



CATALOG

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CATALOG VERSION

Changes to the catalog are published on a periodic basis and reflect changes to policies and programs based on the decisions made by the University since the publication of previous catalog versions.

The University has the right, at its discretion, to make reasonable changes to policies and program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The University is required to make changes to programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

CORPORATE INFORMATION

Potential Church, Inc owns Centurion International University, a Florida non Profit Company registered in the State of Florida.

DEFINITIONS

- University shall mean Centurion International University.
- Student shall mean any person who is enrolled at the University for any academic term, whether full or part-time, pursuing undergraduate studies or a person accepted for admission or readmission to the University.
- A person who has completed an academic term and who can be reasonably expected to enroll for the following term or a person under suspension from the University shall also be considered a student.
- The University community shall include the faculty, staff, and students and all property and equipment of the University.

MISSION

Centurion International University is a Christ-Centric University that strives to reach, partner and equip the next generation of leaders to impact their communities, families and the workforce for good. We leverage modern technology, as well as innovative strategies to deliver high-quality education that inspires life-long learning

OBJECTIVES

- The goal is to support professional development and provide the necessary skills to help students:
- Think logically and analytically about complex problems.
- Communicate effectively in business environments.
- Understand the human relationships involved in an organization.
- Be aware of the social and ethical responsibilities within management positions.
- 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.

STATEMENT OF PURPOSE

- Provide graduate and undergraduate programs with a focus on all dimensions of learning – knowledge, skills, values, understanding, behaviors, and attitudes.
- Disseminate knowledge of business issues through research, innovation, and rewarding learning experiences.
- Serve society through the exchange of ideas and practices.
- Practice ethical leadership by managing our resources effectively and efficiently.
- Foster a culture of inclusion, excellence, collaboration, and respect for diverse ideas.

LICENSURE

The Commission for Independent Education, Florida Department of Education licenses Centurion International University. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

ACCREDITATION

Centurion International University is not accredited at this time.

FACILITIES

Centurion International University is located at 12401 Stirling Road, Cooper City, Florida 33330. The space consists of 10,000 square feet. It has classrooms, offices, computer lab/library, and open space for students and staff.

LANGUAGE

All courses will be taught in English.

FEE SCHEDULE

PROGRAM	HOURS	COST OF PROGRAM
Associate of Science Degree Business Administration	60 Credits	60 Credits at \$210.00 = \$12,600.00 Admissions Fee (Non-Refundable) \$100.00 Graduation \$200.00 Total \$12,900.00
Associate of Science Degree Christian Ministry	60 Credits	60 Credits at \$210.00 = \$12,600.00 Admissions Fee (Non-Refundable) \$100.00 Graduation \$200.00 Total \$12,900.00
Bachelor of Science Degree Business Administration	120 Credits	120 Credits at \$210.00 = \$25,200.00 Admissions Fee (Non-Refundable) \$100.00 Graduation \$200.00 Total \$25,500.00
Master of Business Administration in Mass Communication	42 Credits	42 Credits at \$310.00 = \$13,020.00 Admissions Fee (Non-Refundable) \$100.00 Graduation \$200.00 Total \$13,320.00
Master of Business Administration in Human Resources	42 Credits	42 Credits at \$310.00 = \$13,020.00 Admissions Fee (Non-Refundable) \$100.00 Graduation \$200.00 Total \$13,320.00
Master of Business Administration	42 Credits	42 Credits at \$310.00 = \$13,020.00 Admissions Fee (Non-Refundable) \$100.00 Graduation \$200.00 Total \$13,320.00

ADDITIONAL FEES

Transcript Evaluation	\$250.00
Transcript Copies	\$5.00

Transcript Official	\$25.00
Late Payment Fee	\$25.00
Books	Varies per course not included in the cost of tuition)

REDUCTION OF TUITION AND FEES

Centurion International University does not offer any tuition or fee reductions.

TRANSFERABILITY OF CREDITS

Students who are interested in continuing their education at an institution other than Centurion International University should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance. Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits.

Centurion International University cannot assure transfer of credit, students should contact the Program Director for specific information.

Centurion International University accepts transfer credits applicable to an applicant's program of study from regionally accredited institutions. Transfer credit is granted only for relevant courses in which a letter grade of "C" or higher was earned (2.0 on a 4.0 scale).

Credit for courses from non-regionally accredited institutions, which are substantially equivalent in content to Centurion International University courses and are applicable to an applicant's program of study may be granted on a course-by-course basis. The acceptance of courses from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content of the course to be transferred. Transfer credits are granted only for courses in which a grade of "B" or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the institution reserves the right to test applicants or request that they successfully pass an examination administered by an Centurion International University faculty member.

Upon receipt of an official transcript, transfer credits from non-U.S. institutions are evaluated and granted on a course equivalency basis. The Program Director must receive an evaluation of official transcripts by an approved educational evaluator service attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States.

Transfer credits are granted only for courses in which a grade of “B” or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the institution reserves the right to test applicants or request that they successfully pass an examination administered by an Centurion International University faculty member.

STUDENT SERVICES

Under the supervision of the Director, student services is 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 students in the University affairs, with the goal of creating a sense of community among students, faculty, and administration.

ACADEMIC AND PERSONAL ADVISEMENT

This University emphasizes academic, personal, and professional development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the 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, helping students feel comfortable, if the need arises, to seek advice from a faculty member with regards to academic and professional matters.

CAREER SERVICES

Students who are approaching graduation should contact the director. Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in the area. Centurion International University does not guarantee employment.

ADMISSIONS

Centurion International University’s minimum admissions criteria are as follows:

- Submit a High School Diploma or GED
- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$100 Application Fee
- Online students must have access to the Internet

- Home-schooled students with a signed affidavit from their parent or legal guardian stating that the homeschooler completed a Florida home education program (or equivalent), per Florida Statute 1002.41.
- Graduates with the foreign equivalency of a United States high school diploma that meet the admission requirements to a recognized institution of higher education in their home country with original documentation that shows all the requisite seals and apostille. The University reserves the right to require a certified official English translation if the language used in the documents is not English. Students who do not have the requisite seals and apostille on the original foreign high school documentation may opt to obtain an official evaluation of their credentials from a National Association of Credential Evaluation Services (NACES) member organization. The list of member organizations may be found at www.naces.org.

**All offers of admissions are tentative if you have high school or collegiate coursework in progress. Final admission is dependent on receipt and review of final transcripts. Admissions offers are subject to cancellation if final coursework does not meet admissions requirements.

STUDENT FINANCIAL ASSISTANCE

Centurion International University does not offer student financial assistance. However, Centurion International University offers students payment plan options. For more information regarding these programs, please contact the administrative staff.

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:

All refunds will be made according to the following refund schedule:

Week 1: Through the end of the drop/add period (5 days after beginning of classes): 100% tuition, except for the \$100 registration fee

Week 2: 75% tuition refunded, no fees refunded

Week 3: 50% tuition refunded, no fees refunded

Week 4: 25% tuition refunded, no fees refunded

Week 5: 0% tuition refunded, all students who withdraw will be charged a \$75 withdrawal fee

- Cancellation must be made in writing
- The termination date for refund computation purposes is the last date of actual attendance by the student.
- If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund, including the \$100 registration fee.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.

ACADEMIC CALENDAR

FALL 2024

August 7-12, 2024	Registration for Fall 2024 classes
August 14-19, 2024	Finals/Classes end
August 28, 2024	Fall semester starts
September 5, 2024	Labor Day (no classes)
October 2, 2024	Last day to drop classes
October 9, 2024	Columbus Day (no classes)
November 10, 2024	Veterans Day (no classes)
November 23-26, 2024	Thanksgiving (no classes)
December 4-9, 2024	Registration for Spring 2025
December 11-16, 2024	Finals/ Classes end

Spring 2025

January 9, 2025	Spring semester starts
January 16, 2025	Martin Luther King Day (no classes)
February 20, 2025	Presidents Day (no classes)
April 3-8, 2025	Registration for Summer 2025 classes
April 10-17, 2025	Spring Recess
April 24-29, 2025	Finals/Classes end

GRADING CHART

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.

The grading system for academic performance appears below. 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 credit hours attempted.

Letter Grade	Numerical Value	GPA
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D+	65-69	1.5
D	60-64	1.0
F	59-0	0.0
I	-	Incomplete*
TR	-	Transfer Credit**
W	-	Withdrawal**
WP	-	Withdraw Passing**
WF	0	Withdraw Failing

* 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.

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 Centurion 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 Centurion International University are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

GRADE ERRORS OR CHANGES

Report grade errors or grade changes immediately to the Administrative Staff. Grade errors reported after two consecutive quarters might not be changed. Students are encouraged to consult with their instructors before initiating a grade review. After a course grade has been assigned, supplemental or additional class work will not be accepted for the purpose of changing that grade except in the case of an "I" (Incomplete) grade.

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
-

CLOCK HOUR

Each clock hour equals 60 minutes period of classroom, lab, or internship time with a minimum of 50 minutes of instruction in the presence of an instructor.

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 last digit specifies the order in which the courses are taken.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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 institution 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 the institution 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.

[SEP]

A student's grade point average ("GPA") is computed by dividing the sum of all grade points earned at the Institution 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

Definition of Satisfactory Academic Progress:

Each student enrolled at the institution 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.

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.

	Minimum Overall Cumulative GPA Undergrad/Graduate:	Required percentage of completion of coursework attempted:
Interval I: End of the second term:	2.0/3.0	60%
Interval II: End of the student's third and any subsequent term:	2.0/3.0	66.67%
Interval III: The total maximum ^[1] for completion as timeframe described under "Quantitative Criteria" below.	2.0/3.0	66.67%

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

CONDITIONS THAT MAY RESULT IN PROBATION, RESTRICTED COURSE LOAD STATUS 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 Institution'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 Institution.
2. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following, unless the student appeals the institution'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 Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.
3. 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 institution.

CALCULATION OF 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 institution.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the institution. ^{[[L]]}_{[[SEP]]}

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. ^{[[L]]}_{[[SEP]]}

QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

All students must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66.7% of hours attempted) each academic year. Additionally, a student must complete the degree within a maximum timeframe of attempted credit hours.

Program	Credits	Maximum Attempted Credit Hours
Associate of Science Business Administration	60	90
Associate of Science Christian Ministry	60	90
Bachelor of Science Business Administration	120	180
Master of Science Business Administration	36	63
Master of Science Business Administration in Mass Communication	36	63
Master of Science Business Administration in Human Resources	36	63

The Maximum Time Frame for the Completion of any program of study is 150% of the credit hours designated for the program in the Institution catalog. A student is not be making Satisfactory Academic

Progress if the institution determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study. ^{[[L]]}_{ISEP}

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if 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 if a course or courses count toward the satisfaction of any of ^{[[L]]}_{ISEP} the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

MAXIMUM TIME FRAME FOR SATISFACTORY ACADEMIC PROGRESS

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 clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock 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 a degree.

MAXIMUM TIME FRAME (MTF) ASSOCIATE OF SCIENCE 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 AS in Business Administration degree program in 60 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 90 credits.

The MTF, which is 1.5 times the normal completion time of 60 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at the University. Any student who does not successfully complete the AS in Business Administration degree program within the 90 credits MTF cannot earn AS in Business Administration.

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 University degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) ASSOCIATE OF SCIENCE IN MASS COMMUNICATION AND MARKETING

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 AS in Mass Communication and Marketing degree program in 60 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 90 credits.

The MTF, which is 1.5 times the normal completion time of 60 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at the University. Any student who does not successfully complete the AS in Mass Communication degree program within the 90 credits MTF cannot earn AS in Mass Marketing and Communication.

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 University degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) BACHELOR OF SCIENCE 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 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 the 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.

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 University degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) MASTER OF SCIENCE 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 MS 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 the University. Any student who does not successfully complete the MS in Business Administration degree program within the 63 credits MTF cannot earn MS in Business Administration.

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 University degree program will be multiplied by 1.5 to determine that student's MTF.

ACADEMIC PROBATION

All students 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 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 COUSE 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 Institution 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 Institution 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.

WARNING

Warning is a warning status for students who failed to meet standards of satisfactory academic progress. Students are placed on Warning as the result of the following scenarios: ^[1]_[SEP]

- Cumulative GPA is less than 2.0 by the end of the undergraduate student's second term of

enrollment and all subsequent terms or [L][SEP]

- Cumulative GPA is less than 3.0 by the end of the graduate student's second term of enrollment and all subsequent terms [L][SEP]
- Completion of less than 60% of credits attempted [L][SEP]

RESOLVING WARNING STATUS

[L][SEP]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): [L][SEP]

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

TRANSFER COURSES

Students will receive a grade of "T" for courses taken at another institution that is 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 institution 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 Institution. Upon acceptance to the Institution, 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.

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.

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 Institution's determination to the Executive Director (as provided below in the Appeal section) and the Executive Director grants the student's appeal. The Executive Director will consider mitigating circumstances in addressing the appeal. If the Executive Director grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Executive Director 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 Institution 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 the institution determines that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the institution'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 Institution's decision to terminate or not to readmit the student into his or her program of study at The institution.

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 institution 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 institution.

MAINTAINING STUDENT RECORDS

Faculty members should keep proof of student grades for one full year. Centurion International University maintains student paper and electronic records. Students have one year to correct any discrepancies in the official record. After that, source documents for computer files may no longer be available. Therefore, the burden of proof for changes made after the one-year period lies with the student.

Student records are kept permanently at the school.

CURRICULUM

Definition

Curriculum at Centurion International University is defined as any Degree, Certificate, or course that currently appears or may appear in the University catalog.

Purpose

The purpose of curriculum is to facilitate student learning through an integrated body of knowledge, principles, values and skills. Curriculum provides guidance for learning experiences that enable individuals to function effectively in school, workplace, home, and community. Curriculum reflects the educational goals and the stated mission of the University.

The purpose is fulfilled through the following curriculum objectives:

- To develop courses and programs that supports the University's vision of an educated person and a commitment to education as a lifelong process.
- To provide educational experiences designed to facilitate the individual's progress toward personal, academic, and work-based goals.
- To encourage the development of individual ideas, insights, the acquisition of knowledge and skills that together result in an appreciation of cultural diversity and a quest for further discovery.
- To respond to the changing educational, societal, and technological needs of diverse student and community populations.

Functions

The functions of curriculum procedures include the following:

- To facilitate the planning, development, delivery, and evaluation of the courses and programs offered by the University.
- To ensure the integrity of the University curriculum by communicating its goals, purposes and outcome measures with consistency, clarity, and efficiency.
- To promote the continuous improvement and enhancement of the University curriculum through dialogue and collaboration with external and internal constituents of the University.
- To provide faculty with a system that contributes to the effective and innovative delivery of skills, knowledge, values, and inspiration.

NONDISCRIMINATION STATEMENT

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Centurion International University does not discriminate on the basis of age, race, color, sex, sexual orientation, religion, national or ethnic origin, disability, or status as a disabled or Vietnam era veteran in any phase of its employment process; in any phase of its admission or financial assistance programs; or other aspects of its educational programs or activities. The Administrative Staff collectively coordinates the University's efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

HARASSMENT

Any employee, student or applicant for employment or admission who believes he/she is the victim of harassment based on sex, pregnancy, sexual orientation, race, national origin, color, age, religion including unwelcome religious persuasion, disability, marital or other protected status may initiate a complaint against the individual allegedly charged with harassment.

Harassment will include but is not limited to slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, religion, sexual orientation or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or University performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

STUDENTS WITH DISABILITIES

Centurion International University encourages all qualified students to attend the University. As a result of this policy, we hope to enjoy a very diverse student population. This diversity should include students with disabilities. Centurion International University will make every effort to help students with disabilities get the most out of attending Centurion International University by providing services and reasonable accommodations to ensure access to all academic programs, services and activities—in compliance with the Americans with Disabilities Act of 1990 (ADA).

The ADA defines a person with a disability as any person who has a physical or mental impairment that substantially limits one or more of such person's life activities; has a record of such impairment; or is regarded as having such impairment. Examples of disabilities include, but are not limited to: physical impairment, visual impairment, hearing impairment, learning disability, speech/language impairment, alcohol/drug abuse, AIDS, psychiatric disability, and ADD/ADHD. Depending upon documentation provided to the University, available services/accommodations include, but are not limited to: learning disability specialist, sign language interpreters, note takers, readers, tutors, alternative testing arrangements, recorders, visual magnifiers, and specialized computer hardware and software on campus. All services are free.

STUDENT CODE OF CONDUCT

Introduction

Students as citizens of local, state, and national governments, and members of an academic community, are expected to conduct themselves in a law-abiding manner at all times.

Admission to Centurion International University carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. Accordingly, the University has developed regulations and policies pertaining to students and to student organizations outlined in this Student Code of Conduct. These regulations are necessary to provide an environment that is conducive to the intellectual and personal development of all members of the campus community. Students or organizations accused of violating the Code have certain substantive and procedural rights that are cited in this document. Any student or organization found to be in violation of an established policy or regulation of the University is subject to misconduct action according to the provisions outlined in the Code.

JURISDICTION AND COOPERATION WITH LAW ENFORCEMENT AGENCIES

Generally, the jurisdiction of the code is limited to student conduct occurring on property owned, leased, or otherwise controlled by the University.

In exceptional circumstances, jurisdiction may be asserted off-campus when conduct impairs, interferes with, or obstructs University activities or the mission and functions of the University, or poses a substantial threat to the health and safety of the campus community. As members of the larger community of which the University is a part, students are subject to all national, state and local laws and ordinances.

While the laws of the larger community and the Student Code of Conduct may overlap, they operate independently and do not substitute for each other. If a student's violation of such laws or ordinances also adversely affects the University's pursuit of its educational objectives, the University may enforce its own regulations, regardless of any legal proceedings either pending or underway by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the University, whether or not such conduct is simultaneously a violation of local, state, or national laws. Further, the University makes no attempt to shield members of the campus community from the law, nor does it automatically intervene in legal proceedings against members of the campus community. The University will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

GENERAL MISCONDUCT

Generally, through appropriate due process procedures, University disciplinary measures shall be imposed for conduct, excluding academic misconduct, which adversely affects the University's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on University or University-controlled property. Individual or organizational misconduct, which is subject to disciplinary sanction, includes:

- Forgery, falsification, or fraudulent misuse of University documents, records or identification cards.
- Furnishing false information to the University or members of the University community who are performing their official duties.
- Causing false information to be presented before any judicial proceeding of the University or intentionally destroying evidence important to such a proceeding.
- Theft of property or services on University premises or at University-sponsored activities, or knowingly possessing stolen property on University premises or at University-sponsored activities.
- Unauthorized use, destruction, or damage of University property or the property of others on University premises or at University-sponsored activities. Unauthorized means entry, use, or

occupancy of property of which the student is not authorized by virtue of his or her enrollment, class schedule, and/or legal or Student Code of Conduct action.

- Unauthorized or fraudulent use of the University facilities, telephone system, mail system, or computers, or use of any of the above for any illegal act.
- Unauthorized entry, use or occupancy of University facilities.
- Failure to comply with the directions of University officials acting in the performance of their duties within the scope of their authority.
- Violation of published University regulations or policies.
- Intentional obstruction or disruption of normal University or University-sponsored activities, including but not limited to studying, teaching, research, administration and disciplinary procedures, or fire, police or emergency services.
- Use, possession, or distribution of alcoholic beverages on University premises or at University-sponsored activities except as permitted under University policies.
- Disorderly or indecent conduct on University-owned or controlled property or at University-sponsored events.
- Interfering with freedom of expression of others on University premises or at University-sponsored events.
- Malicious intimidation or harassment of another which occurs when a student, with intent to terrify, intimidate, threaten, harass, annoy, or offend, (1) causes bodily injury to another, (2) causes reasonable apprehension of bodily injury in another, (3) damages, destroys, or defaces any property of another or any public property, or (4) makes repeated communications anonymously or at extremely inconvenient hours or in offensively coarse language.
- Any form of illegal gambling or wagering.
- Misuse of electronic devices. Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption to instruction, the library, or other services and facilities owned or operated by the University. Use of cellular devices with photographic capabilities for activities that violate the Academic or General Code of Student Conduct is prohibited. Photographing individuals in secured areas such as bathrooms or where there is a reasonable expectation of privacy, and/or taking photographs of individuals without express permission is prohibited.
- Misuse or abuse of computer equipment, programs, or data.
- Financial irresponsibility. Failure to meet financial responsibilities to the University promptly including, but not limited to, knowingly passing a worthless check or money order

in payment to the University or to a member of the University community acting in an official capacity.

- Illegal use, possession, or distribution of any controlled substance on University premises or at University-sponsored activities.
- Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or other noxious substances on University premises.
- Sexual intercourse without consent (rape) or sexual contact without consent (sexual assault).
- Homicide, assault, aggravated or felony assault, or threat of the same, to any person on University-owned or controlled property or at University-sponsored activities, or conduct, which threatens or endangers the health or safety of any such person.
- Retaliation against a person for filing a complaint or acts of intimidation directed towards a person to drop a complaint.
- Attempts and complicity. Any attempt to commit acts prohibited by the General Student Code of Conduct, or the aiding and abetting of the commission of any prohibited act.
- Violation of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- Violation of the terms of any disciplinary sanction imposed in accordance with this Code.

REGISTERING COMPLAINTS AGAINST UNIVERSITY STAFF

GRIEVANCE PROCEDURES

If any student deems it necessary to file a grievance against Centurion 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, Centurion 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, Centurion International University will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student.

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.

ACADEMIC AND CLASSROOM MISCONDUCT

The instructor has the primary responsibility for control of classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the University. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the University.

1. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular University procedures, as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course which signifies a failing grade.

2. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

3. Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course. Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Administrative Staff for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

4. If a student has reason to believe he or she has been wrongly accused of academic misconduct, and if a final grade has been lowered as a result, he or she may appeal the grade through the University.

DISCIPLINARY SANCTIONS

Upon a determination that a student or organization has violated the Student Code of General Conduct, the following disciplinary sanctions may be imposed, either singularly or in combination:

1. Expulsion. Expulsion entails a permanent separation from the University. The imposition of this sanction is a permanent bar to the student's re-admission to the University.

2. Suspension. If a student is suspended, he or she is separated from the University, and may also be excluded from participation in University-sponsored activities, for a specified period of time with conditions of re-admission stated in the notice of suspension.

3. Disciplinary Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of probation. Probation may include restrictions

upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

4. **Disciplinary Warning.** The appropriate University official may notify the student that continuation or repetition of specified conduct may be cause for other or more severe disciplinary actions.

5. **Restitution.** A student who has committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

6. **Other Sanctions.** In addition to or in lieu of the above, other sanctions may be imposed including restrictions upon a student's or organization's privileges for a specified period of time, counseling or rehabilitative treatment to address specific behaviors, fines, service to the University, and/or special educational programs relevant to the misconduct as a condition of continued or future enrollment.

Repeated or aggravated violation of this Code may result in more severe disciplinary sanctions than any individual action may warrant, and notification of any sanction imposed is provided to appropriate University officials. The Program Director is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases. Notification of any sanction imposed is sent to appropriate University officials.

Following suspension for general misconduct, readmission to the University is dependent upon the student's compliance with the conditions designated at the time of suspension and the student's fitness to return to the University community. Those decisions are made by the Program Director upon consultation with the appropriate Administrative Staff on campus and/or in the community. Appropriate documentation, depending upon the nature of the original violation and the conditions of suspension, may be required. Upon readmission the student is placed upon disciplinary probation for a designated period of time with required conditions and expectations of behavior to be monitored by a designated University official.

ANTI-HAZING POLICY

Centurion International University has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages or endangers the mental or physical health or safety of a student for the purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating within the University. Hazing includes, but is not limited to:

- Pressuring or coercing a student into violating rules or local, state or federal law,

- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student,
- Any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced/encouraged exclusion from social contact, forced/encouraged conduct that could result in extreme embarrassment, or forced/encouraged activity that could adversely affect the mental health or dignity of the student,
- Or any other activity, which is inconsistent with the regulations and policies.
- It is not a defense to a charge of hazing that:
 - The consent of the victim had been obtained;
 - The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
 - The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

TEMPORARY SUSPENSION

The University reserves the right to take necessary and appropriate action to protect the safety and well being of the University community.

1. A student may be temporarily suspended from the University by the Program Director pending disciplinary or criminal proceedings, upon evidence that the continued presence of the student on campus constitutes an immediate threat to the physical safety and well-being of the accused, or to any other member of the University community or its guests, destruction of property or substantial disruption of classroom or other University activities. When such a determination is made, the temporary suspension is effective immediately without prior notice. The student shall be given an opportunity to contest the suspension with the Program Director within five (5) instructional days from the effective date of the temporary suspension if there are disputed issues of fact or cause and effect.

2. Faculty members have the authority to exclude a student from any class session in which the student displays disruptive behavior that threatens the learning environment or safety and well being of others in the classroom. Students are eligible to return to the next class session. Faculty members maintain the authority to remove students from each class session during which a student is disruptive. A student may be suspended permanently from a class upon recommendation of the Administrative Staff or Program Director following the disciplinary procedure outlined in this Code.

DISCIPLINARY RECORDS

Sanctions of suspension and expulsion affect a student's academic status and are entered as notations in the student's permanent academic record maintained by the Administrative Staff during such time as the imposed sanctions are in effect. Records of sanction imposed for any violation of the General Student Code of Conduct are retained on file at the University.

DISCIPLINARY PROCEDURES

The purpose of a disciplinary proceeding is to determine if a violation of the General Student Code of Conduct has occurred, and if so, to determine appropriate sanctions. The principle of due process in student discipline is assured at Centurion International University. Administrative proceedings are informal and do not follow formal rules of evidence applicable in judicial proceedings; however, the University has the burden of proof to establish a violation by clear and convincing evidence. The following procedures apply in adjudicating charges of general misconduct:

1. Whenever an allegation occurs that a student may have violated the General Student Code of Conduct, the Administrative Staff will conduct an investigation of the incident. The student will be advised in writing of the alleged violation(s), the investigation, and General Student Code of Conduct procedures. The investigation shall determine the facts of the incident through interviews, reports, and other forms of evidence. As part of the investigation, the student will be afforded the opportunity to respond to the allegation and evidence gathered. The Administrative Staff will review the evidence to determine if any violation of the Code of Conduct occurred and propose the appropriate disciplinary sanction(s). The student shall be notified in writing of the charges and sanctions and be provided the opportunity to respond through a meeting with the Administrative Staff within five (5) instructional days. If the student accepts the charges by signing the notice of charges and sanctions, a copy will be provided to the student, the proceedings are concluded and the sanctions are implemented.

If the student does not accept the charges and/or the sanctions, the student will be informed of the right to an administrative conference. If a student fails to respond to a notice of charges and sanctions within five (5) instructional days, the University will accept the charge(s) and impose the specified disciplinary sanction(s).

2. If a student denies charges and/or does not accept sanctions imposed as a result of the investigation conducted by the Administrative Staff, the investigation, charges, and sanctions are reported in writing to the Administrative Staff within five (5) days of meeting with the student.

3. The Program Director shall designate a committee to review the report to include an impartial student and faculty member. If the administrative committee determines that no violation has occurred or that the evidence is insufficient to support further action, a recommendation is sent to the Program Director with a copy to the student. If the committee concludes that a probable violation has occurred and that evidence supports the sanctions, the Administrative Staff will convene a conference to include the student, the Program Director, and the review committee to inform the student of the committee's findings and provide the student with a final opportunity to respond. Written notice of the meeting will be provided informing the student of the right to be accompanied by a witness or legal counsel. The role of legal counsel at the conference is limited to consultation with the student only, and the student must notify the Administrative Staff of the intent to bring legal counsel at least three (3) instructional days before the time of the conference. If the student accepts the charges by signing the notice of the conference to review charges and sanctions, a copy will be provided to the student and the Program Director, the proceedings are concluded and the sanctions are implemented. If the student does not accept the charges and/or the sanctions, the student will be informed of the right to appeal the decision with the Program Director. If a student fails to appear at the conference, the University will accept the charge(s) and impose the specified disciplinary sanction(s).

4. In the event a student denies the charges and/or does not accept the disciplinary sanctions as determined through the administrative conference, the investigation, charges and sanctions are reported in writing to the Program Director within five (5) instructional days of the conference. The Program Director will review the report within ten (10) instructional days and make a final determination as to the charges and sanctions.

5. The Program Director may call a meeting with the student and may amend, modify, reverse, or accept the charges and/or sanctions. Notice of the final determination will be provided by the Program Director to the student with copies to the appropriate Administrative Staff members.

GRADUATION HOLD

A student may not receive a University degree or certificate while a charge or appeal of a violation of the Student Code of Conduct or other University rule, regulation, or policy is pending, and the University may further restrict or withhold the issuance of transcripts or diplomas or the transfer of academic credits during such times as well.

Notice of such actions, which the University may make in its sole discretion, shall be provided in writing to the student. The restriction on graduation for a pending charge or appeal of violation is limited to cases that are sufficiently serious that disciplinary action, if taken, could result in a sanction of suspension or exclusion.

RETALIATION

University policy strongly prohibits the taking of any retaliatory action for the good faith reporting of alleged improper or wrongful activity, assisting another in making such a report, or participating in an investigation or resolution of such matters. Thus, it is prohibited to engage, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual associated with the student conduct process.

COMPLAINT PROCEDURES

If any student deems it necessary to file a grievance against a University employee he or she must report such incident to the 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 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 director, then the student should discuss the situation with the President. In cases of discrimination or sexual harassment, the 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 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 director.

Upon receipt of a written formal complaint by a student, the director will consider the complaint. After such an investigation, the director will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, the University will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student. For unresolved matters, you 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.

ACADEMIC INTEGRITY POLICY

Centurion International University expects its students to adhere to standards of academic integrity. It is a violation of academic integrity to present the ideas, designs, or works of another person as one's own efforts or to permit another person to do so. The following guidelines are intended to clarify these issues for students, faculty, and administration.

The University will regard the following acts as violations of academic integrity constituting academic dishonesty:

- Plagiarism - A student will be considered in violation of academic integrity if he or she submits an assignment, whether written, oral, graphic, or computer-generated, which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit.
- Copying - A student will be considered in violation of academic integrity if he or she uses crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying.
- Contributing to Academic Dishonesty - A student will be considered in violation of academic integrity if he or she willfully assists another student in an act of academic dishonesty.

Academic dishonesty will not be tolerated. Academic sanctions for a first violation are at the discretion of the instructor and range from a failing grade for the particular instance to a failing grade in the course in which academic dishonesty occurs. When a faculty member assigns a failing course grade on the basis of academic dishonesty, he or she shall assign a grade of F. Faculty must report all violations of academic integrity to the student involved, the appropriate Administrative Staff members, and to the Program Director; in cases of serial offenses, the Program Director will recommend disciplinary sanctions that may result in expulsion from the University. Students retain their right to due process regarding any academic or disciplinary sanctions.

RIGOROUS TEACHING

Rigorous teaching permits faculty members to create learning environments that encourage students to grow in confidence, competence, and control. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;

2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and us.

RIGOROUS LEARNING

To make the most of the University experience, students should approach University in terms of a rigor complementary to the faculty. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal.

Since the University shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a level of responsibility for performance onto the students. Such performance at a demanding University can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat the University as real work with real value;
6. Participate with complete honesty and integrity;
7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

FIRE OR SMOKE

1. If you discover a fire or smoke, leave the area and pull the fire alarm. From a safe location, call building security and report the fire.
2. If you are able to safely extinguish the fire, do so only if you have been properly trained. Make sure that you have a safe exit from the fire area.
3. Evacuate the building as soon as the alarm sounds and proceed to the designated area of assembly. Take personal belongings with you.
4. On your way out, warn others nearby.
5. Move away from fire and smoke. Close doors and windows if time permits.
6. Touch closed doors. Do not open them if they are hot.
7. Use stairs only; do not use elevators.
8. Move at least 300 feet from the building and go to the designated area of assembly.
9. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders, building security.

If there is a fire in your building: Evacuate immediately following the fire exit signs in your area.

BOMB THREAT

What should you do if you receive a bomb threat by phone?

1. If you receive a bomb threat by telephone – If a telephone number is displayed on your phone, record that number.
2. Immediately call building security using a landline telephone, not a cellular or radio device. Provide information to security and proceed as directed.
3. Do not activate the fire alarm. Turn off cell phones, walkie-talkies, or other radio devices; do not use this type of equipment until you are at least 300 feet from the potential bombsite.
4. This information concerning the call will be helpful to law enforcement officials:
 - a. Time of call and number from which call is made
 - b. Location of the bomb or time of possible detonation
 - c. Background noises that give clues to the location of the caller
 - d. Apparent gender and age range of the caller, voice quality (calm, excited, slurred), accents, speech impediments, or other clues to the possible identity of the caller.

Here are suggested tips for anyone who receives a bomb threat by phone.

1. Keep caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
3. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to background noises, such as motors running, music playing and any other noise, which may give a clue as to the location of the caller.
5. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report the threat to 911.
6. Remain available, as law enforcement personnel will want to interview you.

What should you do if you receive a bomb threat by other means?

If you receive a bomb threat by any other means, immediately call 911 using a landline telephone, not a cellular or radio device. Provide information to 911 and proceed as directed. Do not activate the fire alarm. Turn off cell phones, walkie-talkies, or other radio devices; do not use this type of equipment until you are at least 300 feet from the potential bombsite.

CRIMINAL BEHAVIOR/SUSPICIOUS PERSON

1. Do not attempt to detain the person.
2. Call 911.
3. Provide as much information as possible including their location.

EMERGENCY GUIDE FOR RESPONDING TO VIOLENT INCIDENTS

Centurion International University seeks to promote a teaching and learning environment that is safe for all students, faculty, staff and visitors. The following information is intended to serve as a guide and is based on best practices from law enforcement experts. There is no one best response for every possible situation that could arise. Individuals faced with deciding what to do in the face of a violent attack should take the following responses into consideration and then use the information available to make a personal decision concerning which response to choose. Being prepared for emergency situations and understanding your personal skills and limitations will help you to respond in the best possible manner.

If you see or know that a person has a firearm on campus; or if you hear shots fired on campus; or if you witness an armed person shooting people (active shooter), the following actions are recommended:

1. Exit the area immediately if it is safe to do so.
2. Notify anyone you may encounter to exit immediately.
3. Evacuate to a safe indoor location away from danger. If possible, go to another building. It may be necessary to leave the University.
4. Contact 911 and provide the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons involved
 - Location

CREDENTIALS AWARDED

Great care has been taken by Centurion International University and its faculty to develop educational programs and curricula that are consistent with appropriate criteria and standards in the subject area involved. The educational programs and curricula are of an appropriate level of difficulty for the degree offered.

The programs and curricula of Centurion International University have been developed to meet the needs of the students. Centurion International University has been designed to attract high caliber students who are academically able and who are motivated to become contributing members of society. Centurion International University will remain sensitive to the needs of the business and professional community, and strive to produce graduates with the skills and abilities required in today's workforce.

Each program of study will provide a sequence of appropriate courses that lead to the attainment of the degree. A detailed description of the curriculum for each of these programs is contained herein.

PROGRAM	CREDIT HOURS	DEGREE AWARDED
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Business Administration	60 Credits	Associate of Science Degree
Christian Ministry	60 Credits	Associate of Science Degree
Business Administration	120 Credits	Bachelor of Science Degree
Business Administration	42 Credits	Master of Science Degree

Business Administration In Mass Communication	42 Credits	Master of Science Degree
Business Administration In Human Resources	42 Credits	Master of Science Degree

DISTANCE LEARNING METHODS OF DELIVERY

Students

At the beginning of the semester, all distance learning course participants will participate in an online 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 and 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 Coursesites by Blackboard platform has been implemented in our University and it provides our learners with a tutorial that guides them on the different ways they can interact online.

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

Online class material:

Online class material is prepared before the semester begins teacher's 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" sent 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 University 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 Virtual Classroom facilities are included in the Tuition.

The distance learning platform requires specific features in order to “carry out” different tasks. Thus, students and teachers should have a PC 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.	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 Universitys 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 Coursesite by Blackboard: by using this tool our teachers can provide synchronous tutoring to our learners about any course queries.
- Coursesite by 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. Proctored 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 advanced

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 Coursesites by Blackboard platform.

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.

The students will have access to Library Information Resource Network (LIRN), which provides access to books, journals, periodicals, and other online resources.

ASSOCIATES PROGRAMS

Program Title: BUSINESS ADMINISTRATION

Credential Issued: Associates of Science

Program Delivery: On Campus/Online **Program Length:** 60 Credits

ENTRANCE/ADMISSION REQUIREMENTS:

- Submit a High School Diploma, GED, or proof of secondary education
- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$100 Application Fee
- Online students must have access to the Internet

PROGRAM OBJECTIVE:

The AS in Business Administration program is designed to give a solid foundation in business studies. It will ground the student in the knowledge and practical intelligence that is needed to excel in a current position and to prepare for career advancement. The curriculum integrates business theory and practice with instruction. The student will gain the knowledge and skills to stay ahead in today's technology-driven marketplace.

PROGRAM DESCRIPTION:

The AS in Business Administration offers a core business curriculum infused with the application of ethics and corporate social responsibility principles in a technologically savvy environment. Graduates of this program acquire the skills necessary to solve interesting and challenging issues involving the creation and exchange of goods and services, the management and development of personnel, and the efficient and socially responsible use of resources. Our goal is to produce highly versatile, receptive and knowledgeable graduates who have mastered the fundamentals of business and have a steady command of the world's dynamic economy.

Course Number	Course Title	Credit Hours
ENC 120	University Composition I*	3
ENC 121	University Composition II*	3
MAC 105	University Algebra I*	3
PHI 210	Critical Thinking *	3
PSY 201	Psychology *	3
BUL 224	Business Law	3
CAP 101	Computer Literacy	3
ECO 200	Economics	3
ETH 216	Ethics and Social Responsibility	3
MAN 205	Organizational Behavior	3
GEB 101	Intro to Business	3
MAN 215	Business Ethics	3
MAN 250	Human Resources Management	3
MAR 101	Principles of Marketing	3
ACG 200	Accounting 1	3
ACG 210	Accounting 2	3
ACG 250	Corporate Accounting	3
STA 275	Statistics for Decision Making	3
MAN203	Strategic Management	3
MAN 208	Operations Management	3

* General Education	
TOTAL:	60

Program Title: Christian Ministry

Credential Issued: Associates of Science

Program Delivery: On Campus/Online **Program Length:** 60 Credits

ENTRANCE/ADMISSION REQUIREMENTS:

- Submit a High School Diploma, GED, or proof of secondary education
- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$100 Application Fee
- Online students must have access to the Internet
- Personal statement

PROGRAM OBJECTIVE:

The AS in Christian Ministry aims to equip students with a comprehensive understanding of Biblical principals, Christian theology and pastoral leadership.

PROGRAM DESCRIPTION:

The AS in Christian Ministry is a blend of academic study and practical ministry experience will foster a deep commitment to Christ and His church. Program focuses on preparing students to serve effectively in a variety of church, mission and community settings.

Course Number	Course Title	Credit Hours
BIB 110	The five books of Moses	3
BIB 111	Psalms & Wisdom in Ancient Israel	3
BIB 210	The life of Jesus	3
BIB 211	Paul and the early church	3
BIB 220	Biblical Background	3
BIB 221	Christian Scriptures	3
BIB 230	Old Testament Interpretation	3
BIB 231	New Testament Interpretation	3
PRE 240	Intro to Preaching	3
PRE 241	Preaching in Action	3

PRE 250	Church Leadership & Admin	3
PRE 251	Intro to Christian Ethics	3
BRS 275	Church Planting	3
ENC 120	College Composition I*	3
ENC 121	College Composition II*	3
ETH 216	Ethics and Social Responsibility	3
MAC 105	College Mathematics I*	3
MAN 205	Organizational Behavior	3
PHI 210	Critical Thinking*	3
PSY 201	Psychology*	3
	*General Education	
	TOTAL:	60

ASSOCIATES COURSE DESCRIPTIONS

ACG 200 ACCOUNTING 1

3 Credits

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.

ACG 210 ACCOUNTING 2

3 Credits

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. Pre-requisite: ACG 200

ACG 250 CORPORATE ACCOUNTING

3 Credits

This course is designed to prepare students on decision making for a business from a corporate finance point of view. Financial management, financial statements analysis, the time value of money, debt valuation, interests rates, capital market theory, asset pricing, long term financing, working capital management, and financial policies are among the topics studied during this class.

BUL 224 BUSINESS LAW

3 Credits

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.

CAP 101 COMPUTER LITERACY

3 Credits

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.

ECO 200 ECONOMICS

3 Credits

This course helps familiarize the student with economic terms on both an individual and a global level. The course enables the student to understand how the economic system works, the rules that govern it and its operating equilibrium as a function of the community's welfare.

ENC 120 UNIVERSITY COMPOSITION I*

3 Credits

This course helps students improve their performance in whatever field of study they choose by providing them with a command of language that will help them perform with fluency, impartiality and balance.

ENC 121 UNIVERSITY COMPOSITION II*

3

Credits

From the very beginning of their studies, future professionals need to learn proper use of language so that the teaching and learning process can be fully achieved. This course enhances and fine-tunes the essential foundations of language: oral expression, reading comprehension and written expression. Pre- Requisite ENC 120

ETH 216 ETHICS AND SOCIAL RESPONSIBILITY

3 Credits

This course provides students with a basic understanding of ethics and morality as a defining and governing element of mankind, in any environment.

GEB 101 INTRO TO BUSINESS

3 Credits

This course covers the initial trends in administrative thought and the basic and modern concepts in the various areas applicable to organizations. These concepts facilitate the management process and provide a notion of the company as an administrative unit. This course aims to give students a sense of coordination and gradual integration into administrative practice.

MAC 105 UNIVERSITY ALGEBRA I*

3 Credits

This course provides a general introduction to University Algebra. 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.

MAN 205 ORGANIZATIONAL BEHAVIOR

3 Credits

Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by developing their interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential

learning, students will learn to integrate home, work, and experiences and to convert them into proactive practical applications for growth and renewal in these diverse settings.

MAN 208 OPERATIONS MANAGEMENT

3 Credits

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.

MAN 215 BUSINESS ETHICS

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.

MAN 250 HUMAN RESOURCES MANAGEMENT

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.

MAN203 STRATEGIC MANAGEMENT

3 Credits

This course gives students the opportunity to integrate management concepts and practices to contemporary business strategies, while discussing the theories of strategic management. This course will focus on improving management decision-making and problem-solving skills. Students will create a strategic management plan. Special emphasis is placed on business ethics, sustainability, innovation, and the legal environment of business.

MAR 101 PRINCIPLES OF MARKETING**3 Credits**

This course provides the student with a broad overview of marketing. The objectives of each unit are implemented with practical applications that enable the student to develop his/her basic knowledge in preparation for a professional career.

MAR 201 MARKETING 1**3 Credits**

Learn the fundamentals of marketing by getting to the root of customer decision-making. Key topics include branding strategies (e.g., brand positioning, brand communications), customer-centric marketing strategy, and new market entry (e.g., channel strategy, marketing planning). After successfully completing this course, you can apply these skills to a real-world business. Pre-requisite MAR 101

MAR 202 MARKETING 2**3 Credits**

This is an examination of the overall marketing system from the marketing decision-maker's viewpoint. The course emphasizes product, price, promotion, and distribution as well as planning, research, and organization required to implement marketing concepts. Also, we study the managerial, economic, social, and legal implications of marketing activities, policies, and strategies. Pre-requisite MAR 201

MAR 203 STRATEGIC MARKETING**3 Credits**

This course relates both traditional and new marketing concepts to today's fast-paced, competitive and segmented business environment, with the emphasis on relating marketing theory to practical and effective real-world solutions. Both industrial and consumer situations will be considered with a strong focus on new product/service introduction, and product/service life cycle extension.

MAR 204 SOCIAL MEDIA MARKETING**3 Credits**

Discover the evolution and purpose of Social Media and why it is a disruptive wave of innovation. Learn about how it affects your personal and professional life. Understand the importance of personal branding and how these principles can be applied in the professional world. Understand the history, purpose, anatomy, best practices, current trends, and pros & cons of the top 8 Social Platforms: Facebook, Twitter, Pinterest, Instagram, YouTube, LinkedIn, Google+ and Blogs. Build foundational knowledge and professional skills on these 8 Social Media platforms. Learn how to research, use strategy and tactics, create engaging content, establish a following, & understand legal issues that confront Social Media.

PHI 210 CRITICAL THINKING ***3 Credits**

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.

PSY 201 PSYCHOLOGY ***3 Credits**

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.

STA 275 STATISTICS FOR DECISION MAKING**3 Credits**

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.

BIB 110 THE FIVE BOOKS OF MOSES

In this course, we will undertake the study of these books in their socio- historical context, and in light of its ancient Near Eastern background, with the aim to examine how these books continue to give meaning to readers in the present time. Accordingly, we will read through the entirety of these books and consider the process by which these texts were composed, transmitted, and ultimately accepted as authoritative.

BIB 111 PSALMS & WISDOM IN ANCIENT ISRAEL

A study of the wisdom books of the Old Testament (Job, Proverbs, Ecclesiastes) and of the action books (Psalms, Song of Solomon, and Lamentations). It emphasizes Hebrew poetry and its relation to other ancient literature, including Ecclesiasticus and Wisdom of

Solomon

BIB 210 THE LIFE OF JESUS

A comprehensive study of the earthly life and ministry of the Lord Jesus Christ. The course focuses on a thematic and chronological view of Christ's life and ministry, providing an interpretation of key events and discourses and their practical application.

BIB 211 PAUL AND THE EARLY CHURCH

Students will be introduced to the academic study of Acts and the Pauline Letters. Emphasis will be given to the various critical issues related to the composition, reception, and interpretation of the books. Additionally, students will study relevant texts and theological themes related to the books.

BIB 220 BIBLICAL BACKGROUND

Biblical Backgrounds is designed to familiarize the student with the geographical, archaeological, historical, and cultural background of the Old and New Testament periods. Special attention is given to the intertestamental period. In addition, the Roman and Jewish backgrounds are discussed as the backdrop for understanding the Old and New Testaments.

BIB 221 CHRISTIAN SCRIPTURES

The purpose of this course is to introduce the student to issues concerning the Bible. The lectures and class discussions include topics such as the text of the Scriptures, the development of the canon, and the history of the Bible.

BIB 230 OLD TESTAMENT INTERPRETATION

This course is designed for students to lay down a strong foundation of knowledge and skills for detailed, careful, and fruitful study for exegesis of the Old Testament.

BIB 231 NEW TESTAMENT INTERPRETATION

The purpose of this course is to introduce the student to the literature of the New Testament by means of studying both the Biblical text and the historical and cultural factors that shaped it. The historical background, certain aspects of contemporary scholarship, and especially the themes and general teachings of the New Testament books will be discussed.

PRE 240 INTRO TO PREACHING

Students will discover the fundamentals of sermon construction. As a basic course in homiletics, attention is given to understanding a definition of preaching, practical aspects of sermon preparation, various resources available for sermonic development, and learning how to plan for regular preaching opportunities based on challenges related to a contemporary preaching ministry.

PRE 241 PREACHING IN ACTION

In this course, videotaped sermons as well as sermons preached by students in class will serve as the basis for a study of preaching content, structure, and style.

PRE 250 CHURCH LEADERSHIP & ADMIN

The purpose of this seminar is to study strategic leadership theory and its applications and implications upon churches and ministry organizations. Strategic dimensions of leadership to be examined include strategic thinking, strategic foresight, strategic influence, strategic teambuilding, and strategic action.

PRE 251 INTRO TO CHRISTIAN ETHICS

In this introduction to the study and practice of Christian ethics, the student will examine philosophical and theological backgrounds for ethics, the role of biblical authority, and the historical relation between church and culture in order to develop a valid method of moral decision making, examine the importance of ministerial ethics, evaluate ethical issues, and lead the church in applying the gospel to life.

BRS 275 CHURCH PLANTING

In this course, students will become familiar with key principles related to church planting. Emphasis will be given to the biblical basis of church planting/replanting, the motivation for church planting/replanting, and factors making for effective church planters/replanters. Various models of church planting will be addressed as well as factors effective in the growth of new churches. Students will also be introduced to the respective church planting strategies of the North American Mission Board and the International Mission Board.

BACHELOR PROGRAM

Program Title: BUSINESS ADMINISTRATION

Credential Issued: Bachelor of Science

Program Delivery: On Campus / **Online Program Length:** 120 Credits

ENTRANCE/ADMISSION REQUIREMENTS:

- Submit a High School Diploma, GED, or proof of secondary education
- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$100 Application Fee
- Online students must have access to the Internet

PROGRAM OBJECTIVE:

The objective of the BS in Business Administration is to provide students with a comprehensive 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.

PROGRAM DESCRIPTION:

The students who graduate with a BS in Business Administration degree will be prepared with a knowledge of business theories, policies, and procedures and will be prepared to assume a position within the world of business. Graduates will have acquired skills in decision-making, problem solving, and leadership, in addition to fundamental business and management procedures. The program refines a student's commitment to personal values and moral excellence as well as professional competence.

Course Number	Course Title	Credit Hours
CAP 101	Computer Literacy	3
GEB 101	Intro to Business	3
ENC 120	University Composition I*	3
ENC 121	University Composition II*	3
MAC 105	University Algebra I*	3
MAR 101	Principles Of Marketing	3
ACG 200	Accounting 1	3
ACG 210	Accounting 2	3
ACG 250	Corporate Accounting	3
BUL 224	Business Law	3
ECO 200	Economics	3
ETH 216	Ethics and Social Responsibility	3
MAN 205	Organizational Behavior	3
MAN 208	Operations Management	3
MAN 215	Business Ethics	3
MAN 250	Human Resources Management	3
MAN203	Strategic Management	3
PSY 201	Psychology *	3
STA 275	Statistics For Decision Making*	3
PHI 210	Critical Thinking *	3
SOC 301	Sociology *	3
ECO 380	Principles of Microeconomics	3
ISM 310	Management Information Systems	3
MAN 301	International Business	3
MAN 310	Quality Management	3
MAN 312	Organizational Behavior	3
MAN 317	Principles Of Management	3
WHO304	World History*	3
ENV 301	Environmental Science*	3
FIN 324	Budget Analysis	3
MAC 314	University Algebra II*	3

SPC 360	Oral Communication*	3
ARH 350	Art History *	3
ACG 415	Accounting Information Systems	3
ECO 424	Cost Analysis	3
MAN 415	Administration And Supervision	3
MAN 419	Project Management	3
MAN 420	Global Business Strategies	3
MAN 450	Capstone	3
QMB 400	Quantitative Business Research	3
	* General Education Courses	
TOTAL		120

BACHELORS COURSE DESCRIPTIONS

ACG 200 ACCOUNTING 1

3 Credits

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.

ACG 210 ACCOUNTING 2

3 Credits

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. Pre-requisite: ACG 200

ACG 250 CORPORATE ACCOUNTING

3 Credits

This course is designed to prepare students on decision making for a business from a corporate finance point of view. Financial management, financial statements analysis, the time value of money, debt valuation, interests rates, capital market theory, asset pricing, long term financing, working capital management, and financial policies are among the topics studied during this class.

ACG 415 ACCOUNTING INFORMATION SYSTEMS

3 Credits

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.

ARH 350 ART HISTORY *

3 Credits

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.

BUL 224 BUSINESS LAW

3 Credits

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.

CAP 101 COMPUTER LITERACY

3 Credits

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.

ECO 200 ECONOMICS

3 Credits

This course helps familiarize the student with economic terms on both an individual and a global level. The course enables the student to understand how the economic system works, the rules that govern it and its operating equilibrium as a function of the community's welfare.

ECO 380 PRINCIPLES OF MICROECONOMICS

3 Credits

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.

ECO 424 COST ANALYSIS

3 Credits

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.

ENC 120 UNIVERSITY COMPOSITION I*

3 Credits

This course helps students improve their performance in whatever field of study they choose by providing them with a command of language that will help them perform with fluency, impartiality and balance.

ENC 121 UNIVERSITY COMPOSITION II*

3 Credits

From the very beginning of their studies, future professionals need to learn proper use of language so that the teaching and learning process can be fully achieved. This course enhances and fine-tunes the essential foundations of language: oral expression, reading comprehension and written expression. Pre-Requisite ENC 120

ENV 301 ENVIRONMENTAL SCIENCE*

3 Credits

From the very beginning of their studies, future professionals need to learn proper use of language so that the teaching and learning process can be fully achieved. This course enhances and fine-tunes the essential foundations of language: oral expression, reading comprehension and written expression. Pre-Requisite ENC 120

ETH 216 ETHICS AND SOCIAL RESPONSIBILITY

3 Credits

This course provides students with a basic understanding of ethics and morality as a defining and governing element of mankind, in any environment.

FIN 324 BUDGET ANALYSIS

3 Credits

From the very beginning of their studies, future professionals need to learn proper use of language so that the teaching and learning process can be fully achieved. This course enhances and fine-tunes the essential foundations of language: oral expression, reading comprehension and written expression. Pre-Requisite ENC 120

GEB 101 INTRO TO BUSINESS

3 Credits

This course covers the initial trends in administrative thought and the basic and modern concepts in the various areas applicable to organizations. These concepts facilitate the management process and provide a notion of the company as an administrative unit. This course aims to give students a sense of coordination and gradual integration into administrative practice.

ISM 310 MANAGEMENT INFORMATION SYSTEMS

3 Credits

Discusses the use of computers in business, as well as database management and information system fundamentals.

MAC 105* UNIVERSITY ALGEBRA I

3 Credits

This course provides a general introduction to University Algebra. 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.

MAC 314 UNIVERSITY ALGEBRA II*

3 Credits

This course provides students with the methodologies required to understand the role played by the inductive method in this field of Algebra. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.

MAN 205 ORGANIZATIONAL BEHAVIOR

3 Credits

Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by developing their interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to

integrate home, work, and experiences and to convert them into proactive practical applications for growth and renewal in these diverse settings.

MAN 208 OPERATIONS MANAGEMENT

3 Credits

Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by developing their interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to integrate home, work, and experiences and to convert them into proactive practical applications for growth and renewal in these diverse settings.

MAN 215 BUSINESS ETHICS

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.

MAN 250 HUMAN RESOURCES MANAGEMENT

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.

MAN 301 INTERNATIONAL BUSINESS

3 Credits

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.

MAN 310 QUALITY MANAGEMENT**3 Credits**

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.

MAN 312 ORGANIZATIONAL BEHAVIOR**3 Credits**

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.

MAN 317 PRINCIPLES OF MANAGEMENT**3 Credits**

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.

MAN 415 ADMINISTRATION AND SUPERVISION**3 Credits**

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.

MAN 419 PROJECT MANAGEMENT**3 Credits**

This course examines project management roles and environments, the project life cycle, and various techniques of work planning, control, and evaluation for project success.

MAN 420 GLOBAL BUSINESS STRATEGIES**3 Credits**

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.

MAN 450 CAPSTONE**3 Credits**

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.

MAN203 STRATEGIC MANAGEMENT**3 Credits**

This course gives students the opportunity to integrate management concepts and practices to contemporary business strategies, while discussing the theories of strategic management. This course will focus on improving management decision-making and problem-solving skills. Students will create a strategic management plan. Special emphasis is placed on business ethics, sustainability, innovation, and the legal environment of business.

MAR 101 PRINCIPLES OF MARKETING**3 Credits**

This course provides the student with a broad overview of marketing. The objectives of each unit are implemented with practical applications that enable the student to develop his/her basic knowledge in preparation for a professional career.

PHI 210 CRITICAL THINKING ***3 Credits**

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.

PSY 201 PSYCHOLOGY ***3 Credits**

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.

QMB 400 QUANTITATIVE BUSINESS RESEARCH**3 Credits**

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.

SOC 301 SOCIOLOGY ***3 Credits**

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.

SPC 360 ORAL COMMUNICATION***3 Credits**

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

STA 275 STATISTICS FOR DECISION MAKING***3 Credits**

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.

WHO304 WORLD HISTORY***3 Credits**

This course provides students with a general understanding of the changes that have taken place in the world since the appearance of human kind. This course covers the breakup of the Old World, the events of the Middle Ages in Europe, the rise of industrialization, the growth of imperialism, the two world wars, the changes in the post war world, and globalization. This course also introduces students to the economic, political and social processes in the world of today.

MASTER PROGRAMS

Program Title: BUSINESS ADMINISTRATION

Credential Issued: Master of Science

Program Delivery: On Campus / **Online Program Length:** 42 Credits

ENTRANCE/ADMISSION REQUIREMENTS:

- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$100 Application Fee
- Provide evidence of a baccalaureate degree (Provide copy of sealed transcripts)

PROGRAM OBJECTIVE:

The objective of the MBA is to enhance the students understanding of today's business environment and help you develop the necessary skills to solve real-world business problems. In the program, the student will gain advanced education in the processes that make businesses work, including accounting, management, operations, marketing, finance, and economics. The student will develop the people skills that are critical for effective management as they explore classic and contemporary industry and theory and immerse in the best practices of companies that make up the diverse corporate landscape.

PROGRAM DESCRIPTION:

Throughout our MBA program, the student will develop the skills and knowledge to effectively manage an organization with the ability to plan and manage projects, organizational change, and organizational growth.

Course Number	Course Title	Credit Hours
MBA 510	Organizational Behavior	3
MBA 520	Ethics in Business	3
MBA 530	Business Statistics	3
MBA 540	Human Resources Management	3
MBA 550	Marketing Management	3
MBA 560	Corporate Finance	3
MBA 570	Business Law	3
MBA 580	Leadership and Ethics	3
MBA 590	Strategic Management	3
MBA 690	Capstone Project	3
Subtotal:		30
Concentration: International Business		
MIB 622	Legal Aspects of International Business	3
MIB 632	International Business Environment	3
MIB 642	Doing Business in Emerging Markets	3
MIB 652	Doing Business in World Regions	3
TOTAL:		42

Program Title: BUSINESS ADMINISTRATION IN MASS COMMUNICATIONS

Credential Issued: Master of Science

Program Delivery: On Campus / **Online Program Length:** 42 Credits

ENTRANCE/ADMISSION REQUIREMENTS:

- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$100 Application Fee
- Provide evidence of a baccalaureate degree (Provide copy of sealed transcripts)

PROGRAM OBJECTIVE:

The objective of the MBA is to enhance the students understanding of today's business environment and help you develop the necessary skills to solve real-world business problems. In the program, the student will gain advanced education in the processes that make businesses work, including accounting, management, operations, marketing, finance, and economics with an emphasis on Mass Communication.

PROGRAM DESCRIPTION:

Throughout our MBA program, the student will develop the skills and knowledge to effectively manage an organization with the ability to plan and manage projects, organizational change, and organizational growth with an emphasis on Mass Communication

Course Number	Course Title	Credit Hours
MBA 510	Organizational Behavior	3
MBA 520	Ethics in Business	3
MBA 530	Business Statistics	3
MBA 540	Human Resources Management	3
MBA 550	Marketing Management	3
MBA 560	Corporate Finance	3

MBA 570	Business Law	3
MBA 580	Leadership and Ethics	3
MBA 590	Strategic Management	3
MBA 690	Capstone Project	3
Subtotal:		30
Concentration: Mass Communication		
MAR 620	Theories of Advertising	3
MAR 630	Advertising Creative Strategy and Research	3
MAR 640	Media Planning	3
MAR 650	Intercultural Communication	3
TOTAL:		42

Program Title: BUSINESS ADMINISTRATION IN HUMAN RESOURCES

Credential Issued: Master of Science

Program Delivery: On Campus / Online **Program Length:** 42 Credits

ENTRANCE/ADMISSION REQUIREMENTS:

- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$100 Application Fee
- Provide evidence of a baccalaureate degree (Provide copy of sealed transcripts)

PROGRAM OBJECTIVE:

The objective of the MBA is to enhance the students understanding of today's business environment and help you develop the necessary skills to solve real-world business problems. In the program, the student will gain advanced education in the processes that make businesses work, including accounting, management, operations, marketing, finance, and economics with emphasis in Human Resources.

PROGRAM DESCRIPTION:

Throughout our MBA program, the student will develop the skills and knowledge to effectively manage an organization with the ability to plan and manage projects, organizational change, and organizational growth with an emphasis on Human Resources.

Course Number	Course Title	Credit Hours
MBA 510	Organizational Behavior	3
MBA 520	Ethics in Business	3
MBA 530	Business Statistics	3
MBA 540	Human Resources Management	3
MBA 550	Marketing Management	3
MBA 560	Corporate Finance	3
MBA 570	Business Law	3
MBA 580	Leadership and Ethics	3
MBA 590	Strategic Management	3
MBA 690	Capstone Project	3
Subtotal:		30
Concentration: Human Resources		
MHR 621	Employment Law	3
MHR 631	Performance and Talent Management	3
MHR 641	Rewards Systems Management	3
MHR 651	Staffing Organizations	3
TOTAL:		42

MASTERS COURSE DESCRIPTIONS

MAR 620 THEORIES OF ADVERTISING

3 Credits

Theories dealing with consumer responses to marketing communications, state-of-the-art advertising and marketing communications theory, academic articles examining consumer responses.

MAR 630 ADVERTISING CREATIVE STRATEGY AND RESEARCH

3 Credits

The objectives of this class are to familiarize students with: (1) the theoretical foundations of creative strategy in advertising and marketing communications; (2) the research methods utilized in gathering data for developing and evaluating strategy; and (3) the process of developing strategy. The course will include lectures and discussions. Participation is essential. Case studies will be employed. In addition, a group project, a test and a paper will be used for evaluation.

MAR 640 MEDIA PLANNING

3 Credits

Media planning to meet advertising goals, use of research findings and computer models.

MAR 650 INTERCULTURAL COMMUNICATION

3 Credits

Success in the new global business environment requires executives, managers and staff who are knowledgeable about cultural differences and who know how to communicate effectively in increasingly diverse local, regional, national and global markets. This course sensitizes students to various factors which influence intercultural communication effectiveness. It equips them for success in the multicultural and global workplace of the 21st century. Students demonstrate their mastery of the subject through written reports, oral presentations, discussions, exercises and a final paper or project.

MBA 510 ORGANIZATIONAL BEHAVIOR

3 Credits

Appreciation and understanding of the field of organizational behavior and its application in managing human and other resources. Emphasizes understanding individual behavior (motivation, self-awareness, leadership, etc.) and group dynamics (decision-making, group development and work) plus conflict, climate, learning styles, power, stress, process/content, human rights and quality. Utilizes experiential learning methodologies and other appropriate designs.

MBA 520 ETHICS IN BUSINESS**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.

MBA 530 BUSINESS STATISTICS**3 Credits**

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.

MBA 540 HUMAN RESOURCES MANAGEMENT**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.

MBA 550 MARKETING MANAGEMENT**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.

MBA 560 CORPORATE FINANCE

3 Credits

Corporate Finance 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 general management career. 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.

MBA 570 BUSINESS LAW

3 Credits

This course focuses on the theory and application of business regulations and the laws of contracts, agency, and property and business organizations.

MBA 580 LEADERSHIP AND ETHICS

3 Credits

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.

MBA 590 STRATEGIC MANAGEMENT

3 Credits

Focuses on corporate and divisional policy formulation and implementation. Among the topics considered in the course will be the relationships of organizations to their environments, the hierarchy of organizational objectives, structured as well as informal approaches to strategic planning, the integration of business functions, organizational structure, and policy implementation and evaluation. A significant aspect of the course is devoted to assessing the competitive dynamics of firms.

MBA 690 CAPSTONE PROJECT

3 Credits

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.

MHR 621 EMPLOYMENT LAW

3 Credits

This course focuses on the legal and regulatory factors surrounding human resource management. The emphasis will be on creating awareness of legal risks and legal constraints when making HR business decisions. Case studies will be used to illustrate and discuss legal implications. These are cases of human resource disputes on the verge of going to court, as well as mock trials based on real human resource disputes. Numerical analysis of the workforce to assess adverse impact will be discussed.

MHR 631 PERFORMANCE AND TALENT MANAGEMENT

3 Credits

This course focuses on the development and implementation of effective performance management systems. Design issues such as criterion contamination and rating formats will be covered so that the students learn how to design valid performance measurement systems. The development of multi-source and electronic performance monitoring will be covered. The process of diagnosing performance problems will be discussed. Implementation issues such as facilitating effective performance feedback interviews, coaching employees, handling poor performance and trouble employees, and documenting performance problems will be reviewed. A systems thinking model of succession planning and leadership development in today's volatile workplace will be discussed.

MHR 641 REWARD SYSTEMS MANAGEMENT

3 Credits

This course covers all aspects of compensation and reward systems such as the strategic alignment of compensation and other HR systems, job evaluation, merit- and skill-based pay, cost-effective benefit programs, and the increasingly flexible compensation systems demanded by today's dynamic and diverse work force.

MHR 651 STAFFING ORGANIZATIONS**3 Credits**

This course focuses on the identification, recruitment, selection and promotion of successful employees. The development of systems that comply with regulatory issues such as equal employment opportunity and affirmative action laws while satisfying business goals will be covered. Measurement issues will be discussed in the context of their relevance to not only legal issues but also validity of the measures. The pros and cons of various recruitment approaches and selection techniques will also be discussed. Case studies illustrating legal issues in selection will be evaluated. The use of emerging technologies in selection and assessment will be covered.

MIB 622 LEGAL ASPECTS OF INTERNATIONAL BUSINESS**3 Credits**

This course addresses the business and legal issues of international business and commercial transactions. The course addresses types of international business transactions: import/export, distributorships, technology transfers, and foreign direct investment. The course also addresses the international regulation of trade and international dispute resolution. Students gain practical skills, including negotiating international contracts, working with overseas agents and partners, protecting intellectual property rights, and evaluating foreign markets for investment. Teaching methodologies vary and may include: hands-on work with international business documents, in-class problems and activities, case studies on foreign markets, contract negotiations, and guest speakers from consulates.

MIB 632 INTERNATIONAL BUSINESS ENVIRONMENT**3 Credits**

This course provides an intensive study of the changing economic, political, financial, and cultural environment in which organizations compete, both traditionally and digitally. The course also encompasses specific business operations through a global lens, including import, export, counter trade, manufacturing and materials management; marketing and research and development; human resource management; accounting; and financial management.

MIB 642 DOING BUSINESS IN EMERGING MARKETS**3 Credits**

This course addresses the business and legal issues of international business and commercial transactions. The course addresses types of international business transactions: import/export, distributorships, technology transfers, and foreign direct investment. The course also addresses the international regulation of trade and international dispute resolution. Students gain practical skills,

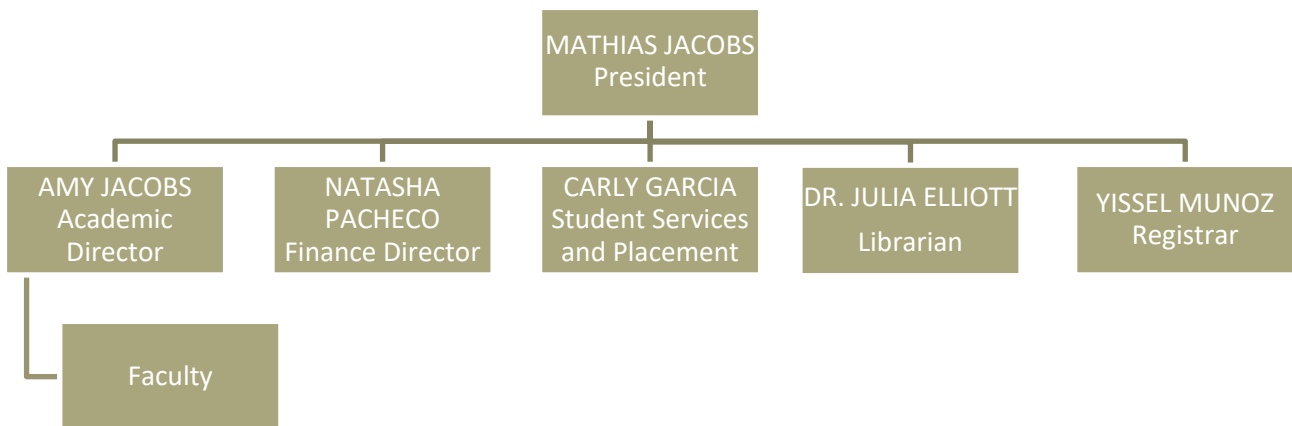
including negotiating international contracts, working with overseas agents and partners, protecting intellectual property rights, and evaluating foreign markets for investment. Teaching methodologies vary and may include: hands-on work with international business documents, in-class problems and activities, case studies on foreign markets, contract negotiations, and guest speakers from consulates.

MIB 652 DOING BUSINESS IN WORLD REGIONS

3 Credits

In this course, you creatively adapt your business model to the peculiarities of foreign markets. You find that doing business in our focal world region of greater Asia involves a complex consideration of corporate strategy, local and regional environments, ever-changing consumer behaviors, competitor actions, and a host of other dynamics. The course will involve lecture and discussion of relevant concepts, individual and team presentations, and computer-based simulation of foreign market expansion.

ADMINISTRATORS



FACULTY

Lezlie DePriest	Bachelor of Science with a major in Graphic Communications/Chowan University
Deanna Gutierrez	Bachelor of Arts with a major in Biology/The University of Florida
Neal Oates, Jr	Bachelor of Science in Business Administration/Troy State University
Derek Reagor	Associate in Arts/Washtenaw Community College
Helen Rodriguez	Bachelor of Science in Elementary Education / Magna Cum Laude /Florida International University
Maria Claudia Sierra	Bachelor of Arts Psychology/University of Central Florida
Leopoldo Sierra	Executive Master in Business Administration/University Technologica
Eileen Trimble	Bachelor of Science in Communication/University of Miami
Odalys Vega	Bachelor of Arts/University of Miami
Julia Elliott	Doctor of Education Educational Leadership/ Graduate with Distinction/Liberty University
Mathias Jacobs	Master of Business Administration/Campbell University
Carly Garcia	Bachelor of Science with Ministerial Leadership/Southeastern University
Yissel Munoz	Master in Senior Management/Technological Institute of Santo Domingo
Amy Jacobs	Master of Business Administration/Campbell University
Natasha Pacheco	Bachelor of Science in Technical Management/Devry University
Daniel Fernandez	Admissions Compliance for Postsecondary Schools in Florida
Jennifer Robinson	Bachelor of Science/Miami Christian College