process. In addition, students learn about group dynamic processes and their usefulness in managing the personnel of an organization. PREREQUISITE: MAN 350
<b>MAN 419</b>	<b>PROJECT MANAGEMENT</b> <b>3 credits</b> This course examines project management roles and environments, the project life cycle, and various techniques of work planning, control, and evaluation for project success.
<b>MAN 420</b>	<b>GLOBAL BUSINESS STRATEGIES</b> <b>3 credits</b> The manager's perspective in the fields of international payments, international trade, and investment are analyzed. Emphasis is given to the materials and concepts that illuminate the strategies, structure, practices, and effects of multinational enterprises.
<b>MAN 450</b>	<b>CAPSTONE</b> <b>3 credits</b> The course provides students with the opportunity to integrate and apply learning from their professional programs of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future.
<b>MAR 400</b>	<b>MARKETING</b> <b>3 credits</b> This course involves an integrated analysis of the role of marketing within the total organization. Specific attention is given to the analysis of factors affecting consumer behavior, the identification of marketing variables, the development and use of marketing strategies, and the discussion of international marketing issues.
<b>PHI 210</b>	<b>CRITICAL THINKING*</b> <b>3 credits</b> This course helps students develop strategies for "learning to think" and "thinking for learning", using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.
<b>PSY 201</b>	<b>PSYCHOLOGY *</b> <b>3 credits</b> This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.
<b>QMB 400</b>	<b>QUANTITATIVE BUSINESS RESEARCH</b> <b>3 credits</b> This course integrates applied business research and descriptive statistics. Students will learn to apply business research and descriptive statistics in making better business decisions. Other topics include examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques, and interpretation of statistical findings in business and research.
<b>SFS 100</b>	<b>STRATEGIES FOR SUCCESS SEMINAR</b> <b>3 credits</b> SFS100 is designed to assist students with learning skills that are essential for academic success in college. Students will be taught a variety of learning skills and strategies that will enable them to experience success in college classes and beyond. By applying principles taught throughout the semester, students will become independent learners and will maximize their educational experience.

<b>SOC 201</b>	<b>SOCIOLOGY*</b> Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.	<b>3 credits</b>
<b>SPC 260</b>	<b>ORAL COMMUNICATIONS*</b> This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions. PREREQUISITE: ENC 121	<b>3 credits</b>
<b>STA 240</b>	<b>APPLIED STATISTICS *</b> This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing and linear regression.	<b>3 credits</b>

### BS IN HOSPITALITY AND TOURISM

<b>Total Credits</b>	120	
<b>Cost</b>	Total per Credit Hour: \$500.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00	
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Submit a High School Diploma or a GED</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>	
<b>Program Objective</b>	The objective of the program is to assess, develop and apply requisite competencies of Hospitality and Tourism Management, to include accounting and finance, cost controls, event planning and management, restaurant operations, sanitation and safety practices, travel and tourism planning and management/leadership and hospitality law. The student will analyze, evaluate and solve managerial problems that utilize quantitative reasoning concepts, critical thinking in all sectors of the hospitality industry in a global, cultural and diverse society. The student will also evaluate leadership and ethical decision-making competencies based on standards set by the industry.	
<b>Program Description</b>	The BS in Hospitality and Tourism Management is designed to prepare students for management careers within the hospitality and tourism industry. The student will develop a solid knowledge of hospitality and tourism business operations and effective leadership and management skills. The student will be equipped with the skills, knowledge, and experience required for success in the hospitality and tourism industry. The student will increase their skills in analysis and problem solving and will be ready to apply their learning in today's global business environment.	

### PROGRAM COURSE DESCRIPTIONS

<b>Course #</b>	<b>Course Title and Description</b>	
	<b>* Denotes General Education Course</b>	
<b>SLS 100</b>	<b>STRATEGIES FOR SUCCESS SEMINAR</b> SFS100 is designed to assist students with learning skills that are essential for academic success in college. Students will be taught a variety of learning skills and strategies that will enable them to experience success in college classes and beyond. By applying principles taught throughout the semester, students will become independent learners and will maximize their educational experience.	<b>3 credits</b>
<b>ENC 120</b>	<b>COLLEGE COMPOSITION I*</b>	<b>3 credits</b>

	<p>ENC 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENC 120 introduces students to process-writing techniques, library research and APA documentation procedures. The primary focus of ENC 120 is to help students acquire the writing skills they need to succeed in an academic environment.</p>
<b>ENC 121</b>	<p><b>COLLEGE COMPOSITION II*</b> <b>3 credits</b>  ENC 121 is the sequel to ENC 120.  This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in ENC 121, argumentation remains the major focus of study.  Prerequisite(s): ENC 120</p>
<b>SPC 260</b>	<p><b>ORAL COMMUNICATIONS*</b> <b>3 credits</b>  This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions.  PREREQUISITE: ENC 120</p>
MAC 105	<p><b>COLLEGE MATHEMATICS I*</b> <b>3 credits</b>  This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral.</p>
MAC 114	<p><b>COLLEGE MATHEMATICS II *</b> <b>3 credits</b>  This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.</p>
STA 240	<p><b>APPLIED STATISTICS*</b> <b>3 credits</b>  This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing and linear regression.</p>
PHI 210	<p><b>CRITICAL THINKING*</b> <b>3 credits</b>  This course helps students develop strategies for “learning to think” and “thinking for learning”, using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.</p>
PSY 201	<p><b>PSYCHOLOGY*</b> <b>3 credits</b>  This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.</p>
SOC 201	<p><b>SOCIOLOGY*</b> <b>3 credits</b>  Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.</p>
GEO 200	<p><b>WORLD GEOGRAPHY*</b> <b>3 credits</b>  This course examines the implications of global location and topography for the people of planet Earth. Students will explore how geography shapes the dynamics of human societies, with an emphasis on the geo environmental, geopolitical, and geo social phenomena that help to define the</p>



	modern world.
ARH 250	<p><b>ART HISTORY*</b> <b>3 credits</b></p> <p>The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.</p>
ENV 101	<p><b>ENVIRONMENTAL SCIENCE *</b> <b>3 credits</b></p> <p>This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.</p>
HFT 201	<p><b>INTRODUCTION TO HOSPITALITY MANAGEMENT</b> <b>3 credits</b></p> <p>This course welcomes students into the exciting and diverse hospitality and tourism industry. While providing an understanding of the scope and complexity of the industry, the course covers key hospitality issues, management definitions, and career opportunities available in restaurants, hotels, beverages operations, casinos, theme venues, entertainment centers, cruise lines, and countless other hospitality and tourism business.</p>
HFT 202	<p><b>SANITATION AND SAFETY</b> <b>3 credits</b></p> <p>Covers the principles and practices of sanitation and hygiene as applied to the food service industry, emphasizing the training of supervisory personnel in sanitation procedures.</p>
HFT 203	<p><b>DINING ROOM MANAGEMENT</b> <b>3 credits</b></p> <p>This course examines the detailed operation of a restaurant dining room. Topics include types of table service, dining room organization and table settings, staffing, responsibilities of dining room personnel, customer sales and service, and the design and usage of menus.</p>
HFT 204	<p><b>TECHNOLOGY APPLICATIONS IN THE HOSPITALITY INDUSTRY</b> <b>3 credits</b></p> <p>Introduces the basic and specific use of computers in the hospitality industry; provides hands-on use and knowledge of software and information systems used in the various hospitality industry operations.</p>
HFT 250	<p><b>ENTREPRENEURSHIP IN HOSPITALITY AND TOURISM</b> <b>3 credits</b></p> <p>This course explores the many exciting opportunities available for individuals interested in opening a restaurant, bar, hotel, or other hospitality and tourism business. Topics include entrepreneurial characteristics, assessing the viability of small hospitality and tourism business ventures, risks, the business planning process, feasibility studies, formation of business plans, the management of small enterprises, record keeping, and personnel management.</p>
HFT 251	<p><b>PRINCIPLES OF HOSPITALITY FRANCHISE MANAGEMENT</b> <b>3 credits</b></p> <p>This course examines franchising in the hospitality industry from both the franchiser and franchisee's point of view. Students examine start-up, organization, franchiser/franchisee relations, cooperative marketing, legal issues, and daily operations, with an orientation toward the small business franchisee in a variety of hospitality and tourism businesses.</p>
HFT 252	<p><b>TOURISM PRODUCT DEVELOPMENT</b> <b>3 credits</b></p> <p>This course teaches students how to identify, develop, and promote tourism and hospitality products and services. Issues such as marketing, sales, advertising, and promotion for the tourism and hospitality industry will be explored, along with basic planning and financial topics. Case studies will be used to illustrate both areas of opportunity and challenges to product development.</p>
HFT 253	<p><b>SUSTAINABILITY IN TOURISM AND HOSPITALITY</b> <b>3 credits</b></p> <p>This course provides students with a general overview of issues related to the sustainable planning and management of tourism and hospitality businesses. Concepts such as planning, conservation of resources, monitoring and assessment, environmental audits, visitor management, and green building construction and retrofits will be discussed. The course also provides a larger global and regional perspective on sustainability issues related to tourism, such as the impact of travel on</p>

	global climate change.
<b>HFT 254</b>	<b>GLOBAL ISSUES IN TRAVEL &amp; TOURISM</b> <b>3 credits</b> As one of the world's largest industries, and one that brings travelers and host communities into close contact, tourism and travel are rife with challenges. This course delves into these issues from a social science perspective, showing how tourism affects travelers and communities in complex and contentious ways, from commoditization of art forms to sex tourism, drug use, and changes in local economies and culture. It also explores the connection of tourism to global issues such as infectious diseases, climate change, and terrorism.
<b>HFT 301</b>	<b>SUSTAINABLE HOSPITALITY MANAGEMENT</b> <b>3 credits</b> This class focuses on the practical applications of sustainability principles and techniques to the planning and management of tourism and hospitality businesses. Taught by faculty experienced in designing and implementing sustainable hospitality guidelines, it will take students through the steps of assessing planned or existing businesses and making or recommending steps to make these businesses more environmentally sustainable. State, national, and international guidelines for sustainable businesses will be examined.
<b>MAN 350</b>	<b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b> This course is geared towards two fundamental aspects: a. the introduction of students to the ideas, theories, concepts and approaches of this area of management; and b. the demonstration and guidance of students in the application and implementation of programs and studies in human resources management.
<b>HFT 302</b>	<b>LEGAL ISSUES IN HOSPITALITY AND TOURISM</b> <b>3 credits</b> This course examines the common and statutory law of the hospitality and tourism industry in the United States. Included are discussions of the duties and responsibilities of hospitality and tourism businesses to guests, including duties to maintain property, receive travelers and assume various liabilities for guests' property. The legal environment and issues of the hotel, restaurant and travel industry will be discussed and analyzed. Ways of preventing and responding to legal situations as an executive in the hospitality and tourism industry will be identified and evaluated.
<b>HFT 303</b>	<b>TRENDS AND INNOVATION IN TOURISM &amp; HOSPITALITY</b> <b>3 credits</b> Students will be introduced to major trends and innovations in contemporary tourism and hospitality, with a focus on identifying opportunities in the industry. In addition to studying global and national trends in travel, the course will look at specific innovations that create new prospects for tourism in the region or demand for new types of products such as green tourism.
<b>HFT 304</b>	<b>HOSPITALITY NEGOTIATION AND SALES</b> <b>3 credits</b> This course provides an overview of the legal, ethical, and practical environment that impacts the negotiation of meeting contracts and the execution of the events that they represent. It examines the strategies of negotiation and sales.
<b>HFT 350</b>	<b>HOSPITALITY FOR PROFIT</b> <b>3 credits</b> This course concentrates on the analysis and interpretation of the hospitality and tourism industry accounting procedures and financial statements. Balance sheets, income statements, and cash flow statements will be covered. Principles of budgeting, forecasting, pricing techniques, financial ratios and financial management case problems explicit to the hotel, restaurant, tourism, and meeting industries are studied.
<b>HFT 351</b>	<b>HOSPITALITY STRATEGY AND BUSINESS PLAN</b> <b>3 credits</b> This course provides the student with the major elements of a successful concept package and business plan for a proposed hospitality operation. Criteria for site selection, market analysis, location factors, and menu consistent with concept are covered. Forecasting, budgeting, and controlling sales and costs, financing considerations and legal and tax matters are also included in a semester project for a concept of the student's own choosing.
<b>HFT 352</b>	<b>HOSPITALITY SECURITY AND SAFETY</b> <b>3 credits</b> This course examines security, loss prevention, safety, and risk management as related to the hospitality and tourism industries. Legal concepts specific to industry operations are applied in detail through case studies, role-play, and site visits. Students conduct a risk assessment survey and compose a loss prevention management plan.
<b>HFT 353</b>	<b>BEVERAGE MANAGEMENT</b> <b>3 credits</b>

	This course studies the classification, production, identification, and service of beers, wines, and distilled spirits in the hospitality industry. Students learn the historical, legal, and social implications of alcoholic beverages. Other topics covered include beverage purchasing, bar setup, and beverage operation management. Particular attention is given to alcohol's effects on the body and responsible service.
<b>HFT 354</b>	<b>TOURISM TRANSPORTATION SYSTEMS</b> <b>3 credits</b> Analyzes the management of land, sea, and air transportation systems that support travel; examines airlines, cruise ships, buses, rail, and travel packages.
<b>HFT 401</b>	<b>FRONT OFFICE OPERATIONS</b> <b>3 credits</b> This course explores the operation of the front desk of a hotel with a constant consideration for hospitable guest service. Introductions are given to hotel terminology, systems, and techniques for dealing with every aspect of the entire guest visit. Topics covered include departmental structure and management, reservations, check-in and checkout, billing guest requests and issues, and property management systems.
<b>HFT 402</b>	<b>HOUSEKEEPING MANAGEMENT</b> <b>3 credits</b> This course examines the management of housekeeping in hospitality operations. While primarily designed to cover issues related to hotels, this course is beneficial to anyone in the hospitality industry. Topics will include management of cleaning functions; staffing; sanitation requirements and standards procedure development and supervision, material; equipment and supply administration; and facility, asset, and staff protection.
<b>HFT 403</b>	<b>TRAVEL, LEISURE, AND THE TOURISM INDUSTRY</b> <b>3 credits</b> Introduces the global travel and tourism industry; covers tourist behavior, tourism's impact on the community, economic implications, marketing, and trends such as eco-tourism or green tourism. Also discusses the travel business as a whole, including travel modes, accommodations, safety and health while traveling, trip planning, trip packagers or wholesalers, and the necessary qualities of a tour director. Employs computer applications and world geography throughout.
<b>HFT 404</b>	<b>TRAVEL AGENCY BASICS</b> <b>3 credits</b> Provides a systematic and comprehensive overview of the travel industry with the focus on travel agencies; covers the pivotal role of the travel agent and the nature of the relationship between agents and supplies and between agents and their client.
<b>HFT 450</b>	<b>MARKETING OF TOURISM DESTINATIONS</b> <b>3 credits</b> This course examines the marketing of hospitality and tourism operations. Students explore destination-oriented marketing goals and strategies, trend issues, and challenges influencing hospitality and tourism destination organizations. Specific topics include fundamental marketing principles as they apply to hospitality and tourism services, customer behavior, advertising, publicity, and public relations.
<b>HFT 451</b>	<b>TOURISM AND SERVING THE INTERNATIONAL VISITOR</b> <b>3 credits</b> Examines the benefits, needs, and expectations of visitors from outside the U.S.A; covers the skills needed to provide services to culturally diverse groups and individuals and the methods utilized for adapting experiences to these persons' unique needs.
<b>HFT 452</b>	<b>CASINO AND GAMING OPERATIONS</b> <b>3 credits</b> This course analyzes gaming as a discipline and introduces students to gaming as an integral part of the hospitality industry. Students will study gaming development, casino organization and operation, the mathematics of casino games, and the importance and integration of gaming in hospitality management.
<b>HFT 453</b>	<b>HOSPITALITY MANAGEMENT INTERNSHIP</b> <b>3 credits</b> This course provides an opportunity for the student to complete a relevant internship in a specialized area of the hospitality and tourism industry; emphasis is placed on meeting the needs of both the student and the hospitality operation offering the management internship. Students must complete 400 hours of internship work.
<b>BS IN HEALTHCARE MANAGEMENT</b>	

<b>Total Credits</b>	120
<b>Program Cost</b>	Tuition: \$ 500.00 per credit Registration Fee: \$ 100.00(Non-Refundable) Books and Supplies: \$
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Submit a High School Diploma or a GED</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The BS in Health Care Administration degree features investigative and experiential opportunities in teamwork and leadership. The student will have the opportunity to gain an in-depth understanding of the organization and structure of the health care sector. The implementation of successful management strategies within the industry along with the managerial skills needed to work in teams, lead teams, build cross-functional teams, and facilitate collaborative decision making are also topics of focus.
<b>Program Description</b>	This health care administration degree emphasizes both the conceptual and analytical skills required to manage in contemporary health care organizations. Graduates may be prepared for administrative positions in hospitals, clinics, long-term care facilities, outpatient facilities, physician offices, mental health organizations, insurance companies, public health agencies, government health departments, and other types of health organizations.

### PROGRAM COURSE DESCRIPTIONS

<b>Course Number</b>	<b>Course Title and Description</b> * Denotes General Education Course
<b>ARH 250</b>	<b>ART HISTORY *</b> <span style="float: right;"><b>3 credits</b></span> The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.
<b>ENC 120</b>	<b>COLLEGE COMPOSITION I *</b> <span style="float: right;"><b>3 credits</b></span> ENC 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENC 120 introduces students to process-writing techniques, library research and APA documentation procedures. The primary focus of ENC 120 is to help students acquire the writing skills they need to succeed in an academic environment.
<b>ENC 121</b>	<b>COLLEGE COMPOSITION II *</b> <span style="float: right;"><b>3 credits</b></span> ENC 121 is the sequel to ENC 120. This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in ENC 121, argumentation remains the major focus of study. Prerequisite(s): ENC 120
<b>ENV 101</b>	<b>ENVIRONMENTAL SCIENCE*</b> <span style="float: right;"><b>3 credits</b></span> This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.
<b>GEO 200</b>	<b>WORLD GEOGRAPHY *</b> <span style="float: right;"><b>3 credits</b></span> This course examines the implications of global location and topography for the people of planet Earth. Students will explore how geography shapes the dynamics of human societies, with an emphasis on the geo environmental, geopolitical, and geo social phenomena that help to define the

	modern world.
<b>HSA 200</b>	<p><b>BASICS OF HEALTH CARE PERFORMANCE IMPROVEMENT</b> <b>3 credits</b></p> <p>This course provides an overview of the current state of the quality movement in Health Care. A public health perspective as well as an individual perspective will be considered from both a U. S. and international view. Relevant history, current gurus, landmark publications, theories, tools, and environmental factors will be discussed and utilized. We will explore the cost/quality connection and analyze the complex forces that shape or hinder the transformation of health care from the current state to a person centered quality focused Health Care System.</p>
<b>HSA 220</b>	<p><b>HEALTHCARE DATA MANAGEMENT I</b> <b>3 credits</b></p> <p>This course examines the design and the use of medical databases. Students will learn how to implement business rules and data modeling to develop medical information management systems. The course further explores database applications for decision support including evidence-based practice, alerts, allergy management, and identification of gaps in care. Students will design databases and systems that reflect privacy and security requirements of HIPAA and HITECH Act.</p>
<b>HSA 230</b>	<p><b>HEALTH PROMOTION</b> <b>3 credits</b></p> <p>Health Promotion is a problem based course designed to give students an overview of health promotion issues, explore selected current topics in health and health policy from a national and global perspective and investigate the consequences these issues have for the health status of individuals, populations and society. This course will provide the theoretical foundation to look at issues to change health behaviors. Healthy People 2020 and the national health agenda will be explored. The concepts of health literacy, consumer advocacy and their impact of health promotion will be explored.</p>
<b>HSA 240</b>	<p><b>CODING AND CLASSIFICATION SYSTEMS I</b> <b>3 credits</b></p> <p>The purpose of this course is to provide students with the basic ability to identify nomenclatures and classification systems as well as assign codes using the appropriate principles, guidelines and conventions and apply ICD-9-DN and ICD conventions rules and guidelines.</p>
<b>HSA 250</b>	<p><b>CODING AND CLASSIFICATIONS SYSTEMS II</b> <b>3 credits</b></p> <p>The Communication and technologies course will review and evaluation an assortment of technologies including: data, information, and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, database management systems), system interoperability, data sharing, Health Information Exchanges (HIE), and the Nation-wide Health Information Infrastructure (NHIN). Prerequisite(s): HSA 240</p>
<b>HSA 260</b>	<p><b>HEALTHCARE PRINCIPLES AND PRACTICES</b> <b>3 credits</b></p> <p>This course will provide students with an understanding of the five principles of management as they relate to the health care industry. Particular attention will be paid to planning, organizing, staffing, controlling, and leadership within the different types of health care organizations. Students will also compare and contrast non-profit versus for-profit health care organizations.</p>
<b>HSA 270</b>	<p><b>HEALTH AND DISEASE</b> <b>3 credits</b></p> <p>This course examines human health and disease from a biological perspective. It will also explore the evolution of microbes and human disease and the influences that regular exercise, diet, and genetic factors have on every day good health. The course will also explore mechanisms, manifestations, and prevention of common diseases, such as heart disease and cancer.</p>
<b>HSA 280</b>	<p><b>HISTORY OF HEALTHCARE WORLDWIDE</b> <b>3 credits</b></p> <p>Students will have the opportunity to follow the strategic trends of the health care industry since its entry into the business arena. An assessment of post-World War II changes in health care, managed care, and managed competition will be addressed. Changes in incentives for physicians, hospitals, and health care providers will be discussed. An assessment of new technology and techniques introduced into the health care industry will also be addressed.</p>
<b>HSA 290</b>	<p><b>QUALITY AND RISK MANAGEMENT IN HEALTHCARE</b> <b>3 credits</b></p> <p>This course will provide an introduction to the concept of risk management in health care settings. The course will provide a historical perspective on the development of health care risk management, the role of the health care risk manager, the principles of health care risk management and the</p>

	connection between risk management, quality improvement and corporate compliance in various health care settings.
<b>HSA 300</b>	<b>MANAGED CARE AND HEALTH INSURANCE</b> <b>3 credits</b> A pragmatic examination of the theories for and uses of managed health in a complex society. Managed Medicaid and Medicare are discussed as well as a special emphasis on financial contract negotiations.
<b>HSA 310</b>	<b>FACILITIES MANAGEMENT IN THE HEALTHCARE ENVIRONMENT</b> <b>3 credits</b> A study of continuous quality improvement, utilization management, and risk management in health care. Also includes study of credentialing, accreditation standards, quality improvement organizations, and medical staff services. Selected management topics specific to health information departments will be covered.
<b>HSA 330</b>	<b>COMMUNICATION STRATEGIES FOR LEADERS</b> <b>3 credits</b> This course introduces students to leadership studies from a communication perspective. Leadership will be considered in a variety of contexts, including group leadership, for-profit and non-profit organizational leadership, and elected and non-elected public leadership. Through all course activities (e.g., readings, discussion, and case studies) students will gain a broad understanding of how leadership emerges and is enacted on a daily basis through communication.
<b>HSA 350</b>	<b>HEALTHCARE DATA MANAGEMENT II</b> <b>3 credits</b> This course describes the use of information technology and the role of HIT professionals in the development of the electronic health record. It introduces the health information infrastructure and systems along with healthcare informatics including: applications, technology, privacy, and security.
<b>HSA 360</b>	<b>PRINCIPLES OF EPIDEMIOLOGY</b> <b>3 credits</b> This course presents the basic principles of epidemiology with particular emphasis on applications in healthcare management. Topics include specific tools of epidemiology used for purposes of planning, monitoring, and evaluating population health. These include identification of disease, measures of incidence and prevalence, study designs, confidence intervals, p-values, statistical interaction, causal inference, and survival analysis. Methods for managing the health of populations using an understanding of the factors that influence population health are discussed. Strategies that health care organizations and systems can use to control these factors are also considered.
<b>HSA 370</b>	<b>PATHOPHYSIOLOGY</b> <b>3 credits</b> This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management.
<b>HSA 390</b>	<b>HEALTHCARE REIMBURSEMENT</b> <b>3 credits</b> This course explores some of the major issues facing health care industry and the effect that public policy and business environment has on a health care organization. Emphasis is on supply and demand theory, reimbursement systems, managed care, DRG prospective payment, insurance, Medicare, Medicaid, governmental regulations, accessibility, eligibility, budgeting and planning. Students learn to use informational and research tools to make effective management decisions.
<b>HSA 400</b>	<b>ETHICAL AND LEGAL CONSIDERATIONS OF HEALTHCARE</b> <b>3 credits</b> Students in this course examine the role of health care policy and legal, regulatory, and quality control in ethical decision making in healthcare. Students explore concepts and principles of health care policy, legal control, ethical conduct, and regulatory environments and their application to the health care environment. The impact of health care policy and multicultural, socioeconomic, political, legal, and regulatory factors on health care systems is explored.
<b>HSA 410</b>	<b>BEHAVIORS AND CULTURAL ISSUES IN HEALTHCARE</b> <b>3 credits</b> Analysis of problems and issues associated with management of health care organizations and distinguishes between various types of organizations. This course focuses on hospitals, mental care centers, long-term care facilities, managed care organizations, and community clinics. Introduction to special terminology, culture, and behavior patterns that characterize health care with emphasis on implications for administration of health care institutions.

<b>HSA 420</b>	<b>HEALTHCARE QUALITY MANAGEMENT</b> <b>3 credits</b> The goal of this course is to introduce students to the management of operations and explore how healthcare organizations can use advance methods to improve healthcare processes, delivery, and outcomes. Specific focus will be on analyzing cycle times (e.g., patient wait times), measuring productivity, streamlining process flows, tracking outcomes and performance metrics, and generally improving health management processes and health outcomes. The process improvement will be measured by how it can improve quality of care and safety of healthcare delivery, reduce waste, and reduce costs. The role of technology and innovative approaches in improving continuing quality improvement in healthcare delivery will be presented.
<b>HSA 430</b>	<b>PHARMACOLOGY</b> <b>3 credits</b> This course introduces the underlying principles of pharmacology and provides a perspective of the historical, regulatory (FDA) and industrial aspects of pharmacological science. This includes overviews of the physiological, biochemical, and anatomical foundations for the interaction of drugs and chemicals with biological systems.
<b>HSA 440</b>	<b>HEALTHCARE MANAGEMENT AND FINANCE</b> <b>3 credits</b> This course focuses on the concepts, principles, tools, finances and strategies used in managing operations within a performance improvement model. Students will explore problem solving and decision making models as well as tools and techniques for planning, organizing, directing, controlling, reporting, and improving the productivity and performance of resources within a Health Information Management Department. Additionally, topics will include healthcare finance (payer mix, investment, bond rating, capitalization), bookkeeping, accounting principles, budgeting processes (capital and operating), and cost/benefits analysis.
<b>HSA 450</b>	<b>PROJECT MANAGEMENT</b> <b>3 credits</b> Study of the methods, concepts, and procedures of project management. Considers team development, accountability, sequencing of events, scheduling, coordination of consultants, budgeting, contract administration, purchasing, and estimating. Relocations and move management will also be reviewed.
<b>HSA 460</b>	<b>SOCIAL &amp; ORGANIZATIONAL ISSUES IN HEALTHCARE</b> <b>3 credits</b> Students will learn the social, ethical and organizational challenges healthcare workers at all levels face with the incorporation of technology into the healthcare setting. Students will study change management strategies, current in the Healthcare Industry, including the impact of introducing or enhancing clinical information systems, while providing quality care, and the effect of these systems on patients and on interdisciplinary teams within the healthcare setting.
<b>HSA 470</b>	<b>ECONOMCIS OF HEALTHCARE</b> <b>3 credits</b> This course provides the student with a rigorous introduction to the micro- and macroeconomic theory to understand the healthcare landscape both from a financing and policy perspective. Topics explored include market behavior; demand theory; production and cost theory; decision-making in competitive and non-competitive markets, Gross Domestic Product determination; unemployment and inflation; and fiscal and monetary policy.
<b>HSA 480</b>	<b>HEALTHCARE MANAGEMENT CAPSTONE</b> <b>3 credits</b> The capstone course is the culminating experience for the Bachelor of Science in Health Care Administration. This course builds on the concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their course work in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health care administration.
<b>HSA380</b>	<b>HEALTHCARE DELIVERY SYSTEMS</b> <b>3 credits</b> This course provides an overview of the nature, organization, and function of the continuum of health services found in the United States. Emphasis is placed on the interrelation of cultural, economic, political and social aspects of health care delivery at the federal, state and local level. Topics include health care costs, accessibility of services, governmental influence on health care delivery, private industry role in health care, services for the medically indigent and elderly, ethical issues regarding transplants, reproductive technology, end of life decisions and funding.
<b>MAC 105</b>	<b>COLLEGE MATHEMATICS I*</b> <b>3 credits</b> This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and

	graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral.
<b>MAC 114</b>	<b>COLLEGE MATHEMATICS II*</b> <b>3 credits</b> This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.
<b>MAN 350</b>	<b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b> This course is geared towards two fundamental aspects: a. the introduction of students to the ideas, theories, concepts and approaches of this area of management; and b. the demonstration and guidance of students in the application and implementation of programs and studies in human resources management. Analyzes special problems of forecasting, planning, staffing, and developing human resource management in health care institutions. Explores legal aspects of human resource management and administration in the industry with an emphasis on compliance.
<b>PHI 210</b>	<b>CRITICAL THINKING *</b> <b>3 credits</b> This course helps students develop strategies for “learning to think” and “thinking for learning”, using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.
<b>PSY 201</b>	<b>PSYCHOLOGY *</b> <b>3 credits</b> This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.
<b>SFS 100</b>	<b>STRATEGIES FOR SUCCESS SEMINAR</b> <b>3 credits</b> SFS100 is designed to assist students with learning skills that are essential for academic success in college. Students will be taught a variety of learning skills and strategies that will enable them to experience success in college classes and beyond. By applying principles taught throughout the semester, students will become independent learners and will maximize their educational experience.
<b>SOC 201</b>	<b>SOCIOLOGY *</b> <b>3 credits</b> Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.
<b>SPC 260</b>	<b>ORAL COMMUNICATION*</b> <b>3 credits</b> This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions. PREREQUISITE: ENC 120
<b>SAT 240</b>	<b>APPLIED STATISTICS *</b> <b>3 credits</b> This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing and linear regression.

## DISTANCE LEARNING METHODS OF DELIVERY

### ADMISSIONS REQUIREMENTS FOR DISTANCE LEARNING

- Submit a high school diploma or a GED
- Submit a completed admissions application,
- Submit a \$100 nonrefundable application fee,
- Submit an updated resume,
- Submit a personal statement that describes the applicant’s professional accomplishments and goals.
- Copy of valid government issued ID
- \*Students applying for the graduate program must also submit a copy of their official transcripts from their undergraduate program.



**STUDENT AND FACULTY ORIENTATION:**

**FOR STUDENTS:**

At the beginning of the semester, all distance learning course participants will participate in:

An introductory lecture on how our distance-learning platform works:

To help learners solve any queries they may have about strategies or approaches teachers will use.

This introductory lecture is mandatory. Students are able to choose from 6 sessions held at different times.

Tutorials: Video tutorials and student guide will be uploaded for everyone.

Orientation Program:

The Blackboard platform has been implemented in our institution and it provides our learners with a tutorial that guides them on the different ways they can interact online.

Users will be shown a wide variety of activities they could complete once the course starts.

**FOR TEACHERS:**

Teacher training course: Teachers are given a 25-hour training course on teacher /student roles while working in the Virtual Classroom.

Online class material:

Online class material is prepared before the semester begins.

Teachers work collaboratively with instructional designers.

Students are informed about the different aspects of the distance-learning course (requirements hardware and technical skills) by means of a “guidebook” handed out at the beginning of the course.

Students must have technical skills to know how to use web browsers and Windows XP.

Students undergo an online trial test to make sure they meet the institutional technological standards.

**HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:**

The material needed for students (syllabus, PPT’S, PDF’S, links, tailor-made activities, etc.) are posted on the platform once the course begins.

The distance learning platform requires specific features in order to “carry out” different tasks. Thus, students and teachers should have a device that meets the following standards:

Hardware	Software
Pentium D or higher. 1 GB Memory RAM or higher. [1024x728] Video resolution Fixed or wireless Internet Access (1Mb). Microphone and Audio Headphones. Camera	Web Browser Mozilla Firefox v.22 or more recent. Operating Systems: Windows XP or more recent Mac OSX 10.5 "Leopard®" Acrobat Reader (Free software). Macromedia Flash Player. Microsoft Office or Open Office.

**TECHNICAL SUPPORT:**

Technical support on the use of the platform at students’ and teachers’ request is available throughout the course and provides information about course activities and how to use the platform tools. We seek to acknowledge our students inquiries as soon as possible, being 4 hours the maximum time our technical support contacts our students.

In addition, our platform enables users to address any technical concerns they may have related to the Virtual Classroom. Our platform also provides “online support” to make changes or adjustments.

In the event that users were unable to access our platform or cannot complete an activity; they can request technical support by:

Contacting Support via E-mail from Monday to Sunday 24/7

A Technical Support Hotline is available on the institutions webpage, along with a most frequently asked questions page that include the following:

How do I get help if I have a problem?  
How do I access the Virtual Classroom?  
How do I register for an online program?  
Who are my instructors?  
How do I view lectures?  
How do I get my textbooks?

#### **ACADEMIC SUPPORT:**

By accessing our Virtual Classroom, students are in constant contact with teachers and this communication is provided by means of 3 tools:

Forums: All online courses have an enquiry forum to address students' questions about different academic topics.

Web Conference Blackboard Collaborative: by using this tool our teachers can provide synchronous tutoring to our learners about any course queries.

Blackboard Instant Messaging: chatting with teachers and peers provides synchronous interaction. In addition, here students can ask individual questions to teachers and/or tutors regarding some academic or non-academic issues that could be affecting their performance.

#### **STUDENT ASSESSMENT:**

The courses syllabi are designed as follows:

1. Every course has a specific assessment system and a time frame that is given once they are registered. This timeframe includes the dates and hours the tasks are due and the weight each task has in the final score. Evaluations are also included and specified in the student's calendar of activities.
2. Interactive activities and autonomous learning projects or assignments designed by the teacher are evaluated and approved by the program coordinators before they are included in the syllabus.

To evaluate the students' success in achieving the online learning goals, they are asked to:

- Pass multiple exams.
- Submit term papers or assignments online
- Conduct research and work collaboratively
- Participate in forums / Virtual Classroom (real time) / chat programmed by teacher in advance.

Teachers are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' performance along the course.

Student progress is evaluated by using our virtual classroom tools provided by our Blackboard platform:

Student updates of access to the platform or Forum is provided to the teacher at any time.

Warning System: it enables the teachers to create rules / policies or warning about evaluations due dates and to be informed the latest students log in.

Performance chart: it allows teachers to have student's roll, grades, previous warnings and teachers' general idea of students' performance throughout the course.

#### **PROGRAM FORMAT:**

**TOTALLY ONLINE DISTANCE LEARNING PROGRAM (e-Learning):** by using our Virtual Classroom Blackboard and online resources we seek to develop our learners' competences. Our students may work individually and collaborative and will take part of synchronous and asynchronous activities in which the students can choose their own learning pace. The online resources are available to our learners and can be downloaded from our platform. Students will be expected to participate in class discussion, threads, and submit homework and projects as assigned.

#### **ATTENDANCE:**

Okan International University believes that students must attend class if they are to be well prepared for the workplace. Online courses are no different from traditional classroom courses in this regard. Online students are



	quality and availability of healthcare, and opposing positions on the future of healthcare reform. This course serves as an introduction for healthcare majors.
<b>HSA 502</b>	<b>STRATEGIC LEADERSHIP OF HEALTHCARE ORGANIZATIONS</b> 3 credits Explores how healthcare organizations can create sustainable competitive advantage in a volatile, reimbursement driven industry. Topics include external and internal environmental analysis, strategy formulation, organizational design and control and the impact of mergers and alliances on industry performance. Healthcare case studies are used to illustrate key concepts.
<b>HSA 503</b>	<b>HEALTHCARE INFORMATICS</b> 3 credits Examines the unique challenges of clinical and patient care delivery in the healthcare industry, including the role of data management, emerging data standards and information technology in improving the quality and cost associated with healthcare. The focus of the course will be on healthcare IT including issues related to governance, data integration, and selection and management of healthcare IT.
<b>MBA 501</b>	<b>NEGOTIATION AND DISPUTE RESOLUTION</b> 3 credits This course explores the theories, processes, and practical techniques of negotiation so that students can successfully negotiate and resolve disputes in a variety of situations including interpersonal, group, and international settings. Emphasis is placed on understanding influence and conflict resolution strategies; identifying interests, issues, and positions of the parties involved; analyzing co-negotiators, their negotiation styles, and the negotiation situations; and managing the dynamics associated with most negotiations. Practical skills are developed through the use of simulations and exercises.
<b>MBA 505</b>	<b>MARKETING MANAGEMENT</b> 3 credits Develops market-based knowledge and skills for effective marketing decision-making, strategy design, implementation, and evaluation in wide variety of institutional and competitive situations. Addresses the importance of companies being market-driven and customer-focused. Emphasis on case studies, teamwork, and projects.
<b>MBA 502</b>	<b>ETHICS IN BUSINESS</b> 3 credits This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.
<b>HUM 503</b>	<b>HUMAN RESOURCES MANAGEMENT</b> 3 credits This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human resource practices and exposure to a balanced scorecard approach to human resources management.
HSA 508	<b>STRATEGIC MANAGEMENT OF HEALTHCARE ORGANIZATION</b> 3 credits Develops the strategic thinking skills required to create sustainable competitive advantage in a healthcare organization. Topics include critically assessing a medical organization's competitive strengths and weaknesses, analyzing competitive threats to long-term survival, strategy formulation and the identification of potential strategic partners.
HSA 509	<b>MOTIVATIONAL LEADERSHIP IN HEALTHCARE ORGANIZATIONS</b> 3 credits Analyzes the types of behaviors that lead to high performance within healthcare organizations. Topics include individual behavior and motivation, behavioral job requirements and job/person matching, the differences between leadership and managerial behavior; and how to establish and maintain a high performance work climate.
HSA 510	<b>SERVICE QUALITY IMPROVEMENT AND PATIENT SATISFACTION</b> 3 credits

	Provides the tools physicians need to grow their practices by improving the quality of their patient service processes. Topics include how to identify and improve key service processes, redesigning critical service processes to improve operating efficiency, and developing products and services that add patient value.
HSA 511	<b>HEALTHCARE LAW, POLICY, AND REGULATION</b> <b>3 credits</b> This course examines how healthcare laws and regulations are enacted, and their impact on providers, payers, and patients. Topics include: Stark prohibitions on provider self-referral, federal regulation of fraud and abuse, the Emergency Treatment and Active Labor Act (EMTALA), and the Health Insurance Portability and Accountability Act (HIPPA). It also examines the process by which Congressional legislation is transformed into day-to-day industry regulation.
MBA 513	<b>CAPSTONE</b> <b>3 credits</b> The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations are requirements for successful completion of the program.

### MASTER IN BUSINESS ADMINISTRATION

<b>Total Credits</b>	42
<b>Cost</b>	Total per Credit Hour: \$650.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00
<b>Admission Requirements</b>	Applicants will be considered for admission if they satisfy the following: <ul style="list-style-type: none"> <li>• Hold an acceptable baccalaureate degree from an accredited college or university (Provide copy of sealed transcripts),</li> <li>• Have achieved a minimum undergraduate grade point average of at least 3.0 (4.0),</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit 3 letters of professional references (non family members),</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The objective of the MBA is to enhance your understanding of today's global business environment and help you develop the necessary skills to solve real-world business problems. In our program, you will gain advanced education in the processes that make businesses work, including accounting, management, operations, marketing, finance and economics. You will develop the people skills that are critical for effective management as you explore classic and contemporary industry and theory and immerse yourself in the best practices of companies that make up our diverse corporate landscape.
<b>Program Description</b>	Throughout our MBA program, you will develop the skills and knowledge to effectively manage an organization with the ability to plan and manage projects, organizational change, and organizational growth.

### PROGRAM COURSE DESCRIPTIONS

Course #	Course Title and Description
MBA 500	<b>COMPREHENSIVE STRATEGIC KNOWLEDGE STUDIES</b> <b>3 credits</b> Students will describe, discuss, and apply knowledge in 12 business topical areas necessary to address a

	<p>wide variety of business-related situations. The course focuses on demonstrating core proficiencies in the following business areas: Marketing, Business Finance, Accounting, Management, Legal Environment of Business, Economics, Business Ethics, Global Dimensions of Business, Information Systems, Quantitative Techniques and Statistics, Leadership, and Business Applications. The intent of this course is not to introduce these core business concepts, but rather to verify a bachelor-degree-level threshold competency within each topical business core area. The course includes a comprehensive case study that will allow the students to demonstrate their competency with all 12 common professional components.</p>
<b>MBA 501</b>	<p><b>NEGOTIATION AND DISPUTE RESOLUTION</b> <b>3 credits</b>  This course explores the theories, processes, and practical techniques of negotiation so that students can successfully negotiate and resolve disputes in a variety of situations including interpersonal, group, and international settings. Emphasis is placed on understanding influence and conflict resolution strategies; identifying interests, issues, and positions of the parties involved; analyzing co-negotiators, their negotiation styles, and the negotiation situations; and managing the dynamics associated with most negotiations. Practical skills are developed through the use of simulations and exercises.</p>
<b>MBA 502</b>	<p><b>ETHICS IN BUSINESS</b> <b>3 credits</b>  This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.</p>
<b>MBA 503</b>	<p><b>BUSINESS STATISTICS</b> <b>3 credits</b>  This course provides the fundamental methods of statistical analysis, the art and science of extracting information from data. The course will begin with a focus on the basic elements of exploratory data analysis, probability theory and statistical inference. With this as a foundation, it will proceed to explore the use of the key statistical methodology known as regression analysis for solving business problems, such as the prediction of future sales and the response of the market to price changes. The use of regression diagnostics and various graphical displays supplement the basic numerical summaries and provides insight into the validity of the models. Specific important topics covered include least squares estimation, residuals and outliers, tests and confidence intervals, correlation and autocorrelation, and randomization. The presentation relies upon computer software for most of the needed calculations, and the resulting style focuses on construction of models, interpretation of results, and critical evaluation of assumptions.</p>
<b>HUM 503</b>	<p><b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b>  This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human resource practices and exposure to a balanced scorecard approach to human resources management.</p>
<b>MBA 505</b>	<p><b>MARKETING MANAGEMENT</b> <b>3 credits</b>  Develops market-based knowledge and skills for effective marketing decision-making, strategy design, implementation, and evaluation in wide variety of institutional and competitive situations. Addresses the importance of companies being market-driven and customer-focused. Emphasis on case studies, teamwork, and projects.</p>
<b>MBA 506</b>	<p><b>CORPORATE FINANCE</b> <b>3 credits</b>  Corporate Financial Management (CFM) is an advanced corporate finance course. The course's goal is to build the analytical and practical tools essential for value-based management. The course is designed for all students who want to develop the skills necessary to evaluate a corporation's major strategic and investment decisions from a financial perspective. Hence it is ideal for students who intend to pursue a career in finance - such as in the finance area of a corporation, or servicing corporate clients in a financial institution, or in private equity or as an analyst or portfolio manager - and for students who</p>

	want to launch a senior general management career from a finance specialization. But the course also serves students who simply want to develop a broader view of the financial landscape and obtain a deeper understanding of major corporate financial decisions - such as the decision to undertake a leveraged buyout, or to buy back large quantities of shares from the market.
<b>MBA 507</b>	<b>BUSINESS LAW</b> <b>3 credits</b> This course focuses on the theory and application of business regulations and the laws of contracts, agency, and property and business organizations.
<b>MBA 508</b>	<b>BUSINESS ORGANIZATION AND MANAGEMENT</b> <b>3 credits</b> Examination of organizational theory and managerial concepts of human behavior in organizations. Topics include theoretical and practical application of motivation, leadership, power, and reward systems. Provides a balanced view of the structural and human sides of organization design.
<b>MBA 509</b>	<b>LEADERSHIP AND ETHICS</b> <b>3 credits</b> The reality of business life is that no person is an island—smart quantitative analysis without the support of employees, colleagues, or supervisors goes nowhere. To succeed in your career and to improve the performance of your company requires working with others effectively. The goal is to prepare you to be an effective leader and manager of others regardless of your career path and to be a good analyst of how best to organize people.
<b>MBA 510</b>	<b>NEW VENTURE FORMATION</b> <b>3 credits</b> In this course for would-be or practicing entrepreneurs, you will learn about the characteristics of entrepreneurs, how entrepreneurial activities are formed, how to acquire know-how by developing entrepreneurial and managerial competencies and skills, and how to apply the entrepreneurial model of vision for developing your own business.
<b>MBA 511</b>	<b>VENTURE CAPITAL AND PRIVATE EQUITY</b> <b>3 credits</b> Through lectures, group discussions, case studies, and a hands-on exercise, you will develop a new perspective on the multifaceted issues that investors face over the course of numerous market cycles. Engaging in robust debates and practical exercises will strengthen your problem-solving and decision-making skills. As a result, you will return to your company better prepared to formulate an effective investment strategy, raise needed capital, and facilitate productive negotiations.
<b>MBA 512</b>	<b>SUSTAINABLE BUSINESS PRACTICES</b> <b>3 credits</b> Progressive companies recognize that sustainability is both a principle of smart management and innovation's newest frontier. Businesses are already being transformed by the quest for sustainability, driving companies to change the way they think about products, technologies, processes, and business models. Successful managers need to be able to identify economic, social and environmental opportunities and issues and develop innovative strategies to leverage them for competitive advantage. Students will examine why and how businesses are addressing environmental and sustainability issues across sectors and industries. You will gain the skills and tools you need to identify the issues and opportunities most pertinent to your business, set appropriate goals, develop and integrate new strategies, and then measure performance.
<b>MBA 513</b>	<b>CAPSTONE</b> <b>3 credits</b> The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations are requirements for successful completion of the program.
<b>MASTER IN HOSPITALITY AND TOURISM</b>	
<b>Total Credits</b>	36
<b>Cost</b>	Total per Credit Hour: \$650.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00





<b>MBA 501</b>	<b>NEGOTIATION AND DISPUTE RESOLUTION</b> <b>3 credits</b> This course explores the theories, processes, and practical techniques of negotiation so that students can successfully negotiate and resolve disputes in a variety of situations including interpersonal, group, and international settings. Emphasis is placed on understanding influence and conflict resolution strategies; identifying interests, issues, and positions of the parties involved; analyzing co-negotiators, their negotiation styles, and the negotiation situations; and managing the dynamics associated with most negotiations. Practical skills are developed through the use of simulations and exercises.
<b>HFT 508</b>	<b>EVENTS MANAGEMENT</b> <b>3 credits</b> Management of special events in the hospitality and tourism industry. Students will explore organizational functions necessary for producing special events, as well as analyzing the factors that influence an event's success, such as organizational structure, risk management and the impact of tourism activity.
<b>HFT 509</b>	<b>STRATEGIC MANAGEMENT AND COMPETITIVE STRATEGY IN THE HOSPITALITY INDUSTRIES</b> <b>3 credits</b> To enable students to develop a comprehensive understanding of the concepts of strategic management and competitive strategy as applied to the hospitality industries.
<b>MBA 505</b>	<b>MARKETING MANAGEMENT</b> <b>3 credits</b> Develops market-based knowledge and skills for effective marketing decision-making, strategy design, implementation, and evaluation in wide variety of institutional and competitive situations. Addresses the importance of companies being market-driven and customer-focused. Emphasis on case studies, teamwork, and projects.
<b>MBA 502</b>	<b>ETHICS IN BUSINESS</b> <b>3 credits</b> This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.
<b>MBA 513</b>	<b>CAPSTONE</b> <b>3 credits</b> The Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and a greater degree of specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations are requirements for successful completion of the program.
<b>BS IN BUSINESS ADMINISTRATION</b>	
<b>Total Credits</b>	120
<b>Cost</b>	Total per Credit Hour: \$500.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Submit a High School Diploma or a GED</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The objective of the BS in Business Administration is to provide students with a solid a career-oriented business education. The emphasis is on personal and professional integrity, as well as social responsibility. The student will develop competencies in written and oral communications, quantitative analysis, critical and creative thinking, and development of management skills.
<b>Program</b>	The students who graduate with a BS in Business Administration degree will be equipped with a

<b>Description</b>	knowledge of business theories, policies, and procedures and will be prepared to assume a position within the world of business. The program refines a student's commitment to personal values and moral excellence as well as professional competence. Graduates will have acquired skills in decision-making, problem solving, and leadership, in addition to fundamental business and management procedures
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**PROGRAM COURSE DESCRIPTIONS**

<b>Course #</b>	<b>Course Title and Description</b> <i>* Denotes General Education Course</i>
<b>ACG 001</b>	<b>PRINCIPLES OF ACCOUNTING</b> <span style="float: right;"><b>3 credits</b></span> This course introduces accounting concepts in a business environment. Students learn to create and apply accounting documents in making better business decisions. Other topics include plant assets, liabilities, accounting for corporations, investments, statements of cash flows, financial statement analysis, time value of money, payroll accounting, and other significant liabilities.
<b>ACG 002</b>	<b>MANAGERIAL ACCOUNTING</b> <span style="float: right;"><b>3 credits</b></span> Integrates the accounting process with the planning, coordinating, and control functions of the business organization. Topics include strategic planning, tactical and operational decision-making, budgeting, responsibility accounting, and performance measurement. PREREQUISITE ACG 001
<b>ACG 451</b>	<b>ACCOUNTING INFORMATION SYSTEMS</b> <span style="float: right;"><b>3 credits</b></span> This course is designed to provide accounting students with the proper mix of technical information and real-world applications. Areas of study include fundamental concepts and technologies (what computers can do for business), the Internet, intranets, electronic commerce, information systems development, basic project management principles, decision support systems, and the benefits of computer and human synergy.
<b>ARH 250</b>	<b>ART HISTORY *</b> <span style="float: right;"><b>3 credits</b></span> The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.
<b>BUL 370</b>	<b>BUSINESS LAW</b> <span style="float: right;"><b>3 credits</b></span> This course reviews the U.S. legal system, common law and its development, organizational structures, and the regulatory environment pertinent to business. Students will learn to critically examine torts, crimes, and business ethics. They will also examine contracts; business associations including agencies, partnerships, and corporations; wills, estates, trusts, and other legal entities; securities regulations; and investor protections.
<b>CAP 330</b>	<b>INTRODUCTION TO COMPUTER APPLICATIONS AND SYSTEMS</b> <span style="float: right;"><b>3 credits</b></span> This course provides an overview of Business Information Systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries.
<b>ECO 360</b>	<b>PRINCIPLES OF MICROECONOMICS</b> <span style="float: right;"><b>3 credits</b></span> This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.
<b>ECO 380</b>	<b>PRINCIPLES OF MACROECONOMICS</b> <span style="float: right;"><b>3 credits</b></span>

	This course provides students with the basic theories, concepts, terminology, and uses of macroeconomics. Students learn practical applications for macroeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.
<b>ECO 424</b>	<b>COST ANALYSIS</b> <b>3 credits</b> This course teaches students the fundamental elements and tools for measuring the effect of inflation on a company's financial statements, a phenomenon that currently affects the entire economy and, as such, should be understood, studied and analyzed by an administrator or public accountant in order to make logical decisions in the business environment.
<b>ENC 120</b>	<b>COLLEGE COMPOSITION I*</b> <b>3 credits</b> ENC 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENC 120 introduces students to process-writing techniques, library research and APA documentation procedures. The primary focus of ENC 120 is to help students acquire the writing skills they need to succeed in an academic environment.
<b>ENC 121</b>	<b>COLLEGE COMPOSITION II *</b> <b>3 credits</b> ENC 121 is the sequel to ENC 120. This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in ENC 121, argumentation remains the major focus of study. Prerequisite(s): ENC 120
<b>ENV 101</b>	<b>ENVIRONMENTAL SCIENCE *</b> <b>3 credits</b> This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.
<b>ETH 340</b>	<b>ETHICS AND SOCIAL RESPONSIBILITY</b> <b>3 credits</b> This course provides a foundational perspective for ethics and social responsibility in relationship to individuals, organizations, and the community. Emphasis is placed on the inter-related nature of ethics, morality, legal responsibility, and social issues
<b>FIN 215</b>	<b>CORPORATION FINANCE</b> <b>3 credits</b> Applies financial management to organizations. Topics include ratio analysis, leverage, cash budgeting, and capital structure.
<b>FIN 390</b>	<b>FINANCE FOR BUSINESS</b> <b>3 credits</b> This course introduces the student to the essential elements of finance for business. Emphasis is placed on financial management, financial markets, and the tools, techniques, and methodologies used in making financial decisions. Topics include: Financial planning, working capital management, capital budgeting, long term financing, and international finance.
<b>GEO 200</b>	<b>WORLD GEOGRAPHY*</b> <b>3 credits</b> This course examines the implications of global location and topography for the people of planet Earth. Students will explore how geography shapes the dynamics of human societies, with an emphasis on the geo environmental, geopolitical, and geo social phenomena that help to define the modern world.
<b>ISM 310</b>	<b>MANAGEMENT INFORMATION SYSTEMS</b> <b>3 credits</b> Discusses the use of computers in business, as well as database management and information system fundamentals.
<b>MAC 105</b>	<b>COLLEGE MATHEMATICS I*</b> <b>3 credits</b> This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivate of a function and integral.
<b>MAC 114</b>	<b>COLLEGE MATHEMATICS II*</b> <b>3 credits</b> This course provides students with the methodologies required to understand the role played by the

	inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.
<b>MAN 301</b>	<b>INTERNATIONAL BUSINESS</b> <b>3 credits</b> Surveys the legal and cultural environment of international business; the international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; and international accounting.
<b>MAN 310</b>	<b>QUALITY MANAGEMENT</b> <b>3 credits</b> The pressures of change, resulting from the market, technology, competition and capital markets appear to affect all businesses with accumulative impact. A small part of the pressure that comes from each of the many factors of change could result in a significant total affect. When the pressures consistently come from the same direction, they produce a permanent change in the way business is done. This course provides ample coverage of the Quality Management required in order to use change as a challenge and as an asset to improve business competitiveness.
<b>MAN 312</b>	<b>ORGANIZATIONAL BEHAVIOR</b> <b>3 credits</b> The class material will include both theory and practical application of Organizational Behavior in organizations. OB is the study of how individuals and groups impact the behavior within an organization. It is a field of systematic study that focuses on improving productivity, quality, and assisting practitioners to develop methods to empower people as well as to design and implement to change programs. We live in a world characterized by rapid change, globalization, and diversity. OB offers insights in these areas while providing guidance for managers in creating an ethically healthy work climate.
<b>MAN 315</b>	<b>BUSINESS ETHICS</b> <b>3 credits</b> Examines the nature of morality and theories of normative ethics. Identifies a variety of ethical issues and moral challenges involving consumers, the environment, the professions, and the role of the corporation in our society.
<b>MAN 317</b>	<b>PRINCIPLES OF MANAGEMENT</b> <b>3 credits</b> Provides an overview of management history and theory, schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.
<b>MAN 319</b>	<b>OPERATIONS MANAGEMENT</b> <b>3 credits</b> This course approaches Operations Management from the inside out. It develops the student's personal understanding of processes, process capabilities and results and then transfers those into the business environment. The course builds on an understanding of applied statistics to develop an understanding of the planning and the processes involved in the creation of value both through provision of services and manufacture of goods. Topics include process flow and capability, operations strategy, total quality management (TQM), supply chain and capacity management, process improvement, project management.
<b>MAN 330</b>	<b>ORGANIZATIONAL DEVELOPMENT</b> <b>3 credits</b> This organizational behavior course encompasses the study of individual and group behavior in organizational settings. Students will learn to examine their role in an organization. Other topics include strategic elements of organizational behavior, workforce diversity, managing change, effective communication, and performance systems.
<b>MAN 350</b>	<b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b> This course is geared towards two fundamental aspects: a. the introduction of students to the ideas, theories, concepts and approaches of this area of management; and b. the demonstration and guidance of students in the application and implementation of programs and studies in human resources management.
<b>MAN 410</b>	<b>INTEGRATED BUSINESS TOPICS</b> <b>3 credits</b> The integrated business topics course examines strategic business management while integrating topics from previously completed business foundation coursework. This allows students to demonstrate a comprehensive understanding of the undergraduate business curricula with a significant emphasis placed on the assessment of individual outcomes to determine content mastery.

<b>MAN 415</b>	<b>ADMINISTRATION AND SUPERVISION</b> <b>3 credits</b> This course helps students identify the different supervisory techniques and phases of the administrative process. Students learn the importance of leadership in the personnel supervision process. In addition, students learn about group dynamic processes and their usefulness in managing the personnel of an organization. PREREQUISITE: MAN 350
<b>MAN 419</b>	<b>PROJECT MANAGEMENT</b> <b>3 credits</b> This course examines project management roles and environments, the project life cycle, and various techniques of work planning, control, and evaluation for project success.
<b>MAN 420</b>	<b>GLOBAL BUSINESS STRATEGIES</b> <b>3 credits</b> The manager's perspective in the fields of international payments, international trade, and investment are analyzed. Emphasis is given to the materials and concepts that illuminate the strategies, structure, practices, and effects of multinational enterprises.
<b>MAN 450</b>	<b>CAPSTONE</b> <b>3 credits</b> The course provides students with the opportunity to integrate and apply learning from their professional programs of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future.
<b>MAR 400</b>	<b>MARKETING</b> <b>3 credits</b> This course involves an integrated analysis of the role of marketing within the total organization. Specific attention is given to the analysis of factors affecting consumer behavior, the identification of marketing variables, the development and use of marketing strategies, and the discussion of international marketing issues.
<b>PHI 210</b>	<b>CRITICAL THINKING*</b> <b>3 credits</b> This course helps students develop strategies for “learning to think” and “thinking for learning”, using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.
<b>PSY 201</b>	<b>PSYCHOLOGY *</b> <b>3 credits</b> This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.
<b>QMB 400</b>	<b>QUANTITATIVE BUSINESS RESEARCH</b> <b>3 credits</b> This course integrates applied business research and descriptive statistics. Students will learn to apply business research and descriptive statistics in making better business decisions. Other topics include examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques, and interpretation of statistical findings in business and research.
<b>SFS 100</b>	<b>STRATEGIES FOR SUCCESS SEMINAR*</b> <b>3 credits</b> SFS100 is designed to assist students with learning skills that are essential for academic success in college. Students will be taught a variety of learning skills and strategies that will enable them to experience success in college classes and beyond. By applying principles taught throughout the semester, students will become independent learners and will maximize their educational experience.
<b>SOC 201</b>	<b>SOCIOLOGY*</b> <b>3 credits</b> Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.
<b>SPC 260</b>	<b>ORAL COMMUNICATIONS*</b> <b>3 credits</b> This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions. .PREREQUISITE: ENC 121
<b>STA 240</b>	<b>APPLIED STATISTICS *</b> <b>3 credits</b> This is a fundamental course in the application of statistics. In this course, students will learn to apply

	statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing and linear regression.
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**BS IN HOSPITALITY AND TOURISM**

<b>Total Credits</b>	120
<b>Cost</b>	Total per Credit Hour: \$500.00 Application Fee: \$100.00 (Nonrefundable) Graduation Fee: \$250.00
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Submit a High School Diploma or a GED</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The objective of the program is to assess, develop and apply requisite competencies of Hospitality and Tourism Management, to include accounting and finance, cost controls, event planning and management, restaurant operations, sanitation and safety practices, travel and tourism planning and management/leadership and hospitality law. The student will analyze, evaluate and solve managerial problems that utilize quantitative reasoning concepts, critical thinking in all sectors of the hospitality industry in a global, cultural and diverse society. The student will also evaluate leadership and ethical decision-making competencies based on standards set by the industry.
<b>Program Description</b>	The BS in Hospitality and Tourism Management is designed to prepare students for management careers within the hospitality and tourism industry. The student will develop a solid knowledge of hospitality and tourism business operations and effective leadership and management skills. The student will be equipped with the skills, knowledge, and experience required for success in the hospitality and tourism industry. The student will increase their skills in analysis and problem solving and will be ready to apply their learning in today's global business environment.

**PROGRAM COURSE DESCRIPTIONS**

<b>Course #</b>	<b>Course Title and Description</b>
	<b>* Denotes General Education Course</b>
	<b>STRATEGIES FOR SUCCESS SEMINAR*</b> <b>3 credits</b> SFS100 is designed to assist students with learning skills that are essential for academic success in college. Students will be taught a variety of learning skills and strategies that will enable them to experience success in college classes and beyond. By applying principles taught throughout the semester, students will become independent learners and will maximize their educational experience.
<b>ENC 120</b>	<b>COLLEGE COMPOSITION I*</b> <b>3 credits</b> ENC 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENC 120 introduces students to process-writing techniques, library research and APA documentation

	procedures. The primary focus of ENC 120 is to help students acquire the writing skills they need to succeed in an academic environment.
<b>ENC 121</b>	<b>COLLEGE COMPOSITION II*</b> <b>3 credits</b> ENC 121 is the sequel to ENC 120. This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in ENC 121, argumentation remains the major focus of study. Prerequisite(s): ENC 120
<b>SPC 260</b>	<b>ORAL COMMUNICATIONS*</b> <b>3 credits</b> This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions. PREREQUISITE: ENC 120
<b>MAC 105</b>	<b>COLLEGE MATHEMATICS I*</b> <b>3 credits</b> This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral.
<b>MAC 114</b>	<b>COLLEGE MATHEMATICS II *</b> <b>3 credits</b> This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.
<b>STA 240</b>	<b>APPLIED STATISTICS*</b> <b>3 credits</b> This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing and linear regression.
<b>PHI 210</b>	<b>CRITICAL THINKING*</b> <b>3 credits</b> This course helps students develop strategies for “learning to think” and “thinking for learning”, using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.
<b>PSY 201</b>	<b>PSYCHOLOGY*</b> <b>3 credits</b> This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.
<b>SOC 201</b>	<b>SOCIOLOGY*</b> <b>3 credits</b> Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.
<b>GEO 200</b>	<b>WORLD GEOGRAPHY*</b> <b>3 credits</b> This course examines the implications of global location and topography for the people of planet Earth. Students will explore how geography shapes the dynamics of human societies, with an emphasis on the geo environmental, geopolitical, and geo social phenomena that help to define the modern world.
<b>ARH 250</b>	<b>ART HISTORY*</b> <b>3 credits</b> The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.

<b>ENV 101</b>	<b>ENVIRONMENTAL SCIENCE *</b> This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.	<b>3 credits</b>
<b>HFT 201</b>	<b>INTRODUCTION TO HOSPITALITY MANAGEMENT</b> This course welcomes students into the exciting and diverse hospitality and tourism industry. While providing an understanding of the scope and complexity of the industry, the course covers key hospitality issues, management definitions, and career opportunities available in restaurants, hotels, beverages operations, casinos, theme venues, entertainment centers, cruise lines, and countless other hospitality and tourism business.	<b>3 credits</b>
<b>HFT 202</b>	<b>SANITATION AND SAFETY</b> Covers the principles and practices of sanitation and hygiene as applied to the food service industry, emphasizing the training of supervisory personnel in sanitation procedures.	<b>3 credits</b>
<b>HFT 203</b>	<b>DINING ROOM MANAGEMENT</b> This course examines the detailed operation of a restaurant dining room. Topics include types of table service, dining room organization and table settings, staffing, responsibilities of dining room personnel, customer sales and service, and the design and usage of menus.	<b>3 credits</b>
<b>HFT 204</b>	<b>TECHNOLOGY APPLICATIONS IN THE HOSPITALITY INDUSTRY</b> Introduces the basic and specific use of computers in the hospitality industry; provides hands-on use and knowledge of software and information systems used in the various hospitality industry operations.	<b>3 credits</b>
<b>HFT 250</b>	<b>ENTREPRENEURSHIP IN HOSPITALITY AND TOURISM</b> This course explores the many exciting opportunities available for individuals interested in opening a restaurant, bar, hotel, or other hospitality and tourism business. Topics include entrepreneurial characteristics, assessing the viability of small hospitality and tourism business ventures, risks, the business planning process, feasibility studies, formation of business plans, the management of small enterprises, record keeping, and personnel management.	<b>3 credits</b>
<b>HFT 251</b>	<b>PRINCIPLES OF HOSPITALITY FRANCHISE MANAGEMENT</b> This course examines franchising in the hospitality industry from both the franchiser and franchisee's point of view. Students examine start-up, organization, franchiser/franchisee relations, cooperative marketing, legal issues, and daily operations, with an orientation toward the small business franchisee in a variety of hospitality and tourism businesses.	<b>3 credits</b>
<b>HFT 252</b>	<b>TOURISM PRODUCT DEVELOPMENT</b> This course teaches students how to identify, develop, and promote tourism and hospitality products and services. Issues such as marketing, sales, advertising, and promotion for the tourism and hospitality industry will be explored, along with basic planning and financial topics. Case studies will be used to illustrate both areas of opportunity and challenges to product development.	<b>3 credits</b>
<b>HFT 253</b>	<b>SUSTAINABILITY IN TOURISM AND HOSPITALITY</b> This course provides students with a general overview of issues related to the sustainable planning and management of tourism and hospitality businesses. Concepts such as planning, conservation of resources, monitoring and assessment, environmental audits, visitor management, and green building construction and retrofits will be discussed. The course also provides a larger global and regional perspective on sustainability issues related to tourism, such as the impact of travel on global climate change.	<b>3 credits</b>
<b>HFT 254</b>	<b>GLOBAL ISSUES IN TRAVEL &amp; TOURISM</b> As one of the world's largest industries, and one that brings travelers and host communities into close contact, tourism and travel are rife with challenges. This course delves into these issues from a social science perspective, showing how tourism affects travelers and communities in complex and contentious ways, from commoditization of art forms to sex tourism, drug use, and changes in local economies and culture. It also explores the connection of tourism to global issues such as infectious diseases, climate change, and terrorism.	<b>3 credits</b>



<b>HFT 301</b>	<b>SUSTAINABLE HOSPITALITY MANAGEMENT</b> <b>3 credits</b> This class focuses on the practical applications of sustainability principles and techniques to the planning and management of tourism and hospitality businesses. Taught by faculty experienced in designing and implementing sustainable hospitality guidelines, it will take students through the steps of assessing planned or existing businesses and making or recommending steps to make these businesses more environmentally sustainable. State, national, and international guidelines for sustainable businesses will be examined.
<b>MAN 350</b>	<b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b> This course is geared towards two fundamental aspects: a. the introduction of students to the ideas, theories, concepts and approaches of this area of management; and b. the demonstration and guidance of students in the application and implementation of programs and studies in human resources management.
<b>HFT 302</b>	<b>LEGAL ISSUES IN HOSPITALITY AND TOURISM</b> <b>3 credits</b> This course examines the common and statutory law of the hospitality and tourism industry in the United States. Included are discussions of the duties and responsibilities of hospitality and tourism businesses to guests, including duties to maintain property, receive travelers and assume various liabilities for guests' property. The legal environment and issues of the hotel, restaurant and travel industry will be discussed and analyzed. Ways of preventing and responding to legal situations as an executive in the hospitality and tourism industry will be identified and evaluated.
<b>HFT 303</b>	<b>TRENDS AND INNOVATION IN TOURISM &amp; HOSPITALITY</b> <b>3 credits</b> Students will be introduced to major trends and innovations in contemporary tourism and hospitality, with a focus on identifying opportunities in the industry. In addition to studying global and national trends in travel, the course will look at specific innovations that create new prospects for tourism in the region or demand for new types of products such as green tourism.
<b>HFT 304</b>	<b>HOSPITALITY NEGOTIATION AND SALES</b> <b>3 credits</b> This course provides an overview of the legal, ethical, and practical environment that impacts the negotiation of meeting contracts and the execution of the events that they represent. It examines the strategies of negotiation and sales.
<b>HFT 350</b>	<b>HOSPITALITY FOR PROFIT</b> <b>3 credits</b> This course concentrates on the analysis and interpretation of the hospitality and tourism industry accounting procedures and financial statements. Balance sheets, income statements, and cash flow statements will be covered. Principles of budgeting, forecasting, pricing techniques, financial ratios and financial management case problems explicit to the hotel, restaurant, tourism, and meeting industries are studied.
<b>HFT 351</b>	<b>HOSPITALITY STRATEGY AND BUSINESS PLAN</b> <b>3 credits</b> This course provides the student with the major elements of a successful concept package and business plan for a proposed hospitality operation. Criteria for site selection, market analysis, location factors, and menu consistent with concept are covered. Forecasting, budgeting, and controlling sales and costs, financing considerations and legal and tax matters are also included in a semester project for a concept of the student's own choosing.
<b>HFT 352</b>	<b>HOSPITALITY SECURITY AND SAFETY</b> <b>3 credits</b> This course examines security, loss prevention, safety, and risk management as related to the hospitality and tourism industries. Legal concepts specific to industry operations are applied in detail through case studies, role-play, and site visits. Students conduct a risk assessment survey and compose a loss prevention management plan.
<b>HFT 353</b>	<b>BEVERAGE MANAGEMENT</b> <b>3 credits</b> This course studies the classification, production, identification, and service of beers, wines, and distilled spirits in the hospitality industry. Students learn the historical, legal, and social implications of alcoholic beverages. Other topics covered include beverage purchasing, bar setup, and beverage operation management. Particular attention is given to alcohol's effects on the body and responsible service.
<b>HFT 354</b>	<b>TOURISM TRANSPORTATION SYSTEMS</b> <b>3 credits</b> Analyzes the management of land, sea, and air transportation systems that support travel; examines airlines, cruise ships, buses, rail, and travel packages.

<b>HFT 401</b>	<b>FRONT OFFICE OPERATIONS</b> <b>3 credits</b> This course explores the operation of the front desk of a hotel with a constant consideration for hospitable guest service. Introductions are given to hotel terminology, systems, and techniques for dealing with every aspect of the entire guest visit. Topics covered include departmental structure and management, reservations, check-in and checkout, billing guest requests and issues, and property management systems.
<b>HFT 402</b>	<b>HOUSEKEEPING MANAGEMENT</b> <b>3 credits</b> This course examines the management of housekeeping in hospitality operations. While primarily designed to cover issues related to hotels, this course is beneficial to anyone in the hospitality industry. Topics will include management of cleaning functions; staffing; sanitation requirements and standards procedure development and supervision, material; equipment and supply administration; and facility, asset, and staff protection.
<b>HFT 403</b>	<b>TRAVEL, LEISURE, AND THE TOURISM INDUSTRY</b> <b>3 credits</b> Introduces the global travel and tourism industry; covers tourist behavior, tourism's impact on the community, economic implications, marketing, and trends such as eco-tourism or green tourism. Also discusses the travel business as a whole, including travel modes, accommodations, safety and health while traveling, trip planning, trip packagers or wholesalers, and the necessary qualities of a tour director. Employs computer applications and world geography throughout.
<b>HFT 404</b>	<b>TRAVEL AGENCY BASICS</b> <b>3 credits</b> Provides a systematic and comprehensive overview of the travel industry with the focus on travel agencies; covers the pivotal role of the travel agent and the nature of the relationship between agents and supplies and between agents and their client.
<b>HFT 450</b>	<b>MARKETING OF TOURISM DESTINATIONS</b> <b>3 credits</b> This course examines the marketing of hospitality and tourism operations. Students explore destination-oriented marketing goals and strategies, trend issues, and challenges influencing hospitality and tourism destination organizations. Specific topics include fundamental marketing principles as they apply to hospitality and tourism services, customer behavior, advertising, publicity, and public relations.
<b>HFT 451</b>	<b>TOURISM AND SERVING THE INTERNATIONAL VISITOR</b> <b>3 credits</b> Examines the benefits, needs, and expectations of visitors from outside the U.S.A; covers the skills needed to provide services to culturally diverse groups and individuals and the methods utilized for adapting experiences to these persons' unique needs.
<b>HFT 452</b>	<b>CASINO AND GAMING OPERATIONS</b> <b>3 credits</b> This course analyzes gaming as a discipline and introduces students to gaming as an integral part of the hospitality industry. Students will study gaming development, casino organization and operation, the mathematics of casino games, and the importance and integration of gaming in hospitality management.
<b>HFT 453</b>	<b>HOSPITALITY MANAGEMENT INTERNSHIP</b> <b>3 credits</b> This course provides an opportunity for the student to complete a relevant internship in a specialized area of the hospitality and tourism industry; emphasis is placed on meeting the needs of both the student and the hospitality operation offering the management internship. Students must complete 400 hours of internship work.
<b>BS IN HEALTHCARE MANAGEMENT</b>	
<b>Total Credits</b>	120
<b>Program Cost</b>	Tuition: \$ 500.00 per credit Registration Fee: \$ 100.00(Non-Refundable) Books and Supplies: \$

<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Submit a High School Diploma or a GED</li> <li>• Submit a completed Admissions Application,</li> <li>• Submit a \$100 nonrefundable application fee,</li> <li>• Submit an updated Resume,</li> <li>• Submit a personal statement that describes the applicant's professional accomplishments and goals.</li> <li>• Copy of valid government issued ID</li> </ul>
<b>Program Objective</b>	The BS in Health Care Administration degree features investigative and experiential opportunities in teamwork and leadership. The student will have the opportunity to gain an in-depth understanding of the organization and structure of the health care sector. The implementation of successful management strategies within the industry along with the managerial skills needed to work in teams, lead teams, build cross-functional teams, and facilitate collaborative decision making are also topics of focus.
<b>Program Description</b>	This health care administration degree emphasizes both the conceptual and analytical skills required to manage in contemporary health care organizations. Graduates may be prepared for administrative positions in hospitals, clinics, long-term care facilities, outpatient facilities, physician offices, mental health organizations, insurance companies, public health agencies, government health departments, and other types of health organizations.

#### PROGRAM COURSE DESCRIPTIONS

<b>Course #</b>	<b>Course Title and Description</b> * Denotes General Education Course
<b>ARH 250</b>	<b>ART HISTORY *</b> <span style="float: right;"><b>3 credits</b></span> The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present.
<b>ENC 120</b>	<b>COLLEGE COMPOSITION I *</b> <span style="float: right;"><b>3 credits</b></span> ENC 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENC 120 introduces students to process-writing techniques, library research and APA documentation procedures. The primary focus of ENC 120 is to help students acquire the writing skills they need to succeed in an academic environment.
<b>ENC 121</b>	<b>COLLEGE COMPOSITION II *</b> <span style="float: right;"><b>3 credits</b></span> ENC 121 is the sequel to ENC 120. This course concentrates on argumentative writing and requires students to prepare a major research report, one that reveals fluency with argumentative strategies and rhetorical conventions. In addition, students are introduced to analytical reading techniques, critical research methods and current documentation procedures. Although other kinds of writing are commonly assigned in ENC 121, argumentation remains the major focus of study. Prerequisite(s): ENC 120
<b>ENV 101</b>	<b>ENVIRONMENTAL SCIENCE*</b> <span style="float: right;"><b>3 credits</b></span> This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.
<b>GEO 200</b>	<b>WORLD GEOGRAPHY *</b> <span style="float: right;"><b>3 credits</b></span> This course examines the implications of global location and topography for the people of planet Earth. Students will explore how geography shapes the dynamics of human societies, with an emphasis on the geo environmental, geopolitical, and geo social phenomena that help to define the modern world.
<b>HSA 200</b>	<b>BASICS OF HEALTH CARE PERFORMANCE IMPROVEMENT</b> <span style="float: right;"><b>3 credits</b></span> This course provides an overview of the current state of the quality movement in Health Care. A public health perspective as well as an individual perspective will be considered from both a U. S. and

	international view. Relevant history, current gurus, landmark publications, theories, tools, and environmental factors will be discussed and utilized. We will explore the cost/quality connection and analyze the complex forces that shape or hinder the transformation of health care from the current state to a person centered quality focused Health Care System.
<b>HSA 220</b>	<b>HEALTHCARE DATA MANAGEMENT I</b> <b>3 credits</b> This course examines the design and the use of medical databases. Students will learn how to implement business rules and data modeling to develop medical information management systems. The course further explores database applications for decision support including evidence-based practice, alerts, allergy management, and identification of gaps in care. Students will design databases and systems that reflect privacy and security requirements of HIPAA and HITECH Act.
<b>HSA 230</b>	<b>HEALTH PROMOTION</b> <b>3 credits</b> Health Promotion is a problem based course designed to give students an overview of health promotion issues, explore selected current topics in health and health policy from a national and global perspective and investigate the consequences these issues have for the health status of individuals, populations and society. This course will provide the theoretical foundation to look at issues to change health behaviors. Healthy People 2020 and the national health agenda will be explored. The concepts of health literacy, consumer advocacy and their impact of health promotion will be explored.
<b>HSA 240</b>	<b>CODING AND CLASSIFICATION SYSTEMS I</b> <b>3 credits</b> The purpose of this course is to provide students with the basic ability to identify nomenclatures and classification systems as well as assign codes using the appropriate principles, guidelines and conventions and apply ICD-9-DN and ICD conventions rules and guidelines.
<b>HSA 250</b>	<b>CODING AND CLASSIFICATIONS SYSTEMS II</b> <b>3 credits</b> The Communication and technologies course will review and evaluation an assortment of technologies including: data, information, and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, database management systems), system interoperability, data sharing, Health Information Exchanges (HIE), and the Nation-wide Health Information Infrastructure (NHIN). Prerequisite(s): HSA 240
<b>HSA 260</b>	<b>HEALTHCARE PRINCIPLES AND PRACTICES</b> <b>3 credits</b> This course will provide students with an understanding of the five principles of management as they relate to the health care industry. Particular attention will be paid to planning, organizing, staffing, controlling, and leadership within the different types of health care organizations. Students will also compare and contrast non-profit versus for-profit health care organizations.
<b>HSA 270</b>	<b>HEALTH AND DISEASE</b> <b>3 credits</b> This course examines human health and disease from a biological perspective. It will also explore the evolution of microbes and human disease and the influences that regular exercise, diet, and genetic factors have on every day good health. The course will also explore mechanisms, manifestations, and prevention of common diseases, such as heart disease and cancer.
<b>HSA 280</b>	<b>HISTORY OF HEALTHCARE WORLDWIDE</b> <b>3 credits</b> Students will have the opportunity to follow the strategic trends of the health care industry since its entry into the business arena. An assessment of post-World War II changes in health care, managed care, and managed competition will be addressed. Changes in incentives for physicians, hospitals, and health care providers will be discussed. An assessment of new technology and techniques introduced into the health care industry will also be addressed.
<b>HSA 290</b>	<b>QUALITY AND RISK MANAGEMENT IN HEALTHCARE</b> <b>3 credits</b> This course will provide an introduction to the concept of risk management in health care settings. The course will provide a historical perspective on the development of health care risk management, the role of the health care risk manager, the principles of health care risk management and the connection between risk management, quality improvement and corporate compliance in various health care settings.
<b>HSA 300</b>	<b>MANAGED CARE AND HEALTH INSURANCE</b> <b>3 credits</b> A pragmatic examination of the theories for and uses of managed health in a complex society. Managed Medicaid and Medicare are discussed as well as a special emphasis on financial contract negotiations.
<b>HSA 310</b>	<b>FACILITIES MANAGEMENT IN THE HEALTHCARE ENVIRONMENT</b> <b>3 credits</b> A study of continuous quality improvement, utilization management, and risk management in health care. Also includes study of credentialing, accreditation standards, quality improvement organizations, and

	medical staff services. Selected management topics specific to health information departments will be covered.
<b>HSA 330</b>	<b>COMMUNICATION STRATEGIES FOR LEADERS</b> <b>3 credits</b> This course introduces students to leadership studies from a communication perspective. Leadership will be considered in a variety of contexts, including group leadership, for-profit and non-profit organizational leadership, and elected and non-elected public leadership. Through all course activities (e.g., readings, discussion, and case studies) students will gain a broad understanding of how leadership emerges and is enacted on a daily basis through communication.
<b>HSA 350</b>	<b>HEALTHCARE DATA MANAGEMENT II</b> <b>3 credits</b> This course describes the use of information technology and the role of HIT professionals in the development of the electronic health record. It introduces the health information infrastructure and systems along with healthcare informatics including: applications, technology, privacy, and security.
<b>HSA 360</b>	<b>PRINCIPLES OF EPIDEMIOLOGY</b> <b>3 credits</b> This course presents the basic principles of epidemiology with particular emphasis on applications in healthcare management. Topics include specific tools of epidemiology used for purposes of planning, monitoring, and evaluating population health. These include identification of disease, measures of incidence and prevalence, study designs, confidence intervals, p-values, statistical interaction, causal inference, and survival analysis. Methods for managing the health of populations using an understanding of the factors that influence population health are discussed. Strategies that health care organizations and systems can use to control these factors are also considered.
<b>HSA 370</b>	<b>PATHOPHYSIOLOGY</b> <b>3 credits</b> This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management.
<b>HSA 390</b>	<b>HEALTHCARE REIMBURSEMENT</b> <b>3 credits</b> This course explores some of the major issues facing health care industry and the effect that public policy and business environment has on a health care organization. Emphasis is on supply and demand theory, reimbursement systems, managed care, DRG prospective payment, insurance, Medicare, Medicaid, governmental regulations, accessibility, eligibility, budgeting and planning. Students learn to use informational and research tools to make effective management decision
<b>HSA 400</b>	<b>ETHICAL AND LEGAL CONSIDERATIONS OF HEALTHCARE</b> <b>3 credits</b> Students in this course examine the role of health care policy and legal, regulatory, and quality control in ethical decision making in healthcare. Students explore concepts and principles of health care policy, legal control, ethical conduct, and regulatory environments and their application to the health care environment. The impact of health care policy and multicultural, socioeconomic, political, legal, and regulatory factors on health care systems is explored.
<b>HSA 410</b>	<b>BEHAVIORS AND CULTURAL ISSUES IN HEALTHCARE</b> <b>3 credits</b> Analysis of problems and issues associated with management of health care organizations and distinguishes between various types of organizations. This course focuses on hospitals, mental care centers, long-term care facilities, managed care organizations, and community clinics. Introduction to special terminology, culture, and behavior patterns that characterize health care with emphasis on implications for administration of health care institutions.
<b>HSA 420</b>	<b>HEALTHCARE QUALITY MANAGEMENT</b> <b>3 credits</b> The goal of this course is to introduce students to the management of operations and explore how healthcare organizations can use advance methods to improve healthcare processes, delivery, and outcomes. Specific focus will be on analyzing cycle times (e.g., patient wait times), measuring productivity, streamlining process flows, tracking outcomes and performance metrics, and generally improving health management processes and health outcomes. The process improvement will be measured by how it can improve quality of care and safety of healthcare delivery, reduce waste, and reduce costs. The role of technology and innovative approaches in improving continuing quality improvement in healthcare delivery will be presented.
<b>HSA 430</b>	<b>PHARMACOLOGY</b> <b>3 credits</b>

	This course introduces the underlying principles of pharmacology and provides a perspective of the historical, regulatory (FDA) and industrial aspects of pharmacological science. This includes overviews of the physiological, biochemical, and anatomical foundations for the interaction of drugs and chemicals with biological systems.
<b>HSA 440</b>	<b>HEALTHCARE MANAGEMENT AND FINANCE</b> <b>3 credits</b> This course focuses on the concepts, principles, tools, finances and strategies used in managing operations within a performance improvement model. Students will explore problem solving and decision making models as well as tools and techniques for planning, organizing, directing, controlling, reporting, and improving the productivity and performance of resources within a Health Information Management Department. Additionally, topics will include healthcare finance (payer mix, investment, bond rating, capitalization), bookkeeping, accounting principles, budgeting processes (capital and operating), and cost/benefits analysis.
<b>HSA 450</b>	<b>PROJECT MANAGEMENT</b> <b>3 credits</b> Study of the methods, concepts, and procedures of project management. Considers team development, accountability, sequencing of events, scheduling, coordination of consultants, budgeting, contract administration, purchasing, and estimating. Relocations and move management will also be reviewed.
<b>HSA 460</b>	<b>SOCIAL &amp; ORGANIZATIONAL ISSUES IN HEALTHCARE</b> <b>3 credits</b> Students will learn the social, ethical and organizational challenges healthcare workers at all levels face with the incorporation of technology into the healthcare setting. Students will study change management strategies, current in the Healthcare Industry, including the impact of introducing or enhancing clinical information systems, while providing quality care, and the effect of these systems on patients and on interdisciplinary teams within the healthcare setting.
<b>HSA 470</b>	<b>ECONOMICS OF HEALTHCARE</b> <b>3 credits</b> This course provides the student with a rigorous introduction to the micro- and macroeconomic theory to understand the healthcare landscape both from a financing and policy perspective. Topics explored include market behavior; demand theory; production and cost theory; decision-making in competitive and non-competitive markets, Gross Domestic Product determination; unemployment and inflation; and fiscal and monetary policy.
<b>HSA 480</b>	<b>HEALTHCARE MANAGEMENT CAPSTONE</b> <b>3 credits</b> The capstone course is the culminating experience for the Bachelor of Science in Health Care Administration. This course builds on the concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their course work in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health care administration.
<b>HSA380</b>	<b>HEALTHCARE DELIVERY SYSTEMS</b> <b>3 credits</b> This course provides an overview of the nature, organization, and function of the continuum of health services found in the United States. Emphasis is placed on the interrelation of cultural, economic, political and social aspects of health care delivery at the federal, state and local level. Topics include health care costs, accessibility of services, governmental influence on health care delivery, private industry role in health care, services for the medically indigent and elderly, ethical issues regarding transplants, reproductive technology, end of life decisions and funding.
<b>MAC 105</b>	<b>COLLEGE MATHEMATICS I*</b> <b>3 credits</b> This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral.
<b>MAC 114</b>	<b>COLLEGE MATHEMATICS II*</b> <b>3 credits</b> This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.

<b>MAN 350</b>	<b>HUMAN RESOURCES MANAGEMENT</b> <b>3 credits</b> This course is geared towards two fundamental aspects: a. the introduction of students to the ideas, theories, concepts and approaches of this area of management; and b. the demonstration and guidance of students in the application and implementation of programs and studies in human resources management. Analyzes special problems of forecasting, planning, staffing, and developing human resource management in health care institutions. Explores legal aspects of human resource management and administration in the industry with an emphasis on compliance.
<b>PHI 210</b>	<b>CRITICAL THINKING *</b> <b>3 credits</b> This course helps students develop strategies for “learning to think” and “thinking for learning”, using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions.
<b>PSY 201</b>	<b>PSYCHOLOGY *</b> <b>3 credits</b> This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.
<b>SFS 100</b>	<b>STRATEGIES FOR SUCCESS SEMINAR*</b> <b>3 credits</b> SFS100 is designed to assist students with learning skills that are essential for academic success in college. Students will be taught a variety of learning skills and strategies that will enable them to experience success in college classes and beyond. By applying principles taught throughout the semester, students will become independent learners and will maximize their educational experience.
<b>SOC 201</b>	<b>SOCIOLOGY *</b> <b>3 credits</b> Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.
<b>SPC 260</b>	<b>ORAL COMMUNICATION*</b> <b>3 credits</b> This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions. PREREQUISITE: ENC 120
<b>SAT 240</b>	<b>APPLIED STATISTICS *</b> <b>3 credits</b> This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing and linear regression.

## ADMINISTRATION

<b>President</b>	Bekir Okan	
<b>Interim Vice President</b>	Ezer Tossas	B.A. John Jay College M.S. Touro College
<b>Registrar</b>	Adriana Elhall	
<b>Academic Professor</b>	Dr. Emmanuel Obiesie	Ph.D. Nova SE University M.B.A. St. Thomas University B.B.A. Florida International Univ

<b>Librarian</b>	Silvia Lopez	M.S. Florida State University B.A. Barry University
<b>Executive Director</b>	Kasim Badak	
<b>Director of Marketing</b>	Michael Cora	M.S. Istanbul University B.A. Marmara University

## FACULTY

<b>Professor</b>	<b>Credentials</b>	<b>Courses Taught</b>
Dr. Emmanuel Obiesie	Bachelor of Science in Business and Finance Floirda International University  Master of Business Administration St. Thomas University  Doctorate in International Business Nova Southeaster University	MBA 500, MBA 501,MBA 502 MBA 503, HUM 503,MBA 505 MBA 506, MBA 507, MBA 508 MBA 509, MBA 510, MBA 511 MBA 512, MBA 513 , HFT 501 MBA 502,HUM 503,HFT 504 HFT 505,HFT 506,MBA 501 HFT 508,HFT 509,MBA 505 HFT 511,MBA 513
Dr. Michael Cora	Bachelor in the field of International Relations Marmara University in Turkey  Master's Degree in the field of Social Sciences Istanbul University in Turkey  Doctorate in Philosophy specializing in Business Management, Maltepe University in Turkey	SLS 100,ENC 120,ENC 121 SPC 260,MAC 105,MAC 114 STA 240,PHI 210,PSY 201 SOC 201,GEO 200,ARH 250 ENV 101,HFT 201,HFT 202 HFT 203,HFT 204,HFT 250 HFT 251,HFT 252,HFT 253 HFT 254,HFT 301,MAN 350 HFT 302,HFT 303,HFT 304 HFT 350,HFT 351,HFT 352 HFT 353,HFT 354,HFT 401 HFT 402,HFT 403,HFT 404 HFT 450,HFT 451,HFT 452 HFT 453
Martinez, Minelba	Univeristy Of Phoenix Master Of Business, Human Resources Management University Of Phoenix, Bachelor Of Science Business Administration	ACG 001,ACG 00,2ACG 451 ARH 250,BUL 370,CAP 330 ECO 360,ECO 380,ECO 424 ENC 120,ENC 121,ENV 101 ETH 340,FIN 215,FIN 390 GEO 200,ISM 310,MAC 105 MAC 114,MAN 301,MAN 310 MAN 312,MAN 315,MAN 317



		MAN 319,MAN 330,MAN 350 MAN 410,MAN 415,MAN 419 MAN 420,MAN 450,MAR 400 ,QMB 400 SFS 100,SOC 201,SPC 260 STA 240
EZER TOSSAS	Bachelor in Forensic psychology John Jay College, NY  Master in Education Touro College, NY	HSA 400,PSY 201 SOC 201PHI 210, SPC 260