



UNIVERSITY OF FORT LAUDERDALE

CATALOG

2022 - 2023



UNIVERSITY OF FORT LAUDERDALE
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This catalog is a general publication of University of Fort Lauderdale programs, policies and procedures. For further information, the University may be contacted at the address or phone number above.

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A Message from The Chancellor



It has been a pleasure serving University of Fort Lauderdale, a prestigious and unprecedented institute of higher learning, since 1995. The mission of this university will always be centered on preparing and training people by enhancing their inner ability and making them into great leaders for this century. As we prepare to make them great leaders, the students will endeavor to become world-changers by utilizing their academic, moral, social and economic values acquired through this institution.

Under the caring, competent and diligent leadership of qualified and committed board of directors and faculty, the University is continually growing and successfully striving to fulfill its vision. In II Timothy 2:15, Paul admonishes us to "...study to show thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth." I want to encourage you to take advantage of the opportunity to prepare yourself to become 21st century leaders who will take this generation into a new era of using advanced educational technology.

I urge you to apply your knowledge to your personal and professional life as you study. I must also encourage the community to join the University and become involved and equipped with academic knowledge to help us reach this generation. Together, we can strive to make a difference in the present educational system by "Reaching the World for Jesus." This can be accomplished by being qualified academically, morally and spiritually.

I congratulate you for becoming a part of this moment in history and taking an interest to pursue your education at University of Fort Lauderdale.

God bless you!

Dr. Henry B. Fernandez
Chancellor and CEO

A Message from the President

Greetings! On behalf of faculty, staff and students, I extend a heartfelt welcome to University of Fort Lauderdale, an institution of excellence! Here, we are motivated as trendsetters to learn, develop and explore. Our hope is to embody higher education as a means of world influence and peace.

Our students are inspired to become visionary and effective leaders. “Where there is no vision, the people perish” (Proverbs 29:18). Whether students are called to religious or non-religious careers, the common link is purpose, character, integrity, and credibility of knowledge and skills. Therefore, the faculty and staff are attentive to advance the University as an innovative Christian learning environment.

Let me give you some reasons why students attend University of Fort Lauderdale:

- Quality education
- Innovation in learning
- Leadership focus
- Emphasis on instruction, presentation, application research, and analysis
- Integration of academic study, spiritual growth, and social responsibility business
- Cultivation of high achievement in multi-disciplinary areas
- Supportive and caring faculty

University of Fort Lauderdale is committed to the success of all of our students. Join us. Share in this meritorious commitment. And I wish you all the best in your chosen discipline!



GENERAL INFORMATION

**Background, Student Rights and Responsibilities,
Student Services, Financial Information,
Administrative and Academic Policies**

Background

History

Drs. Henry and Carol Fernandez, senior pastors of The Faith Center, an internationally renowned ministry, founded University of Fort Lauderdale in 1995 as a non-denominational Christian institution. The commitment was to establish an institution of higher education in South Florida to access the world, advance Christian education and promote leadership in both secular and non-secular areas. Education was identified as the catalyst to prepare individuals to be responsive and effective to the call of God.

Mission Statement

The mission of the University of Fort Lauderdale is to be a premier Christian institution of higher learning empowering future leaders through higher educational degrees rooted in Biblical principles and academic excellence, to influence the world intellectually, technologically, and through research.

Philosophy

The philosophy of University of Fort Lauderdale is that higher education is the catalyst to fully equip leaders to achieve the mission set forth. The belief is that excellence in education will bring about superior leaders and these achievers are essential to reach and restore the world for Christ.

The University defines higher education as the advancement of scholastic study, research, and professionalism that extends beyond secondary education. Academic goals at associate's, baccalaureate, masters or doctoral levels are designed to advance knowledge in general, specialized, and creative areas of study. It is the distinction, integration, and competence in these areas that distinguish the University.

Objectives

The mission and philosophy provides a fundamental basis for the institutional objectives to:

- Foster and direct quality towards excellence in ministry, leadership, business, and academia.
- Actualize academic goals for religious and non-religious courses without any compromise to the quality of content.
- Develop individuals to be responsive and effective to the call of God whether or not their professional discipline is concentrated in religious or non-religious areas.
- Rightly position individuals to make exceptional contributions to the profession of their choice.
- Provide essential knowledge and leadership that is highly valued and respected across language, race, gender, economic, religious, and geographic barriers.
- Serve as a vehicle to direct academic goals, whether in religious or non-religious courses, that will develop critical thinkers, exemplify leaders, and create competent professionals.
- Assure mastery in specific areas of knowledge that are in both religious and non-religious courses.
- Fulfill the responsibility to develop individuals in both religious and non-religious studies to assure that the gospel will go forth with integrity, power, and excellence.

Academic Purpose Statement

The academic purpose of the University of Fort Lauderdale (UFTL) is to provide through appropriately credentialed faculty members relevant courses and programs for motivated individuals. Faculty members will use academic study, research and missions to accomplish the academic purpose. The rationale of the University of Fort Lauderdale is to provide high-quality education for an ethnically and culturally diverse student population by equipping them with the capability to become productive citizens, who continuously contribute to a global and rapidly changing society. Through academic excellence, the university shall continue to maintain an innovative Christian learning environment which encourages and prepares its graduates to assume leadership roles in the community, the state, the nation and the world.

Statement of Faith

The affirmation is that Scripture from the Old and New Testaments are the inspired, infallible and revealed Word of God. There is belief in the sinless life of our Lord and Savior Jesus Christ; His miracles; His vicarious and atoning death; His bodily resurrection; His bodily ascension into heaven; and His imminent return. Jesus is Lord over all things, and He is presently seated at the right hand of God the Father interceding for His redeemed. The Holy Spirit reveals the truth of God's Word and endues men and women with power to minister. University of Fort Lauderdale was founded and functions under these biblical truths:

- The Bible is the unique, invaluable, authoritative foundation, divinely inspired and written within all canonical books of the Old Testament and New Testament.
- The full historicity and perspicuity of the biblical record of primeval history, indulging the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse of the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- The Trinity is the triune Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.
- The Father is God, the first person of the Divine Trinity, is the infinite Spirit - sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.
- The Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.
- Redemption is the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.
- Salvation is personal, from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.
- The Holy Spirit is the third person of the Godhead who convicts, guides, teaches, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.
- Creation is the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- Satan is the existence of a personal, malignant being who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

- The Second Coming is the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

University of Fort Lauderdale was founded on these religious principles and serves as an educational vehicle to promote and advance Christian and secular education and learning.

Organization of the University

Students of University of Fort Lauderdale may choose academic advancement from two colleges: the College of Business Leadership, the College of Religious Studies and the newly established College of Liberal Studies.

College of Business Leadership

Excellence in leadership cannot be genetically inherited. It must be nurtured through study, preparation, practice and participation. The College of Business Leadership exists to do just that: advance the education and building of leaders in the national and international marketplace.

The University's business professors bring the combination of education, real-life experience, and application of best business practices into the classroom. Students learn and apply real-world market concepts to help ensure their success in the 21st century marketplace.

The College of Business Leadership offers undergraduate concentrations in Business Administration, Healthcare Management, Marketing, Human Resource Management, Management and Accounting and a graduate concentration in Business Leadership.

College of Religious Studies

The College of Religious Studies exists to educate men and women to be ministers and pastors and to equip them for excellence in service to Christ in the strategic fields of Christian ministry. This is accomplished through an educational program and an environment of spiritual fellowship and relationship that emphasize unreserved commitment to the worship of God; submission to the authority of the Scriptures; a life of personal holiness; the mission of the local church; and the mission of penetrating the world with truth.

The College of Religious Studies offers undergraduate concentrations in Christian Education, Christian Counseling, Ministry and Theology. The College also offers two master degrees in Ministry and Pastoral Counseling and a doctorate in Ministry.

General Education

The General Education department houses the all General Education courses in both the Humanities and Social Sciences.

Statement of Control

University of Fort Lauderdale is a privately held corporation incorporated in the State of Florida. University of Fort Lauderdale is managed and controlled by University of Fort Lauderdale's Board of Directors.

Board of Directors

Dr. Henry Fernandez, Chancellor
Dr. Patricia Morgan, Chairperson
Commissioner Margaret Bates

Mr. Willie Gary, Esq.
Mr. Corcoran Burton

State Licenses

The Commission for Independent Education, Florida Department of Education licenses University of Fort Lauderdale to confer Associate of Arts and Science, Bachelor of Arts and Science, Master of Arts and Science and Doctoral degrees. Additional information regarding the institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.

Accreditation

The University of Fort Lauderdale is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation I of its Accredited Status as a Category III institution by the TRACS Accreditation Commission on November 1, 2016. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Facilities

University of Fort Lauderdale is located in the City of Lauderhill and comprises 33,006 sq. ft. consisting of administrative offices, classrooms, chapel/lecture halls, student center, computer lab and library. The campus is conveniently located near to several shopping malls and recreational areas. The University is in walking distances from a bus depot and city owned facilities such as community centers, swimming pools, parks, and golf and tennis courts.

Equal Opportunity Statement

University of Fort Lauderdale is an equal access and equal opportunity institution and therefore, admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

The University does not practice nor support discrimination against individuals regarding race, religion, color, national, and ethnic origin, or sex in administration of its educational policies, admission policies, employment policies, scholarship and loan programs. Moreover, University of Fort Lauderdale does not discriminate in admissions or access to or employment of persons with impaired vision, hearing, or physical mobility. University of Fort Lauderdale is an equal access and opportunity institution of higher education. The University does not permit any activities that may encourage or condone hazing, harassment, or discrimination.

Student Rights and Responsibilities

Student Rights

University of Fort Lauderdale is an academic community in which all within this populace have a shared responsibility for the continuous growth and well-being of the students, faculty, staff, and institution. Students are imperative role in this community and can reasonably expect the following:

- In all instances of general discipline, the student has the right to due process. Due process, as applied to student-university relationships and the disciplinary process, is equated with fundamental and procedural fairness.
- Students have the right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability, or sexual orientation.
- University of Fort Lauderdale considers freedom of inquiry and discussion essential to a student's intellectual development. Thus, the University recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws.
- The University affirms the right of students as citizens to exercise their freedoms without fear of university interference for such activity.
- Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the student government, and other recognized groups within the University.
- Students shall have ready access to established University policies and procedures.
- Students, as members of the University community, have the responsibility to participate in any of the disciplinary proceedings and to testify as witnesses when reasonably notified. Self-incrimination is not intended or construed.
- Students are free to engage in peaceful and orderly protest, demonstration, and picketing at times and in areas designated by the University, which do not disrupt functions of the University.
- Students are protected from unreasonable searches and seizures.

Filing a Complaint against University of Fort Lauderdale (UFTL)

- An individual may make an inquiry to Transnational Association of Christian Colleges and Schools (TRACS) regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at www.tracs.com with instructions on downloading the packet containing the *Policies and Procedures for Complaints Against Member Institutions*, the *TRACS Complaint Information Sheet*, and the *TRACS Complaint Processing Form*. However, TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the *TRACS Complaint Information Sheet*.
- FL-SARA is responsible for conducting investigation and resolution of Complaints that are not resolved at the institutional level. Complaints against an Institution operating under SARA policies go first through the Institutions own procedures for resolution of grievances.

Provisions of the SARA Manual, including those for consumer protection and the resolution of Complaints, apply to interstate Distance Education offered by participating SARA Institutions to students in other SARA States. Only those Complaints resulting from Distance Education courses, activities and operations provided by SARA-participating Institutions to students in other SARA States come under the coverage of SARA

The student must first file and complete the institution's complaint process. If the student is not satisfied with the institutional outcome, then the student can file the complaint with the following:

Florida Commission for Independent Education 325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400 Email: cieinfo@fldoe.org
Fax: 850-245-3238
<http://www.fldoe.org/policy/cie/file-a-complaint.stml>

Students who have completed the **internal institutional grievance process and the applicable state grievance process**, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint process page at <http://www.fldoe.org/sara/complaint-process.stml>

Student Confidentiality

Family Education Rights and Privacy Act of 1974

In compliance with Public Law 93-380 Education Amendments of 1974, the following information is provided concerning student records maintained by University of Fort Lauderdale.

Areas in which student records are maintained:

- A. **Admissions/Academic Records**
Office of the Registrar and Admissions
- B. **Financial Records**
Business Office
- C. **Financial Aid Records**
Financial Aid Office
- D. Progress Records, Disciplinary Records
Office of the Registrar and Admissions
- E. Placement Records
Placement Office

Any student who desires to review his or her record may do so upon written request of the appropriate record custodian. The Review Request Form must identify as precisely as possible the records to be reviewed. Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that authorizes disclosure without consent.

The following exceptions permit disclosure without consent:

- **Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in**

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- **The Higher Education Amendments of 1998 allow disclosure of the “final results” of student disciplinary proceedings involving students found to have committed a disciplinary offense that would constitute a "crime of violence" (or a non-forcible sex offense) under federal law, specifically the name of the student found to have committed the offense, the violation committed, and any sanction imposed.**
- **The 1998 FERPA amendments also allow institutions of higher education to disclose to a parent or legal guardian of a student under the age of 21 years information regarding the student’s violation of any federal, state, or local law, or any institutional rule or policy, related to the use or possession of alcohol or a controlled substance.**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of Fort Lauderdale to comply with the requirements of FERPA.

Official student records are maintained in the offices of the Registrar and Admissions. All student files are considered confidential by law under the Family Educational Rights and Privacy Act of 1974. Students have the right to review, inspect, and challenge the accuracy of all information. Information in student records will not be released without the written consent of the student unless the record is subpoenaed by a court of law.

The student has the responsibility to inform the Registrar of any changes of name, address, or classification. The University directory is published to provide information on the following:

- Name, address, telephone number, dates of attendance, and classification
- Institutions attended, concentration field of study, awards, honors, and degrees conferred including dates
- Past and present activities academic and sport activities

Educational institutions are permitted to disclose academic and financial information to the parents of financially dependent children.

Currently enrolled students may withhold or disclose any of the above information by written notification given to the Office of the Registrar during registration.

Code of Conduct

The Code of Conduct provides the general framework of guidelines for every member of the University. It cannot dictate the manner in which particular situations are handled by responsible authorities. The code enables faculty, staff and students to establish an environment for intellectual stimuli and collegial endeavors. The Code of Conduct was adopted for all participants while engaged in University of Fort Lauderdale activities to:

1. Give pre-eminence to the Almighty God, His Christ, and the Holy Spirit.
2. Strive to live daily according to the Christian values and biblical standards of living.
3. Grant all persons equal opportunity to find love and refuge in Christ.
4. Make every reasonable effort to love our neighbors as ourselves.
5. Observe the laws of the Nation and State.
6. Foster concepts and practices of academic freedom, which is essential to the proper conduct of teaching, research, scholarship, and the pursuit of biblical truths.
7. Uphold a responsibility of fairness in supervising other staff Faculty and students.
8. Avoid unfair discrimination, for example, on grounds such as gender, race, and religion.
9. Rationally debate and express alternative points of view, and policies and procedures.
10. Promote scholarly learning and teaching,

11. Uphold professional integrity, honesty in carrying out duties, respect, and avoidance of conflict.
12. Uphold confidentiality and human dignity in relationships between faculty-faculty, staff-staff, faculty-student, student-student, and supervisor-worker.
13. Uphold professional integrity in financial relationships, receipt of gifts, use of privileged information, and access to University resources, external activities and public comment.

Code of Conduct

- Respect for Christian values and standards of living as stated in the Bible
- Respect for the law and the Bible
- Respect for peoples' rights and differences
- Academic and personal Integrity
- Diligence
- Efficiency

Standards of Conduct

Enrollment at University of Fort Lauderdale is considered by the University as implicit declaration of acceptance on the part of the student of university regulations. Violation of these regulations will subject the violator to disciplinary action.

When students are away from University of Fort Lauderdale's campus, they are expected to conduct themselves as mature individuals. Irresponsible actions that are reported to university officials or which become public knowledge may be cause for disciplinary action.

It is stressed that the University supports all local, state, and federal laws, and violators of these agencies could disciplinary action enforced by civil authorities and/or university officials. Being a student does not exempt a person from being a law-abiding citizen or from conducting himself or herself as a responsible individual. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to the following:

Firearms, Fireworks, and Explosives

Possession of firearms, fireworks, or explosives of any description, including handguns with a permit are not allowed on university grounds.

It is a violation of university policy to bring firearms or other prohibited weapons* onto University of Fort Lauderdale's campus. Any student who possesses a firearm or prohibited weapon on the University's campus will be immediately suspended from the University and dismissal proceedings will be instituted. Additionally, any student violating this code will be subject to criminal prosecution under Florida State Law.

*Prohibited weapons as defined in the Florida State Penal Code include an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device (other than a small chemical dispenser sold commercially for personal protection); a zip gun; a knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown, a dagger, including but not limited to a dirk, stiletto, and poniard; a Bowie knife, a sword, a machete; and a spear (a knife means any bladed instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument).

Gambling

Gambling in any form (defined by state law) is prohibited on university premises.

Alcoholic Beverages

Use, possession, or distribution of alcoholic beverages or public intoxication is prohibited on the university campus.

Unlawful Demonstration and Assembly

Participation in a campus demonstration that obstructs any teaching, research, administrative, disciplinary, public service, or other activity authorized to be held or conducted by University of Fort Lauderdale. Action may be taken by university officials (faculty or staff) as necessary to remove such disruptive individuals, pending disciplinary hearing.

Parades and Processions

Participation in a procession or parade on university grounds or property without a permit from the Administrative Office is prohibited. All such requests for permits shall state the time, place of formation, purpose of the march, destination, and such other regulations as University of Fort Lauderdale administration sets forth therein.

Obstructing Streets, Sidewalks, and Building Entrances

Standing, remaining, or congregating by any group or assemblage of persons upon any street, sidewalk, or building entrance on University of Fort Lauderdale properties which obstructs, prevents, or interferes with the free or unobstructed use of said street, sidewalk, or building entrance by other persons; failing or refusing to move on or to disperse upon being ordered to do so by any peace officer of University of Fort Lauderdale, other peace officer of the State of Florida, City of Fort Lauderdale, or a duly authorized university official.

Trespassing

Trespassing upon the grounds or using the facilities of University of Fort Lauderdale without the expressed consent and permission of the University is prohibited. It shall further be a violation for any person or persons having legitimate access to the buildings and facilities to enter into or use such buildings and facilities during prohibited hours as promulgated and amended from time to time by university administration.

Solicitation

Soliciting or selling to individual students at any time on the property, campus, or grounds of University of Fort Lauderdale is prohibited except by specific authorization of the Board of Directors of the University.

Drugs

Use, possession, or distribution of illegal drugs including all controlled substances and other substances that are the object of an offense under the Florida Controlled Substances Act is prohibited.

Academic Dishonesty

Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given) is prohibited. Additional guidelines on procedures in these matters may be found in the Office of the Vice President of Academic Affairs.

The term "cheating" includes, but is not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations

2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
3. The acquisition, without permission, of test or other academic materials belonging to a member of the University faculty or staff.

The term “collusion” means the collaboration with another person in preparing work offered for credit if the faculty member in charge does not authorize collaboration.

The term “plagiarism” includes, but is not limited to the use, by paraphrase or direct quotation, of the published work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Plagiarism can be considered literary theft, and the penalties are severe, both within the academic world and without.

The first time a student is caught plagiarizing, he or she receives a zero grade on that assignment. The second time a student is caught, he or she fails the class, whether it is the same class as the first offense or not. The third offense results in expulsion from the university.

Falsification of Records

Knowingly falsifying, or being a party to the falsifying, of any official university record (including such records as Application for Admission, Deferred Payment Plan Form, Transcript Request Form, etc.) is prohibited.

Financial Responsibility

Writing checks on accounts with insufficient funds; Failure to meet financial responsibilities; and failure to cooperate with creditors and those with whom business is transacted.

Identification Card

Failing to carry a student ID card, lending the card to anyone, or failure to present it when requested by a university official can be cause for academic discipline.

Response to Official Notice

Failure to heed an official request or summons to an administrative office can be cause for academic discipline.

Traffic and Vehicle Regulations

Repeated or flagrant violations of university traffic and parking regulations can be cause for academic discipline.

Hazing

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization or group. Hazing includes, but is not limited to, pressuring or coercing the student into: violating city, state, or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements; consumption of any food, liquor, drug, or other substance; or other activity that could adversely affect the physical health or safety of a student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced or coerced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal or legitimate objective. It is not a defense to a charge of hazing that the consent of the victim has been obtained, or that the conduct or activity that resulted in harm of the person was not done as a condition to membership of an organization.

(Adapted from 2007 FL Statutes: <http://www.leg.state.fl.us/statutes>).

Theft

The University of Fort Lauderdale defines theft as: actual or attempted theft of property of the University, from other university students, from members of the university community, or from campus visitors' possession of property knowing it to be stolen, unauthorized removal of material from the library.

Damage

Damage to University property or damage to personal property of members of the university community or of campus visitors as well as defacing material belonging to the library.

Misuse or Abuse of Computer Equipment, Program, or Data

1. Unauthorized use of computing resources or use of computing resources for unauthorized purposes.
2. Accessing or copying of programs, records, or data belonging to the University or another user without permission from the University or the user.
3. Attempting to breach the security of another user's account or deprive another user of access to the University's computing resources.
4. Using the University's computing resources for personal or financial gain.
5. The unauthorized transporting of copies of university programs, records, or data to another person or computer site.
6. Attempting to destroy or modify programs, records, or data belonging to the University or another user.
7. Abuse or violation of the University's network dial-up access guidelines.

Violation of State, Federal, or Local Laws

Any act that violates federal, state, or local laws or regulations and which is not otherwise covered in this code.

Actions Against Persons or Groups

1. Physical abuse, verbal abuse, or threat of abuse to any person.
2. Disorderly, indecent, or obscene conduct or expression.
3. Excessive pressure, intimidation, harassment, threats, or coercion, which threatens or endangers the health or safety of any person.

Sexual Assault

1. Forcing or attempting to force another person to participate in sexual activities against his or her will.
2. Forcing or attempting to force another person to participate in sexual intercourse against his or her will.
3. Engaging in unlawful sexual relations or perversions, or in lewd, indecent, or obscene conduct on University of Fort Lauderdale's campus.

Harassment

Verbal, written, or mental abuse, threats, blackmail (threatening to reveal information in order to extort something of value), public incrimination, intentional intimidation (including coercing others to withhold information from University officials), defamation of character (slander or libel, via ridicule, rumor, etc.), or stalking is prohibited. May include a persistent pattern of behavior directed at another individual or oneself that distresses, frightens, or is in some manner inappropriate or threatening. Examples include, but are not limited to, causing a person to believe that the offender may cause mental or bodily harm, hate speech, cyber bullying,* public incrimination, or discrimination based on race, gender, religion, nationality or disability.

*This includes, but is not limited to:

1. Indecent, profane and vulgar language, writing, expression, or behavior and/or indecent exposure.
2. Making, storing, sharing or distributing unauthorized audio, video or photographic recordings of a person in a location in which that person has a reasonable expectation of privacy. Undisclosed and unauthorized recording of other individuals and the use of undisclosed or hidden recording devices is prohibited. This does not extend to the disclosed recording of public events or discussions, or those made for law enforcement purposes.
3. Using any means of technology to communicate in a harassing or exploiting manner, such as inappropriate text messaging, the use of social networking sites to force shame on others, etc.

Sexual Harassment

Sexual harassment includes but is not limited to unsolicited, deliberate, or repeated sexual flirtations, advances or propositions, display of sexually suggestive pictures or objects, and/or offensive or abusive physical contact of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature shall be a violation of university policy and shall constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Alcohol/Smoking Policy

Alcoholic beverages are not allowed on campus or at social functions.

University of Fort Lauderdale is a smoke-free environment, which seeks to provide a safe, healthy, and pleasant environment for its students, faculty, staff, and guests. Toward this objective, the use of all tobacco products will be prohibited in all indoor facilities on University of Fort Lauderdale's campus and will also be prohibited in all university-owned vehicles.

Academic Standards

It is desirable that students maintain at least the minimum cumulative grade point average specified for each degree (associate, bachelor, master, doctorate) since that standard is required for graduation.

The following minimum academic standards have been established to assure that students make reasonable satisfactory progress, which will result in eligibility for graduation.

The total hours attempted for the purpose of determining the required minimum grade point average is the sum of University of Fort Lauderdale's hours attempted and hours attempted at all other institutions attended.

The cumulative grade point average is determined by dividing the total grade points earned at University of Fort Lauderdale by the total hours attempted at University of Fort Lauderdale. Grade point averages will be computed at the end of each semester and summer session. The academic standing is printed at the bottom of the grade report.

Scholastic Probation

Scholastic probation is a warning that a student's level of performance must improve if he or she expects to continue in the University.

A student whose cumulative grade point average falls below the standards stated for each degree (associate, bachelor, master, doctorate) will be placed on scholastic probation.

Continued Scholastic Probation

A student on scholastic probation who fails to raise his or her cumulative grade point average to the level minimum outlined for each degree, but who earns a semester average of the minimum or above will be on continued scholastic probation.

A part-time student whose average is below the stated requirements will be on continued scholastic probation until he or she has attempted the full load of semester hours pertaining to the degree he or she is pursuing at University of Fort Lauderdale. After a student has the full load of semester hours at the University, the regular suspension regulations will apply.

Academic Suspension and Dismissal

A student on scholastic probation who fails to raise his or her cumulative grade point average to the required level and who fails to earn the minimum semester average will not be in good standing and will be placed on academic suspension. Suspension or dismissal will be posted to the academic record and will remain as a permanent entry.

Should the student be admitted to another institution while on suspension and then seek readmission to University of Fort Lauderdale, the transferred work must meet the University's academic requirements, or the student will be subject to further academic penalty at the time of readmission.

Work completed in another institution while the student is on suspension from the University will not decrease the suspension period nor remove the student from scholastic probation at University of Fort Lauderdale

First Suspension

A suspension action is taken when a student's academic performance indicates a need for a student to interrupt his/her enrollment status and reassess his/her goals, plans and ability to be academically successful. Once placed on academic suspension a student is not allowed to enroll in courses at UFTL during either fall or spring semester until he/she is readmitted to the university

Students will be suspended if any of the following items apply:

- Their semester and cumulative grade point average is less than 2.0 at the end of two successive semesters.
- They have earned a fall or spring semester GPA of less than 1.0.

Students do not need to be on probation for this suspension regulation to take effect.

Second Suspension

Second suspension covers a period of one calendar year.

Dismissal

Students who have been suspended twice and still have not demonstrated SAP will be dismissed from the university. If a student has been dismissed from the university, there is a wait period of two years before the student may reapply for admission. It is strongly advised that students who are readmitted retake any courses in which they received a D or F grade.

Readmission after Academic Suspension

A student whose suspension period has passed and who meets all requirements for readmission may re-enroll on scholastic probation. If, at the end of the semester following readmission, the student's academic performance does not meet the minimum academic standards or he or she does not have a current semester average of at least the minimum for the degree he or she is pursuing, the student will again be suspended.

Withdrawals

Any student who does not intend to continue at University of Fort Lauderdale must officially withdraw by filling out a form in the Registrar's Office.

Voluntary Withdrawal from the University

A student who desires to withdraw from the University will report to the Vice President of Academic Affairs' Office. Following an exit interview, the student will be issued a copy of the withdrawal form and the Vice President of Academic Affairs' Office will process the paperwork in conjunction with the necessary university offices.

Enforced Withdrawal from the University

A student who fails to comply with the stated regulations may be required to withdraw after university review. This action may be posted to the permanent record.

Student Academic Grievance Policy

Scope and Purpose

1. This policy addresses academic grievances only. Academic grievances are complaints brought by students regarding the University's provision of education and academic services affecting their role as students. Academic grievances must be based on a university rule, policy, or established practice. This policy does not limit the University's right to change rules, policies, or practices.
2. This policy does not apply to conflicts connected with student employment or taken under the Student Conduct Code. Also, complaints alleging violation of the University's policies of sexual harassment and academic misconduct are not grievances under this policy. Such claims will be referred to the appropriate office for investigation and review.
3. Students enrolled at University of Fort Lauderdale may file academic grievances under this policy.
4. It is the goal of this policy to provide a simple and expeditious process, allowing for both informal and formal resolutions of the conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student, but may not award monetary compensation or take disciplinary action against any employee of the University.

Informal Resolution

1. The first step of any resolution should be at the lowest unit level, between the parties involved or the parties and an appropriate administrator.
Students may wish to consult a student support center or similar support services for advice and possible mediation. If no informal resolution can be found at the lowest unit level, informal resolution may be sought at the University level with the parties and higher-level administrators. If the issue cannot be resolved informally, the complainant may move the case to the FORMAL level.

2. Grievances involving the instructor's judgment in assigning a grade based on academic performance may be resolved only through the INFORMAL RESOLUTION procedures.

Formal Resolution

1. Each university unit will have access to an Academic Grievance Officer and an Academic Grievance Committee. Members will be drawn from faculty, students, and academic staff, as provided by the committee structure of that unit.
2. There will also be a University Academic Grievance Committee for grievances arising from the action of College Deans and the Office of Student Affairs. The University Academic Grievance Officer and the University Academic Grievance Committee will be appointed by CAO s and will be drawn from faculty, students, and academic staff.
3. A complaint must be submitted in writing to the appropriate grievance officer, identifying the student grievance, the respondent individual(s) involved, the incident, the rule/policy/establish practice claimed to be violated, and a brief statement of the redress sought.
4. The grievance should be filed with the University in which the incident is alleged to have occurred, which may not necessarily be the student's own university.
5. The University Academic Grievance Officer will meet with the student and individual(s) involved to determine whether a satisfactory resolution can be reached. If this cannot be achieved, the Grievance Officer shall obtain a written answer from the respondent(s) and refer the matter to a hearing panel of the Academic Grievance Committee.
6. Hearing panels will be chaired by a faculty member and will have a minimum of three, and if determined necessary by the University Grievance Committee, a maximum of five members. On a panel of three, one will be a student. If the membership exceeds three, it may include more than one student. In the case of a graduate/doctoral school complaint, the student member(s) will be (a) graduate/doctoral school student(s). In the case of an undergraduate complaint, the student member(s) will be undergraduate(s).
7. Hearing panels will review the evidence and hold hearings as necessary. The panel will not substitute its judgment for that of those most closely acquainted with the field, but will base its recommendations on whether a rule, policy, or established practice was violated. The panel will prepare a written report recommending a resolution of the matter and will send the report to the parties and to the Dean of the appropriate college for review and action. If the Dean does not accept the recommendation, the Dean will provide a written explanation of the non-concurrence and submit it to the Vice President of Academic Affairs.
8. If any of the parties is not satisfied with the Dean of the appropriate college's resolution of the grievance, they may appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review the evidence and issue a final resolution.
9. If the person(s) is not satisfied with the decision, final appeal may be made in writing to the Chancellor/President. The decision of the Chancellor/President is final and cannot be appealed.
10. A person(s) may contact the Florida Department of Education, Commission for Independent Education at (850) 245-3200 as the last resource for grievances after all other avenues have been utilized.

Timeliness

1. All complaints must be filed within 30 calendar days after the conclusion of the semester during which the incident being grieved occurred. A response to the complaint must be filed within 30 calendar days.
2. Deans must act upon the recommendations of the committees within 15 calendar days. Appeals must be filed within 5 working days from receipt of the decision.
3. Timeliness may be adjusted if there are compelling reasons offered by any of the parties.

Student Services

Orientation Program

The student orientation program is held at the beginning of every semester and is designed to acquaint new students with university life. New students are encouraged to attend the orientation session.

Chapel

The University is firmly committed to corporate worship. UFTL views chapel as an integral and indispensable part of the learning experience. Chapel services are held once every month and are required of all students. Students who are classified as online students and cannot attend are required to login to the Chapel site once per month. This is monitored as part of the requirement. For penalties, please refer to the student and faculty handbook. In addition, students are encouraged to attend church services and programs. Students are expected to attend the annual International Believer's Conference sponsored by The Faith Center Ministries.

General Assembly

General Assembly offers students the experience of worship, fellowship, and networking. This gathering is important for students and embraces the embodiment of spirituality, prosperity and wellness. These attributes reflect the University's purpose and values; therefore, Assembly is mandatory for students. Students who are classified as online students and cannot attend are required to login to the General Assembly site. This is monitored as part of the requirement.

ID Cards

University of Fort Lauderdale provides ID cards to all students enrolled in its programs. All enrolled students are required to carry their ID cards in order to gain access to the library and other University services such as campus events and bookstore discounts. ID cards are issued within the first four weeks of the semester.

Placement

University of Fort Lauderdale has a Placement Office that assists students with job placement through job postings and referrals to local businesses and ministries at no additional charge to students. University of Fort Lauderdale does not guarantee students placement upon graduation.

Student Senate

The purpose of the Student Senate is to:

- Articulate student opinions and interests both in the governance of the University and to the community at large.
- Encourage the greatest level of cooperation and communication between students and student organizations.
- Assure that students have full access to quality higher education at University of Fort Lauderdale.
- Provide for programs and services of benefit to students.
- Encourage the highest level of excellence in education at University of Fort Lauderdale.

Social Activities

University of Fort Lauderdale encourages our students to socialize outside of the classroom. In addition, we encourage students to participate in community activities as a part of their service to Christ and the local community. The Student Senate is responsible for organizing all social activities and community service events.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, University of Fort Lauderdale endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Administrative Office provides information and assistance and serves as a liaison for students, instructors, and staff. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Administrative Office will provide advice and/or assistance.

Housing

University of Fort Lauderdale does not currently provide housing, but can refer students to accommodations near the campus. Rental rates vary according to the accommodations desired.

Transportation

University of Fort Lauderdale is easily accessible by public transportation.

Institutional Changes

Students will be notified of any changes made at the institution.

Financial Information

Tuition and Fees

Registration and other University fees are payable in full on or before the due date assigned at the time of registration. An applicant is not considered officially registered until all fees are paid or arrangements are made to pay fees. Students who are unable to pay their accounts in full are encouraged to participate in the University's deferred payment plan. The University accepts cash, checks, money order, and all concentration credit cards.

The University fees consist of registration, library, and student activity fees chargeable each semester.

University of Fort Lauderdale adheres to a tri-semester system per year (Spring, Summer, and Fall). The level of study determines the amount of these fees: undergraduate, graduate, or doctoral.

Undergraduate:

Application:	\$35.00 (one-time)
Registration:	\$25.00
Tuition:	\$300.00 per credit hour
Library:	\$45.00
Student activity:	\$35.00
Athletic Participation Fee:	\$400.00 Fall Semester
Athletic Participation Fee:	\$200.00 Spring Semester
Late registration:	\$100.00

Graduate:

Application:	\$40 (one-time)
Registration:	\$25.00
Tuition:	\$350.00 per credit hour
Library:	\$75.00
Student activity:	\$35.00
Athletic Participation Fee:	\$400.00 Fall Semester
Athletic Participation Fee:	\$200.00 Spring Semester
Late registration:	\$100.00

Doctoral:

Application:	\$50.00 (one-time)
Registration:	\$25.00
Tuition:	\$400.00 per credit hour
Library:	\$75.00
Student activity:	\$35.00
Athletic Participation Fee:	\$400.00 Fall Semester
Athletic Participation Fee:	\$200.00 Spring Semester
Late registration:	\$100.00

Other fees:

Graduation (all levels)	\$100.00
Late Registration:	\$100.00
Transcript (Official):	\$15.00 and \$20.00 to expedite the request will cost
Transcript (Unofficial):	\$5.00 and \$10.00 to expedite the request will cost

Cap & Gown Fee (to be determined per Commencement)

Note that fees are subject to change without notice.

Payment in full shall be demanded by the course start date. A student shall be prohibited from starting the course if full payment was not received. However, an exception shall be granted if a payment of 50% of tuition and 100% of fee is made and a reasonable payment plan with the Bursar is engaged in which full payment shall be made prior to the end of the course. The payment plan is also known as a deferment plan.

Textbooks

Students are responsible for obtaining copies of textbook materials. Textbook materials may be obtained from the University's library, on-line booksellers, or local bookstores. The cost of textbooks is not included in the quoted tuition and fees.

Financial Aid

The University of Fort Lauderdale participates in the U.S. Department of Education's Title IV federal financial aid programs. UFTL students are eligible for grants, federally subsidized loans, educational loans, and the federal work study program.

The University does provide internal scholarships for those who qualify. Students interested in obtaining scholarships must apply at the time of registration.

Cost of Attendance

The cost to attend the University of Fort Lauderdale includes the direct costs of tuition, fees, books and supplies, room and board, transportation costs, and personal expenses. The cost differs by program and for the student who lives with his or her parents and for the student who lives independently. The cost of attendance for a student enrolled full-time is presented below:

Student Living with Parents	Undergraduate	Masters	Doctoral
Tuition and Fees	\$7,410	\$6,570	\$7,470
Room & Board	1,600	1,601	1,602
Books and Supplies	1,200	1,200	1,200
Transportation	2,200	2,200	2,200
Personal/Miscellaneous	1,755	1,755	1,755
Total Cost of Attendance	\$14,165	\$13,326	\$14,227

Student Living Independently	Undergraduate	Masters	Doctoral
Tuition and Fees	\$7,410	\$6,570	\$7,470
Room & Board	8,274	8,274	8,274
Books and Supplies	1,200	1,200	1,200
Transportation	2,200	2,200	2,200
Personal/Miscellaneous	1,755	1,755	1,755
Total Cost of Attendance	\$20,839	\$19,999	\$20,899

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is a requirement for any student receiving financial aid at the University of Fort Lauderdale. The purpose of the SAP policy is to assist each financial aid recipient in meeting academic goals by evaluating progress towards the academic degree. It is one of the requirements for determining a student's eligibility for financial aid. Each student receiving financial aid at the University must maintain SAP to continue his or her financial aid eligibility.

The SAP policy of the University of Fort Lauderdale is distinct and separate from the academic progress policies. It has a qualitative and a quantitative component and is reviewed each academic year once spring semester grades have been posted. Students who fall below the SAP standards become ineligible for financial aid.

Qualitative Requirements

To meet the qualitative requirements of SAP, a student must maintain the academic standing necessary to continue enrollment at the University. The qualitative requirement for SAP is the same as the academic standing policies of the University. A student must maintain a minimum 2.0 cumulative grade point average (GPA) at all times while enrolled at the University to meet the qualitative requirements for SAP.

If a student fails to meet the qualitative requirements for SAP, then he or she will be placed on financial aid probation for one year. This requirement is evaluated for each student receiving financial aid once a year at the end of each spring semester.

Quantitative Requirements

Each student is eligible for financial aid when pursuing a degree program and attempting credit hours up to 150% of the credit hours required for that degree program. To meet the quantitative requirements of SAP, a student must complete and pass 67% of the credit hours attempted each academic year. Once a student has completed 150% of the number of credit hours required for his or her degree program, he or she will be ineligible to receive any additional financial aid. All attempted credit hours will be included in this calculation, including repeated course work and semesters for which the student did not receive any financial aid.

If a student fails to meet the quantitative requirements for SAP, then he or she will be placed on financial aid probation for one year. This requirement is evaluated for each student receiving financial aid once a year at the end of each spring semester.

Audit Courses - SAP

Students are not eligible to receive financial aid for audited courses. Audited courses are not included in the number of hours attempted or earned for SAP consideration.

Repeat Courses - SAP

A student is permitted to repeat a course for which he or she has received a grade of "F." Both the "F" and the subsequent grade will stand in the student's permanent record, however only the higher grade will be calculated into the CGPA. The University of Fort Lauderdale does not permit a student to repeat a course for credit in which he or she received a passing grade of C or above. However, the repeated course will be counted as an attempt towards the maximum timeframe requirement of 150% credit hours for the degree program for financial aid eligibility.

Probationary Periods - SAP

Any student who fails to meet the quantitative and/or qualitative requirements for satisfactory academic progress will be placed on financial aid probation for one year. If the student fails to meet the requirements for satisfactory academic progress at the end of the probationary period, the student will lose eligibility for financial aid for a period not less than one semester. To become eligible for financial aid after becoming ineligible for financial aid, the student must demonstrate compliance with all requirements of satisfactory academic progress to regain eligibility for financial aid.

A student who is placed on financial aid probation must meet both the qualitative and quantitative requirements satisfactory academic progress at the end of the one year probationary period. If the student fails to meet the requirements at the end of the probationary period, the student will be ineligible to receive financial aid until he or she meets both the qualitative and quantitative satisfactory academic progress requirements for financial aid.

Appeals - SAP

A student who fails to maintain satisfactory academic progress may appeal his or her status based on extenuating circumstances. Examples of extenuating circumstances may include and are limited to health reasons, family reasons, or personal reasons. The appeal must be submitted to the Financial Aid Office in writing prior to the beginning of the semester in which financial aid is denied. The appeal should include the student's description of the extenuating circumstances and any documentation supporting the student's appeal. It is also recommended that letters of support from a person who knows of the extenuating circumstances be submitted. The decision of the Financial Aid Office is final and may not be appealed.

Financial Aid Refunds

Refunds of financial aid are process in accordance with the University's refund policy (see below).

Withdrawal Policies for Financial Aid Recipients

A student who is receiving financial aid and considering withdrawing from a course or the University should contact the Financial Aid Office to discuss the financial aid implications of withdrawing.

Student Never Attends Class

If the student receives financial aid, but fails to attend the class, the Financial Aid Office must return all disbursed financial funds to the respective financial aid programs.

Student Fails to Earn a Passing Grade in any Class

If the student does not withdraw from the University and fails to earn a passing grade in at least one class during the semester, the University will establish financial aid eligibility by determining if the student attended at least one class during the semester. If the University or student is unable to document that the student was eligible for the financial aid, all disbursed financial aid must be returned to the respective financial aid

Types of Withdrawals

For financial aid purposes there are two types of withdrawals: Official and unofficial.

- **Official: The University's policy for a voluntary withdrawing from the University is provided in the Catalog.**

- **Unofficial:** Financial aid policies consider a student to be an unofficial withdrawal if the student receives a combination of all fail (F) and withdraw (W) grades for the semester.

Withdrawing Prior to Completing 60% of Term

A student must complete 60% of a semester in order that he or she has earned 100% of the financial aid disbursed. **If a student fails to complete 60% of the semester and financial aid has been disbursed, the student will be required to repay all or part of the financial aid disbursed in the semester.** This applies to each student regardless of the type of withdraw process (official, including medical, or unofficial).

Student Responsibilities – Financial Aid

The University relies on each student to be active participants in the financial aid process. It is therefore each student's responsibility to:

- Provide a valid high school diploma or GED.
- Request official transcripts from each high school and post-secondary schools attended for the University of Fort Lauderdale for evaluation. All coursework must be evaluated before the University awards financial aid.
- Enroll in an academic degree program of study.
- Apply for financial aid each year. Financial Aid applications are available beginning in January for the upcoming academic year which begins in August.
- Complete required forms and submit any missing information to the Financial Aid Office.
- Verify your financial aid status with the Financial Aid Office and respond promptly to requests for additional information.
- Check emails regularly. All financial aid correspondence is sent to each student's e-mail.
- Maintain active enrollment and notify the Financial Aid Office of your current enrollment or academic status. Enrollment affects your financial aid and you may be billed for any changes you make to your status.
- Keep your contact information up-to-date. Visit the Registrar's office to make any necessary changes.

Methods of Payment

Fees may be paid either at the time of registration or through the University's deferred payment plan.

Any student who has an unpaid balance is not eligible to register or receive grades or transcripts until the full balance has been paid. If a student has an unpaid balance at the end of the semester, he or she will be notified that if the balance is not paid by a specified date, his or her name will be turned over to the Credit Bureau for an unpaid debt. Also, the account will be turned over to a collection agency if all attempts to collect the debt by the University fail. The collection agency fee will be added to the amount owed. If a student is having financial difficulties, he or she needs to contact the Business Office.

All charges are subject to change following audit, and adjustments will be made accordingly. University of Fort Lauderdale reserves the right to change or add fees in keeping with actions of the University's Board of Directors.

Deferred Payment Plan

Any full-time student wanting to participate in the deferred payment plan is required to pay a minimum of 50% of the tuition at registration, in addition to the registration and/ or application fees. The balance of the semester charges are due by the installment date. In all cases, when the student does not have the down payment due to special circumstances, a commitment letter is required from those underwriting the student's account.

The deferred payment plan provides for flexible payments. The first payment is due at registration and is 100% of the total fees and 50% of the tuition, and the final payment is due prior to the eleventh week of class. A late fee is charged on all payments received 45 days after the due date.

Refund Policy

Students who wish to voluntarily withdraw from classes must officially notify the University in writing. The official withdrawal date will be set as the last day the student attended class. Refunds and final grades are determined based on the last date the student attended class.

The University's refund policy is as follows:

1. All tuition and fees will be fully refunded if a student's application is not accepted or if the student cancels within three business days of signing the enrollment agreement and making an initial payment.
2. After classes begin each semester, the refund schedule will be as follows:

For students enrolled in 16-week courses:

	Amount of Refund
1 st week of classes	100%
2 nd week of classes	80%
3 rd week of classes	60%
4 th week of classes	40%
5 th week of classes	20%
6 th week of classes	0%

For students enrolled in 12-week courses:

	Amount of Refund
1 st week of classes	100%
2 nd week of classes	75%
3 rd week of classes	50%
4 th week of classes	25%
5 th week of classes	0%

For students enrolled in 8-week courses:

	Amount of Refund
1 st week of classes	100%
2 nd week of classes	50%
3 rd week of classes	25%
4 th week of classes	0%

There is no refund given after the 3rd week except as stated below.

3. This refund schedule is applicable for any student who registers as a full-time student and is later permitted to drop courses to place him or her in the classification of a part-time student.
4. Refunds of tuition and fees paid by the student will be made by check payable to the student (except when payment was made by credit card; the refund will be a credit to the credit card) within 30 days of the date the University determines the student has withdrawn.

5. Refunds of tuition and fees from financial aid will be returned to the appropriate financial aid account in accordance with the guidelines or regulations.

Circumstances Under Which Full Refunds Are Given

Tuition and fees will be refunded in full for the current enrollment period under the following circumstances:

- Courses cancelled by the University
- Involuntary call to active military duty
- Documented death of the student
- Exceptional circumstances, with the approval of the President or designee of the University

Late Payments

University of Fort Lauderdale recognizes the absolute necessity for prompt payment of all fees, not only as a good biblical principle, but to honor the obligation set forth. A \$25.00 late fee will be assessed to accounts over 45 days.

Returned Check Policy

If a student has a check returned by his or her bank for insufficient funds or account closed, a letter will be mailed to the student giving the student ten days to pay the check and charge due. If the check is not paid within ten days, the check will be turned over to the District Attorney's office for collection. Also, a hold will be placed on all of the student's grades and records. If the check was given in payment of tuition and fees and/or installment payment, the student will be withdrawn from the University for non-payment.

All returned checks must be paid with cash, cashier's check, or money order. There is a \$25.00 return check fee assessed for each returned check. If a student has two or more returned checks in a year, the University will not accept another check from the student for a period of one year.

Administrative Policies and Procedures

University of Fort Lauderdale promotes and expects high standards of academic achievement. It is important for students to become acquainted with all regulations and university policies and procedures. Each college operates under university-wide policies. However, the Dean of a college may establish additional requirements for admissions and/or concentration subjects. The organizational structure is designed to allow students the flexibility of pursuing a program of study that integrates courses from other disciplines as well.

Standards of Conduct

Because of the biblical demands of discipleship, we expect all students to maintain the highest standards of conviction and conduct. Questionable practices occurring on university property, such as the use of drugs, drinking of alcoholic beverages, lying, stealing, cheating, immorality, disrespect for school authorities, or commission or conviction of a criminal offense, are not considered acceptable for persons training for God's service. This behavior may result in immediate dismissal from University of Fort Lauderdale. We recognize that while a student's conduct does reflect upon the school he or she represents, a greater motivation for godliness is the desire to please and glorify the Holy God who has called him or her.

University-wide Academic Policies

Academic Advisors

Academic advisors help the student set academic goals, develop a course schedule, and adjust to university life. Any questions concerning a program of study should be directed to the advisor in the department.

Academic Records

Official student records are maintained in the offices of the Registrar. All student files are considered confidential by law under the Family Educational Rights and Privacy Act of 1974. Students have the right to review, inspect and challenge the accuracy of all information. Information in student records will not be released without the written consent of the student unless the record is subpoenaed by a court of law.

The student has the responsibility to inform the registrar of any changes of name, address or classification. The University's directory is published to provide information on the following:

- Name, address, telephone number, dates of attendance, and classification
- Institutions attended, concentration field of study, awards, honors and degrees conferred including dates
- Past and present activities, academic and sport activities

Educational institutions are permitted to disclose academic and financial information to the parents of financially dependent children. Currently enrolled students may withhold or disclose any of the above information by written notification given to the Office of the Registrar during registration.

Students receive grade reports at the end of each semester. The student has the responsibility to review his or her grades. If the student fails to seek correction within one year after the semester in which the course was taken, the records will be deemed accurate as stated.

Class Attendance

Regular attendance is essential to realize the purpose and objectives of the student's academic program. Each student is responsible for class attendance and participation. Instructors will determine and announce specific requirements for each course during the class.

Any student having more than two class sessions absences will be reported to the Dean of the college and the Registrar. The Dean will review students who have cumulative absences of three class sessions. After the third absence, the student will be in jeopardy of being dropped from the class with a failing grade. A consultation with the instructor and the student is to determine whether the student should be retained in the course.

An instructor may establish his or her attendance policy to include a reduction in the course grade for poor class attendance.

Add/Drop Period

The University's add/drop period is during the first week of the semester. After the Add/Drop period, any student dropping a class must have permission from the faculty and the Vice President of Academic Affairs. A Drop/Add form must be filled out, signed by the faculty member and signed by the CAO and then submitted to the Registrar's Office.

Course Completion

University of Fort Lauderdale reserves the right to drop a student from class for lack of attendance. Courses are considered completed by the requirement set forth in the course syllabi issued by the designated faculty. Students officially dropped from a course may retake the course. Students may also withdraw from a course without penalty if there are extenuating circumstances. No refunds shall be given for a course dropped after the published refund dates.

Course Numbering System

University of Fort Lauderdale course numbers consist of a three-letter alpha prefix followed by a three-digit course number. The three-letter alpha prefix identifies the academic discipline. The level is specified by the first digit, as follows: 1, freshman; 2, sophomore; 3, junior; 4, senior; 5-6, graduate; 7-8, doctoral candidate. The last two digits are reserved for departmental use in indicating sequence of courses.

Course Prefix

The course prefix is a three-letter designator for a concentration division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of the course determines the assigned prefix to identify the course.

Subject Course Abbreviations

Courses are identified with letters that represent the subject area for each program offered.

ART	Art
BUS	Business
BCJ	Criminal Justice
BCM	Construction Management
COM	Communication
COU	Counseling
EDU	Education
ENG	English
HCM	Healthcare Management
HIS	History
HRM	Human Resources Management
HUM	Humanities
LDR	Leadership
MAT	Mathematics
MIN	Ministry
MKT	Marketing
POS	Political Science
PSY	Psychology
REL	Religion
SCI	Sciences
SOC	Social Sciences
STA	Statistics
THE	Theology

Course Repetition

A student is permitted to repeat a course for which he or she has received a grade of F or a D. Both the F or D and the subsequent grade will stand in the student's permanent record; however the new passing grade will be used to calculate the GPA. University of Fort Lauderdale does not permit a student to repeat a course for credit in which he or she has received a passing grade. A student must receive a "C" or better in all concentration concentrate courses. No course may be repeated more than 2 times.

Credit Hours

A 50-minute period of instruction is equivalent to 1 contact hour. The total number of contact hours completed per week makes up the total number of credits per semester.

<u>Contact Hour(s)</u>	<u>Credit(s)</u>
1	1
2	2
3	3
4	4
5	5
6	6

Grading System

University of Fort Lauderdale's grades are recorded as follows for both undergraduate and graduate programs:

Quality points per credit are awarded as follows:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F_____	0.00
W (Withdraw)	none
WF (withdraw while failing)	
I (Incomplete)	none
IP (Progressive course Work)	
AU (Audit)	none
P pass (Noncredit)	
R (Repeat)	
EA (Excessive Absences – fail)	

Final Examinations

A schedule for final semester examination dates is published with the schedule of classes each semester. Students and instructors must follow the published schedule.

Late Assignments

- a. Students must submit discussion board postings during the time frame indicated in the assignment rubric. Discussion board submissions will not be accepted for credit after the deadline.
- b. Students needing extra time may submit assignments, excluding discussion board postings, up to one week after the assignment due date. Students who submit work up to one week late will receive a penalty of 10 percent applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted. Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.
- c. Instructors will accept assignments, excluding discussion board postings, more than one week late if students have made prior arrangements with the instructor and the instructor agrees to an extension. Students who submit work late receive a penalty of 10 percent applied to the grade achieved on the late assignment. Students must meet the deadline agreed upon in advance with the instructor. Students who do not meet the agreed-upon deadline will receive a grade of zero on the assignment.
- d. Instructors may accept late work, including discussion board posts, with or without prior arrangement in the case of extenuating circumstances that are serious and unforeseen, such as, but not limited to, unexpected extended hospitalization, death of an immediate family member, or natural disaster. Exceptions to the late policy on these grounds are left to the instructor's discretion, and students should not assume that they will be allowed to submit assignments after the due dates. A student who has experienced an extenuating circumstance that prevented him/her from submitting work on time must notify the instructor as soon as possible to arrange new deadlines. In instances where the instructor agrees to make an exception the late penalty will be waived. Students who do not meet the deadline arranged with the instructor will receive a grade of zero on the assignment.
 - i. If an instructor finds that he/she is unable to determine if an exception to the late policy would be appropriate without documentation, the collection and review of student documentation should be handled through the Office of Chief Academic Officer in order to protect student privacy; in these cases, students should submit their supporting documentation to the Chief Academic Officer.
 - ii. If a student is experiencing, or knows that he/she will be experiencing, a circumstance that is protected under the Americans with Disabilities Act or Title IX, including pregnancy, he/she is encouraged to complete the university Documentation of Medical Conditions form as soon as possible to explore what academic accommodations might be offered. Instructors must honor all alternative assignment deadlines established through the disabilities services.

Incomplete Grades

Students are expected to complete all course work as specified by the instructor by the end of the term. If a grade of incomplete (I) is issued, course work must be completed by the midterm of the following semester, unless the department grants special consideration. An automatic grade of failure (F) is issued if the incomplete grade is not removed by the published date. It is the student's responsibility to consult the faculty member to request regarding

an incomplete request. Incomplete grade requests are to be submitted to the faculty. Students may request an Incomplete (I) grade if they meet the following criteria at the time of the request:

- The student has completed 50% or more of the assigned work in the course
- The student has a "C" grade or higher in the course

Incomplete Grades will only be issued in consideration of a medical problem, family death, etc. Faculty will not issue an incomplete grade for any other reason. Documentation of an unforeseen circumstance will be required when requesting an incomplete. The Dean of the appropriate College must approve the request.

Degree Changes

Any student needing to change his or her degree program should discuss this need with an advisor. A change of degree form should then be completed, the required signatures secured, and the form returned to the Office of Admissions or the Office of the Registrar. All students changing their degree program must complete all requirements within the new program.

Probation

A student must maintain a minimum cumulative grade point average of 2.0 overall, and a 2.0, or higher if specified, in the concentration to be in good academic standing. Graduate students must maintain a grade point average of 3.0.

Any student who does not maintain the necessary average will be placed on academic probation. This probation status may be removed during the next semester by bringing the grade point average up to the required standard.

Students who achieve the required cumulative grade point average for the hours attempted are considered in good standing. Those who fail to achieve the required average will be subject to the following action:

1. An undergraduate student on academic probation is limited to 12 credit hours each semester. A graduate or doctoral student is limited to 9.
2. The Dean of the appropriate college reviews all students on academic probation.
3. Students will be given the opportunity to remove the probation status and continue to make progress toward graduation within the two consecutive semesters after academic probation has been determined.
4. A student that has been placed on academic probation will be required to take a specified class schedule and work with an advisor to monitor the academic progress.

Registration Guidelines

It is important that students register during the stated registration periods. Students who register during the late registration period will be charged a late registration fee. Registration is not complete until the student has made payment arrangements with the Bursar's Office. Students who have an outstanding balance will not be able to register for another semester.

Schedule Changes

Adding or dropping of courses may be accomplished only between registration and the final add/drop dates listed on the calendar. In order to add or drop courses, students must complete a *Schedule Change* form. The tuition refund policy for dropping courses after classes have begun is explained in the *Financial Information* section.

Course Cancellation Policy

University of Fort Lauderdale maintains the right to cancel or reschedule a course due to necessity or circumstances. It is the responsibility of the student to remain aware of any changes in the course schedule that may occur due to course cancellation or rescheduling. Accurate information regarding the location or time of all courses can be obtained by contacting the administrative office during regular business hours.

Transcripts

Official transcripts are issued at a charge of \$15.00 per copy, and \$20.00 to expedite the request will cost. The Office of the Registrar will issue a transcript upon written request from the student. Transcripts will not be issued for a student who has failed to meet all of his or her financial obligations.

Transferability of Courses

Transferability of credits earned at this institution and transferred to another institution is at the discretion of the receiving institution. Students must complete a minimum of twenty-five percent (25%) of the specific program credit hours in residency at University of Fort Lauderdale. No more than 75% of the total credits are transferable.

Undergraduate Transfer Students

Transfer students must meet all admission requirements and follow the admission procedures of the University.

1. Transferring students who have fewer than 24 credits at the college level must have sealed official transcripts from their high school sent to UFTL.
2. Transfer students must present test scores, complete entrance exam or submit transferable credits in English and Mathematics courses that satisfy the General Education requirements.
3. Transferring students who are not in good academic standing (on suspension or Dismissal) must see an Academic Advisor before submitting an application for admission.
4. Sealed official transcripts from all institutions attended must be sent to the Office of Admissions. Courses in which the student ends with a grade less than a "C" are not transferable.
5. Documentation such as accreditation, catalogs, course descriptions, course syllabi, and faculty letters of support may be required to evaluate courses taken at other colleges or universities.
6. Upon admission to the University, course credits may be evaluated for transfer. Courses accepted for transfer must be equivalent to those required in the degree plan. The Admissions Committee will evaluate transfer credits.
7. The grade point average earned from another institution will not be transferred into the University.
8. Students who hold an associate's degree from an accredited institution may receive credits towards a junior standing.

NOTE: Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English.

All official transcripts need to be received no later than thirty days after the start of the initial term of enrollment.



UNDERGRADUATE PROGRAMS

**Admissions Policies, Academic Policies,
Programs, and Course Descriptions**

Undergraduate Admissions Policies

University of Fort Lauderdale is committed to an admissions process that considers the whole person, to include the student's former education, community service, leadership experiences, references, personal interests and goals. The University is an equal access and opportunity institution of higher education and adheres to a non-discriminatory policy.

Students interested in attending the University should contact the Office of Admissions for an application. Students are encouraged to set appointments with the Office of Admissions, where a representative will assist them in completing the necessary paperwork.

Admissions Requirements

1. Submit sealed official transcripts from all high schools and colleges attended.
2. High school diploma or GED.
3. 2.0 GPA (on a scale of 4.0).
4. Government I.D.
5. One references: (*Requirement for Ministry Degree Tracks only*)
6. SAT/ACT scores or successful completion of University of Fort Lauderdale's entrance examination.
7. Students, even if they are residents of the United States, whose primary language of instruction is not English in their previous institutions, must submit a TOEFL or ILETS (*International English Language Testing System*) exam score as outlined in the section for International Students.
8. Resident Aliens must submit a copy of their residency status.
9. For students who do not meet the eligibility standards required for admissions requirements, conditional admission is determined on a case-by-case basis.

Acceptance of Applicants

Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter from the admissions office. Provisional admission status may be granted if all transcripts or admission documents have not been received; however all such documents must be received no later than the start of the following semester or the student will not be permitted to enroll in classes until the documents are received.

Students presenting falsified information may be suspended and credit for payments made forfeited.

Undergraduate Entrance Examination

Students who do not submit SAT or ACT scores upon registration must take University of Fort Lauderdale's entrance examination. The examination is issued by the Academic Review Committee and is required prior to completing the registration process.

International Students

International students whose primary language is not English are considered for admission as first year and transfer students. All international students are required to submit either TOEFL or ILETS exam unless International students are considered for admission. However, all international students are required to submit either TOEFL or ILETS (*International English Language Testing System*) exam unless English is their native language or they have graduated from a school that the language of instruction is in English. In the

Undergraduate Program, the minimum score accepted is 550 on the paper-based test (TOEFL PBT), or 70 -79 (undergraduate) or 79 (graduate) on the internet-based version (TOEFL IBT) or ILETS with a minimum score of 6.5

The University of Fort Lauderdale received approval by the Department of Homeland Security to admit International students. International students may visit the US Embassy in their country and apply for an I-20 Visa to gain access to University of Fort Lauderdale.

Degree Seeking Students

Students who intend to complete an associate degree (A.A. or A. S.) are required to have a standard high school diploma or GED. Students applying for admission must submit official transcripts from high school and all colleges attended, within 30 days of the start of their term. The applicant is responsible for verifying that UFTL has received transcripts. Transcripts must be received in order to insure future registration.

Non-Degree Seeking Students

Students who wish to take college credit course for personal enrichment and who do not intend to pursue a degree, will be admitted as non-degree seeking students. Non-degree seeking students;

- Are required to complete admission process;
- Are required to adhere to prerequisites;
- May register for no more than 12 semester hours without declaring an intended concentration and completing the full admission process, including assessment, transcripts, etc.

Auditing Students

Students who want to take a course without receiving credit may do so by auditing the course. They will receive a grade of AU on their transcripts. Credit and financial aid is not given to students auditing a course. Auditing students do not follow the same admission requirements as degreed students. Auditing students must complete a non-degree student application form as well as a registration form to attend class.

Returning Students

Returning students who have not attended UFTL for two or more concentration semesters (does not include summer term) must apply for readmission to the university. Such students should secure an application from the Office of Admission. If the student has attended another institution in the interim period, an official transcript must be submitted from that college or university with the Re-Entry Application. The applicant must be in good academic standing at the last college attended at the time of re-entry.

Transfer Students

Transfer students must meet all admission requirements and follow the admission procedures of the University.

1. Transferring students who have fewer than 24 credits at the college level must have sealed official transcripts from their high school sent to UFTL
2. Transfer students must present test scores, complete entrance exam or submit transferable credits in English and Mathematics courses that satisfy the General Education requirements.
3. Transferring students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor before submitting an application for admission.

4. Sealed official transcripts from all institutions attended must be sent to the Office of Admissions. Courses in which the student receives a grade less than a “C” are not transferable.
5. Documentation such as catalogs, course descriptions, course syllabi, and faculty letters of support may be required to evaluate courses taken at other colleges or universities.
6. Upon admission to the University, course credits may be evaluated for transfer. Courses accepted for transfer must be equivalent to those required in the degree plan. The Admissions Committee will evaluate transfer credits.
7. The grade point average earned from another institution will not be transferred into the University.
8. Students who hold an associate’s degree from an accredited institution may receive credits towards a junior standing.

NOTE: Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English. All sealed official transcripts need to be received no later than thirty days after the start of the initial term of enrollment.

Admission requirements are subject to change. Please contact the University of Fort Lauderdale Office of Admission for current admission requirements.

Undergraduate Academic Policies

Graduation Requirements

Students who have officially matriculated into a college within the University may graduate and qualify to receive a degree upon meeting the listed requirements:

1. Maintain a cumulative GPA of 2.0 (on a scale of 4.0).
2. Complete the required courses mandated by the designated degree program and earn the total credits as stated by the college.
3. Earn the last 30 semester upper-division credits in residence at the University.
4. Complete all general education and concentration requirements for the degree.
5. Remove all incomplete grades by the published deadlines.
6. Complete all directed study, research, or independent study credits by the published deadlines in the course syllabus.
7. File an application for graduation by the published deadline.
8. Meet all financial obligations.

Classification of Students

Academic standing is computed by dividing the total number of quality points by the total hours attempted by a student. Continuance and promotion from one academic classification to another are based on completion of the following number of credit hours:

Freshmen	0 - 30
Sophomore	31 - 60
Junior	61 - 90
Senior	91 - 120

Full-term Status

Students may apply for full-time or part-time or study. The minimum academic load for a full-time student is 12 semester credit hours or at least 96 hours of remedial study in a semester. The maximum load is 18 hours; additional courses beyond 16 hours require the approval of the Vice President of Academic Affairs. The approval shall be dependent upon the superior academic achievement of the student. Other than by special permission, first-year students are limited to 16 credit hours.

The course load for a student on academic probation is 12 credit hours. Part-time study allows a student to take up to 9 credits or 48 hours of remedial study in a semester.



Undergraduate Program:

Bachelor of Arts in Liberal Studies

Concentrations:

Broadcasting
English
History
IT
Psychology
Religion
Theatrical Production

Bachelor of Arts in Liberal Studies Program

Program Mission Statement

Informed by the Christian tradition, the Bachelor of Arts in Liberal Studies at the University of Fort Lauderdale is the framework for our undergraduate education. It provides for the development of broad knowledge and abilities to prepare students to recognize and appreciate the wholeness of life. Students will develop skills important to the responsibilities of a well-educated person. The Bachelor of Arts in Liberal Studies provides students a foundation for life-long learning, responsible leadership in their communities, and meaningful service in the world.

Program Learning Objectives

A graduate of the Bachelor of Arts in Liberal Studies program will be able to:

1. Articulate and defend a clear intellectual argument in oral and written form;
2. Collect, evaluate and synthesize evidence relevant to an issue or question;
3. Act with intellectual integrity;
4. Identify and assess the ethical dimensions of an issue;
5. Describe principal elements of Western civilization's intellectual tradition;
6. Apply the Western civilization's intellectual tradition in analyzing current issues;
7. Identify the key intellectual contributions of non-Western societies;
8. Communicate the main academic principles of the student's chosen degree concentration.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Credit Hours:

120 credits

General Education:

45 credits: 15 courses (Humanities/Fine Arts, Social/Behavioral Sciences, English, Communications, Science/Mathematics, Computers)

Concentrations:

- Broadcasting
- English
- History
- Information Technology
- Psychology
- Religion
- Theatrical Production

General Studies Requirement (45 credits):

College Algebra	(3 credits)
Computers	(3 credits)
English I & II	(6 credits)
General Elective (100-200 THE/REL/MIN)	(3 credits)
General Elective (100-200 HUM/SOC. SCI)	(3 credits)
Health/Science	(3 credits)
History I & II	(6 credits)
Psychology	(3 credits)
Political Science	(3 credits)
Sociology	(3 credits)
Principles and Practices of Leadership	(3 credits)
Speech Communication	(3 credits)
Strategies for Student Success	(3 credits)

Broadcasting

COM 102	Survey of Television and Radio	(3 credits)
COM 103	Broadcast Journalism	(3 credits)
COM 201	The Mass Media and Society	(3 credits)
COM 203	Radio Production Workshop	(3 credits)
COM 205	Introduction to Television Production	(3 credits)
COM 210	Social Media Communication	(3 credits)
COM 301	Advanced Television Production	(3 credits)
COM 304	Media Advertising	(3 credits)
COM 405	Broadcast Programming and Manage.	(3 credits)
COM 410	Current Issues in Mass Media	(3 credits)

English

ENG 110	Introduction to Literature	(3 credits)
ENG 115	Introduction to Film	(3 credits)
ENG 120	American Literature	(3 credits)
ENG 210	Creative Writing	(3 credits)
ENG 215	The Bible as Literature	(3 credits)
ENG 220	Latino and Hispanic Literature	(3 credits)
ENG 310	Critical Reading and Writing	(3 credits)
ENG 315	World Literature	(3 credits)
ENG 410	Critical Readings in Philosophy	(3 credits)
ENG 415	Special Topics in Literature	(3 credits)

History

HIS 106	Historical Themes in World Civilizations	(3 credits)
HIS 131	Church History	(3 credits)
HIS 211	Middle East History	(3 credits)
HIS 212	African American History	(3 credits)
HIS 220	History of Asia	(3 credits)
HIS 225	History of Mexico, Central America, and the Caribbean	(3 credits)
HIS 227	History of South America	(3 credits)
HIS 230	20 th Century World History	(3 credits)

HIS 310	Survey of the History of Religions	(3 credits)
HIS 320	History Through the Arts	(3 credits)
HIS 330	American Legal History	(3 credits)
HIS 420	Advanced Topics in Ancient History	(3 credits)
HIS 430	Special Topics in History	(3 credits)

Information Technology

IMT 110	Introduction to Information Technology	(3 credits)
IMT 120	Introduction to Social Media	(3 credits)
IMT 210	Database Applications	(3 credits)
IMT 220	Introduction to Systems Analysis	(3 credits)
IMT 230	Health Information Systems I	(3 credits)
IMT 240	Health Information Systems II	(3 credits)
IMT 310	Introduction to Database System	(3 credits)
IMT 320	Web Development	(3 credits)
IMT 330	Network and Telecommunications	(3 credits)
IMT 340	Introduction Programming	(3 credits)
IMT 410	Ethical and Legal Issues of IT	(3 credits)

Psychology

PSY 150	Multicultural Issues	(3 credits)
PSY 210	Human Growth and Development	(3 credits)
PSY 220	History of Psychology	(3 credits)
PSY 240	Psychology II	(3 credits)
PSY 320	Community Psychology	(3 credits)
PSY 340	Social Psychology	(3 credits)
PSY 360	Physiological Psychology	(3 credits)
PSY 400	Cognitive Psychology	(3 credits)
PSY 415	Personality and Social Development	(3 credits)
PSY 430	Special Topics in Psychology	(3 credits)
PSY 450	Psychology and Christianity	(3 credits)
PSY 460	Theories of Personalities	(3 credits)

Religion

REL 101	Old Testament Survey	(3 credits)
REL 120	New Testament Survey	(3 credits)
REL 131	Church History	(3 credits)
REL 260	Introduction to the History of Religions	(3 credits)
REL 200	Canon of Scripture	(3 credits)
REL 270	Introduction to Asian Religions	(3 credits)
REL 325	Comparative Religions	(3 credits)
REL 335	Monotheistic Religions	(3 credits)
REL 400	Art and Symbolism in Religion	(3 credits)
REL 410	Special Topics in Religion	(3 credits)

Theatrical Production

COM 121	Elements of Theatrical Production	(3 credits)
COM 125	History of Theatre I	(3 credits)
COM 126	History of Theatre II	(3 credits)
COM 220	Introduction to Production Technology	(3 credits)
COM 222	Principles of Directing	(3 credits)

COM 224	Social Media Communication	(3 credits)
COM 336	Acting I	(3 credits)
COM 337	Acting II	(3 credits)
COM 339	Stage Management	(3 credits)
COM 421	Lighting and Sound Design	(3 credits)
COM 425	Costume and Scenic Design	(3 credits)
COM 427	Playwriting	(3 credits)

Electives (12 -15 credits):

Option 1:

- Two (2) concentrations of 30 credits each (60 credits)
- Two (2) free electives (6 credits)
- Three (3) electives spread over the two concentrations (9 credits)

Option 2:

- Three (3) concentrations of 21 credits each (63 credits)
- Two (2) free electives (6 credits)
- Two (s) electives spread over the three concentrations (6 credits)



College of Business Leadership

Undergraduate Program:

Business Administration

Concentrations:

Accounting
Business Administration
Construction Management
Criminal Justice
Healthcare Management
Human Resources Management
Management
Marketing

College of Business Leadership – Associate’s Programs

Associate’s Degree in Business Administration

University of Fort Lauderdale offers an Associate of Arts Degree in Business Administration.

Description

The Associate’s Degree in Business Administration has its foundation in general education. The program provides students with the opportunity to acquire the knowledge, skills and ability to listen, calculate, and communicate effectively. The program consists of 36 semester hours of general education courses.

Program Objectives

The Associate’s Degree in Business Administration is designed to provide students with the social, business, and academic competencies for a 21st century leader. The program provides students with a solid foundation in the social and behavioral sciences, humanities, and mathematics. It assists students in developing competencies in reading, oral communication, writing, and fundamental computers.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Credit Hours:

60 credits

General Education:

36 credits: 12 courses (Humanities/Fine Arts, Social/Behavioral Sciences, English, Communications, Science/Mathematics, Computers)

Concentration:

24 credits: Refer to the listing of concentration courses for associate study in business administration.

Associate of Arts Degree in Business Administration (Two-year Program)

General Studies Requirement (36 credits):

College Algebra	(3 credits)
Computers	(3 credits)
English I & II	(6 credits)
General Elective	(3 credits)
Health/Science	(3 credits)
History I & II	(6 credits)
Psychology or Sociology	(3 credits)
General Elective (100 – 200 Soc. Science)	(3 credits)
Speech Communication	(3 credits)
Strategies for Student Success	(3 credits)

Foundation Courses (24 credits):

BUS 220 Introduction to Business Administration	(3 credits)
BUS 120 Business Ethics	(3 credits)
BUS 121 Introduction to Business Communication	(3 credits)
BUS 360 Introduction to Management	(3 credits)
BUS 230 Financial Accounting I	(3 credits)
BUS 240 Macroeconomics	(3 credits)
BUS 370 Principles of Marketing	(3 credits)
BUS 320 Business Law	(3 credits)

College of Business Leadership – Bachelor’s Programs

University of Fort Lauderdale offers a Bachelor of Arts Degree in Business Administration with concentrations in Accounting, Business Administration, Construction Management, Criminal Justice, Healthcare Administration, Human Resource Management, Management, and Marketing.

Concentrations

Accounting

The concentration in Accounting provides instruction in business administration skills as well as accounting. Students will be introduced to the various technologies and philosophies in accounting.

Note: The concentration in Accounting does not qualify the student to be licensed in accounting, nor does it meet the requirements to take the required examinations for such licenses.

Business Administration

The concentration in Business Administration provides instruction in business administration skills. The program is designed to provide students with the training and skills necessary to solve diverse business, leadership, and economic issues.

Construction Management

The construction management program prepares students to become construction managers or work in a management capacity in the construction industry. This program covers the wide variety of structures that make up the built environment, offering a focus on the properties of materials and construction systems, how materials are fabricated to produce buildings and other structures, and the business aspects of the construction industry.

Criminal Justice

The criminal justice major provides the opportunity to systematically examine criminal justice systems and the administration of justice, as well as the causes and patterns of crime and criminal behavior and the ways in which criminal justice institutions have responded in trying to solve these social problems. Criminal justice courses emphasize practical problem solving and theoretical skills, which are useful to careers in criminal justice, legal studies and community and social service.

Healthcare Administration

Healthcare Administration prepares students for entry-level administrative positions and administrative staff support roles in various health organizations such as hospitals, hospital systems, ambulatory clinics, physician practices, nursing homes and managed care organization. Students will gain an understanding of key management functions and techniques used in health organizations, current issues confronting administrators, and the role of administrators in assuring organizational performance.

Human Resource Management

Human Resource Management provides 21st-century skills, knowledge, and understanding of human resource functions in private- and public-sector organizational settings. These functions include human resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; management of performance appraisal, compensation, and benefit programs; and development of personnel policies and procedures.

Management

Management provides an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. The curriculum includes a foundation in business, accounting, and management theories and focuses on analysis and decision making across a wide spectrum of management activities.

Marketing

Marketing prepares students to assume professional and leadership roles in the rapidly changing, and competitive world of marketing by helping students develop specialized skills in the management of customer relationships through the creation, communication and delivery of value to customers.

Bachelor of Arts

Business Administration Programs

Listing of concentration Study Areas:

Accounting

Business Administration

Construction Management

Criminal Justice

Healthcare Administration

Human Resource Management

Management

Marketing

4-year Program (120 credits)

General Studies Requirement (45 credits):

MAT 200	College Algebra	(3 credits)
BUS 110	Introduction to Computers	(3 credits)
ENG 101	English Grammar & Composition I	(3 credits)
ENG 102	English Grammar & Composition II	(3 credits)
HIS 101	History I	(3 credits)
HIS 102	History II	(3 credits)
PSY 140	Introduction to Psychology	(3 credits)
POS 200	Comparative Politics	(3 credits)
SOC 101	Introduction to Sociology	(3 credits)
LDR 101	Principles and Practices of Leadership	(3 credits)
COM 200	Speech Communication	(3 credits)
EDU 100	Strategies for Student Success	(3 credits)
Elective	REL/MIN/THE 100 –200	(6 credits)
Health/Science	SCI 101, 160, 161	(3 credits)

Accounting

Foundation Courses (30 credits):

BUS 220	Introduction to Business Administration	(3 credits)
BUS 120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 230	Financial Accounting I	(3 credits)
BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 370	Principles of Marketing	(3 credits)
BUS 320	Business Law	(3 credits)

BUS 360	Introduction to Management	(3 credits)
STA 200	Statistics	(3 credits)

Core Courses (45 credits):

BUS 231	Financial Accounting II	(3 credits)
BUS 310	Management Information Systems	(3 credits)
BUS 315	Business Research Methods	(3 credits)
BUS 330	Managerial Accounting	(3 credits)
BUS 332	Non-Profit Accounting	(3 credits)
BUS 373	Money and Banking	(3 credits)
BUS 431	Applied Financial Analysis	(3 credits)
BUS 435	Federal Taxation I	(3 credits)
BUS 436	Federal Taxation II	(3 credits)
BUS 480	Corporate Finance	(3 credits)
BUS 481	Auditing	(3 credits)
BUS 485	Cost Accounting	(3 credits)
BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Accounting Major/Minor Elective	(6 credits)

Business Administration

Foundation Courses (30 credits):

BUS 220	Introduction to Business Administration	(3 credits)
BUS 120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 230	Financial Accounting I	(3 credits)
BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 370	Principles of Marketing	(3 credits)
BUS 320	Business Law	(3 credits)
BUS 360	Introduction to Management	(3 credits)
STA 200	Statistics	(3 credits)

Core Courses (45 credits)

BUS 310	Management Information Systems	(3 credits)
BUS 315	Business Research Methods	(3 credits)
BUS 330	Managerial Accounting	(3 credits)
BUS 361	Personnel Management	(3 credits)
BUS 372	Entrepreneurship	(3 credits)
BUS 424	Organizational Behavior	(3 credits)
BUS 426	Managing Organizational Change	(3 credits)
BUS 431	Applied Financial Analysis	(3 credits)
BUS 460	Advanced Management Principles	(3 credits)
BUS 470	Business Trend & Global Environment	(3 credits)
BUS 472	International Business Management	(3 credits)
BUS 480	Corporate Finance	(3 credits)
BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Business Major/Minor Elective	(6 credits)

Construction Management

Foundation Courses (30 credits)

BCM100	Introduction to Construction Management	(3 credits)
BUS 220	Introduction to Business Administration	(3 credits)
BUS 120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 230	Financial Accounting I	(3 credits)
BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 360	Introduction to Management	(3 credits)
BUS 370	Principles of Marketing	(3 credits)
STA 200	Statistics	(3 credits)

Core Courses (45 credits)

BCM 200	Construction Drawing	(3 credits)
BCM 250	Construction Surveying	(3 credits)
BCM 260	Building Codes	(3 credits)
BCM 330	Construction Safety	(3 credits)
BCM 380	Building Material and Construction Methods	(3 credits)
BCM 400	Contracts and Specifications	(3 credits)
BUS 310	Management Information Systems	(3 credits)
BUS 315	Business Research Methods	(3 credits)
BUS 320	Business Law	(3 credits)
BUS 378	Project Management	(3 credits)
BUS 460	Advanced Management Principles	(3 credits)
BUS 485	Cost Accounting	(3 credits)
BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Business Major/Minor Elective	(6 credits)

Criminal Justice

Foundation Courses (30 credits)

BCJ 100	Introduction to Criminal Justice	(3 credits)
BUS 220	Introduction to Business Administration	(3 credits)
BUS120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 360	Introduction to Management	(3 credits)
BUS 230	Financial Accounting I	(3 credits)
BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 370	Principles of Marketing	(3 credits)

Core Courses (45 credits)

BCJ 200	Introduction to Law Enforcement	(3 credits)
BCJ 300	Courts and Criminal Justice	(3 credits)
BCJ 350	Criminology	(3 credits)
BCJ 360	Criminal Investigation	(3 credits)
BCJ 400	Criminal Behavior	(3 credits)

BCJ 420	Juvenile Delinquency	(3 credits)
HRM 422	Conflict Resolution	(3 credits)
BUS 315	Business Research Methods	(3 credits)
BUS 320	Business Law	(3 credits)
BUS 381	Business Operations & Regulations	(3 credits)
BUS 431	Applied Financial Analysis	(3 credits)
BUS 460	Advanced Management Principles	(3 credits)
BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Major/Minor Elective	(6 credits)

Healthcare Administration

Foundation Courses (30 credits)

HCA 100	Introduction to Healthcare Management	(3 credits)
BUS 220	Introduction to Business Administration	(3 credits)
BUS 120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 360	Introduction to Management	(3 credits)
BUS 230	Financial Accounting I	(3 credits)
BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 370	Principles of Marketing	(3 credits)
STA 200	Statistics	

Core Courses (45 credits)

HCA 200	Healthcare Terminology	(3 credits)
HCA 321	Legal Issues in Healthcare	(3 credits)
HCA 363	Healthcare Leadership	(3 credits)
HCA 364	Healthcare Ethics	(3 credits)
HCA 366	Healthcare Patient Records Management	(3 credits)
HCA 381	Healthcare Policies & Regulations	(3 credits)
HCA 476	Healthcare Compliance & Risk Management	(3 credits)
BUS 310	Management Information Systems	(3 credits)
BUS 320	Business Law	(3 credits)
BUS 330	Managerial Accounting	(3 credits)
BUS 361	Personnel Management	(3 credits)
BUS 460	Advanced Management Principles	(3 credits)
BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Major/Minor Elective	(6 credits)

Human Resource Management

Foundation Course (30 credits)

BUS 220	Introduction to Business Administration	(3 credits)
BUS120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 360	Introduction to Management	(3 credits)
BUS 230	Financial Accounting I	(3 credits)

BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 370	Principles of Marketing	(3 credits)
BUS 320	Business Law	(3 credits)
STA 200	Statistics	

Core Course (45 credits)

BUS 361	Personnel Management	(3 credits)
HRM 370	Recruitment & Retention	(3 credits)
HRM 420	Compensation & Benefits	(3 credits)
HRM 422	Conflict Resolution	(3 credits)
HRM 423	Labor Laws & Relations	(3 credits)
HRM 425	Training & Development	(3 credits)
HRM 430	Global Human Resources Management	(3 credits)
BUS 310	Management Information Systems	(3 credits)
BUS 315	Business Research Methods	(3 credits)
BUS 424	Organizational Behavior	(3 credits)
BUS 426	Managing Organizational Change	(3 credits)
BUS 460	Advanced Management Principles	(3 credits)
BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Major/Minor Elective	(6 credits)

Management

Foundation Courses (30 credits)

BUS 220	Introduction to Business Administration	(3 credits)
BUS 120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 360	Introduction to Management	(3 credits)
BUS 230	Financial Accounting I	(3 credits)
BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 370	Principles of Marketing	(3 credits)
BUS 320	Business Law	(3 credits)
STA 200	Statistics	

Core Courses (45 credits)

BUS 310	Management Information Systems	(3 credits)
BUS 315	Business Research Methods	(3 credits)
BUS 330	Managerial Accounting	(3 credits)
BUS 361	Personnel Management	(3 credits)
BUS 381	Business Operations & Regulations	(3 credits)
BUS 424	Organizational Behavior	(3 credits)
BUS 426	Managing Organizational Change	(3 credits)
BUS 431	Applied Financial Analysis	(3 credits)
BUS 460	Advanced Management Principles	(3 credits)
BUS 472	International Business Management	(3 credits)
HRM 423	Labor Laws & Relations	(3 credits)
HRM 425	Training & Development	(3 credits)

BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Major/Minor Elective	(6 credits)

Marketing

Foundation Courses (30 credits)

BUS 220	Introduction to Business Administration	(3 credits)
BUS120	Business Ethics	(3 credits)
BUS 121	Introduction to Business Communication	(3 credits)
BUS 360	Introduction to Management	(3 credits)
BUS 230	Financial Accounting I	(3 credits)
BUS 240	Macroeconomics	(3 credits)
BUS 242	Microeconomics	(3 credits)
BUS 370	Principles of Marketing	(3 credits)
BUS 320	Business Law	(3 credits)
STA 200	Statistics	(3 credits)

Core Courses (45 credits)

MKT 350	Customer Relationship Management	(3 credits)
MKT 380	Global Marketing	(3 credits)
MKT 390	Marketing Strategy	(3 credits)
MKT 400	Sales Management	(3 credits)
MKT 420	Marketing Analysis & Forecasting	(3 credits)
BUS 310	Managing Information Systems	(3 credits)
BUS 330	Managerial Accounting	(3 credits)
BUS 371	Marketing Research & Methods	(3 credits)
BUS 376	Web-Based Marketing	(3 credits)
BUS 470	Business Trends & Global Environment	(3 credits)
BUS 472	International Business Management	(3 credits)
BUS 361	Personnel Management	(3 credits)
BUS 495	Internship in Business Administration	(3 credits)
Electives	300-400 Major/Minor Elective	(6 credits)



College of Religious Studies

Undergraduate Program:

Bachelor of Science

Concentrations:

Christian Counseling

Christian Education

Ministry

Theology

College of Religious Studies – Associate’s Programs

Associate’s Degree in Ministry

University of Fort Lauderdale offers an Associate of Science Degree in Ministry.

Description

The Associate’s Degree in Ministry has its foundation in ministerial preparation as well as general education. The program consists of general education courses and courses in ministry, theology, and religion.

Program Objectives

The Associate’s Degree in Ministry is designed to provide students with the knowledge, skills, and abilities to listen, calculate, and communicate effectively and to be a 21st century leader in ministry within this ever-changing society and to effectively reach the world for Jesus Christ.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Credit Hours:

60 credits

General Education:

36 credits: 12 courses (Humanities/fine arts, social/behavioral sciences, English, communications, science/mathematics, computers)

Concentration:

24 credits: Refer to the listing of concentration courses for associate study in ministry.

**Associate of Science in Ministry
(Two-year Program)**

Term I

ENG 101 English Grammar and Composition I	(3 credits)
HIS 101 Introduction to U.S. History	(3 credits)
LDR 101 Principles and Practices of Leadership	(3 credits)
REL 101 Old Testament Survey	(3 credits)
BUS 110 Introduction to Computers	(3 credits)

Term II

MAT 200 College Algebra	(3 credits)
ENG 102 English Grammar and Composition II	(3 credits)
REL 120 New Testament Survey	(3 credits)
PSY 140 Introduction to Psychology	(3 credits)
POS 200 Comparative Politics	(3 credits)

Term III

COM 200 Speech Communication	(3 credits)
MIN 200 Foundation of Ministry	(3 credits)
SCI 101,160,161 Health Sciences	(3 credits)
SOC 101 Introduction to Sociology	(3 credits)
HIS 102 History II	(3 credits)

Term IV

REL 170 Christian Ethics	(3 credits)
COU 300 Christian Counseling	(3 credits)
THE 120 Life of Christ	(3 credits)
THE 200 Introduction to Theology	(3 credits)
REL 340 Apologetics	(3 credits)

College of Religious Studies – Bachelor’s Programs

University of Fort Lauderdale offers a Bachelor of Science Degree in Ministry with concentrations in Christian Education, Christian Counseling, Ministry, and Theology.

Christian Education

Description

The concentration in Christian Education has its foundation in ministerial preparation as well as general education. The program consists of general education courses and courses in ministry, theology, and religion.

Program Objectives

The concentration in Christian Education provides the students with the knowledge, skills, and abilities to listen, calculate, and communicate effectively. This degree prepares students for Christian educational positions within a church or ministry and is designed to provide this ever-changing society with 21st century leaders for ministry and to effectively reach the world for Jesus Christ.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Note: The concentration in Christian Education does not qualify the student to be licensed in education, nor does it meet the requirements to take the required examinations for such licenses.

Christian Counseling

Description

The concentration in Christian Counseling has its foundation in ministerial preparation as well as counseling. The program consists of general education courses and courses in ministry, theology, and religion.

Program Objectives

The concentration in Christian Counseling provides the students with the knowledge, skills, and abilities to listen, calculate, and communicate effectively. This concentration prepares students for Christian counseling positions within a church or ministry and is designed to provide this ever-changing society with 21st century leaders with a heart for God and God’s people.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Note: The concentration in Christian Counseling does not qualify the student to be licensed in counseling, nor does it meet the requirements to take the required examinations for such licenses.

Ministry

Description

The concentration in Ministry has its foundation in ministerial preparation as well as counseling.-The program consists of general education courses and courses in ministry, theology, and religion.

Program Objectives

The concentration in Ministry provides the students with the knowledge, skills, and abilities to listen, calculate, and communicate effectively. This degree prepares the students for the spiritual calling of ministry on various levels and is designed to provide this ever-changing society with 21st century ministers and pastors with a heart for God and God's people.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Theology**Description**

The concentration in Theology has its foundation in ministerial preparation as well as theology. The program consists of general education courses and courses in ministry, theology and religion.

Program Objectives

The concentration in Theology provides the students with the knowledge, skills, and abilities to listen, calculate, and communicate effectively and theologically. This degree prepares students for the spiritual calling of ministry on various levels and is designed to provide this ever-changing society with 21st century ministers and pastors with a heart for God and God's people.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

**Bachelor of Science
Ministry Programs**

Listing of concentration Study Areas:

Christian Education
Christian Counseling
Ministry
Theology

4-year Program (120 credits)

General Studies Requirement (45 credits):

College Algebra	(3 credits)
Computers	(3 credits)
English I & II	(6 credits)
General Elective	(6 credits)
Health/Science	(3 credits)
History I & II	(6 credits)
Psychology	(3 credits)
Political Science	(3 credits)
Sociology	(3 credits)
Statistics	(3 credits)
Principles and Practices of Leadership	(3 credits)
Speech Communication	(3 credits)

Foundation Courses (24 credits):

REL 340 Apologetics	(3 credits)
REL 170 Christian Ethics	(3 credits)
MIN 200 Foundations of Ministry	(3 credits)
THE 200 Introduction to Theology	(3 credits)
THE 120 Life of Christ	(3 credits)
REL 120 New Testament Survey	(3 credits)
REL 101 Old Testament Survey	(3 credits)
COU 300 Christian Counseling	(3 credits)

Core Courses (51 credits):

Refer to Program Plans

Concentration in Christian Counseling

Term I

ENG 101 English Grammar and Composition I	(3 credits)
HIS 101 Introduction to U.S. History	(3 credits)
LDR 101 Principles and Practices of Leadership	(3 credits)
REL 101 Old Testament Survey	(3 credits)
BUS 110 Introduction to Computers	(3 credits)

Term II

MAT 200 College Algebra	(3 credits)
ENG 102 English Grammar and Composition II	(3 credits)
REL 120 New Testament Survey	(3 credits)
PSY 140 Introduction to Psychology	(3 credits)
POS 200 Comparative Politics	(3 credits)

Term III

COM 200 Speech Communication	(3 credits)
MIN 200 Foundation of Ministry	(3 credits)
SCI 101,160,161 Health Sciences	(3 credits)
SOC 101 Introduction to Sociology	(3 credits)
HIS 102-200 History II	(3 credits)

Term IV

REL 170 Christian Ethics	(3 credits)
COU 300 Christian Counseling	(3 credits)
THE 120 Life of Christ	(3 credits)
THE 200 Introduction to Theology	(3 credits)
REL 340 Apologetics	(3 credits)

Term V

COU 200 Human Growth and Development	(3 credits)
PSY 240 Psychology II	(3 credits)
COU 310 Christian Counseling II: Self-Confrontation	(3 credits)
SW 250 Introduction to Human Services	(3 credits)
SOC 200 Sociology II	(3 credits)

Term VI

SW 360 Social Work Methods	(3 credits)
COU 320 Christian Counseling Techniques	(3 credits)
PSY 340 Social Psychology	(3 credits)
MIN 220 World Evangelism	(3 credits)
STA 200 Statistics	(3 credits)

Term VII

COU 311 Christian Counseling III: Self-Confrontation	(3 credits)
COU 410 Counseling Ethics and Law	(3 credits)
COU 420 Case Management	(3 credits)
SOC 365 Personality and Social Development	(3 credits)

300-400 REL/MIN/THE Elective (3 credits)

Term VIII

COU 421 Crisis Counseling (3 credits)

COU 470 Community Clinical I (3 credits)

COU 480 Institutional Clinical I (3 credits)

SW 470 Administration of Social Service Agencies (3 credits)

300-400 concentration/Minor Elective (3 credits)

Concentration in Ministry

Term I

ENG 101 English Grammar and Composition I	(3 credits)
HIS 101 Introduction to U.S. History	(3 credits)
LDR 101 Principles and Practices of Leadership	(3 credits)
REL 101 Old Testament Survey	(3 credits)
BUS 110 Introduction to Computers	(3 credits)

Term II

MAT 200 College Algebra	(3 credits)
ENG 102 English Grammar and Composition II	(3 credits)
REL 120 New Testament Survey	(3 credits)
PSY 140 Introduction to Psychology	(3 credits)
POS 200 Comparative Politics	(3 credits)

Term III

COM 200 Speech Communication	(3 credits)
MIN 200 Foundation of Ministry	(3 credits)
SCI 101,160,161 Health Sciences	(3 credits)
SOC 101 Introduction to Sociology	(3 credits)
HIS 102-200 History II	(3 credits)

Term IV

REL 170 Christian Ethics	(3 credits)
COU 300 Christian Counseling	(3 credits)
THE 120 Life of Christ	(3 credits)
THE 200 Introduction to Theology	(3 credits)
REL 340 Apologetics	(3 credits)

Term V

HUM Hebrew or Greek	(3 credits)
COU 320 Christian Counseling Techniques	(3 credits)
MIN 223 Intro to Church Administration	(3 credits)
MIN 220 World Evangelism	(3 credits)
REL 103 Pentateuch	(3 credits)

Term VI

REL 131 Early Church History	(3 credits)
HUM Hebrew or Greek	(3 credits)
THE 340 Pauline Theology	(3 credits)
STA 200 Statistics	(3 credits)
THE 360 Systematic Theology	(3 credits)

Term VII

REL 360 Survey of Religions	(3 credits)
MIN 400 Pastoral Ministry	(3 credits)
REL 311 concentration Prophets	(3 credits)
THE 300 Hermeneutics	(3 credits)
PSY 340 Social Psychology	(3 credits)

Term VIII

300-400 MIN/REL/THE Elective	(3 credits)
MIN 420 Homiletics	(3 credits)
MIN 442 Principles of Church Growth	(3 credits)
MIN 450 Prophetic and Current Themes	(3 credits)
MIN 480 Ministry Service	(3 credits)

Concentration in Theology

Term I

ENG 101 English Grammar and Composition I	(3 credits)
HIS 101 Introduction to U.S. History	(3 credits)
LDR 101 Principles and Practices of Leadership	(3 credits)
REL 101 Old Testament Survey	(3 credits)
BUS 110 Introduction to Computers	(3 credits)

Term II

MAT 200 College Algebra	(3 credits)
ENG 102 English Grammar and Composition II	(3 credits)
REL 120 New Testament Survey	(3 credits)
PSY 140 Introduction to Psychology	(3 credits)
POS 200 Comparative Politics	(3 credits)

Term III

COM 200 Speech Communication	(3 credits)
MIN 200 Foundation of Ministry	(3 credits)
SCI 101,160,161 Health Sciences	(3 credits)
SOC 101 Introduction to Sociology	(3 credits)
HIS 102-200 History II	(3 credits)

Term IV

REL 170 Christian Ethics	(3 credits)
COU 300 Christian Counseling	(3 credits)
THE 120 Life of Christ	(3 credits)
THE 200 Introduction to Theology	(3 credits)
REL 340 Apologetics	(3 credits)

Term V

HUM Hebrew or Greek	(3 credits)
REL 131 Early Church History	(3 credits)
REL 360 Survey of Religions	(3 credits)
REL 103 Pentateuch	(3 credits)
THE 360 Systematic Theology	(3 credits)

Term VI

HUM Hebrew or Greek	(3 credits)
STA 200 Statistics	(3 credits)
REL 311 concentration Prophets	(3 credits)
THE 300 Hermeneutics	(3 credits)
THE 340 Pauline Theology	(3 credits)

Term VII

THE 308 Pneumatology	(3 credits)
THE 310 Dispensationalism	(3 credits)
THE 312 Eschatology	(3 credits)
THE 363 New Testament Theology	(3 credits)
MIN 400 Pastoral Ministry	(3 credits)

Term VIII

300-400 REL/THE/MIN Elective	(3 credits)
THE 361 Integrative Theology	(3 credits)
MIN 420 Homiletics	(3 credits)
MIN 442 Principles of Church Growth	(3 credits)
MIN 460 Ministry & Family	(3 credits)

Minor Concentrations

Minors are permissible with the completion of 18 credits in a specified concentration area. The selection of a minor concentration must be declared and approved by the Dean of the college of study.

Course Requirements for Minor Studies

Accounting

BUS 230 Accounting I	(3 credits)
BUS 231 Accounting II	(3 credits)
BUS 435 Federal Taxation I	(3 credits)
BUS 436 Federal Taxation II	(3 credits)
BUS 481 Auditing	(3 credits)
BUS 100-400 Elective	(3 credits)

Business Administration

BUS 221 Advanced Business Protocols	(3 credits)
BUS 120 Business Ethics	(3 credits)
BUS 220 Intro to Business Administration	(3 credits)
BUS 121 Intro to Business Communication	(3 credits)
BUS 360 Introduction to Management	(3 credits)
BUS 100-400 Elective	(3 credits)

Ministry

MIN 223 Intro to Church Administration	(3 credits)
MIN 200 Foundation of Ministry	(3 credits)
THE 120 Life of Christ	(3 credits)
REL 120 New Testament Survey	(3 credits)
REL 101 Old Testament Survey	(3 credits)
MIN, REL, THE 100-400 Elective	(3 credits)

Theology

THE 200 Introduction to Theology	(3 credits)
THE 340 Pauline Theology	(3 credits)
THE 360 Systematic Theology	(3 credits)
THE 361 Integrative Theology	(3 credits)
THE Elective	(3 credits)
THE 100-400 Elective	(3 credits)

Christian Counseling

COU 300 Christian Counseling	(3 credits)
COU 310 Christian Coun. II – Self-Confrontation	(3 credits)
COU 311 Christian Coun. III – Self-Confrontation	(3 credits)
COU 320 Christian Counseling Techniques	(3 credits)
SW 250 Introduction to Human Services	(3 credits)
SW 360 Social Work Methods	(3 credits)

Undergraduate Course Descriptions

For additional information on courses, contact the Chair of the appropriate program.

BCJ 100: Introduction to Criminal Justice 3 Credits. This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies. **Pre-requisite:** None

BCJ 200: Introduction to Law Enforcement 3 Credits. This course is a study of the organization, administration and management of law enforcement agencies and emphasizes theoretical and practical issues related to law enforcement, investigative techniques, management, constitutional rights, public policy, comparative law enforcement and contemporary issues. **Pre-requisite:** None

BCJ 250: Introduction to Correction 3 Credits. This includes the history to criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasis on correctional goals in the criminal justice system. **Pre-requisite:** None

BCJ 270: Courts and Criminal Justice 3 Credits. This course is an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice. **Pre-requisite:** BCJ 100

BCJ 310: Rules of Evidence 3 Credits. This course will introduce students to the Federal Rules of Evidence and the state rules of evidence that govern the American trial. The focus will be on understanding the process which is essential for criminal justice professionals, including law enforcement officers and expert witnesses. **Pre-requisite:** BCJ 270

BCJ 350: Criminology 3 Credits. This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals. **Pre-requisite:** BCJ 270

BCJ 360: Criminal Investigation 3 Credits. This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. **Pre-requisite:** BCJ 360

BCJ 370: Forensic Sciences 3 Credits. A study of the relationship of physical evidence to a specific crime or criminal. Discussion will include various methods of scientific development of physical evidence at crime scenes and under laboratory conditions. **Pre-requisite:** None

BCJ 400: Criminal Behavior 3 Credits. This course emphasizes actual criminal behaviors as oppose to the theoretical approaches explaining criminal behavior utilized in criminology. The approach is based on psychology. The behavioral, emotional and cognitive aspects of crime are examined from the perspective of both the offender and the victim. **Pre-requisite:** BCJ 350

BCJ 420: Juvenile Delinquency 3 Credits. This course includes a survey of the sociological, biological and psychological theories involved in juvenile delinquency, modern trends in prevention and treatment. **Pre-requisite:** BCJ 400

BCJ 450: Interview and Interrogation 3 Credits. This course covers the basic and specific techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview and interrogation process, including interpretation of verbal and physical behavior and legal perspectives. **Pre-requisite:** BCJ 360

BCJ 460: Victimology 3 Credits. This course focuses on the role of victims in crimes, their treatment by the criminal justice system, victim assistance, and victim compensation. **Pre-requisite:** None

BCM 100: Introduction to Construction Management 3 Credits. This course introduces undergraduates to the construction management processes including planning, financing, contract administration, and project scheduling and controlling. It is a practical course that provides a broad knowledge of managerial decision-making for young engineers. This is the basic course for all follow-on construction courses. **Pre-requisite:** None

BCM 200: Construction Drawing 3 Credits. This course provides a basic knowledge on how to create and read building construction and architectural drawings. Topics include hand sketching, scaling of drawings, basic construction abbreviations and the extraction of information from construction drawings. **Pre-requisite:** BCM 100

BCM 230: Soil Mechanics 3 Credits. The objective of this course is to introduce soil mechanics to students and to familiarize them with geotechnical terminology and concepts commonly encountered in engineering practice. **Pre-requisite:** BCM 100

BCM 250: Construction Surveying 3 Credits. This course covers measurements of distance, angle, and elevation using tapes, transits, and levels, basic surveying computations of elevations, directions, traverse closures and areas, magnetic directions, preparation of topographic maps from radial measurements, basic measurement error theory. **Pre-requisite:** BCM 100

BCM 260: Building Codes 3 Credits. Exploration of building design and construction that conform to federal, state, county, and municipal codes, as well as the authority and responsibility vested in the several agencies. **Pre-requisite:** BCM 100

BCM 310: Construction Documents 3 Credits. Definition, interpretation, and utilization of drawings; specifications; agreements; bidding forms; general conditions; bonds, contracts, subcontracts, and related documents. Appropriate provisions for minority business participation will be included, such as tax-exempt status and wage rates. **Pre-requisite:** None

BCM 330: Construction Safety 3 Credits. Safety and health in the manufacturing, construction, and utilities industries, including pertinent laws, codes, regulations, standards, and product liability considerations. Organizational and administrative principles and practices for safety management and safety engineering, accident investigation, safety education, and safety enforcement. **Pre-requisite:** BCM 260

BCM 340: Construction Management: Field Operations 3 Credits. This course is intended to equip students with the requisite knowledge and skills required to successfully manage and support construction field operations. Knowledge areas include contract administration, project engineering, site superintendence, and other topics critical to field operations. **Pre-requisite:** None

BCM 350: Construction Estimating 3 Credits. This course covers estimating and cost control from the viewpoint of contractors and construction engineers; details of estimating with emphasis on labor, materials, equipment and overhead. **Pre-requisite:** BCM 200

BCM 380: Building Material and Construction Methods 3 Credits. An overview of the materials and methods of construction, focusing on terminology, building materials, and assembly of building systems. **Pre-requisite:** None

BCM 400: Contracts and Specifications 3 Credits. This course covers principles of contract law as applied to the construction industry and legal problems in preparing and administering construction contracts. **Pre-requisite:** BCM 310

BCM 410: Techniques in Project Control 3 Credits. The fundamentals of project management specific to the construction industry will be covered with a strong utilization of leading software. Project organization, planning, scheduling, monitoring and controlling will be comprehensively presented. **Pre-requisite:** BCM 340

BCM 420: Building Systems 3 Credits. A study of the principles of piping, plumbing, and electrical systems in residential and commercial buildings as well as applicable code requirements. A consideration is given to the materials of construction and the applicable code requirements. **Pre-requisite:** BCM 380

BUS 110: Introduction to Computers 3 Credits. Knowledge and skills in computer hardware and various applications such as data processing, file storage, input and output storage are developed. **Pre-requisite:** None.

BUS 120: Business Ethics 3 Credits. The course is designed to assist students in identifying and analyzing the challenges of complex business issues. The students acquire a reasoning process and knowledge to make ethical decisions, approach challenges and resolves issues. The course promotes the ability to identify business values as well as plan and implement sound business ethics. **Pre-requisite:** None.

BUS 121: Introduction to Business Communication 3 Credits. This course is a study of various aspects and areas of information development, presentation, and dissemination as it pertains to the business and corporate marketplace. The focus is on how business information is interpreted and transmitted through personal and non-personal and media formats. **Pre-requisite:** None.

BUS 210 Business Communication Technology 3 Credits. The course is designed to expose students to various technologies that promote effective communication. The student will become familiar with state-of-the-art and traditional business technology. **Pre-Re:** BUS 110.

BUS 220: Introduction to Business Administration 3 Credits. A course on administrative procedures and processes used in the corporate and private business environments. This is an introductory course to help students acquire knowledge on standard administrative procedures pertaining to general operational and organizational systems. Students will learn the essential operations of systems in a viable, responsible, and credible legal entity. **Pre-Re:** ENG 101.

BUS 230: Financial Accounting I 3 Credits. A study of the principles of financial accounting that emphasizes the balance sheet, income statement, and the basic bookkeeping systems. The course specifically includes deferrals and accruals, adjusting and closing entries, special journals, the voucher system, and payroll. **Pre-requisite:** BUS 220

BUS 231: Financial Accounting II 3 Credits. A continuation of financial accounting as it relates to partnerships and corporations, with a movement into the managerial accounting area, including cost accounting, manufacturing accounting, control accounting, CVP relations, financial statements analysis, cash flow statements, and special management reports. **Pre-requisite:** BUS 230.

BUS 240: Macroeconomics I 3 Credits. This is an introductory course in the principles of economic problems and concepts. Topics discussed and analyzed include the role of government in various economic systems,

aggregate measurements of economic performance, aspects of economic instability, macro equilibrium, fiscal and monetary policies, and the impact of both the public debt and international trade. **Pre-requisite:** BUS 220.

BUS 242: Microeconomics 3 Credits. This course focuses on relevance of value and distribution theories for business managers and includes demand and supply theory consumer choice, production and cost theory, industrial structure, and wage and capital theory. **Pre-requisite:** BUS 240.

BUS 310: Management Information Systems 3 Credits. This course is designed for the administration, development, and planning of computer information systems and computer operations. The student will learn important principles, practices, and responsibilities of overseeing a computer information system and network. **Pre-requisite:** BUS 210, 220.

BUS 315: Business Research Methods 3 Credits. This course focuses on the analysis of business problems and the use of scientific research as a problem-solving tool. This incorporates the understanding and application of appropriate research designs, research statistics, data analyses, and report writing and presentation. **Pre-requisite:** STA 200

BUS 320: Business Law 3 Credits. This course acquaints students with an understanding of business law and personal law. Students will learn how to identify legal and ethical issues and be able to apply law and ethics to issues and situations. **Pre-requisite:** BUS 100.

BUS 330: Managerial Accounting 3 Credits. Examines recent conceptual and analytical developments in the area of management accounting; includes a study of modern and relevant planning and control techniques and their underlying concepts as applied to the various functional areas within a firm. **Pre-requisite:** BUS 230.

BUS 332: Non-Profit Accounting 3 Credits. This course covers accounting, auditing and financial reporting in the government and non-profit areas. **Pre-requisite:** BUS 230.

BUS 333: Accounting for Mergers and Acquisitions 3 Credits. Examines advanced topics in financial accounting from the perspective of a sophisticated manager. Specific attention is devoted to the accounting and reporting problems of complex corporate enterprises. Topics include consolidated financial statements, foreign currency transactions, and international reporting issues. **Pre-requisite:** BUS 231.

BUS 341: Principles of Economic Development 3 Credits. This course presents an overview of modern political, economic, and financial strategies relevant to corporate and community development. **Pre-requisite:** BUS 242.

BUS 350: Business Professional Writing 3 Credits. This course is designed to strengthen writing skills for professional and legal documents, business reports and research papers. **Pre-requisite:** ENG 101, 102.

BUS 360 Introduction to Management 3 Credits. This course introduces the processes and procedures used in the managerial process. The course highlights legal and ethical matters related to management issues. The student will develop knowledge and skills in effective management. **Pre-Re:** BUS 220.

BUS 361: Personnel Management 3 Credits. This course examines processes and procedures used in the area of human resource management, including but not limited to, the necessity of personnel enhancement. **Pre-requisite:** BUS 360.

BUS 365: Property Management 3 Credits. This course examines laws and practices in real estate management, real estate transactions, facility management, and landlord/tenant affairs. The focus is on the profitability of residential and commercial property. **Pre-requisite:** BUS 100, 210

BUS 370: Principles of Marketing 3 Credits. This course examines various aspects of business marketing and sales. Students take an in-depth look at business markets, including business trends, product presentation, target marketing, business marketing and research, and social responsibility. **Pre-requisite:** BUS 220.

BUS 371: Marketing Research & Methods 3 Credits. This course deals with the problems and techniques of obtaining marketing information from both consumer and industrial market environments. Emphasis is given to research design criteria (e.g., sampling); methodology (e.g., surveys); and to the analysis and interpretation of research data. **Pre-requisite:** BUS 370.

BUS 372: Entrepreneurship 3 Credits. This course examines the necessary processes and procedures to establish and operate a competitive business. Students will learn the advantages and disadvantages of entrepreneurial activities, self-direction, resources, and the importance of being a visionary. The goal of the course is to inspire independent business ideas and concepts for both profit and non-profit ventures. **Pre-requisite:** BUS 220.

BUS 373: Money and Banking 3 Credits. This course is designed to familiarize the student with national and international banking, systems, and money transactions. The student will learn federal laws that govern the banking industry and standard banking practices. In addition, the student will learn about money, its historical value, production, dissemination, and distribution within the American economy, controls, and forecasting. **Pre-requisite:** BUS 220, 240.

BUS 374: Investments 3 Credits. The course is designed to help the student understand federal/state laws and business practices concerning investments. The student will learn investment terms, concepts, and strategies. **Pre-requisite:** BUS 220, 40.

BUS 375: Procurement 3 Credits. This course examines procurement guidelines, key elements of a commercial strategy, purchase contract bid procedures, keeping and recording, and methods for requesting and receiving offers. **Pre-requisite:** BUS 230.

BUS 376: Web-based Marketing 3 Credits. This course examines strategies for developing successful web-based marketing programs; techniques for primary and secondary on-line marketing research techniques; advanced principles of technology marketing and e-commerce; niche marketing; as well as direct mail techniques using the Internet. **Pre-requisite:** BUS 370.

BUS 377: Consumer Behavior 3 Credits. This course examines the consumer decision processes as they relate to marketing management decision areas. Several models of consumer behavior are studied, as are the psychological phenomena of motivational, psychological, and sociological influences in making consumer decisions. **Pre-requisite:** BUS 370.

BUS 378: Project Management 3 Credits. This course examines the tools and techniques needed to meet objectives on schedule, to specification, and within budget. Students will learn about advancing cost, schedule, and design control techniques, as well as increase their ability to assemble project teams and make project organization decisions. **Pre-requisite:** BUS 360.

BUS 381: Business Operations and Regulations 3 Credits. In this course functional areas of business are integrated in an attempt to examine and comprehend the holistic business approach. While operating a business in competitive environment, it is expected that senior managers have conceptual and abstract skills to understand the business issues and challenges not only in their respective areas of expertise, but also, and more importantly, from other operational perspectives. **Pre-requisite:** BUS 220.

BUS 410: Program Implementation and Management 3 Credits. This course provides students with an in-depth understanding of the implementation and continual improvement of social agencies. Community-based

experiences are included. **Pre-requisite:** BUS 370.

BUS 424: Organizational Behavior 3 Credits. This course is designed to explain organizational theory as it relates to management practices, employee relations, and structure of the organization; analyze leadership styles and determine their effectiveness in employee situations; discuss managing and resolving organizational problems; describe the impact of corporate culture and atmosphere on employee behavior; and analyze team dynamics, and cultural diversity. **Pre-requisite:** BUS 360, 361

BUS 426: Managing Organizational Change 3 Credits. This course will focus on several issues regarding the management of organizational change. We will explore individual experiences associated with organizational change, including methods of imagining and envisioning change, and various process and implementation issues. **Pre-requisite:** BUS 360, 361

BUS 431: Applied Financial Analysis 3 Credits. This course examines tools and techniques of financial analysis from the perspective of investors and creditors; emphasizes theoretical and empirical properties of financial ratios. **Pre-requisite:** BUS 231.

BUS 432: Cost Management & Control in Global Organizations 3 Credits. This course examines the use of accounting information in the development and implementation of successful global corporate strategy and how control systems enhance the strategic planning process. Topics include: cost behavior; measurement and management of costs; innovations in cost management; strategic cost analysis; quality management and the costs of quality; planning and control in global organizations; performance measurement and evaluation; and transfer pricing in global organizations. **Pre-requisite:** BUS 230.

BUS 435: Federal Taxation I 3 Credits. This course examines the federal laws governing taxation of individuals, corporations, and partnerships, with concentration on taxation forms. **Pre-requisite:** BUS 230.

BUS 436: Federal Taxation II 3 Credits. A continuation of Federal Taxation I with emphasis on tax laws related to investment, financing, and specialized businesses. **Pre-requisite:** BUS 435.

BUS 460: Advanced Management Principles 3 Credits. This course comprehensively examines the management techniques and strategies concerning concentration financial opportunities and personnel issues. Students will cover highly effective business plans, financial analysis, and financial planning. **Pre-requisite:** BUS 360.

BUS 470: Business Trends & Global Environments 3 Credits. This course studies the performance of various types of businesses in competitive markets. The study includes a review of a diversified business market, significant trends, and activities for profit-driven modes in the 21st century. **Pre-requisite:** BUS 220, 240, 374

BUS 472: International Business Management 3 Credits. This course provides an in-depth analysis of the nature of international business and the range of strategic decisions facing a firm. Students review research findings that delineate options and the variables influencing decision outcomes. Emphasis is placed on multinational corporations and comparative management approaches. **Pre-requisite:** BUS 360.

BUS 480: Corporate Finance 3 Credits. This course studies financial principles, strategies, and reports. Students focus on interpreting financial information to appraise fiscal conditions of companies and for planning competitive and realistic growth, as well as financial transactions such as acquisitions and other business activities. **Pre-requisite:** BUS 230, 231.

BUS 481: Auditing 3 Credits. This course studies various auditing procedures performed in private and public business. The student acquires knowledge on auditing standards and methods for the evaluation and improvement of accounting and management systems. The course will prepare the student to assume professional responsibilities and understand the value of audits in legal procedures. **Pre-requisite:** BUS 230, 231.

BUS 485: Cost Accounting 3 Credits. This course studies internal accounting systems related to the planning and control activities of management. Students will examine job order and process cost accounting systems utilizing standard costs, in conjunction with the process of developing information for inventory valuation and managerial decision-making. **Pre-requisite:** BUS 230.

BUS 490: Independent Study 3 Credits. The student in consultation with a faculty member will design a course for independent study. The guidelines include a course objective, expected learning outcome, and methods of evaluating the student's course work. **Pre-requisite:** BUS 230.

BUS 495: Internship in Business Administration I 3 Credits. This course is a directed learning experience to develop skills and apply theories to business practices. Submission of a paper may be required. **Pre-requisite:** 15 credits of business administration at the 400 level.

BUS 496: Internship in Business Administration II 3 Credits. This course is a directed learning experience to develop skills and apply theories to business practices. Submission of a paper may be required. **Pre-requisite:** BUS 496

COM 102: Survey of Television and Radio 3 Credits. This course is designed to provide students with an overview of the development, regulation, economics, social impact and industry practices in broadcasting and cable communications. The course includes the study of non-broadcast television, new technologies, and communications systems. **Pre-requisite:** None

COM 103: Broadcast Journalism 3 Credits. This course covers the principles of broadcast journalism with practical experience in writing news stories for radio and television. Analysis of broadcast news program procedures also is included. **Pre-requisite:** ENG101

COM 121: Elements of Theatrical Production 3 Credits. This course is designed to give the student a comprehensive overview of the fundamentals of professional theatre production, including the basic skills and technical theories involved in scene design, stagecraft, stage properties, costuming, lighting, and sound. **Pre-requisite:** None

COM 125: History of Theatre I 3 Credits. A study of the historical evolution of dramatic forms, the physical theatre, staging and theatre personalities from the classical theatre of Greece to 1900 are covered. **Pre-requisite:** None

COM 126: History of Theatre II 3 Credits. This course is the study of the historical evolution of theatre from 1900 to the present. The course emphasizes the evolution from realistic to anti-realistic forms. **Pre-requisite:** None

COM 200: Speech/Public Speaking 3 Credits. This course introduces students to the basics of public speaking. How can stage fright be handled? What techniques are necessary to engage an audience? How can the needs of different audiences be considered? How can visuals be designed and used effectively? What can be done so that verbal and nonverbal delivery is fluent? Addressing these questions requires students to examine their personal presentations in order to set improvement goals. The study will help engage students in the overall workings of

public speaking. The course requires strict attendance, formal presentations, and impromptu presentations. **Pre-requisite:** None

COM 201: The Mass Media and Society 3 Credits. This is a survey of the role of the mass media in American society and exploration of the uses of these media. Special emphasis is on methods of examining the control, content, audience, and effects of the press, radio, television, motion pictures, and the Internet. **Pre-requisite:** None

COM 203: Radio Production Workshop 3 Credits. This course provides creative training in studio operations and procedures, along with a general overview of the commercial radio station. Students develop and produce public service announcements, commercials, interviews, radio drama, news, and music programs. **Pre-requisite:** COM102

COM 205: Introduction to Television Production 3 Credits. This course covers basic concepts and techniques used in television studio production. Students design, produce, and direct short television programs. **Pre-requisite:** None

COM 210: Social Media Communication 3 Credits. New media (e.g., Facebook, Twitter, text messaging, electronic gaming devices, YouTube, etc.) have been dramatically changing human communication and interaction in the modern society. This course uses media literacy approaches and information-processing tasks to introduce the niche perspectives of mass audience, developments of mass media industries, multiple dimensions of social realities, and potential effects of hyper-online relationships. Learners will explore a variety of communication theories and practices in examining the use of new media. **Pre-requisite:** None

COM 220: Introduction to Production Technology 3 Credits. This course covers organization and operation of theatre productions: basic scenery construction, scene shop and theatre safety. It also covers physical theatre layout, crew organization and responsibilities, safety requirements, and practical experience in building and running a production. **Pre-requisite:** COM121

COM 222: Principles of Directing 3 Credits. This course is a lecture-laboratory course covering the principles and techniques of the director's art. Fundamentals of staging, blocking, movement, business, tempo, script selection and analysis, casting, and rehearsal planning are also studied. Class members direct short scenes. **Pre-requisite:** COM121

COM 224: Script and Performance Analysis 3 Credits. This course fully explores an in-depth methodology of reading, analyzing and understanding a play script intended for production. It investigates techniques used to determine how to read a play for its structure, scrutinizing the playwright's methods of creating theatre through plot, character and imagery. It is recommended that ENG110 is taken first. **Pre-requisite:** None

COM 301: Advanced Television Production 3 Credits. This course covers advanced techniques of television production, emphasizing remote production, editing procedures, and writing. Students learn advanced television production theory and prepare several videotape projects. **Pre-requisite:** COM102; COM205

COM 304: Media Advertising 3 Credits. This course explores advertising and society, message preparation and placement, the evolution of advertising, regulatory concerns, and the development of advertising plans. Media examined include television, radio, print, and the Internet. Special emphasis is on issues surrounding current advertising methods. **Pre-requisite:** COM 201

COM 336: Acting I 3 Credits. A basic introduction to the fundamentals of acting with emphasis upon the development of imagination, self-awareness, sensory exercises, improvisation and the ability to execute simple stage tasks. **Pre-requisite:** None

COM 337: Acting II 3 Credits. This course is an extension of the work done in COM336. **Pre-requisite:** COM336

COM 339: Stage Management 3 Credits. Theory and practical experience in stage management for the theatre is covered. The stage manager's role in auditions, rehearsals, and in performance will be examined in detail. **Pre-requisite:** COM220

COM 405: Broadcast Programming and Management 3 Credits. This course covers programming techniques used in radio and television and a study of the organizational structure of broadcast stations, including responsibilities of station personnel. The focus is on analysis of management decision-making processes with emphasis on policies, sales, and program selection. **Pre-requisite:** COM102

COM 410: Current Issues in Mass Media 3 Credits. Using a seminar/workshop format, students will think about, discuss, and write on critical societal, ethical, regulatory, political, and economic issues as they relate to the mass media. **Pre-requisite:** ENG102; COM201

COM 421: Lighting and Sound Design 3 Credits. Techniques for hanging, focusing, and repairing lighting elements, including operation and control as well as the duties of the master electrician in production are covered. Also covered are techniques for setting up and controlling sound elements in production. **Pre-requisite:** COM121

COM 425: Costume and Scenic Design 3 Credits. This course is a lecture-laboratory process of scenic design. Analysis and research to develop artistic approach to scenic communication are covered. Designs are executed in various styles, theatrical spaces and historical periods. Also instruction and laboratory application of the fundamentals of design, color theory, and character analysis as they relate to the art of costume design. **Pre-requisite:** COM121; COM125 or COM126

COM 427: Playwriting 3 Credits. This is a workshop on the art and craft of playwriting with the goal of producing professionally competitive scripts for submission. **Pre-requisite:** COM121

COU 200: Human Growth and Development 3 Credits. The student will acquire advanced knowledge on the various stages of human growth and development. The theories of development will be examined and compared from the prenatal period through infancy, childhood, adolescence, and adulthood. The student will learn the different psychological, emotional, and biological conditions of man. **Pre-requisite:** PSY 140.

COU 220: Youth Counseling 3 Credits. The student will learn principles and techniques appropriate for counseling adolescents and become familiar with the different issues and circumstances affecting the youth. **Pre-requisite:** PSY 140.

COU 300: Christian Counseling I 3 Credits. The student will learn the principles of counseling and acquire the skills that distinguish Christian counseling from other counseling methods. The various roles and responsibilities of Christian counselors are clarified. Special attention is given to tough issues that pain today's generations, the modern-day search for answers, and the biblical basis for a counseling ministry. **Pre-requisite:** SOC 101, PSY 140.

COU 310: Christian Counseling II: Self-Confrontation 3 Credits. Essential biblical principles are offered to empower students with the skills to make appropriate life changes according to biblical standards. The self-confrontation course will instruct the student on how to approach circumstances, and relationships from a biblical perspective. The course will also prepare the student to help others face and deal with life's trials, testing, and problems biblically. **Pre-requisite:** COU 300.

COU 311: Christian Counseling III: Self-Confrontation 3 Credits. A continuation of COU 310, this course further presents essential counseling and biblical principles that will enhance the student's spiritual, personal and professional life. Students will be taught Christian counseling principles that will strengthen the students' ability to maintain their aspiration to overcome personal problems and will ultimately lead to personal growth and spiritual maturity. **Pre-requisite:** COU 310.

COU 320: Christian Counseling Techniques 3 Credits. An introduction to the foundational knowledge and skills, this course provides the fundamentals of counseling techniques from a Christian perspective. The student will have practical experience in case studies to demonstrate the effectiveness of Christian counseling. Techniques include mental health diagnosis, treatment, spirituality, pharmacology, and non-drug therapy. **Pre-requisite:** SW 250.

COU 400: Counseling Ethics and Legal Principles 3 Credits. The student will become familiar with relevant laws and policies, ethical standards for the profession and to the research relevant to ethical behavior of counselors in mental health, career, and school settings. This course emphasizes the legal and morally ethical aspects of Christian counseling. Important legal developments related to confidentiality, testing, research and supervision will be examined to provide practical applications of ethical and legal standards to complex cases. **Pre-requisite:** COU 200, 311.

COU 420: Case Management 3 Credits. The student will learn how to coordinate services and treatment plans for complex cases. The course is designed for persons who are interested in providing case management services, managing such services, or have an interest in the field. This course focuses on case management systems with a special emphasis on clinical case management for vulnerable populations, especially persons with severe mental illness and older adults. **Pre-requisite:** SW 360.

COU 421: Crisis Counseling 3 Credits. A study designed to familiarize students with appropriate Christian counseling practices in crisis and complex situations. The course focuses on topics including death and dying, violence, homelessness, chemical dependencies, emotional trauma, and shock. **Pre-requisite:** COU 320.

COU 430: Family Counseling 3 Credits. Students will explore the family and various issues in family counseling. The objective of this course will be to identify and to focus on the most serious policy and research issues which are specific to the field of family counseling. The student will study a range of behavioral characteristics that impact a healthy and/or unhealthy Christian family life. **Pre-requisite:** COU 200, 300, 320.

COU 470: Community Based Clinical Services I 3 Credits. The Community Based Clinical Services I is designed to develop the student's knowledge and skill as a Christian counselor in home settings, group home and other community sites. The students will experience lecture and field experiences. The focus will be Christian counseling intervention in family case situations. **Pre-requisite:** COU 200, 300, 320

COU 480: Institutional-based Clinical Service Practice I 3 Credits. The Institutional-based Clinical Service Practice is a foundational that aims to provide the student the opportunity to work in Christian counseling in institutional settings. Students will also learn the various clinical roles as a viable health provider. The various activities and practices of clinical service will be performed. **Pre-Requisite:** COU 200, 300, 320.

COU 481: Institutional-based Clinical Service Practice II 3 Credits. The Institutional-based Clinical Service Practice II is an advanced course which provides students with appropriate experiences with cases requiring intense counseling and intervention in traditional health institutions. **Pre-requisite:** COU 200, 300, 320.

EDU: 100 Strategies for Student Success 3 Credits. This course gives students the techniques to learn and apply a variety of active learning strategies. It covers principles of learning strategies and academic tasks such as problem-solving; note-taking; following directions; reading, organizing, and summarizing information for study purposes; interpreting graphs; test taking; and using the library. **Pre-requisite:** None.

EDU: 120 Library Science 3 Credits. This course is designed to develop an understanding of research and the different local, national, and international purposes for research. Students will learn library research through traditional and electronic systems. **Pre-requisite:** None.

EDU: 300 Christian Education Theory 3 Credits. This course examines teaching in a Christian institution. Students will focus on a number of related topics, including classroom management, instructional design, personal and professional attributes of effective teachers, and multicultural perspectives. **Pre-requisite:** None.

EDU: 301 Curriculum Design I 3 Credits. This course is an in-depth examination of a single current topic of interest to teachers. Topics will vary from semester to semester, and may include, for example, national curriculum standards for school subjects, writing across the curriculum, cooperative learning in a specific subject, the school-to-work transition, or instruction on specific themes such as the environment or communication. **Pre-requisite:** None.

EDU 303: Introduction to Teaching Methodology 3 Credits. A study of the content, methods, and materials used in teaching from early childhood through secondary school. Topics include: problem-solving techniques, teaching plans, learner activities, and classroom management. **Pre-requisite:** None

EDU 302: Curriculum Design II 3 Credits. This course focuses primarily on the processes of curriculum development. The student will be involved in curriculum design activities that require consideration of the socio-political and philosophical forces as well as consideration of learning and developmental theory. **Pre-requisite:** EDU 301.

EDU 306: Classroom Management 3 Credits. This course provides practicing teachers with background in two important areas: helping teachers develop assessments for use in their own classrooms and helping them become better consumers of research information. **Pre-requisite:** None.

EDU 330: Educational Technology 3 Credits. This course introduces teachers to the evaluation of software, and to the integration of software into the reading curriculum. **Pre-requisite:** BUS 110.

EDU 350: Learning Disabilities in Special Education 3 Credits. This course introduces models, methods, and materials for effectively managing behavior problems of learners with disabilities. Students will develop skills to manage classroom behaviors that are counter-productive to learning, facilitate positive interpersonal behaviors, and structure the instructional environment to produce desirable consequences. **Pre-requisite:** None.

EDU 351: Managing Social Issues in Educational Systems 3 Credits. This course examines philosophical issues in social and political theory as they pertain to educational problems. The course includes topics such as educational reform and social change. **Pre-requisite:** None.

EDU 400: Grant Writing 3 Credits. This course assists students in selecting and researching concepts to be used in the writing of grants for the procurement of funding. Students will have practical experience in researching and writing grants. **Pre-requisite:** ENG 101, 102, BUS 350, MAT 200, BUS 110.

EDU 408: Education Law 3 Credits. This course reviews in non-technical language legal information on all facets of school operation, including the liability of school districts and school employees, school fund and indebtedness administration; the admission, attendance and instruction of pupils; retirement benefits; and the employment contract and professional negotiations. **Pre-requisite:** None.

EDU 410: Education Testing and Evaluation 6 Credits. This course is designed for special education, communicative disorders, and elementary education concentrations. It includes testing, measurement, and evaluation of student progress in multiple contexts. **Pre-requisite:** None.

EDU 411: Teaching Internship I: Curriculum Design I 6 Credits. This internship is an opportunity for students to apply concepts and skills in field counseling settings. Students are placed in internship settings that are compatible with their individual experiences, competencies, and career goals. Students work with clients under the supervision of a qualified field staff member in the setting and the University's counselor education staff. **Pre-requisite:** EDU 300, 301, 306.

EDU 412: Teaching Internship I: Curriculum Design II 6 Credits. This course is a continuation of Teaching Internship I: Curriculum Design I. **Pre-requisite:** EDU 411.

EDU 420: School Administration 5 Credits. This course focuses on administration skills for professionals in student affairs. Topics include ethics and standards of professional practice; theories, models, and practices of leadership, organization and management; fiscal resource and facility management; human resource development, including paraprofessional training models, program development, supervision, and evaluation of student affairs professionals. **Pre-requisite:** EDU 408.

EDU 451: Curriculum Media Selection and Evaluation 3 Credits. The course is designed to familiarize the student with various aspects of the media. **Pre-requisite:** None.

EDU 470: Curriculum Planning and Development 3 Credits. This course is designed to help students develop curriculum strategies to promote effective teaching and learning. **Pre-requisite:** None.

ENG 099: Basic English I 3 Credits. This course is the first-level developmental course designed to improve writing skills. It will emphasize basic paragraph development, sentence structure and grammar. **Pre-requisite:** UFTL Entrance Exam

ENG 100: Basic English II 3 Credits. This course introduces students to the basic principles of writing with emphasis on paragraph development, basic sentence structure and grammar. It is a college preparatory class whose purpose is to prepare students for the requirements and demands of academic writing. **Pre-requisite:** UFTL Entrance Exam

ENG 101: English Grammar and Composition I 3 Credits. This course pursues writing as a natural process of thought and expression in the acquisition of language. The course includes fundamentals of expository writing, rhetorical patterns and a review of mechanics, syntax, and grammar. Students will demonstrate skills in planning and drafting an essay, developing a thesis, using effective diction and sentence structure, using conventional syntax and observing conventions of Standard English. **Pre-requisite:** Placement Examination.

ENG 102: English Grammar and Composition II 3 Credits. This course teaches skills and techniques for critical, persuasive and research writing. Also included are styles and tone of non-fiction. After successfully completing the course, students should demonstrate increased proficiency in writing; analyze and compose non-fictional prose; and write persuasive, critical and research essays. **Pre-requisite:** ENG 101 or permission of the Department

ENG110: Introduction to Literature 3 Credits. This course introduces students to the major literary genres of narrative fiction, creative non-fiction, poetry, and drama and examines the interrelationships between language and aesthetic experience. Literary works will serve as the basis for study of the ways in which writers consciously employ language to create aesthetic expressions which reflect experiences of the senses, emotions, intellect, and imagination, as well as ways in which human experience itself is shaped by language. **Pre-requisite:** ENG101

ENG115: Introduction to Film 3 Credits. This course will serve as an introduction to the techniques of academic film analysis and criticism. A survey of key contributors to film theory and film criticism will provide an in-depth examination of film as an art form. Discussion will involve artistic influences and movements. Their effect on the medium will be another key component of study. **Pre-requisite:** ENG101

ENG120: American Literature 3 Credits. This course offers a survey of American literature from 1850 to the present day, offering a mix of the most important fiction, poetry, and drama to emerge from this period. We will cover texts that consider the explosive changes in American society during these years—from the Civil War and the end of slavery to the rapid growth of American cities; from the anti-communist persecutions of the 1950s to the struggles of Native American writers to memorialize the past and imagine a future. We'll also consider how the nature of writing evolved alongside this changing society. **Pre-requisite:** ENG102

ENG 210: Creative Writing 3 Credits. This course is designed to facilitate the student's creative faculties and abilities. The course will serve as an introduction to the writing of original poetry and short fiction. Instruction in literary techniques will direct the student's writing. In addition to working within literary conventions to produce manuscripts, students will be exposed to exemplary texts by selected authors. Students will learn to critique their own work and the work of others by participating in writing workshops. Students will be introduced to markets for creative writing and will be encouraged to submit some work for publication. **Pre-requisite:** ENG 101

ENG215: The Bible as Literature 3 Credits. This course will serve as a literary examination of the collected works in the Hebrew Bible and the New Testament. Including will be a survey of different literary genres in the Holy Bible, including texts from *The Book of Genesis*, selected *Psalms*, *the Book of Proverbs*, *the Ecclesiastes of Solomon*, *Gospels*, and *Epistles*, and portions of *The Book of Revelation*. Discussion will involve narrative style, voice, and structure; genre; and literary strategies. Their significance and literary interpretation will be a key component of the study. **Pre-requisite:** ENG102

ENG220: Latino and Hispanic Literature 3 Credits. This course will provide a survey of contemporary literature written by Hispanic/Latino authors in the U.S. and Latin America. This course will explore the diversity of social, political, economic, personal, cultural, and gender-based experiences of Hispanic /Latino people through the use of poetry, novels, short stories, and essays written by such authors. **Pre-requisite:** ENG102

ENG310: Critical Reading and Writing 3 Credits. This course enables students to examine, develop and apply the concepts of critical reading, critical thinking, analysis, and logical reasoning in multi-discipline and multi-cultural academic sources. Students will practice some of the most central and important skills of critical thinking and critical reading and focus on applying those strategies to understanding current issues, belief systems and ethical positions. Emphasis is on critical reading, logical reasoning/thinking, reflective judgment, and problem-solving skills that lead to the ability to interpret, analyze, and critically evaluate college text, and

advocate ideas. Students will analyze media, the current political environment and our own beliefs and moral inclinations. **Pre-requisite:** ENG102

ENG315: World Literature 3 Credits. This course emphasizes the study and consideration of the literary, cultural, and human significance of selected great works of the Western and non-Western literary traditions. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. An important goal of the class is to promote an understanding of the works in their cultural/historical contexts and of the enduring human values which unite the different literary traditions. **Pre-requisite:** ENG102

ENG410: Critical Readings in Philosophy 3 Credits. Emphasis will be placed on the development and application of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in philosophical academic reading. Development of advanced critical reading, logical reasoning/thinking, reflective judgment, and problem-solving skills in the successful student will lead to the ability to interpret, analyze, critically evaluate, and advocate ideas. **Pre-requisite:** ENG102

ENG415: Special Topics: Literature 3 Credits. This course will be offered periodically to explore different areas of study at the faculty's discretion. The course will focus on a different subject each semester including genre, world location, time period, topic, and author. An important goal of the class is to explore one area of literature in depth. **Pre-requisite:** ENG102

HCA 100: Introduction to Healthcare Management 3 Credits. Students will examine principles of effective management including organizational design, motivation, leadership, conflict management, and teamwork. Management issues that differentiate health services organizations from other types of organizations will be identified and strategies for dealing with these issues will be evaluated. **Pre-requisite:** None

HCA 200: Healthcare Terminology 3 Credits. This course provides students with the ability to communicate in a professional, effective manner in a variety of healthcare settings. Students learn the rules for building and defining medical terms, the correct pronunciation and spelling of medical terms, and the application of medical terminology. The course introduces various types of medical records and reports, and provides the skills to read and interpret them. **Pre-requisite:** HCA 100

HCA 311: Healthcare Information Systems 3 Credits. Students will learn how to implement business rules and data modeling to develop medical information management system, the application of technology to developing and maintaining health services information systems, including hardware and software options for managing patient records, insurance and billing data. **Pre-requisite:** BUS 310

HCA 321: Legal Issues in Healthcare 3 Credits. Explore the legal and ethical issues of healthcare services, including legal relationships, professional liability and payer/patient issues. **Pre-requisite:** HCA 100

HCA 335: Healthcare Financial Accounting 3 Credits. This course is to prepare healthcare professionals for the responsibilities involved in maintaining a well-managed healthcare organization. Basic vocabulary, processes, functions and reports are presented in this course, including financial statements as commonly seen in health care environments, budgets, cash flow, payables and receivables. **Pre-requisite:** BUS 310

HCA 362: Healthcare Human Resources Management 3 Credits. This course will introduce students to the concepts and methods needed to plan, forecast, recruit, train, develop, maintain, and evaluate employees in the healthcare industry. It will also provide an understanding of the impact of licensing, regulation and labor relations activities on healthcare institutions. Students will also develop credentialing, performance criteria and appraisal,

counseling, career development, wage, salary, and benefits administration, and government guidelines. **Pre-requisite:** BUS 361

HCA 363: Healthcare Leadership 3 Credits. The course gives an overview of various aspects of leadership within healthcare organization. Students will develop critical knowledge and skills needed for effective leadership in today's complex healthcare environment and will cover conflict resolution, leadership and negotiation skills, strategic planning, and ethics. **Pre-requisite:** HCA 100

HCA 364: Healthcare Ethics 3 Credits. This course studies ethics as practiced in the health care setting. As such, the course develops philosophical knowledge and, specifically, ethical awareness, ethical knowledge and skills. Students will be introduced to several traditional moral theories, and using healthcare setting examples as the course progresses through a variety of ethical challenges faced contemporary healthcare professionals. **Pre-requisite:** BUS 120, HCA 100

HCA 366: Healthcare Patient Records Management 3 Credits. This course is designed to introduce students to the principles of patient records management. The development, content and management of the medical record will be explored. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filing, numbering, and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record. **Pre-requisite:** HCA 100, HCA 200

HCA 381: Healthcare Policies and Regulations 3 Credits. This course presents an overview of health policymaking and describes healthcare policy in the United States with specific examples from Medicare, Medicaid, and ongoing efforts aimed at healthcare reform. In addition focus will be given to the quality of care, structure of the delivery system, and the drivers of cost growth. **Pre-requisite:** HCA, 100, HCA 321

HCA 475: Hospital Administration 3 Credits. This course is designed to help students understand the basics of hospital organization, the use of computers in hospitals, communication in hospitals, change management, conflict resolution, time management, delegation and decision making. Student will be able undertake undertake a wide range of administrative and managerial responsibilities within hospital organizations. **Pre-requisite:** BUS 363

HCA 476: Healthcare Compliance & Risk Management 3 Credits. This course will provide an introduction to the concept of risk management and the importance of compliance in healthcare settings. The course will provide a historical perspective on the development of healthcare risk management, the role of the healthcare risk manager, the principles of health care risk management and the connection between risk management, quality improvement and corporate compliance in various healthcare settings. **Pre-requisite:** HCA 321, 381

HIS 101: U.S. History I 3 Credits. This course examines the foundation of history in the United States through 1877 and explores current issues that are relevant to the future development of America. The student will become familiar with historical perspectives of current affairs and develop a body of knowledge to make predictions on future trends in American events. **Pre-requisite:** None.

HIS 102: U.S. History II 3 Credits. This course examines the foundation of history in the United States from 1877 through the present and explores current issues that are relevant to the future development of America. The student will become familiar with historical perspectives of current affairs and develop a body of knowledge to make predictions on future trends in American events. **Pre-requisite:** None.

HIS 103: World Civilization I 3 Credits. A survey of the birth and diffusion of world civilizations from "pre-history" to 1500, with attention to major cultural, social, economic, and political trends within each civilization. The emergence of European civilization is set within a larger framework of civilizations in Africa, Asia, and Latin America, and interactions between or among civilizations are stressed. **Pre-requisite:** None.

HIS 104: World Civilization II 3 Credits. A continuation of World civilization I, the course focuses on the development of civilization from the Renaissance until contemporary times. **Pre-requisite:** None

HIS 106: Historical Themes in World Civilizations 3 Credits. Students will learn about major developments and themes that have carried throughout the major civilizations and affected political, social and economic trends. **Pre-requisite:** None

HIS131: Church History 3 Credits. The student will explore the historical development of the Christian church. The focus will be on important periods from the ascension of Jesus Christ to the present day church. The student will study the controversial and political events that established the movement of various denominations. **Pre-requisite:** None

HIS 211: Middle East History 3 Credits. The course is a survey of the historical and religious events of the Middle East. The focus will center on a general study of the major periods in the history of the Middle East from before the Christian Era until World War I from an historical, sociological and political viewpoint. The highlights of the course will include the period before the Christian Era, the advent of Christianity, the Islam and the early Arab conquest, the Caliphate period, the disunity of the tenth to thirteenth centuries, the Ottoman empire, Westernizing reforms and the rise of nationalism. **Pre-requisite:** ENG 102, HIS 101 & 102 or HIS 103 & HIS 104

HIS 212: African American History 3 Credits. This course is a survey of African American History from geographical, social, political, and economic perspectives. The student will discuss Africa in the context of world events and history. **Pre-requisite:** ENG 102, HIS 101 & 102 or HIS 103 & HIS 104

HIS 220: History of Asia 3 Credits. An introduction to major developments in the histories and cultures of China, Japan, and India—origins of civilizations, great empires, religions, growth and spread of cultures, alien invasions, Western impact, nationalist movements, modernization, and characteristics of contemporary society. **Pre-requisite:** ENG 101

HIS 225: History of Mexico, Central America, and the Caribbean 3 Credits. This course covers the history of Mexico, Central America, and the Caribbean nations of Cuba, Dominican Republic, Haiti, and Puerto Rico from the Indian civilizations of the remote past to the social conflicts of the present. **Pre-requisite:** ENG 101

HIS 227: History of South America 3 Credits. An introductory survey of South America from the Inca Civilization to modern Chile, Peru, Argentina, Brazil, etc., this course emphasizes the contrasts and conflicts between Indian and European culture and the basic social, economic, and political evolution. The persistence of "underdevelopment" and poverty are also explored. **Pre-requisite:** ENG 101

HIS 230: 20th Century World History 3 Credits. The purpose of this course is to provide students with a framework to understand the developments of the past one hundred years. Major economic, political and societal events will be explored in order to understand why events are occurring today. **Pre-requisite:** ENG 102, HIS 101, 102 or HIS 103, HIS 104

HIS 310: Survey of the History of Religion 3 Credits

This course is a survey of the history of the world's concentration religions, including Hinduism, Buddhism, and other religions of Asia, those of Africa and the Americas, as well as the three great monotheistic religions—

Judaism, Christianity, and Islam. The basic principles and practices of the most significant world religions are discussed and evaluated. The course will look at the development of religion from ancient religions to the present times. **Pre-requisite:** None

HIS 320: History through the Arts 3 Credits. The purpose of this course will be to provide an introduction to the creative elements and artistic achievements in the history Western culture in the fields painting, sculpture, architecture, music, theatre, and philosophical literature. Through this study, the student will develop a better understanding and appreciation of the arts and how they developed. **Pre-requisite:** None

HIS 330: American Legal History 3 Credits. This course surveys the history of the U. S. Constitution, including the British background, the first state constitutions, the Articles of Confederation, the Constitutional Convention, ratification debates, Marshall Court, slave law and the Dred Scott decision, the impact of the Civil War and Reconstruction on the law, and the effects of industrialization on American law. The course is not about constitutional interpretation or theories applied by the current Supreme Court. **Pre-requisite:** HIS 101, HIS 102.

HIS 420: Advanced Topics in Ancient History 3 Credits This course offers a thorough and detailed examination of an important topic or problem from Greco-Roman history. Topics change every semester. Open to juniors and seniors. **Pre-requisite:** HIS103

HIS 430: Special Topics in History 3 Credits. This course covers reading and research on specific historical settings. Topic changes each semester. This course is open only to juniors and seniors; may be repeated once. **Pre-requisite:** None.

HUM 150: Greek I 3 Credits. This course provides the student with an understanding of the Greek language and culture. The student will acquire a foundation to translate Greek for greater Bible interpretation. **Pre-requisite:** None.

HUM 151: Greek II 3 Credits. This course provides continuation and academic advancement for those who have taken Greek I. **Pre-requisite:** HUM 150 or permission by the instructor.

HUM 155: Hebrew I 3 Credits. This course is designed to provide the student with an understanding of the Hebrew language and culture. The student will acquire a foundation to translate Hebrew for greater Bible interpretation. **Pre-requisite:** None

HUM 156: Hebrew II 3 Credits. This course provides continuation and academic advancement for those who have taken Hebrew I. **Pre-requisite:** HUM 155 or permission by the instructor.

HUM 210: Philosophy 3 Credits. This course is designed to introduce the student to the process of philosophy as a mechanism to analyze concepts of theory and doctrine. The student will learn about historical philosophical leaders, their concepts, and theory. The student will acquire an appreciation of philosophic perspectives that will foster the interpretation of truths. **Pre-requisite:** None.

HUM 220: Hebrew Literature 3 Credits. This course is designed to illustrate the Old Testament as a great literature. The student will learn the importance of Hebrew literature in understanding the language, literature, and culture of the Hebrew Bible. **Pre-requisite:** None.

HRM 350: Performance Management 3 Credits. Students will examine the process of performance management, beginning with consideration of legal constraints on the measurement and evaluation of performance, causes of performance and the evaluation of performance. Providing feedback, dealing with feedback, and approaches to improving performance are also important topics that will be addressed. **Pre-requisite:** BUS 361

HRM 370: Recruitment & Retention 3 Credits. In developing a strategic structure that corporations with human resources can use to achieve organizational goals, students in this course learn strategies and techniques for planning, recruiting, selecting, training, and retaining employees. **Pre-requisite:** BUS 361

HRM 375: Diversity Management 3 Credits. This course is designed to analyze the differences between cultures and how this affects business across international borders. Students will gain in-depth knowledge in an area that is increasingly complex, highly specialized, and important to organizations in creating a competitive workforce. A specialty in this area helps link diversity to organizational and work performance. **Pre-requisite:** BUS 361

HRM 380: Group and Team Management 3 Credits. Examines team building, communication and feedback; participative management techniques concerning motivation, small group processes, and group decision support; attracting and retaining quality personnel. **Pre-requisite:** BUS 361

HRM 420: Compensation and Benefits 3 Credits. Focusing on how organizations use pay systems and benefit plans to achieve corporate goals, this human resource management course explores compensation design, analysis, and evaluation and both legally required and voluntary benefit options. **Pre-requisite:** BUS 361, BUS 370

HRM 422: Conflict Resolution 3 Credits. This course teaches the knowledge and skills needed for problem solving and conflict resolution in groups and organizations. Students will learn in this course how developing higher levels of synergy facilitates conciliation, problem solving, harmony and the resolution of disputes as well as the greater ability to participate democratically in groups and organizations. **Pre-requisite:** BUS 361

HRM 423: Labor Law & Relations 3 Credits. Surveying federal and state laws as they affect the human resource function, this course explores equal employment opportunity, employment agreements, wage and overtime payment, and other regulatory issues. Examining the evolution of interaction between management and labor in a corporate environment, this course focuses on the American labor movement, federal and state labor laws, and collective bargaining, mediation, and work stoppage. **Pre-requisite:** BUS 361

HRM 425: Training and Development 3 Credits. This course examines training and organizational development techniques which are used by corporations to improve individual and corporate effectiveness. Topics include needs analysis, implementation planning, and outcomes assessment for individuals and organizations. **Pre-requisite:** BUS 361, HRM 380

HRM 430: Global Human Resources Management 3 Credits. This course is to help students understand the issues related to effectively managing a workforce in a global organization and how human resource strategies and programs can enable the workforce to contribute to organizational success. **Pre-requisite:** BUS 361, HRM 375

HRM 440: Negotiations 3 Credits. This course relies upon experiential learning to enhance students' ability to get what they want through the negotiation process. It is a 'skill building' course designed to help each student become more persuasive both personally and professionally. **Pre-requisite:** None

IMT110: Introduction to Information Technology 3 Credits. This course is designed to explore the overall environment of the information systems discipline. Covers the application of IS to the success of organizations and how information systems can be used by management, users and IS professionals. **Pre-requisite:** BUS 110

IMT 120: Introduction to Social Media 3 Credits. This course provides students with an introduction to the history, theory, technology, and uses of social media. Social media (such as Twitter, Facebook, blogging, etc.) are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology. **Pre-requisite:** BUS 110

IMT 210: Database Applications 3 Credits. This course introduces the basic features of the Microsoft Access database system. Students complete hands-on exercises and assignments, completing tables, forms, queries and reports. **Pre-requisite:** BUS110, MAT 200

IMT 220: Introduction to System Analysis 3 Credits. This course is designed to instruct the student in the essential concepts of project management as it applies to Computer Science (IT) projects as well as business projects in general. **Pre-requisite:** IMT 110

IMT 230: Health Information Systems I 3 Credits. This course introduces healthcare medical and business processes from a software design perspective. Topics include history of – and current topics related to – the healthcare delivery process; healthcare functions supported by hospital IT departments; and interaction between healthcare and business data domains and medical and allied health professionals. **Pre-requisite:** IMT 110

IMT240: Health Information Systems II 3 Credits. In this course, students explore current technologies, regulations, and standards, including picture archiving and communication systems (PACS); the Health Insurance Portability and Accountability Act (HIPAA); 21CFR Part 11; FDA General Principles of Software Validation; and Health Level Seven (HL7), and examine their effects on software development. Other topics include information technologies used to store data, maintain data quality, ensure safety, and enforce security; and electronic health record systems. **Pre-requisite:** IMT 230

IMT310: Introduction to Database Systems 3 Credits. This course explores the conceptual, logical and physical design of database systems. It emphasizes entity relationship diagrams and normalization. **Pre-requisite:** IMT 210

IMT320: Web Design and Development 3 Credits. The *Web Design & Development* course is an introduction to the design, creation, and maintenance of web pages and websites. Students learn how to critically evaluate website quality, learn how to create and maintain quality web pages, learn about web design standards and why they are important, and learn to create and manipulate images. **Pre-requisite:** IMT 110

IMT330: Networking and Telecommunications 3 Credits. This course introduces hardware, software, standards and concepts used in modern local and wide-area networks. Students examine network design through case studies and practical exercises. **Pre-requisite:** IM T 110

IM340: Introduction to Programming 3 Credits. This course introduces the fundamentals of computer programming using Visual Basic 2010. Students will also be able to apply other programming languages. It reinforces the application of fundamental concepts. **Pre-requisite:** IMT 110, MAT 200

IMT410: Ethical and Legal Issues of IT 3 Credits. This course examines the ethical, legal, and social responsibilities of the practicing professional IT specialist and will introduce the concepts needed to ensure that

students are aware of the accepted practices internationally. Issues addressed include computers and privacy, computer crime, public safety, intellectual property and professional codes of ethics. Key issues will normally be considered through case studies. **Pre-requisite:** IMT 220

LAW 330: Business Policies & Legal Principles 3 Credits. This course is designed to familiarize students with basic business law and policies. Students will learn the elements of business law. **Pre-requisite:** BUS 320.

LDR 101: Principles and Practices of Leadership 3 Credits. This course is designed to develop the student's leadership skills. The student will explore different aspects of leadership and develop a professional leadership profile. **Pre-requisite:** None.

LDR 310: Applied Strategic Planning for Leaders 3 Credits. The student will learn how to complete a strategic plan to manage business and personal projects. **Pre-requisite:** LDR 101.

LDR 400: Empowerment Strategies 3 Credits. This course offers strategies for seeing possibilities in situations, as well as ways of changing perspectives, evaluating opportunities, and discovering the power to enhance leadership. **Pre-requisite:** LDR 101.

MAT 0905: Intermediate Algebra No Credits. This class introduces the student to intermediate Algebra. **Pre-requisite:** None.

MAT 103 College Math 3 Credits

This course does not fulfill the undergraduate mathematic requirement. It counts only as an elective. **Pre-requisite:** None.

MAT 200: College Algebra 3 Credits. A focus on the formulas, processes, and procedures used in completing and forming algebraic formulas on the college level. This course will focus primarily on algebraic equations to build a foundation for pre-calculus and trigonometry. **Pre-requisite:** MAT 0905.

MAT 204 Calculus 3 Credits. This course is designed for students in business, economics, and other social sciences. The course introduces basic concepts of limits, continuity, differentiation, integration, maximization, minimization and partial derivatives. **Pre-requisite:** MAT 200.

MIN 180: Chapel No Credits. This is a forum for fellowship and worship for students and faculty. Chapel is mandatory. Studying, sleeping, food, beverage, and inappropriate use of laptops, palm pilots, and cell phones are not allowed during chapel services. **Pre-requisite:** None.

MIN 200: Foundations of Ministry 3 Credits. The Foundations of Ministry is designed to familiarize the students with the fundamental principles of ministry. Students will study the nature of the church, its structure and purpose, and how these shape its approach to ministry. The students will learn the responsibility involved in ministry and evaluate their calling in ministry. **Pre-requisite:** None.

MIN 220: World Evangelism 3 Credits. A biblical examination of the mandate to evangelize the world for Christ and the principles of effective evangelism: the message, mandate, motivation and methods. The course is designed

to develop the student as a world-changing evangelist. The student will examine the world according to Scripture and develop creative ideas for spreading the Gospel to many nations. **Pre-requisite:** None.

MIN 223: Introduction to Church Administration 3 Credits. The student will learn the basic principles and guidelines for church administration and leadership. It integrates biblical principles for church leadership with principles of organizational communication and management. The course examines staff, finances, buildings, and public relations in churches and integrates material from both religious and secular sources. **Pre-requisite:** None.

MIN 260: Youth Ministry 3 Credits. The student will learn principles and techniques appropriate for ministering to adolescents. The student will become familiar with the different issues and circumstances affecting the youth. **Pre-requisite:** MIN 200.

MIN 330: Ministry and the Law 3 Credits. Students will study and examine important legal issues that affect the ministry. The focus is on the legal implication of various ministerial practices relevant to healing, pastoring, sacraments, evangelism, and deliverance. **Pre-requisite:** MIN 200.

MIN 400: Pastoral Ministry 3 Credits. The Pastoral Ministry course is designed to introduce the student to the practices of the pastoral office. The concept of a pastor is developed for overseeing a church, congregation, and ministry and fulfilling tasks such as worship, weddings, funerals, marriages, and visitations. **Pre-requisite:** MIN 200.

MIN 403: Church and Sacraments 3 Credits. The student will study the ministry of sacraments and understand the relevance of its practices. The course seeks to engage students in an encounter with this essential dimension of Catholic life. The sacramental experience of reality fosters an awareness of the relationship between Jesus Christ and the Church, as well as an appreciation of the sacredness of God's creation. **Pre-requisite:** MIN 400.

MIN 420: Homiletics 3 Credits. The student will learn how to develop, study, and present different types of sermons. The course will afford the students with the opportunity to examine sermons in the following areas: Expository preaching from a narrative portion of Scripture, an Evangelistic sermon and a Wedding homily. **Pre-requisite:** MIN 200.

MIN 440: Pastoral Epistles 3 Credits. The student will discover pastoral ministry which shall seek to mine a portion of the depths of the Pastoral Epistles, as well as other Scriptures, to locate the many facets of the vocational minister. This course is a study of the Apostle Paul's writings to Titus and Timothy as related to the role of a pastor. Church problems and solutions are addressed. **Pre-requisite:** THE 300.

MIN 442: Principles of Church Growth 3 Credits. The student will study the various dimensions of planting new churches. This course is designed to the basic principles and procedures of church growth to both the world mission and local church situations. These studies are related to evangelism, mission, education, and administrative leadership: the focus is on church growth for long-term effectiveness and self-sufficiency. **Pre-requisite:** MIN 400.

MIN 450: Prophetic Themes & Current Events 3 Credits. An in-depth study of prophetic themes in the Bible and their contexts in current events in the world. This course is designed to establish a relationship between prophetic messages in the Bible and current events. Students focus on studying current affairs and relying on the Bible for solutions. **Pre-requisite:** MIN 200.

MIN 460: Ministry & Family 3 Credits. An examination of the nature of marital and family relationships in preparation for the student in ministry to understand these dynamics in their own family, in the families of those to whom they minister, and the impact of these on their ability to be an effective minister. This course is designed

to familiarize the student with important issues that arise when ministering to families. The course concludes with a consideration of church as the family of God. **Pre-requisite:** MIN 400.

MIN 470: Principles and Practices of Missions 3 Credits. The substance of this course is to review the practice and principles of missionary life. The student will learn important concepts in planning and completing missionary projects. Attention will be given to themes such as a missionary's calling, the needed qualifications, approval process, communication skills, and various duties while on the foreign field, Christian ethics, and culture shock. **Pre-requisite:** None.

MIN 471: African-American Worship and Preaching 3 Credits. Student will examine the techniques used to create an experience that appeals to a worshiper who functions spiritually from a African-American Christian perspective. This course is designed to develop knowledge and skill in worship and preaching that is responsive to the African-American culture. Students will acquire-hands on experience in worshipping, preaching, and other practices familiar to the African-American culture. **Pre-requisite:** MIN420

MIN 472: African-American Ministry 3 Credits. Students will explore and survey the nature and the context of African-American ministry. This course is designed to develop the student's knowledge and skill in ministry that is inclusive of the African-American culture. Students will focus on the African-American community, important issues for ministers, and the historical leaders in the ministry, churches, and congregations. **Pre-requisite:** None.

MIN 480 Ministry Service 3 Credits. The Ministry Service course is designed to provide the students with practical experience in the ministry. Students will work under the supervision of a senior minister, pastor, and/or bishop. **Pre-requisite:** None.

MKT: 300 Social Marketing & Policies 3 Credits. This course covers the core concepts of social media marketing, explores techniques for employing social media as a marketing tool, and presents ways to develop strategy. It examines new channels of marketing, advertising and communication that make up the social media space. **Pre-requisite:** BUS 250

MKT 310: Retail Marketing 3 Credits. This course covers retail marketing and current trends within the discipline and industry. The course provides a retail evaluation toolkit in order that students can apply this to any retail business and evaluate the market position, competition and viability of that business. **Pre-requisite:** BUS 250

MKT 350: Customer Relationship Management 3 Credits. This course examines customer relationship management (CRM) as a key strategic process within all organizations and serves as a foundation course in the marketing program. CRM is defined as the overall process of building and maintaining profitable customer relationships by delivering value and satisfaction to the customer. **Pre-requisite:** BUS 250

MKT 380: Global Marketing 3 Credits. This course attempts to prepare students for the 21st century to become effective managers overseeing global marketing activities in an increasingly competitive environment. The course is developed to from a strategic approach, reflecting on the importance of global corporations. **Pre-requisite:** BUS 250

MKT 390: Marketing Strategy 3 Credits. This course involves the review and learning of marketing strategy concepts, and the opportunity to apply those concepts that solidifies application setting. It provides both the theoretical study and hands-on practice of marketing strategy. Students will learn the most advanced marketing theories and various new opinions in the marketing field from leading scholars. **Pre-requisite:** BUS 250

MKT 400: Sales Management 3 Credits. The course focuses on the primary responsibilities of sales managers. Topics covered include recruiting sales people, sales force training, building customer relationships, sales forecasting, establishing sales territories and quotas, analyzing expenses, and motivating and compensating sales people. **Pre-requisite:** MKT 350

MKT 420: Marketing Analysis & Forecasting 3 Credits. This class is designed to cover relevant markets, analyzes primary and selective demand for markets, segments markets, and identifies potential target markets. This course focuses on market-oriented decision making through the analysis of prospective buyers, competitors, and company processes. **Pre-requisite:** None

POS 200: Comparative Politics 3 Credits. Comparative insights on political cultures, governmental structures, and political behaviors of differing political systems and worldviews. Topics include global terrorism, democratization, global economies, and international political structures. **Pre-requisite:** None

PSY 140: Introduction to Psychology 3 Credits. This course presents an overview of the science of human behavior from the perspective of consciousness, learning, sensations, perception, memory, motivation, emotions, behavior, life span development, gender, and sexuality. **Pre-requisite:** ENG 101.

PSY 150: Multicultural Issues and Psychology 3 Credits. The course will access the relationship of psychology and cross-cultural theories, beliefs and cultural behaviors. **Pre-requisite:** PSY140

PSY 210: Human Growth and Development 3 Credits. This course provides advance knowledge on the various stages of human growth and development. The student will learn the different psychological, emotional, and biological conditions of man. **Pre-requisite:** PSY140

PSY 220: History of Psychology 3 Credits. This course is an overview of psychological thinking from Ancient Greece to the present. It emphasizes a critical stance toward the assumptions and implications of major psychological theories. **Pre-requisite:** PSY140

PSY 240: Psychology II 3 Credits. A continuation of Introduction to Psychology. Furthers the students' understanding of human behavior, psychological disorders, and treatment methodologies. **Pre-requisite:** PSY 140.

PSY 320: Community Psychology 3 Credits. This course will foster the understanding of social change in community support systems, behavior issues, program development and evaluation. **Pre-requisite:** PSY140

PSY 340: Social Psychology 3 Credits. This course is an introduction to psychological theory and research on the nature and causes of human social behavior. **Pre-requisite:** PSY 140.

PSY 360: Physiological Psychology 3 Credits. Introduction to the physiological substrata of behavior; including basic neuroanatomy, research techniques, basic physiology, sensory processes, and central nervous system functions. **Pre-requisite:** PSY 240

PSY 400: Cognitive Psychology 3 Credits. The purpose of this course is to introduce you to human cognition: our ways of coming to know about the world and about one another. This course will concentrate on the classic topics in adult cognition: memory, attention, categorization, problem solving, reasoning, and decision making.

Special attention will be paid to the relationship between logic and the psychology of reasoning, and to the relationship between linguistics and the psychology of language. **Pre-requisite:** PSY 140

PSY 415: Personality and Social Development 3 Credits. This course is a review of psychological theory and research on age trends and individual difference in personality and social development. The course will analyze the major theories of personality: psychoanalytic, neopsychoanalytic, lifespan, trait, humanistic, cognitive, behavioral, and social-learning approaches. **Pre-requisite:** SOC101, PSY 140

PSY 430: Special Topics in Psychology 3 Credits. This course will be offered periodically to explore different areas of study at the faculty's discretion. The course will focus on a different subject each semester. An important goal of the class is to explore one area of Psychology in depth. **Pre-requisite:** PSY 140

PSY 450: Psychology and Christianity 3 Credits. This course is a survey of psychological perspectives on religious experience. It will examine the psychological research concerning religion and human development, mystical experience, conversion, new religious movements (cults), and mental health. **Pre-requisite:** PSY 140

PSY460: Theories of Personality 3 Credits. The course will analyze the major theories of personality: psychoanalytic, neopsychoanalytic, lifespan, traits, humanistic, cognitive, behavioral, and social-learning approaches. **Pre-requisite:** PSY 140

RELIGION

REL 101: Old Testament Survey 3 Credits. A survey of the setting, literature, progression and unity of the Old Testament (OT) scriptures. The student will learn the historical events and messages of the Old Testament. Upon completion of this course, the student will have a concrete understanding of the context and purpose of each division of the Hebrew Bible and a firm grasp of the content and purpose of each book. **Pre-requisite:** None.

REL 102: Genesis 3 Credits. A study of the content and message of the Book of Genesis. The student will focus on interpretation and analysis of Scripture, as well as discuss the recognition of important messages relevant to religion and current affairs. **Pre-requisite:** None.

REL 103: The Pentateuch 3 Credits. A study of the content, theology, and criticism is designed to familiarize students with significant translations of the first five books of the Bible. Students will develop an in-depth understanding of the theological and literary historical significance of these books. Students will also develop knowledge and skills in reading the Septuagint. **Pre-requisite:** REL 101.

REL 104: The Tabernacle and Temple 3 Credits. A study designed to provide a foundational understanding of the Tabernacle and the Temple. Historical and biblical purposes of both will be examined. Students will study scriptures to obtain an in-depth understanding of the function and operation of both the Tabernacle and Temple in the Old Testament. **Pre-requisite:** REL 101.

REL 120: New Testament Survey 3 Credits. An introduction to the authorship and contents of the New Testament books. Special attention will be given to important persons, places and events, as well as to key chapters in the New Testament revelation. The student will learn the important events and messages of each book of the New Testament. **Pre-requisite:** None.

REL 131: Church History 3 Credits. The student will explore the historical development of the Christian church. The focus will be on important periods from the ascension of Jesus Christ to the present day church. The student will study the controversial and political events that established the movement of various denominations. **Pre-requisite:** None.

REL 170: Christian Ethics 3 Credits. The student will explore Scripture to develop principles of Christian Ethics and analyze contemporary issues that create a conflict between law and Christian values. **Pre-requisite:** None.

REL200: Canon of Scripture 3 Credits. This course details how the bible came to us. It would look at such issues, as the writing, selection, and preservation of the biblical text. **Pre-requisite:** None

REL 210: Book of Wisdom 3 Credits. An introductory study of Old Testament poetry with an analysis, interpretation and application of the contents of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. The course is designed as an in-depth study of the book of Wisdom. The focus will be on interpretation and analysis of Scripture. The student will discuss the important messages relevant to religion and current events. **Pre-requisite:** None.

REL 221: Book of Hebrews 3 Credits. An introductory study and analysis of the New Testament Epistle to the Hebrews. The course includes an investigation of the doctrines of Christ, especially His role as mediator, His priesthood and the use of the Old Testament in this book. The student will discuss important messages relevant to religion and current events. **Pre-requisite:** None.

REL260: Introduction to the History of Religion 3 Credits. This course is a survey of the history of the world's concentration religions, including Hinduism, Buddhism, and other religions of Asia, those of Africa and the Americas, as well as the three great monotheistic religions—Judaism, Christianity, and Islam. The basic principles and practices of the most significant world religions are discussed and evaluated. The course will look at the development of religion from ancient religions to the present times. **Pre-requisite:** None

REL270: Introduction to Asian Religions 3 Credits. This is an introductory look at Religions such as Hinduism, Buddhism, Confucianism, Daoism, Jainism, Sikhism and Shinto. **Pre-requisite:** None

REL 310: The Minor Prophets 3 Credits. A foundational study of the minor prophets. The focus will be on interpretation and analysis of scripture. The student will discuss important messages relevant to religion and current events. **Pre-requisite:** REL 101, 120.

REL 311: The concentration Prophets 3 Credits. A foundational study of the concentration prophets. The focus will be on interpretation and analysis of Scripture. The student will discuss the important messages relevant to religion and current events. **Pre-requisite:** REL 101, 120.

REL 321: The Gospels 3 Credits. An in-depth study of the gospels of Matthew, Mark, Luke and John. The focus will be on interpretation and analysis of Scripture. The student will discuss important messages relevant to Christian doctrine and contemporary issues. **Pre-requisite:** REL 120.

REL325: Comparative Religions 3 Credits. The main goal of this course is to introduce students to the diversity of academic approaches in the study of religion and to offer students the overview of Eastern, Western, and exemplary native (basic) religious traditions specific in their belief systems as well as in their religious practices. Through the study of the different religious traditions students will learn how to differentiate, structurally compare, categorically explain diverse religious systems and their specific types of beliefs. **Pre-requisite:** None

REL 330: Book of Acts 3 Credits. A study of the growth and development of the first century Church as recorded by the accurate historian, Luke. Special attention will be given to the activity of the Holy Spirit in the ministries of Peter and Paul. The student will discuss the important messages relevant to Christian doctrine and current events. **Pre-requisite:** REL 131.

REL335: Monotheistic Religions 3 Credits. This course is a comparative look at the Abrahamic religions, Judaism, Christianity and Islam. It will explore similarities and differences. **Pre-requisite:** None

REL 340: Apologetics 3 Credits. Apologetics is the study of how to give reasons for our Christian hope (1 Pet 3:15). The course will seek to formulate the rational basis for believing in Christian theism, with responses to objections and critiques of competing worldviews. Students will develop knowledge on defending the Gospel of Jesus Christ and Christian doctrine against opposition. The student will explore heresy. **Pre-requisite:** REL 101, 120.

REL 360: Survey of Religions 3 Credits. A survey of the world's concentration religions, including Hinduism, Buddhism, and other religions of Asia, those of Africa and the Americas, as well as the three great monotheistic religions—Judaism, Christianity, and Islam. The basic principles and practices of the most significant world religions are discussed and evaluated. The emphasis is on current cults, concentration religions and comparisons from ancient times to the present. **Pre-requisite:** REL 170.

REL400: Art and Symbolism in Religion 3 Credits. This course will examine the role of art in religion, the power of symbolism, art as aural and visual, art as conceptual and actual. **Pre-requisite:** None

REL410: Special Topics in Religion 3 Credits. Topics in religious studies selected by importance in the field and pertinent to the role of religion in society and culture. Emphasis is on historical, interdisciplinary, and cross-cultural issues. **Pre-requisite:** None

SCI 101: Topical Issues in Biological Studies 3 Credits. This course covers a wide range of important topics in the Biological Sciences. Highlights include the origin of life, evolution, the cell, gene, human traits, cloning, bioremediation, the human body, and its defenses. **Pre-requisite:** ENG 101.

SCI 161: Introduction to Health 3 Credits. The course will introduce students to the health profession and pertinent related issues concerning health and fitness. Students will acquire a working knowledge of the human body, contributing factors of health and illness, as well as contemporary aspects related to the delivery of health care and the attainment of wellness. The course will address common health problems and challenges in both urban and rural communities such as heart disease, diabetes, HIV/AIDS, breast cancer, prostate cancer, depression, suicide, infant mortality, and Alzheimer disease. **Pre-requisite:** None.

SCI 162: Prevention and Common Health Problems 3 Credits. The course is designed to provide an understanding of the human body, common health problems, and methods of treatment. The focus will be on reducing the incidence of disease and injury by improving nutrition and healthy life styles. **Pre-requisite:** None.

SOC 101: Introduction to Sociology 3 Credits. Introduction to social structures, forces, processes, and products to provide insight into the human and social condition of man. **Pre-requisite:** None.

SOC 200: Sociology II 3 Credits. A continuation of SOC 101 for an in-depth study of culture, behavior, and environment. **Pre-requisite:** SOC 101.

SW 250: Introduction to Human Services 3 Credits. This course introduces students to the various social services, programs, and agencies to assist individuals and their families. This is a fundamental course for Christian Counseling. **Pre-requisite:** SOC 101.

SW 360: Introduction to Social Work Methods 3 Credits. A comprehensive study of the social work practice. The student establishes a foundation to access and conduct individual and group assessment, treatment plans and intervention techniques. Knowledge and skill development is conducted in relation to ethnic, gender, racial, socioeconomic, and religious differences. **Pre-requisite:** SOC 101, 250.

SOC 365: Personality and Social Development 3 Credits. A review of psychological theory and research on age trends and individual differences in personality and social development. **Pre-requisite:** SOC 101, 250.

SOC 367: Perspectives of Community Outreach 3 Credits. This course offers a range of issues related to community building. Issues include capacity development for non-profit organizations, community organizing, healthy behavior, and disease prevention education, as well as personal financial management. **Pre-requisite:** None.

SW 370: Health and Human Services Delivery Systems 3 Credits. A study of social practices and beliefs that define and constitute the phenomena of health illness. The current health care delivery system including administration and planning will be critically reviewed and alternatives will be discussed. **Pre-requisite:** None.

SOC 375: Grants and Funding Sources 3 Credits. This course teaches the student how to research for public and private funding for non-profit organizations. The student also acquires information on grants and funding criteria. **Pre-requisite:** None.

SOC 376: Government Funding and Service 3 Credits. This course examines the criteria for receiving funding and understanding the government system and priorities to overall funding. **Pre-requisite:** None.

SW 470: Administration of Social Services Agencies 3 Credits. A descriptive and analytical study of social welfare programs and policies. The course also examines the relationship between social work and other aspects of the social welfare system, noting overall impact on social problems. **Pre-requisite:** SW 370.

SOC 472: Trends in Social Policy 3 Credits. Students will study and be involved in human services, applied social research, or other activities approved by the coordinator. Current social issues and policies that impact the economy and family are also examined. **Pre-requisite:** SOC 367.

STA 200: Statistics 3 Credits. This course studies statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software and/or a scientific calculator (capable of performing 2-variable statistics) will be required. **Pre-requisite:** MAT 200

STA 250: Business Statistics 3 Credits. Introduction to descriptive statistics for displaying and summarizing business data. The use of probabilities and random variables in business decision models, probability distribution, statistical inference as a decision-making tool, sampling of business data, simple linear regression, etc. will be covered. **Pre-requisite:** MAT 200.

THEOLOGY

THE 120: Life of Christ 3 Credits. The study of the life and ministry of Jesus Christ. The emphasis is on the experiences of his ministry in the Jewish world and customs. Scripture is studied to understand the purpose of the Gospel and the ministry. **Pre-requisite:** None.

THE 200: Introduction to Theology 3 Credits. An introductory course on the definition and purpose of theology. The student will define important concepts such as Bibliology, Christology, Pneumatology, Ecclesiology, Eschatology, Reformation Theology, and Charismatic Theology. **Pre-requisite:** None.

THE 300: Introduction to Hermeneutics 3 Credits. A course designed to acquaint students with the techniques and methods for sound biblical interpretation. The course will expose students to a variety of different approaches, demonstrate the crucial importance of hermeneutics and the role genre plays in interpretation, and assist them in developing their own hermeneutical method.

Pre-requisite: HUM 150, 155.

THE 308: Pneumatology 3 Credits. A study of the Person and work of the Holy Spirit. The activities of the Holy Spirit are traced through the Old and New Testament, with attention to His ministry to Christ, to the Church, and to the individual Christian. **Pre-requisite:** THE 200, THE 300

THE 310: Dispensationalism 3 Credits. A careful consideration of the system of interpretation known as dispensationalism. Several aspects are addressed: the historical development of the dispensational system, a dispensational interpretation of sacred history and the relationship of covenants to dispensations. **Pre-requisite:** THE 200, THE 300

THE 312: Eschatology 3 Credits. A study of the Old and New Testament Teachings on eschatology, that includes those aspects of the Kingdom that are now present and those yet to be fulfilled. Course will give specific attention to the concept of the Kingdom of God, Messiah, resurrection, tribulation, judgment, and signs of the times. **Pre-requisite:** THE 200, THE 300

THE 340: Pauline Theology 3 Credits. A study of the dominant themes and perspectives of Paul's teachings regarding the human being, the Mosaic law, the person and work of Christ, new life in Christ, the church, and the demands of the Christian life. Special attention will be given to sin, salvation, the nature of Christian freedom, law in the life of the believer, the church as the body of Christ, marriage and divorce, and the Pauline pattern of social ethics. Students will examine the writing of the apostle Paul to understand doctrinal truths. **Pre-requisite:** THE 200.

THE 342: Romans 3 Credits. An analytical and exegetical study of Romans, giving attention to the great doctrinal issues of condemnation, justification, sanctification, the place of Israel, and practical Christian living. The student will engage in a verse-by-verse interpretation to outline, research, and write doctrinal truths. **Pre-requisite:** None.

THE 360: Systematic Theology 3 Credits. An in-depth study of the origin of Scripture and different types of theology. Theology related to grace, salvation, justification, prophecy, and the return of Christ are studied and researched. **Pre-requisite:** THE 200.

THE 361: Integrative Theology 3 Credits. An examination of the various theological topics that can be integrated and applied to various situations and contexts in ministry. Student will receive insights into thinking theologically while addressing practical and current issues. **Pre-requisite:** THE 300, THE 360.

THE 362: The Origin of Man 3 Credits. Exploration from a Christian perspective of the mystery of human existence. The study of the doctrine of man, his origin, his state of innocence and his fall. **Pre-requisite:** THE 200.

THE 363: New Testament Theology 3 Credits. Students will engage in a study and examination of the concentration theological themes of the New Testament, starting with Gospels and ending with the book of Revelation. The general principles of interpretation will be applied as well as the special principles concerning parables, symbols and types, and prophecy. **Pre-requisite:** THE 200, THE 300



GRADUATE PROGRAMS

**General Information, Admissions Policies,
Academic Policies, Programs,
and Course Descriptions**

Graduate Programs - General Information

University of Fort Lauderdale offers a Master of Business Administration, Master of Arts in Business Leadership, Master of Divinity, and a Master of Science in Pastoral Counseling. The general requirements:

- Master of Business Administration – 46 credits
- Master of Arts Degree in Business Leadership – 45 credits
- Master of Divinity – 90 credits
- Master of Science in Pastoral Counseling – 45 credits

Student's program should be developed with his or her graduate advisor.

The graduate program is designed to provide a quality yet flexible learning experience for students seeking a master's degree. In addition, the program offers various learning opportunities in content, technology, leadership, and actual field of specialization.

Philosophy Statement

The philosophy is that a continuum and integration of knowledge, through a goal directed process, is essential in master's study. The breadth and complexity of study provides scholarship for purposeful and proficient ministry that embodies leadership, integrity, and character. The continuum and integration of knowledge offers professional, academic, and technological pathways to effectively position the student for high achievement.

Personal Requirements

Graduate students will need to have strong study skills, self-discipline, and self-motivation, and the ability to work independently to complete the coursework initiatives.

Graduate Admissions Policies

University of Fort Lauderdale is committed to an admissions process that considers the whole person, to include the student's former education, community service, leadership experiences, references, personal interests and goals. The University is an equal access and opportunity institution of higher education and adheres to a non-discriminatory policy.

Students interested in attending the should contact the Admissions Department for an application. Students are encouraged to set appointments with the Office of Admissions, where a representative will assist them in completing the necessary paperwork.

Admissions Requirements

1. Official transcripts from all colleges and universities attended.
2. Bachelor's diploma(s).
3. 2.5 GPA (on a scale of 4.0).
4. Government I.D.
5. One references (*Requirement for Ministry Degree Tracks only*)
6. Successful completion of University of Fort Lauderdale's Master's Entrance Exam, the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).

NOTE: Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English. All transcripts need to be received no later than thirty days after the start of the initial term of enrollment.

Graduate Entrance Examination

The graduate program places great emphasis on programs tailored to the individual interests and career goals. Qualifying examinations are requested at the beginning of the student's graduate studies in order to assess the student's level of preparation. The examinations are used primarily to select a realistic study plan for the graduate student.

International Students

International students are considered for admission. However, all international students are required to submit either TOEFL or ILETS (*International English Language Testing System*) exam unless English is their native language or they have graduated from a school that the language of instruction is in English. In the Graduate Program, the minimum score accepted is 550 on the paper based test (TOEFL PBT) or 79 on the Internet based version (TOEFL IBT) or ILETS with a minimum score of 6.5.

The University of Fort Lauderdale received approval by the Department of Homeland Security to admit International students. International students may visit the US Embassy in their country and apply for an I-20 Visa to gain access to University of Fort Lauderdale

Transfer Students

Transfer students must meet all admissions requirements and follow the admissions procedures of the University. Transfer credits are limited to a maximum of 9 credits and must have a grade of "C" or better.

1. Official transcripts from all institutions attended must be sent to the Office of Admissions. Courses in which the student ends with a grade less than a “C” are not transferable.
2. Documentation such as catalogs, course descriptions, course syllabi and faculty letters of support may be required to evaluate courses taken at other colleges or universities.
3. Upon admission to the University, course credits may be evaluated for transfer. Courses accepted for transfer must be equivalent to those required in the degree plan. The Admissions Committee will evaluate transfer credits.

The grade point average earned from another institution will not be transferred into the University. If a student’s primary language is not English or their previous institution’s primary language of instruction is not English, they are required to submit the TOEFL or ILETS exam as set forth in the International Students section of Admissions.

Graduate Academic Polices

Graduation Requirements

1. Meet with an Academic Advisor to plan a course of study.
2. Successfully complete a qualifying examination.
3. Earn a minimum of 45 credits from the course requirements.
4. Maintain a 3.0 GPA (on a scale of 4.0).
5. Maintain a good standing with the University.
6. File an application for graduation by the published deadline.
7. Meet all financial obligations.

Full-term Status

Students may apply for full-time, part-time or per diem study. The maximum academic load for a full-time student is nine semester credit hours. Additional courses beyond this require the approval of the Vice President of Academic Affairs. The approval shall be dependent upon the superior academic achievement of the student.

The course load for a student on academic probation is six credit hours. Part time study allows a student to take up to six credits in a semester. University of Fort Lauderdale graduate students are expected to have a broad background in their concentration areas of study. Most students take three core courses in the areas of specialization during their first semester of study.

Graduate Studies Plan

The graduate program is designed to allow the student to complete the degree requirements in 18-24 months. Students have the option of accelerating their studies in accordance with their personal schedules and competencies. The program offers concurrent course enrollment and completion.

Faculty members are the content experts and responsible for assuring the completion of course objectives in the various core subjects. General core subjects include Foundations of Research and Doctrine of God. These subjects are held in 16-week sessions within the traditional classroom setting.

Paper Submission

As part of the coursework initiative, a research paper requirement will be established for every course. Papers must be submitted using the APA style writing format in the College of Business Leadership and Turabian style in the College of Religious Studies.



College of Business Leadership

Graduate Programs:

Master of Business Administration
Master of Arts in Business Leadership

College of Business Leadership – Master’s Programs

Master of Business Administration

University of Fort Lauderdale offers a Master of Business Administration.

Description

The Master’s Degree in Business Administration exposes qualified and dedicated students to an anthology of knowledge that is essential for the pursuit of highly professional and credible careers in business administration.

Program Objectives

The purpose of the Master of Business Administration (MBA) program is to provide forward-thinking curriculum that will prepare students to meet the demands of our world’s volatile marketplace through a Christian perspective. The market-driven curriculum provides students with an essential understanding of how business works—from administration and operations, to management and marketing. Students will graduate with un-parallel skills that will increase their marketability, as well as their ability to add immediate value to their company’s bottom line.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Program Completion

Completion of the Master’s Degree in Business Administration requires completion of 46 credits. Student must complete a Capstone to successful complete the program.

Master of Business Administration

BUS 505 Leadership, Team Building and Group Dynamics	(3 credits)
LDR 510 Strategic Management	(3 credits)
EDU 570 Research I: Foundations of Research	(3 credits)
BUS 580 Finance and Investment	(3 credits)
LDR 600 Leadership Principles and Strategies	(3 credits)
THE 510 Doctrine of God	(3 credits)
BUS 650 Outcome Analysis and Evaluation	(3 credits)
BUS 670 Advanced Entrepreneurship	(3 credits)
EDU 670 Research II: Research Statistics	(3 credits)
BUS 671 Marketing Research and Strategy	(3 credits)
BUS 675 Accounting for Decision Makers	(3 credits)
LDR 502 Principles of International Leadership	(3 credits)
Elective BUS/LDR500-600	(3 credits)
Elective Open Elective(BUS/REL500-600)	(3 credits)
BUS 690 Capstone Project	(4 credits)

Master of Arts in Business Leadership

University of Fort Lauderdale offers a Master of Arts in Business Leadership.

Description

The Master's Degree in Business Leadership exposes qualified and dedicated students to an anthology of knowledge that is essential for the pursuit of highly professional and credible careers in business leadership.

Program Objectives

The purpose of the Master's Degree in Business Leadership is to further advance world-changing leaders in traditional and innovative areas of business. This is accomplished through coursework that challenges students to be innovative in interpreting, administering, and applying business policies and procedures in business leadership positions.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Program Completion

Completion of the Master's Degree in Business Administration requires completion of 45 credits. Students have the option to choose between the required three tracks to complete their degree: a thesis (6 credits); a capstone and one additional elective on the 500/600 level; 2 additional courses on the 500/600 level. It is strongly advised that students planning to continue their studies for a higher degree or research take the thesis option.

Master of Arts Degree in Business Leadership

EDU 570 Research I: Foundations of Research	(3 credits)
BUS 540 World Economics	(3 credits)
BUS 560 Managerial Practices and Strategies	(3 credits)
BUS 580 Finance and Investment	(3 credits)
HUM 500 Advanced Communications	(3 credits)
LDR 500 Principles of Business Leadership	(3 credits)
THE 510 Doctrine of God	(3 credits)
BUS/LDR 500-600 Electives	(6 credits)
BUS 660 Management Concepts and Practices	(3 credits)
EDU 670 Research II: Research Statistics	(3 credits)
LDR 600 Leadership Principles and Strategies	(3 credits)
BUS 650 Outcome Analysis and Evaluation Methods	(3 credits)
LDR 690 Master's Thesis	
or	
Capstone and an additional course	
or	
Two additional courses	(6 credits)



College of Religious Studies

Graduate Programs

Master of Divinity
Master of Science in Pastoral Counseling

College of Religious Studies – Master Programs

University of Fort Lauderdale offers a Master of Divinity and a Master of Science in Pastoral Counseling.

Master of Divinity

Description

The Master of Divinity program prepares students for professions as religious leaders who are equipped to serve in a variety of contexts, and who will cultivate the attitude of lifelong learners in the practice of ministry.

Program Objectives

The purpose of the Master of Divinity Program is to prepare individuals for professional ministry. Students will develop a thorough understanding of scriptural, historical, and theological foundations for ministry, and integrate the program of learning with rigorous and reflective practice in an ever-changing ministry context. The program will prepare religious leaders who are equipped to serve in a variety of contexts, and who will cultivate the attitude of lifelong learners in the practice of ministry. Additionally, it will prepare students who desire to further their study at the Doctorate level.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Program Completion

Completion of the Master of Divinity requires completion of 90 credits of which 60 are in the general core, 18 are in the concentration and 12 are electives.

Master in Pastoral Counseling

Description

The Master's Degree in Pastoral Counseling has its foundation in ministerial preparation as well as counseling.

Program Objectives

The purpose of the Master of Science Degree in Pastoral Counseling is to provide the students with the knowledge, skills, and abilities to listen, calculate, and communicate effectively so that they are prepared for the ministry of Pastoral Counseling within a church or ministry and provide this ever-changing society with 21st century pastors with a heart for God and God's people.

Prerequisites

Students must meet the entrance requirements of University of Fort Lauderdale.

Note: The Master of Science in Pastoral Counseling does not qualify the student to be licensed in counseling, nor does it meet the requirements to take the required examinations for such licenses.

Program Completion

Completion of the Master of Science degree requires completion of 45 credits. Students have the option to choose between the required three tracks to complete their degree: a thesis (6 credits); a capstone and one additional elective on the 500/600 level; 2 additional courses on the 500/600 level. It is strongly advised that those students planning to continue their studies for a higher degree or research take the thesis option.

Thesis

The thesis is a scholarly treatise that substantiates a specific point of view as a result of original research that is conducted by students during their graduate study. It should combine academic knowledge with quality research, scholarly reflections and point the reader to possibilities of practical application in the chosen field.

Capstone

The capstone course is designed to be a culmination of the work done in the graduate program. It is a project that students must focus on one specific area. Capstone projects require students to get up-to-speed quickly on a specific content or issue area; demonstrate developing competency in gathering, analyzing and reporting on data; interweaving their learning in all these areas. The Capstone must be completed in one semester.

Master of Science in Pastoral Counseling

Program: 2-year Program (45 credits)

THE 510 Doctrine of God	(3 credits)
COU 500 Christian Counseling	(3 credits)
EDU 570 Research I: Foundations of Research	(3 credits)
MIN 500 Principles & Practice of Ministry I	(3 credits)
THE 500 Biblical Hermeneutics	(3 credits)
MIN 501 Principles and Practices of Ministry II	(3 credits)
SOC 500 Social Crisis and Mental Health	(3 credits)
COU/THE/REL/MIN 500-600 Electives	(6 credits)
COU 610 Pastoral Counseling	(3 credits)
COU 611 Pneumatological Approaches in Pastoral Counseling	(3 credits)
MIN 680 Ministerial Internship/Practicum	(3 credits)
MIN 600 Pastoral Ministry	(3 credits)
MIN 690 Master's Thesis	
or	
A capstone and an additional 500/600 course	
or	
Two additional 500/600 level courses	(6 credits)

Master of Divinity

Program: 3-year Program (90credits)

Core Courses:	(60 credits)
Concentration Courses:	(18 credits)
Elective Courses:	(12 credits)

Core Courses (60 credits)

REL 501	Old Testament Survey	(3 credits)
REL520	New Testament Survey	(3 credits)
HUM 550	Biblical Greek I	(3 credits)
HUM 551	Biblical Greek II	(3 credits)F
OR		
HUM 552	Biblical Hebrew I	(3 credits)
HUM553	Biblical Hebrew II	(3 credits)
MIN500	Principles & Practices of Ministry	(3 credits)
MIN620	Homiletics	(3 credits)
EDU570	Research I: Foundations of Research	(3 credits)
THE560	Systematic Theology	(3 credits)
PSY540	Advanced Psychology	(3 credits)
MIN530	Christian Missions	(3 credits)
REL531	Church History I	(3 credits)
REL541	Church History II	(3 credits)
MIN523	Church Administration	(3 credits)
REL545	African Church History	(3 credits)
MIN540	Cross-Cultural Evangelism	(3 credits)
COU500	Christian Counseling: Theory & Practice	(3 credits)
THE500	Biblical Hermeneutics	(3 credits)
REL530	Biblical Ethics	(3 credits)
MIN510	Philosophy of Christian Education	(3 credits)
MIN680	Field Education (Internship/Practicum)	(3 credits)

Concentrations (18 credits)

THEOLOGY

THE510	Doctrine of God	(3 credits)
THE512	Doctrine of the Holy Spirit	(3 credits)
THE530	Pneumatology	(3 credits)
THE640	Pastoral Theology	(3 credits)
THE650	Eschatology	(3 credits)
THE670	Apocalyptic	(3 credits)

BIBLICAL STUDIES

REL570 Bible Research & Application	(3 credits)
REL610 Pentateuch	(3 credits)
REL621 The Gospels	(3 credits)
REL623 Wisdom Literature	(3 credits)
REL625 Pauline Epistles	(3 credits)
REL660 Cults & World Religions	(3 credits)

MINISTRY

MIN600 Advanced Pastoral Ministry	(3 credits)
MIN610 Christian School Education	(3 credits)
MIN655 Christian Worship	(3 credits)
MIN642 Church Planting	(3 credits)
MIN650 Urban Ministries and Social Change	(3 credits)
LDR640 Applied Leadership	(3 credits)

COUNSELING

COU521 Cross-Cultural Counseling	(3 credits)
COU610 Pastoral Care and Counseling	(3 credits)
COU611 Pneumatological Approaches in Pastoral Counseling	(3 credits)
COU612 Advanced Case Management	(3 credits)
COU620 Advanced Crisis Management	(3 credits)
COU630 Family Systems in Christian Counseling	(3 credits)

ELECTIVES

REL601 Inter-Testamental Literature	(3 credits)
MIN 612 Spiritual Formation	(3 credits)
MIN525 Christian Discipleship	(3 credits)
LDR630 Emerging Leadership Models	(3 credits)

Graduate Course Descriptions

For additional information on courses, contact the Dean of the appropriate college of study.

BUSINESS

BUS 505: Leadership, Team Building and Group Dynamics 3 Credits. This course focuses on the examination of the interpersonal dynamics of teams and groups; develop skills for leading and empowering its members; explore group processes such as goal setting and problem solving; learn how teams interact within their organizations. **Pre-requisite:** None.

BUS 540: World Economics 3 Credits. An overview of various economic systems, reports, and productivity scales. The student will examine the results of concentration international reports and economists. **Pre-requisite:** None.

BUS 560: Management Practices and Strategies 3 Credits. A course on strategic practices in management; an examination of concentration companies, management models, and issues. **Pre-requisite:** None.

BUS 580: Finance & Investment 3 Credits. A study of the national and international investment market to include stocks accounting, financial reports, and business trends. Acquisitions and distribution of capital and property are studied. **Pre-requisite:** None.

BUS 650: Outcome Analysis and Evaluation Methods 3 Credits. Various methods of evaluation and analysis are studied. The design of instruments and evaluation criteria are to learn as indicators of cost and quality analysis. **Pre-requisite:** None.

BUS 651: Task Analysis 3 Credits. Instruction will be given in the areas of goal positioning and modification, objective structuring, duty analysis and task planning and implementation. **Pre-requisite:** None.

BUS 660: Management Concepts and Practices 3 Credits. Principles and laws are examined to provide a basis for personnel, operational and systems management. **Pre-requisite:** None.

BUS 670: Advanced Entrepreneurship 3 Credits. Visionary planning to develop and manage multi-level corporations. Opportunities and ideas are conceptualized and scrutinized for profit ventures. Professional conduct and values of successful entrepreneurs are examined. **Pre-requisite:** None.

BUS 671: Market Research and Strategies 3 Credits. An examination of market research and strategies to analyze and predict successful and failing businesses. Trends in contemporary market techniques are studied. **Pre-requisite:** None.

BUS 675: Accounting for Decision Makers 3 Credits. This course focuses on the use of accounting information in reporting managerial performance and making business decisions and covers the preparation and use managerial accounting information in business planning, budgeting, break-even analysis and pricing. **Pre-requisite:** None.

BUS 680: Financial Strategic Planning 3 Credits. Various areas of strategic business and financial planning are studied. Plans will be developed, written and evaluated. **Pre-requisite:** None.

COUNSELING

COU 500: Christian Counseling: Theory and Practices 3 Credits. Principles of Christian Counseling are defined and distinguished from other counseling methods. Roles and responsibilities of Christian counselors are clarified. **Pre-requisite:** None.

COU 521: Cross Cultural Counseling 3 Credits. Various cultures are studied as an important element of effective counseling. Variation in cultural norms are learned and evaluated. The student learns culture as an asset for effective Christian counseling within the assessment, diagnosis and involvement process. **Pre-requisite:** None.

COU 610: Pastoral Counseling 3 Credits. Students are exposed to a number of psychological theories and strategies that shape their understanding on ministering to the whole person in counseling. It provides a basis for the Christian counselor to apply charismatic theology to topics such as the basic nature of man; the concept of mental illness, emotional disturbance and Bible-based therapy.. **Pre-requisite:** None.

COU 611: Pneumatological Approaches in Pastoral Counseling 3 Credits. Counseling techniques and strategies are developed in accordance with the Holy Spirit and Scripture. Counseling techniques follow pneumatological approaches in therapeutic situations. **Pre-requisite:** None.

COU 612: Advanced Crisis Counseling 3 Credits. The student will gain advanced knowledge and "hands on" experience in complex counseling situations in the community and institutional settings. Students will study the crisis of death and dying, trauma, substance abuse, violence and emotional distress. **Pre-requisite:** None.

COU 620: Advanced Case Management 3 Credits. The student will acquire advanced skills in the coordination and management of caseloads. Resources, health and reimbursement policies will be examined. **Pre-requisite:** None.

COU 630: Family Systems in Christian Counseling 3 Credits. We will conduct an in-depth analysis of general systems theory as it applies to counseling, especially with clients such as couples and families. Major concepts, philosophical foundations, and pragmatic implications of using systemic principles in counseling will be discussed from a Christian perspective. **Pre-requisite:** None.

COU 680: Counseling Practicum 3 Credits. Students will be given the opportunity to experience and observe practices in the mental health profession. While working in various settings, students interact with counseling professionals and become familiar with counseling as it is practiced within an agency. **Pre-requisite:** None.

COU 690 Master's Thesis (Counseling) 6 Credits. Students must write a thesis representing scholarly work in the field of an approved topic. **Pre-requisite:** None.

EDUCATION

EDU 570: Research I: Foundations of Research 3 Credits. A study of the various areas and processes involved in the organization, research and presentation of a thesis. This course will present the various aspects of researching and composing a thesis, as well as serve as the conduit to begin writing the thesis and completing the academic requirements. **Pre-requisite:** None.

EDU 670: Research II: Research Statistics 3 Credits. An introduction to research methods and statistical studies pertaining to data compilation, interpretation and analysis. Students are exposed to the process that should aid in providing objectivity in research. **Pre-requisite:** None.

HUMANITIES

HUM 500: Advanced Communication & Technology 3 Credits. Course on the process of analysis of technology used in information encoding and decoding for dissemination. The course examines new concepts in business communication technology. **Pre-requisite:** None.

HUM 501: Persuasion 3 Credits . The study of the various processes used in the persuasion process as it applies to communication management, marketing, business strategy and instructional methods. **Pre-requisite:** None.

HUM 550: Greek I 3 Credits. A study of Greek translation and exegesis of New Testament scriptures. Focus is on Koine Greek. **Pre-requisite:** None.

HUM 551: Greek II 3 Credits. A continuation of Greek I to provide more foundational knowledge of the language.

HUM 552: Hebrew I 3 Credits. A study of Hebrew grammar and syntax, of the Old Testament, with the goal of providing foundational knowledge to students for interpreting ancient biblical texts. **Pre-requisite:** None.

HUM 553: Hebrew II 3 Credits. A continuation of Hebrew I to provide more foundational knowledge of the language. **Pre-requisite:** HUM 552

LEADERSHIP

LDR 500: Principles of Business Leadership 3 Credits. A required course to establish principles in business leadership. A foundation is developed to identify business strategies and skills for high performance in financial, political and/or management settings. **Pre-requisite:** None.

LDR 501: Principles of Educational Leadership 3 Credits. A required course to apply business principles and strategies in educational leadership. Curriculum and instructional methodologies are approached as an important strategy to achieve high performance in business. Leadership is introduced as a critical method to effectively address barriers and challenges in education. **Pre-requisite:** None.

LDR 502: Principles of International Leadership 3 Credits. A required course to apply business principles and strategies in international leadership. Global issues and perspectives are examined. International policies, issues and trends are studied for developing leadership strategies. **Pre-requisite:** None.

LDR 510: Strategic Planning 3 Credits. Instructs the student in various areas of setting goals and planning concepts. The course focuses on the formation of business plans and business concepts. **Pre-requisite:** None.

LDR 550: People and Power 3 Credits. The study of human action and processes used to exercise political and economic power. The advantages and disadvantages of the consequences of power are studied. **Pre-requisite:** None.

LDR 600: Leadership Principles and Strategies II 3 Credits. Focusing on the various aspects and principles of leadership as well as taking a strategic analysis of the leadership process. **Pre-requisite:** None.

LDR 630: Emerging Leadership Models 3 Credits. The course will explore such leadership models as servant leadership, situational leadership, catalytic leadership, missional leadership among others. This course focuses specifically on challenges of leadership that are emerging in the 21st century and challenge students to rethink and reprogram to develop cutting edge responses. **Pre-requisite:** None.

LDR 640: Applied Leadership 3 Credits.

This course introduces participants to the practice of leading diverse groups in a variety of settings. Leading diverse groups requires, first, the group leader's self-awareness about his/her own leadership context and attitudes regarding diversity; and second, the capacity to develop trust, shared motivations, and cooperation among diverse group members. **Pre-requisite:** None.

LDR 690: Master's Thesis (Leadership) 3 Credits. Students must write a thesis representing scholarly work in the field of an approved topic. **Pre-requisite:** None.

MINISTRY

MIN 500: Principles and Practices of Ministry I 3 Credits. A study of the foundation and integration of practical and theological with the various aspects of ministry. The students are exposed to the various dimensions of ministry, and are encouraged to develop effective and relevant approaches to praxis. **Pre-requisite:** None.

MIN 501: Principles and Practices of Ministry II 3 Credits. A study of biblical principles of church leadership and an exploration of their implications for in the local parish. Key ministry practices will be examined as foundations for church renewal and revitalization. **Pre-requisite:** MIN 500.

MIN 502: Principles and Practices of Ministry III 3 Credits. A study of the pastoral office for an effective ministry. Study on practical experience on the several pastoral functions and duties. **Pre-requisite:** MIN 501.

MIN 510: Philosophy of Christian Education 3 Credits. This course will survey the foundational issues underlying Christian education with an emphasis on biblical, theological, philosophical, historical, and psychological themes and roots of Christian education and the education principles and practices which enable our efforts to be effective and relevant. **Pre-requisite:** None.

MIN 520: World Evangelism 3 Credits. A study of evangelism in a global environment The student will examine various mechanisms to expand world evangelism and complete an evangelistic plan. **Pre-requisite:** None.

MIN 523: Church Administration 3 Credits. This course focuses on how to apply the basic principles of leadership and church administration. Topics include (1) relating to people, organizations, self, and colleagues; (2) performing administrative functions; and (3) training servant-leaders for effective ministry. Students will create a visual project and an action plan for church administration. **Pre-requisite:** None.

MIN 525: Christian Discipleship 3 Credits. This course will explore an in-depth study of Christian discipleship. Practical principles and methodologies will be analyzed and developed that will offer innovative models to nurture and enhance true Disciples of Christ. **Pre-requisite:** None.

MIN 530: Christian Missions 3 Credits. A course designed to introduce the student to the biblical, theological, historical, and practical basis for Christian missions. Special attention is given to contemporary issues in missions as well as current ways to do missions. **Pre-requisite:** None.

MIN 540: Cross-Cultural Evangelism 3 Credits. This is a study of the factors which affect evangelistic outreach and discipling efforts in cross-cultural settings including development of a plan for reaching and discipling particular people groups. **Pre-requisite:** None.

MIN 600: Advanced Pastoral Ministry 3 Credits. An investigation of biblical models of pastoral leadership, and practices as evident in the Pastoral Epistles pertaining to church matters, e.g. eldership, women's role in Christian service, discipline, marriage and divorce among leaders, principles of godliness and leadership, and other crucial areas. **Pre-requisite:** None.

MIN 612: Spiritual Formation 3 Credits. This course examines the foundational principles for effective life and ministry. You will evaluate what God has done in your life, where you are currently in your ministry development, and how you can prepare for future ministry opportunities. Special emphasis will be the spiritual disciplines and what leaders need to do to cultivate such disciplines in their lives. **Pre-requisite:** None.

MIN 620: Homiletics 3 Credits. This course provides an introduction to the preparation and delivery of sermons. Attention will be focused on practical principles for the development of biblical messages. Different sermon types are introduced with an emphasis on the expository sermon. **Pre-requisite:** None.

MIN 640: Christian Worship 3 Credits. This course will help students identify, define, articulate, apply, and critique concepts, terminology, normative liturgical processes, and trends that unify and distinguish various worship models practiced in historical and contemporary socio-economic contexts. **Pre-requisite:** None.

MIN 642: Church Planting 3 Credits. This course is a study of church planting in a multi-cultural context. The course will expose students to the anthropological, sociological, and missiological factors that affect church planting across cultures. **Pre-requisite:** None.

MIN 650: Urban Ministries and Social Change 3 Credits. This course presents a challenging assessment of the Urban Ministry context and explores models of multicultural ministry in that environment. Models of multicultural churches will be evaluated. Basic competencies in urban ministry will be developed and missiological questions will be addressed. **Pre-requisite:** None.

MIN 680: Internship/Practicum 3 Credits. The student engages in practical ministry experiences in an area of interest. **Pre-requisite:** None.

MIN 690: Master's Thesis (Ministry) 6 Credits. Students must write a thesis representing scholarly work in the field of an approved topic. **Pre-requisite:** Determined by Faculty.

PSYCHOLOGY

PSY 540: Advanced Psychology 3 Credits. An advanced course on psychological issues and disorders. **Pre-requisite:** None.

RELIGION

REL 501: Old Testament 3 Credits. A survey of the literature and message of the OT, including the inter-biblical period and introduction to the Christian era. The course will detail major sections of the Old Testament; Pentateuch, Historical Books, Writings, Major and Minor Prophets. Further it will look at major inter-biblical themes that shape the Christian era along with the process of canonization in the Old Testament. **Pre-requisite:** None.

REL 520: New Testament 3 Credits. This course will provide an overview of the entire New Testament, placing every book in its proper context and showing the progressive revelation of God's plan for mankind from the first advent of Christ through the end-times account of Revelation. **Pre-requisite:** None.

REL 530: Biblical Ethics 3 Credits. This course seeks to help students assimilate the various theoretical approaches to Biblical Ethics with an orientation to practical application. Various ethical scenarios will be assimilated to expand student's mind. The course draws from the bible as a basis for ethical reflections and decision making. Furthermore the course is designed around the ethical approach of Daniel C. McGuire with his holistic approach to moral decision making. **Pre-requisite:** None.

REL 531: Church History I 3 Credits. The course is designed as an introduction to the birth and early development of the Christian Church founded on faith in the resurrected Christ. The focus will be on the spread of Christianity through the apostolic ministry, Church Fathers, canon of the Scripture and the creeds that shaped the new community. Emphasis will be given to the leaders, the theological developments, and major changes within the church. **Pre-requisite:** None.

REL 541: Church History II 3 Credits. The course will be multifaceted and will include: the development of Christian theology such as the theologies of Luther, Calvin, Schleiermacher, and Barth; the institutional church; various views of the religious life including pietism and Puritanism; and prominent movements (e.g., Protestant scholasticism, modern liberalism and Neo Orthodoxy) and individuals who inspired them. **Pre-requisite:** None.

REL 545: African Church History 3 Credits.

This course is designed to develop the student's knowledge and skills in ministry that is inclusive of the African-American culture. Students will focus on the African American community, important issues for ministers, and the historical leaders in the ministry, and congregations. **Pre-requisite:** None.

REL 570: Bible Research and Application 3 Credits. This course provides an in-depth research on doctrinal topics of interest. **Pre-requisite:** None.

REL 601: Inter-Testamental Literature 3 Credits.

This course focuses on select ancient Jewish texts included in the Apocrypha and Pseudepigrapha, with attention to the historical, literary and theological contexts and issues. Study includes the entire biblical corpus. In addition to the canonical, deuterocanonical, and extra-canonical materials, courses are also available in the background and literature of early Israel, biblical and post-biblical Judaism, and early Christianity. **Pre-requisite:** None.

REL 610: The Pentateuch 3 Credits. The objective of this course is to survey the Pentateuch and introduce some of its most important theological concepts and controversies. The course studies the origin and historical value of Genesis to Deuteronomy; the different blocks of "law" and the principles they embody. The Mosaic books as a narrative with a plot, characters, and themes; and their significance for the Christian faith, life, and ministry. **Pre-requisite:** None.

REL 621: The Gospels 3 Credits. This course will examine the four accounts of Jesus' life, in order to gain a four dimensional picture of our Lord. Students will thus be helped in both their knowledge of the gospels, and in tools for understanding them better. **Pre-requisite:** None.

REL 623 – Wisdom Literature 3 Credits. This course is a detailed examination of the wisdom books of the bible; books of Job, Proverbs, Ecclesiastes, and the Song of Songs. Emphasis is giving to the poetics of biblical literature, the life and times of the sages. Additionally, the course examines the place of this corpus of work in the overall biblical canon. **Pre-requisite:** None.

REL 625: Pauline Epistles 3 Credits. The course provides an exposition of Paul's epistles in chronological order that emphasizes the application of Paul's theology to the pastoral needs of the churches of his day and ours. **Pre-requisite:** None.

REL 660: Cults & World Religions 3 Credits. An in-depth examination of concentration cults and religions. Heresy and doctrinal differences are studied. The purpose and popularity of cults are studied to understand the needs and thinking of people under the influence. **Pre-requisite:** None.

SOCIOLOGY

SOC 500: Social Crisis and Mental Health 3 Credits. An in-depth study of the social state and conflicts of society. Causes and solutions are examined as well as social and human suffering. **Pre-requisite:** None.

SOC 560: Mental Health Diagnosis and Treatment 3 Credits. Mental health is studied to effectively identify symptoms, diagnosis and treatment methodology. Pharmacology and treatment plans are studied. **Pre-requisite:** None.

THEOLOGY

THE 500: Biblical Hermeneutics 3 Credits. Methods of biblical interpretation and application are studied. The student becomes familiar with the extent of Bible research, libraries and resources. Students are also exposed to the historical development of different hermeneutical approaches to biblical interpretation. **Pre-requisite:** None.

THE 510: Doctrine of God 3 Credits. An in-depth study of God, His purpose and Kingdom. Doctrine is studied through Scripture and other readings to establish a deeper meaning and understanding of God. Focus is given to the concept of the trinity. **Pre-requisite:** None.

THE512: Doctrine of the Holy Spirit 3 Credits. The aim of this course is to provide an introduction to the person and work of the Holy Spirit with special attention to the biblical-theological exposition of the systematic formulation of His ministry.

Pre-requisite: None.

THE 530: Pneumatology 3 Credits. This course calls for an in-depth study of the Holy Spirit. The person and works of the Holy Spirit, the bestowal and experience of spiritual gifts are some of the topics covered in this advanced study. A foundation is established to introduce the Holy Spirit as methodology in Christian counseling. **Pre-requisite:** None.

THE 560: Systematic Theology 3 Credits. This course is designed to give a concise introduction to the nature, history and methodology of systematic theology. It should also provide a helpful stimulus in understanding the relationship between the practice of one's faith and the belief context into which that practice fits. The course will focus the nature of a theological vision, the inspiration and authority of Scripture, the interpretation of those Scriptures and the nature of the God whom we worship. **Pre-requisite:** None.

THE 640: Pastoral Theology 3 Credits. This is an introductory course to pastoral ministry in which theology is integrated with the practice of pastoral care in the operation of a church. Focus will be given to the work of the minister as leader, interpreter, shepherd and priest. The course will integrate both biblical and theology in a cohesive blend to prepare contemporary leaders for the challenge of ministry. **Pre-requisite:** None.

THE 650: Eschatology 3 Credit. A discussion of several various theories and theological positions concerning the end times; Themes such as, the rapture, the tribulation, the millennial kingdom, the future of the church, and the nations, pre-millennialism, post millennialism and a-millennialism as well as recent attempts to coordinate Bible prophecy with current events. **Pre-requisite:** None.

THE 670: Apocalyptic 3 Credits. This course seeks to help the student become familiar with the specific genre of biblical apocalyptic literature, especially the book of Revelation as its prime canonical representative. Attention will also be given to the implications the book has for eschatology. **Pre-requisite:** None.



Doctor of Ministry Program

**General Information, Admissions Policies,
Academic Policies, Tracks,
and Course Descriptions**

Doctor of Ministry Program - General Information

Welcome

Doctor of Ministry Student:

Welcome to the University of Fort Lauderdale's Doctor of Ministry (D. Min.) program. God has birthed in you a vision to impact people and the world, but you need advanced training and skills to equip you for that challenge. Our goal in the D. Min. Program is not to press you into a mold, but to help you become all that God has called you to be. The program was designed with your specific needs in mind. We want to help you refresh, renew and retool to impact your world for God's kingdom.

The demanding challenges of ministry require institutions of higher learning to tailor-make programs that leverage high-impact online education, minimal residential requirement, and maximum practical application for ministry leaders. This is exactly what the University of Fort Lauderdale brings. The courses are designed in 16-week semesters; at times, there will be courses that will be one-week intensives. Students are required to complete a fairly exhaustive reading list and book reviews, prior to each class. Once the seminar is completed students will complete a concentration written assignment that assimilate and augment the course content in the ministry context. As the University of Fort Lauderdale's mission statement indicates, we are preparing twenty-first century leaders to impact their world, therefore our approach aims to be biblically authentic, personalized and contextually relevant. Our D. Min program will cause you to:

- **Rethink and re-envision** the way you do ministry by giving you new critical and analytical thinking tools to effectively address the leadership of ministry.
- **Refocus and reflect** on your call for ministry and to align your call with your core values and best gifts to be more impactful in ministry.
- **Retool and re-engineer** using the various tools and technologies available in leadership and management skills to best equip you for greater effectiveness in ministry.
- **Renew and re-charge** your passion for a healthy and balanced approach to spiritual disciplines, developing both the vertical and horizontal dimensions of your spiritual orientation with God and humanity.

To insure that your pursuit of the Doctor of Ministry Degree is a successful one, this D. Min Manual has been provided to guide you through your journey here at the University of Fort Lauderdale, "*This is the Place Where Change Happens*".

Philosophy Statement

The doctoral program was established to advance world-changing leaders, scholars and researchers in traditional and innovative areas of the ministry. The purpose is to expose qualified and dedicated students to an anthology of knowledge that is essential for the pursuit of highly professional and credible careers in the ministry. The program intends to develop the student in six areas: Bible education, Christian doctrine, leadership, ministerial practice, communication and research.

The philosophy is that a continuum and integration of knowledge, through a goal directed process, is essential in doctoral study. The breadth and complexity of study provides scholarship for purposeful and proficient ministry that embodies leadership, integrity and character. The continuum and integration of knowledge offers professional, academic, technological and theological pathways to effectively position the student for high achievement in the ministry and to influence the world with the Word of God. These pathways of knowledge formulate faith-based strategies to elicit positive change and restore world systems to the order of God. The philosophy purports a comprehensive and integrated curriculum to cultivate achievements that are unprecedented in the ministry.

The purpose of the doctoral program is to challenge and innovate for the interpretation, administration and application of biblical truths. The curriculum is grounded in biblical principles and provides the student an opportunity to develop as a visionary and map a learning plan that reflects his or her area of interest. The student is encouraged to build a platform of service, resources and skills in engaging his or her calling in the ministry.

The doctoral program was revised in January 2012 to fulfill the purposes set forth. The program requirements and policies are applicable to all current and incoming students unless officially matriculated prior to December 2011 under the 2000-2001 graduation policies. The goals are to:

- Advance scholarly research and analysis for the interpretation, translation and application of biblical facts, doctrine and dispensational plans of Scripture,
- Develop scholars to design methodologies for teaching, ministerial and administrative outcomes,
- Guide the development, communication and publication of professional perspectives and strategies that embody the breadth of Scriptures and the ministry,
- Promote highly established leaders to effectively launch, direct and evaluate world-changing ministries particularly in untapped terrains.

Guiding Principles

There are eight guiding principles in the doctoral program.

1. The knowledge and understanding of the Word of God must be sound.
2. The vision and goals of the candidate must be clearly designed as well as the primary focus of the student's learning objectives.
3. Doctoral candidates are stakeholders, who must be responsible and accountable to complete the program.
4. The course objectives and academic standards must be clearly explained.
5. The program must foster discovery, critical thinking and innovation.
6. The program must encourage students to pursue a sincere personal relationship with God.
7. The program must encourage obedience and the will of God for the individual.
8. The student's accomplishments must correlate with the extent of time and effort invested in study, research, and coursework.

Acquired Skills

The doctoral candidate will be expected to acquire the following skills:

1. Define and map a self-learning plan that represents personal interests and goals in the ministry.

2. Demonstrate competency in the application of Bible, theory, policy, communication and research methods.
3. Integrate and apply knowledge to various situations.
4. Plan, develop and achieve specific objectives.
5. Conduct research, analysis and evaluations.
6. Compile a personal library of professional, theological, and ministerial references.
7. Professionally and skillfully communicate through text, technology, homily and presentations.
8. Oversee a ministry.
9. Implement faith-based educational, organizational, social and information systems.
10. Engage strategy for progressive change and order.
11. Cross cultural, community, ethnic and religious barriers.
12. Recognize opportunities for change and intervene for the good of God's kingdom.
13. Interpret and expose Scripture and biblical teachings.
14. Defend the Gospel and the ministry of Jesus Christ.
15. Establish a network of relationships and resources in the particular area of the ministry.

The Learning Model

The learning model is to facilitate the individual interests of active professionals and build competencies in the ministry through goal-directed comprehensive and collaborative instructional processes. The learning model consists of a variety of study environments and foci. The student in collaboration with faculty will map specific learning objectives in accordance with the paradigm.

A. The learning environment is diverse and flexible:

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|----------------------------|---|
| 1. Traditional Classroom: | Certain learning experiences will take place in a regular classroom setting. |
| 2. Extended classroom: | Community sites serve as an important venue for learning aspects of the ministry. |
| 3. Library: | The development of a reference library throughout the program serves to foster scholarship. |
| 4. Technology: | Technology and online learning is used to promote telecommunication skills and access to the World Wide Web. |
| 5. Self-Study and Mapping: | The learning experiences are intended to promote flexible hours, strategic planning, self-evaluation and goal attainment. |

B. The learning program is designed to direct the learning focus in five important areas: foundation building, core studies, ministry practice, communication, and research and evaluation.

Program Category	Learning Focus
1. Foundation Building	Biblical knowledge
2. Core Studies	Doctrine and theory
3. Ministry Practices	Leadership design and mapping
4. Communication	Exposition, telecommunications, technology informatics
5. Research and Evaluation	Analysis and strategy for change

Mapping Learning Objectives

Learning objectives are necessary to support and facilitate the vision and interests of an individual. The learning experiences should promote the individual as well as provide a standard of excellence for scholarship at the doctoral level of study. Therefore, a mutual relationship of accountability should be established between the student and faculty. The student bears the responsibility to embrace and develop his/her ministerial calling throughout the learning experiences. The faculty, as the facilitator, guides the learning process to assure that an anthology of knowledge is achieved.

The process of mapping and evaluating learning objectives is conducted in the Leadership course and selected to assure the attainment of credible outcomes. Here, the student should plainly chart his/her personal mission statement and ministerial plan. The student will be guided through a self-study process to complete this chart. Based on the results, the student will work with the faculty to achieve learning objectives during Phase III and IV of the doctoral program. An evaluation process will occur at the end of each practicum to document progress, make recommendations and engage any modifications. In addition, the leadership chart serves as a commitment to achieve specific outcomes.

The learning objectives cited by the student will determine the type of learning experiences during Practicum I, II, & III. These learning experiences should correlate with the leadership chart. In addition, the research projects and dissertation activities will strengthen the student's knowledge and skills in the selected areas.

Mapping provides the following advantages:

1. Heightens the student's responsibility and accountability throughout the learning process.
2. Establishes an open environment for the guidance and influence of the Holy Spirit.
3. Facilitates leadership and career shaping in meaningful areas.
4. Draws on the professional and other experiences of the student.
5. Opens detailed dialogue for innovation to address contemporary issues and solutions.
6. Fosters the utilization and integration of resources and systems.

Evaluation

The program comprises four evaluation processes: student's progress, comprehensive oral examination and portfolio, grading, and dissertation.

Student Progress

Evaluation is integral to the mapping process of objective planning, implementation and recommendation. The student should plan, articulate and demonstrate specific outcomes in each learning area. These outcomes should be directly linked to the expectations of both the individual and faculty. In addition, the student's progress should assure the development and documentation of competencies. The student is responsible to submit progress reports at the end of each learning phase and negotiate modifications with faculty. Subsequent to the submission of progress reports, the student and faculty should recommit to progress forward and file a written statement in the Office of the Vice President of Academic Affairs.

Comprehensive Oral Examination and Portfolio

A comprehensive oral examination will be given to each doctoral student. The student will have an oral examination of their area of proficiency and will present a portfolio of his/her learning experiences and references. This presentation should be conducted before a faculty committee.

Grading

At the end of each course, an evaluation process should be conducted to formulate and submit a grade for the student. The grading should be based on four components: clarification of outcomes, scope of self-study, acquired competencies, and proficiency levels. Each component should comprise a percentage of the evaluation process and subsequent grade.

First, in the beginning of the course, the student and faculty should clearly discuss and understand the expected outcomes. Second, the student should conduct a self-study in the learning area. The self-study should serve as an assessment of his or her learning objectives and study needs. The assessment should correlate with the academic standards and recommendations established by the faculty. The grading should reflect the correlations between the faculty and student learning objectives as well as the quality of the student's coursework to set and achieve the pre-determined objectives.

Third, a percentage of grading should be based on the actual competencies achieved. Fourth, the results should be benchmarked to determine satisfactory proficiency levels. The faculty and student may rely on various methodologies to complete the evaluation process such as research projects, presentations, papers, examinations, performance reports, events, and workshops.

Dissertation

The dissertation is considered a project that serves as partial requirements for the completion of the degree of Doctor of Ministry. It is a body of work that involves scholarly research pertaining to a specific area of ministry. The organization and documentation of the research is written for bound form with the objective of publishing said dissertation as a book.

The dissertation process begins with enrollment in Research I: Foundations of Research (EDU 870). The student will be made aware of various types of research and research studies, as well as discuss potential topics for research. Students will learn and understand the differences between quantitative and qualitative research studies as well as learn how to organize and initiate a valid research instrument and study.

Additional research requirements include Empirical Research and Computer Applications I (EDU 871), and Empirical Research and Computer Applications II (EDU 872). The aforementioned two courses are designed to give the student a working knowledge of the empirical research process and the development of methods in doing quantitative and qualitative research using statistical computer software for the development of statistical analysis processes. Upon completion of these three foundational research courses, students enroll in Dissertation (MIN

890) and Dissertation Seminar (MIN 891). The Dissertation Seminar creates a venue to interact with other students involved in the dissertation writing process, review and discuss issues concerning the process and research.

During the dissertation course process, the student will meet with an advisor(s) on a regularly scheduled basis. These meetings will take place to ensure the completion of the dissertation in a timely and structurally sound manner. These meetings shall serve as a venue for guidance and motivation for the doctoral student. Students are encouraged to procure a copy of University of Fort Lauderdale's Preparation and Submission of the Dissertation Information document from their graduate advisor. This document gives specific information pertaining to format requirements and deadlines for submitting the abstract proposal up to the actual dissertation committee. Assigned faculty members will meet with the students during the process to provide guidance and recommendations to various research-based problems.

Doctoral Tracks

12 Credit Hours

Core Courses

15 Credit Hours

Elective Courses

9 Credit Hours

Dissertation Project

First Year Core Courses

MIN 700 Philosophy of Ministry

THE 771 Current Biblical and Theological Issues

MIN 888 Dissertation Project I – Research Writing (One Week Residential Intensive)

Second Year Core Courses

LDR 700 Leadership Principles and Strategies

COU 715 Theory and Practice of Pastoral Counseling

MIN 889 Dissertation Project II – Ministry in a Modern Context (One Week Residential Intensive)

Third Year Core Course

MIN 890 Dissertation Project III – Dissertation - Writing Final Paper

Electives

COU 700 Christian Counseling I: Theory & Practices (3 credits)

THE 710 Pneumatology (3 credits)

LDR 858 Pastoral Leadership (3 credits)

COU 710 Christian Counseling II: Self Confrontation (3 credits)

COU 711 Ministering to Troubled Families (3 credits)

MIN 740 Managing the Local Church (3 credits)

LDR 831 Developing Lay Leadership (3 credits)

MIN 730 Biblical Ethics (3 credits)

MIN 741 21st Century Techniques and
Tools for the Revitalization of the Church (3 credits)

THE 776 Theology and Practice of Prayer (3 credits)

LDR 859 Growth and Development of the Contemporary
Minister (3 credits)

THE 860 Research Theology (3 credits)

Paper Submission

As part of the coursework initiative, a research paper requirement will be established for every course. Papers must be submitted using the Turabian writing format.

Doctoral Admissions Policies

University of Fort Lauderdale is committed to an admissions process that considers the whole person, to include the student's former education, community service, leadership experiences, references, personal interests and goals. The University is an equal access and opportunity institution of higher education and adheres to a non-discriminatory policy.

Students interested in attending the University should contact the Admissions Department for an application. Students are encouraged to set appointments with the Office of Admissions, where a representative will assist them in completing the necessary paperwork.

Admissions Requirements

1. Official transcripts from all colleges and universities attended.
2. Master's degree from an accredited or qualifying academic institution or seminary.
3. Students entering would have earned a 90-unit Master of Divinity (M.Div.) degree. Students who have not earned a Master of Divinity but who have earned a Master's of Theology degree or related theological degree may be admitted conditionally. These students must complete four required M.Div courses in order to successfully complete the Doctor of Ministry program.
4. Two years of ministry experience and a present ministry involvement that provides the context for advanced preparation and application.
5. A GPA of 3.0 or above to be considered in good standing from an appropriate accredited school.
6. A qualifying examination taken early to determine the capacity of the student to do doctoral-level work, especially research.
7. Passing scores from UFTL's Doctorate Entrance Examination or passing scores from a graduate level examination such as the GRE, GMAT, LSAT, etc. All students who begin their coursework prior to taking the qualifying examination or submitting their graduate examination test scores will be considered as conditionally admitted until the qualifying examination has been completed or test scores submitted.
8. One letters of recommendation referencing moral, spiritual, and professional qualifications in the ministry.
9. The submission of a personal mission and leadership plan.
10. Personal interview either onsite or via teleconference.

Doctoral Entrance Examination

The doctoral program places great emphasis on programs tailored to the individual interests and career goals. Qualifying examinations are requested at the beginning of the student's doctoral studies in order to assess the student's level of preparation. The examinations are used primarily to select a realistic study plan for the doctoral student.

International Students

International students are considered for admission as first year and transfer students. Applicants with a native language other than English are required to take an English as a second language course. The University of Fort Lauderdale received approval by the Department of Homeland Security to admit International students.

Transfer Students

The doctoral program will accept up to 12 credits from an accredited university or doctoral program.

1. Official transcripts from all institutions attended must be sent to the Office of Admissions. Courses in which the student ends with a grade less than a “B” are not transferable.
2. Documentation such as catalogs, course descriptions, course syllabi and faculty letters of support may be required to evaluate courses taken at other colleges or universities.
3. Upon admission to the University, course credits may be evaluated for transfer. Courses accepted for transfer must be equivalent to those required in the degree plan. The Admissions Committee will evaluate transfer credits.
4. The GPA earned from another institution will not be transferred into the University.

International Students

International students whose primary language is not English are considered for admission. However, all international students are required to submit either TOEFL or ILETS (*International English Language Testing System*) exam unless English is their native language and they have attended an English speaking school. In the Graduate Program, the minimum score accepted is 557-560 on the paper based test (TOEFL PBT) or 83 on the Internet based version (TOEFL IBT) or ILETS with a minimum score of 6.5.

The University of Fort Lauderdale received approval by the Department of Homeland Security to admit International students. International students may apply for an I-20 Visa to gain access to University of Fort Lauderdale. Please contact the Office of Admissions.

Transfer Students

The doctoral program will accept up to 9 credits from an accredited university’s doctoral program.

- Sealed official transcripts from all institutions attended must be sent to the Office of Admissions. Only courses that a student received a grade of B or higher are transferrable
5. Documentation such as catalogs, course descriptions, course syllabi and faculty letters of support may be required to evaluate courses taken at other colleges or universities.
 6. Upon admission to the University, course credits may be evaluated for transfer. Courses accepted for transfer must be equivalent to those required in the degree plan. The Admissions Committee will evaluate transfer credits.
 7. The GPA earned from another institution will not be transferred into the University.

Doctoral Academic Polices

- Meet with an advisor to plan a course of study.
- Pass the qualifying comprehensive examination.
- Complete all course requirements relevant to Track.
- Successfully complete the qualifying and oral comprehensive examination.
- Complete and defend a dissertation that demonstrates scholarly research in an area of interest.
- Maintain a GPA of 3.0 or better. Students are not permitted to receive more than one C in their course of study. They are not permitted to repeat courses that they receive an “F” or a “D.”
- File an application for graduation by the published deadline.
- Maintain a good standing with the University.
- Achieve the recommendation of the Doctoral Committee. • Complete the D. Min degree within five (5) years

In order to withdraw from the Doctor of Ministry Program you must submit a written letter to the Chair of the School of Religious Studies Department indicating your intent to withdraw with the effective dates of that withdrawal. You will be responsible for all fees associated with completed phases of work. This fee must be paid in order to receive transcripts of the completed work in the Doctor of Ministry Program.

Graduation Requirements

1. Meet with an advisor to plan a course of study.
2. Pass the qualifying and comprehensive examinations.
3. Complete all course requirements.
4. Successfully complete the qualifying and oral comprehensive examination.
5. Complete and defend a dissertation that demonstrates scholarly research in an area of interest.
6. Maintain a GPA of 3.0 or better.
7. File an application for graduation by the published deadline.
8. Maintain a good standing with the University.
9. Achieve the recommendation of the Doctoral Committee.

Full-term Status

Students may apply for full-time, part-time or per diem study. The maximum academic load for a full-time student is nine semester credit hours. Additional courses beyond this require the approval of the Dean. The approval shall be dependent upon the superior academic achievement of the student.

Part Time Status

Part time study allows a student to take up to 6 credits in a semester. The course load for a student on academic probation is six credit hours.

Paper Submission

As part of the coursework initiative, a research paper requirement will be established for every course.

Doctoral Course Descriptions

For additional information on courses, contact the Director of the Doctoral Program.

COU 700: Christian Counseling I: Theory and Practices 3 Credits. Principles of Christian Counseling are defined and distinguished from other counseling methods. Roles and responsibilities of Christian counselors are clarified. **Pre-requisite:** None.

COU 714: Cross Cultural Counseling 3 Credits. Various cultures are studied as an important element of effective counseling. Variation in cultural norms are learned and evaluated. The student learns culture as an asset for effective Christian counseling within the assessment diagnosis and involvement process. **Pre-requisite:** None.

COU 710: Christian Counseling II: Self-Confrontation 3 Credits... The Self-Confrontation course has two purposes: 1. To teach the student how to approach circumstances, relationships, and situations of life from a biblical perspective and to experience victory and contentment in all of life's trials, testing, and problems. 2. To prepare the student to help others face and deal with their problems biblically. **Pre-requisite:** COU 700

COU 711: Pneumatological Approaches in Pastoral Counseling 3 Credits. Counseling techniques and strategies are developed in accordance with the Holy Spirit and Scripture. Counseling techniques follow Pneumatological approaches in therapeutic situations. **Pre-requisite:** None.

COU715: Theory and Practice of Pastoral Counseling 3 Credits

An exploration of the theory and practice of pastoral counseling in the context of the family from a Family Systems perspective. Focus is given relationships between various members of the family and their role in the problem and proposed solution. The processes of working with families through their life cycles, with the various issues and problems that may arise, will be a central focus for the class. **Pre-requisite:** None.

COU 812: Advanced Crisis Counseling 3 Credits. The student will gain advanced knowledge and practical experience in complex counseling situations in the community and institutional settings. Students will study the crisis of death and dying, trauma, substance abuse, violence and emotional distress. **Pre-requisite:** None.

COU 820: Advanced Case Management 3 Credits. The student will acquire advanced skills in the coordination and management of caseloads. Resources, health and reimbursement policies will be examined. **Pre-requisite:** None.

COU 880: Counseling Practicum 3 Credits. Students will be given the opportunity to experience and observe practices in the mental health profession. While working in various settings, students interact with counseling professionals and become familiar with counseling as it is practiced within an agency. **Pre-requisite:** None.

EDU 870: Research I: Foundations of Research 3 Credits. Students will conduct an extensive review of literature related to the dissertation and complete dissertation proposal to direct the achievement of the dissertation process. **Pre-requisite:** None.

EDU 871: Empirical Research and Computer Applications I & II 3 Credits. A course designed to give the student a working knowledge of the empirical research process and methods in doing quantitative & qualitative research. Students will create research designs, gather and analyze data using statistical computer software and relate results to an appropriate theoretical base. **Pre-requisite:** EDU 870.

LDR 700: Leadership Principles and Strategies 3 Credits. Focusing on the various aspects and principles of leadership as well as taking a strategic analysis of the leadership process. **Pre-requisite:** None.

LDR 831: Developing Lay Leadership 3 Credits. An exploration different strategies to effectively identify, develop, and train Lay Leaders within congregations. Models and trends unique to today's' congregations will be researched and analyzed. Innovative methods will be shared that will help to empower and equip the leaders with the necessary tools essential for the 21st Century. **Pre-requisite:** None.

LDR 858: Pastoral Leadership 3 Credits. A designed to prepare the pastor with the tools necessary to lead 21st Century congregations. Students will gain wisdom through the examination of Biblical and theological aspects of leadership. Students will also be equipped with the skills needed to lead the congregation, families and community. **Pre-requisite:** None.

LDR 859: Growth and Development of the Contemporary Minister 3 Credits. An extensive look at the growth, development and function of the contemporary minister. The emergence of contemporary churches, worship, families and communities presents a new paradigm for the minister, who must still understand and maintain biblical foundations while serving as a change agent to the masses. We will explore how the contemporary minister must navigate in the 21st century. **Pre-requisite:** None.

HUM 750: Study of Biblical Languages I 3 Credits. The course is designed to familiarize the doctoral student with Greek and Hebrew interpretations of the Old Testament. This course should be taken in conjunction with REL 700. **Pre-requisite:** None.

HUM 751: Study of Biblical Languages II 3 Credits. The course is designed to familiarize the doctoral student with Greek and Hebrew interpretations of the New Testament. This course should be taken in conjunction with REL 720. **Pre-requisite:** HUM 750.

LAW 700: Ecclesiology & The Law 3 Credits. The student will analyze the significance of law and legal systems as an influence on moral behavior and biblical truths. The course allows the student to obtain an in-depth understanding of law and politics to acquire a greater knowledge of world concepts. **Pre-requisite:** None.

MIN 710: World Evangelism 3 Credits. A study of evangelism in a global environment. The student will examine various mechanisms to expand world evangelism and complete an evangelistic plan. This study differentiates evangelism from missions and looks at the historical development of various evangelism methods. Students are then moved to develop new paradigms for doing evangelism in the 21st century. **Pre-requisite:** None.

MIN 700: Philosophy of Ministry 3 Credits. Required courses for all doctoral candidates to study, examine, and analyze the philosophical approach to ministry. The students will acquire a theoretical framework for establishing a career in ministry. **Pre-requisite:** None.

MIN 720: Philosophy of Religion 3 Credits. A systematic elaboration and analysis of some of the classical issues in philosophy of religion, such as the existence and attributes of God, the problem of evil, the nature of scientific knowledge, the nature of value, miracles, religious experience, immortality, and the resurrection. **Pre-requisite:** None.

MIN 730: Biblical Ethics 3 Credits. A study of the discipline of ethics from a biblical perspective. Various theories of ethics will be explored. Issues of authority, morality, freedom and law will also be addressed. In addition, a study of current developments in theological ethics focusing on selected contemporary Protestant and Roman Catholic ethicists and their methodologies. **Pre-requisite:** None.

MIN 740: Managing the Local Church 3 Credits. This course critically looks at how the work of the ministry should be disseminated to the local congregation. In light of the current trends prevalent in the church, the seminar will draw on the foundational purpose of the church and explore creative models for managing with efficiency from the physical operation of the church to the spiritual formation of the people. **Pre-requisite:** None.

MIN 741: 21st Century Techniques and Tools for the Revitalization of the Church 3 Credits. An exploration of church growth and renewal dynamics from a biblical, sociological and cultural perspective. This course analyzes the nature and mission of the church based on current trends and needs. Various renewal models are explored and analyzed in terms of organizational life cycles. The goal is to shape and inspire models that are contextually relevant and evaluate the student's present ministry and their potential for future. **Pre-requisite:** None.

MIN 880: Practicum I (Ministerial Leadership & Practices) 4 Credits. The practicum is designed to develop practical skills in ministry under the supervision of a doctoral faculty. The general focus of Practicum I is ministerial leadership and practices. The student works under the direction of a pastor to perform various functions as a minister in the church and community. The course develops the student to effectively minister and/or oversee church-related services of a congregation. The student explores his or her own faith and commitment and acquires hands on experience as a preacher, evangelist, pastor and counselor. Students concentrate on a particular project or field experience to gain an expertise that must be scholarly documented. Students must complete a quantitative or qualitative research project during MIN 880, 881, and 882. **Pre-requisite:** None.

MIN 881: Practicum II (Educational Leadership in the Ministry) 4 Credits. The focus of Practicum II is educational leadership in the ministry to develop the teaching ministry as a spiritual gift, art form and scientific method of advancing the gospel of Jesus Christ. **Pre-requisite:** MIN 880.

MIN 882: Practicum III (Ministerial Governance) 4 Credits. The focus of Practicum III is the development of knowledge and skills in the governance of ministry, churches and Christian institutions based on biblical truths. **Pre-requisite:** MIN 881.

MIN 888: Dissertation Project I – Research Writing (One Week Residential Intensive) 3 Credits
Introduces students to research process, ethics and design applied to practical issues of leading a congregation or faith-based organization. This includes additional instruction in research design, gathering and treating data, and writing the dissertation. Participants receive assistance in forming their D.Min project proposal, and orientation to issues in successful completion of the final dissertation project. Areas of focus include a literature review, research techniques, writing standards, developing an effective work plan for completion of their project, and other project-related topics. **Pre-requisite:** None.

MIN 889: Dissertation Project II 3 Credits – Ministry in a Modern Context (One Week Residential Intensive)
This seminar gives an analysis of the postmodern, multicultural context and its impact on Christian identity and ministry. This seminar examines postmodernism and its usefulness in understanding the roles of leadership in the church. Students will consider the historical precedents of the church's response to concentration cultural shifts, as

well as the practical roles of ecclesiology and theology in the formation of leadership styles and models. **Pre-requisite:** None.

MIN890: Dissertation Project III – Dissertation – Writing Final Paper 3 Credits Students must write and publish a dissertation representative of scholarly work in the field on an approved topic as a requirement for graduation in the doctoral program. This is the actual dissertation writing course. Hence students are required to submit a chapter per month for critique and evaluation. At the end of the course the student should be finished the first draft of the dissertation and is now making final edits for submission. **Pre-requisite:** EDU 870,871.

REL 770: Bible Research and Application 3 Credits. An in-depth research on doctrinal topics of interest. **Pre-requisite:** None.

REL 760: Cults & World Religions 3 Credits. An in-depth examination of concentration cults and world religions. Heresy and doctrinal differences are studied. The purpose and popularity of cults are studied to understand the needs and thinking of people under the influence. **Pre-requisite:** None.

REL 700: Old Testament Survey & Research 4 Credits. A course designed to strengthen the doctoral students research, interpretation and teaching in the Old Testament. The study of the Old Testament will survey important biblical timelines and events, and explore important studies, interpretations, and applications for doctoral analysis and research. **Pre-requisite:** None.

REL 720: New Testament Survey & Research 4 Credits. A course designed to strengthen the doctoral students research, interpretation and teaching in the New Testament. The study of the New Testament will survey important biblical timelines and events, and explore important studies, interpretations, and applications for doctoral analysis and research. **Pre-requisite:** None.

THE 700: Advanced Systematic Theology: Doctrine of God 3 Credits. An in-depth study of God, his purpose and Kingdom. The student is exposed to the fully spectrum of theology that comprises the discipline of systematic theology. Doctrine is studied through Scripture and other readings to establish a deeper meaning and understanding of God. **Pre-requisite:** None.

THE 701: Theory and Practice: The Godhead 3 Credits. A research study of the various aspects and principles of the Godhead from both the Old and New Testament. The student will attend special lectures and engage in intensive research to master the knowledge on the concepts of the Godhead, to include Christology, Pneumatology, Soteriology, Ecclesiology, and Eschatology. **Pre-requisite:** None.

THE 720: Biblical Hermeneutics 3 Credits. Methods of biblical interpretation and application are studied. The student becomes familiar with the extent of Bible research, libraries and resources. At this level the student is exposed to the historical development of the discipline of hermeneutics. **Pre-requisite:** None.

THE 730: Advanced Hermeneutics 3 Credits. An advanced course for doctoral students who successfully complete hermeneutics at the master's level. This course provides an in-depth study of hermeneutical interpretation of scriptures and bible concepts. Emphasis is given to students using the principles of hermeneutics in biblical interpretation. This focuses more on the discipline of interpretation. **Pre-requisite:** THE 720.

THE771: Current Biblical/Theological Issue 3 Credits. An intensive study of the various biblical and theological issues encountered in ministry, with emphasis on their relationships in various situations and contexts. Intricate to

the course interactions is the emphasis upon developing theological insight and discernment in addressing practical problems, worldview issues, human nature, and the nature, and the nature of God, pastoral formation, God-given vision and opportunities of ministry. **Pre-requisite:** None.

THE776: Theology and Practice of Prayer 3 Credits. An intensive study of the classical and contemporary methods of Christian prayer. The process entails learning the theology and practice of prayer within the Christian tradition, as well as drawing insights from the rich literature on spiritual disciplines. An exploration of the relationship of prayer to other spiritual disciplines necessary for effective and Christ-centered ministry will be offered. **Pre-requisite:** None.

THE 860: Research Theology 3 Credits. This study will research and contrast different theological perspectives relevant to world religions. The course is designed to develop, define and interpret theology and examine various theological perspectives related to the Pauline Theology, John Theology and Reformation Theology. **Pre-requisite:** None.



ADDITIONAL INFORMATION

**Academic Calendar,
Administrative Staff and Faculty**

Academic Calendar 2020-2021

The below listed dates are subject to change.



Academic Calendar : Fall 2021 - Summer 2022

Fall 2021	
Thursday, August 5, 2021`	Faculty Meeting 6:00pm
Friday, August 13, 2021`	New Student's Orientation
Monday, August 16, 2021	First day of class for Full Term and Term A
Monday, August 16, 2021	Late Registration Period Begins - \$100 Late fee
Mon, August 16 -Friday, August 27 ,2021	Add /Drop period
Friday, August 27, 2021	Last day to add/drop without attracting a penalty
Thursday, September 2, 2021`	Faculty Meeting 6:00pm
Monday, September 6, 2021	Labor Day: The University will be closed. No Classes
Mon-Fri, October 4 - 8, 2021	Mid Term week
Thursday , October 7, 2021	Faculty Meeting 6:00pm
Friday, October 8,2021	Last day of class for Term A
Monday , October 11, 2021	First day of class for Term B
Monday , October 11, 2021	University General Assembly
Monday, October 25, 2021	Spring Registration Begins. Term A grades due

Monday, November 1, 2021	University Chapel Service
Thursday, November 4, 2021	Faculty Meeting 6:00pm
Wed, Nov24- Fri, Nov 26, 2021	Thanksgiving Holiday. The University will be closed . No classes
Monday, November 29, 2021	Classes resume/Administrative Offices reopen
Mon, Dec 2- Fri, Dec,6, 2019	Final week
Monday, December 6, 2021	Faculty Meeting 6:00pm
Friday, December 10, 2021	Last day of online classes
Friday, December 17, 2021	Final Grades due
Monday, December 20,2021 - Monday ,January 3, 2022	Winter Break - University Closed. No classes
Wednesday, January 5, 2022	University Administrative Offices re-open
Spring 2022	
Wednesday, January 5, 2021	Faculty Meeting 6:00pm
Monday, January 10, 2022	Classes begin: Full term and Term A
Monday, January 10, 2022	Late Registration begins: Late Fee \$100.00
,January 21, 2022	Last day to Add/Drop without attracting a penalty
Monday, January 17, 2022	Martin Luther King Day. University Offices closed. No Classes
Tuesday, January 18, 2022	University Chapel Service
Friday, January 21, 2022	Late Registration ends: Final day to add a class
Monday, February 7,2022	University General Assembly
Thursday, February 10,2022	Faculty Meeting 6:00pm
Monday, February 28- Fri - Friday 4 ,2022	Mid-Term Week
Friday, March 4, 2022	Final Day for Term A

Monday, March 7, 2022	Term B classes begin
Friday, March 11, 2022	Final Grades due for Term A
Thursday, March 17, 2022	Faculty Meeting 6:00pm
Monday, March 21, 2022	Summer Registration Begins
Monday, March 21, 2022	University Chapel Service
Mon-March 21-Fri-March 25, 2022	Spring Break: University Offices closed. No Classes
Monday, April 4, 2022	University Chapel Service
Thursday, April 14, 2022	Faculty Meeting 6:00pm
Friday, April 15 - Monday, April 18 2022	Easter Holidays. University Offices Closed . No Classes
Tuesday, April 19, 2022	University Office reopens. Classes resume
Monday, April 25-Friday, 29, 2022	Final week of Classes
Friday, May 6, 2022	All final Grades due
Summer 2022	
Monday May 9, 2022	University Office reopens. Classes resume
Monday May 9, 2022	Classes begin: Full term
Monday May 9, 2022	Late Registration begins: Late Fee \$100.00
Thursday, May 12, 2022	Commencement Rehearsal
Friday, May 13, 2022	Commencement Exercise
Friday May 20, 2022	Last day to Add/Drop without attracting a penalty
Monday, May 30, 2020	Memorial Day - University Offices closed. No Classes
Tuesday, May 31 ,2022	Classes resume: Full Term
Thursday, June 2,2022	Faculty Meeting 6:00pm

Dates are subject to change at any time, please contact administrative offices or check our website (ufil.edu) for any updates.

Administrative Staff and Faculty

Administrative Staff

Dr. Henry Fernandez, Chancellor/CEO

Doctorate Degree (Honorary)
Saint Thomas College

Brian Hankerson, Ph. D., Vice President of Finance/ CFO

Doctorate of Business, Capella University
M.S.T. Florida International University
B.S. University of West Florida
A.A. Miami Dade Community College

Dr. Dawn Piper, Ed.D, Chief Academic Officer/CAO

Doctor of Educational Leadership, Argosy University
Master of Science, Information Technology, Barry University

Dr. Ranny Lewis, Dean of College of Religious Studies

Master of Divinity – Liberty University
Master of Theology – Liberty University

Chloris Underwood, Vice President for Institutional Effectiveness and Compliance

MA in Theology, Beulah Heights University (In Process)
B. S. in Ministry, University of Fort Lauderdale
A.S. in Ministry, University of Fort Lauderdale
A.S. in Nursing Santa Fe Community College – Gainesville, FL

Jacquelyn Strachan, Director of Admissions and Student Services

Master of Arts in Education-Adult Education and Training - University
of Phoenix

Renece Mills, Admissions Counselor/Evaluator

Gregory Sidberry, Librarian

M.S. Library Science, University of North Texas

Lenice Barnett, Registrar

M. S. Human Resources Development

Alphonso Green, Academic Advisor I

Winsome Brown, Receptionist/Bursar

A.A. in Business Administration

Larry Moorer, Financial Aid Director

B.S. Business Management and Communication

Melvin Jones, Assistant Athletic Director for Facilities/Operations

Faculty

Bradley, Karissa

Adjunct Faculty

Master of Arts in Strategic Communication & Leadership -Spring Arbor University

Colon, Esther

Adjunct Faculty

M.S. Human Resource Management/Public Management, St. Thomas University

Dixon, Germany

Adjunct Faculty

Ph.D Ed.D

Master of Science HealthCare

MBA Business

Dujour, Paneu,

Adjunct Faculty

M.S., Information Technology, American Intercontinental University

France, Reginald

Adjunct Faculty

Master of Science /Criminal Justice Boston University

Grant, Tracy

Adjunct Faculty

Master of Business Administration - Keller DeVry University

Harley, Sandra

Adjunct Faculty

MBA, University of New Orleans

Jean-Baptiste, Andrea

Adjunct Faculty

Master of Organizational Management, University of Phoenix

Jules, Patrick,

Full-time Faculty

Doctorate in Ministry, The Southern Baptist Theological Seminary

Doctor of Education (Ed.D) St. Thomas University (in progress)

Kinney, Shane

Adjunct Faculty

Ph.D Counselling and Psychology

Master of Psychology/Counseling

Louy, Stephen

Adjunct Faculty

Ph. D in Biblical Studies University of Edinburgh
Master of Arts Biblical Languages Greek/Hebrew University of Edinburgh

Naissance, Wisny

Adjunct Faculty
Master of Divinity, University of Fort Lauderdale
Master of Healthcare Administration, Walden University
B.A. Chemistry, Florida Atlantic University
B.A. Biology, Florida Atlantic University

Ortiz, Lida

Adjunct Faculty
Ph.D Instructional Course Design
M.S. Healthcare Admin

Roth, Steven

Adjunct Faculty
Ph.D-English
Ed.D
Master of History

Sands, Marcia

Adjunct Faculty
Master of Business Administration -University of The Bahamas
Master of Business Administration -Keller DeVry University

Saintil, Seneque

Adjunct Faculty
Ph.D in Religious Studies
Masters in Ministry

