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CENTRAL CHRISTIAN UNIVERSITY

INSTITUTION CATALOG 2024 - 2025 Vol. II

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CATALOG DISCLAIMER

This catalog is an official publication of **Central Christian University**. The institution has the right to revise any information within this catalog at any time. Should any revisions occur, all students will be notified of the updated catalog materials and have full access. Students are expected to read and understand all content within the catalog.

Welcome to Central Christian University (CCU)!



Dear Future Student,

Greetings from **Central Christian University**! We are delighted to assist you in gaining the knowledge and skills that will help you launch a meaningful and impactful career. At CCU, we take your education very seriously, guided by our commitment to Christ-centered learning. We strive to stay attuned to your personal academic and career goals. Our mission is to provide you with every advantage at our disposal, rooted in faith and excellence.

We encourage you to dive into your passion from the moment you engage in our classes. Expect to find project-oriented classes in your major from the very first week, designed to provide service-learning opportunities.

On behalf of everyone at CCU, I want you to know we are thrilled you will be enrolling at our academic institution. I look forward to meeting you and your family, sharing the excitement of your journey. We are ready and eager to get started, walking alongside you in faith and learning. At CCU, we are forming the leaders of tomorrow!

In Christ,

Juan Carlos Amesty

Dr. Juan Carlos Amesty

President & Founder

GENERAL INFORMATION

MISSION

Central Christian University educates students for service and leadership throughout the world by offering online and face to face continuing education courses and academic degree programs. The university equips students with the skills and knowledge to work in their desired area of study by integrating academic excellence, globally focused real-world experiences, and the message of the Gospel of Jesus Christ.

VISION

Central Christian University shall be recognized as a global Christian university committed to empowering future generations to become responsible citizens, contributors to their workplaces and communities, and stewards of the message of the Gospel of Jesus Christ.

CCU'S PHILOSOPHY OF EDUCATION

Since its establishment, **Central Christian University** has been dedicated to the mission of global transformation. The university's motto, "Forming the leaders of tomorrow," reflects our commitment to impacting lives worldwide. CCU realizes this vision by providing exemplary graduate and undergraduate programs, available both online and on campus, aimed at preparing Christian leaders for lives of significant purpose and service. At CCU, students are cultivated to possess the Mind of a Scholar, the Heart of a Shepherd, and the Perseverance of a Soldier, ensuring they are well-equipped for their future endeavors.

CORE VALUES

- **Faith Integration:** We are committed to incorporating the message of the Gospel of Jesus Christ into all aspects of our educational programs and community life, ensuring that faith is the foundation of our academic and personal endeavors.
- **Academic Excellence:** We strive for the highest standards of academic rigor and integrity, providing students with a robust education that equips them for professional and personal success.
- **Global Perspective:** We emphasize a global outlook in our curriculum and experiences, preparing students to engage with and contribute to an interconnected and diverse world.
- **Service and Leadership:** We cultivate a spirit of service and leadership in our students, encouraging them to apply their knowledge and skills to make a positive impact in their communities and beyond.
- **Lifelong Learning:** We support the ongoing personal and professional development of our students through continuing education courses and a commitment to lifelong learning.
- **Community and Fellowship:** We foster a nurturing and supportive Christian community where students, faculty, and staff can grow in their faith and build meaningful relationships.
- **Integrity and Stewardship:** We uphold principles of honesty, transparency, and responsible stewardship of resources, ensuring that all actions and decisions reflect our commitment to Christian ethics and values.
- **Innovation and Adaptability:** We encourage innovative thinking and adaptability in our teaching and learning approaches, preparing students to thrive in a rapidly changing world.

STATEMENT OF FAITH

The Authority of Scripture

We believe the Bible is the inspired, infallible, and authoritative Word of God, serving as the foundation for all

matters of faith and conduct (2 Timothy 3:16-17).

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work."

The Trinity

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19).

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."

The Resurrection of Jesus Christ

We believe that Jesus Christ rose from the dead, conquering sin and death, and that His resurrection assures believers of their own future resurrection and eternal life (1 Peter 1:3).

"Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead."

Salvation through Faith in Christ

We believe that salvation is a gift from God, provided through the atoning work of Jesus Christ on the cross, and is received by faith alone (Ephesians 2:8-9).

"For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast."

The Person and Work of Jesus Christ

We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, atoning death, bodily resurrection, ascension to the right hand of the Father, and His future return in power and glory (1 Corinthians 15:3-4).

"For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to the Scriptures."

The Church

We believe in the unity of all believers in our Lord Jesus Christ, and that all are members of His body, the Church (Ephesians 4:4-6).

"There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all."

The Sacraments

We believe in the sacraments of Baptism and the Lord's Supper as outward and visible signs of inward and spiritual grace, commanded by Christ for the Church (Matthew 28:19, 1 Corinthians 11:23-26).

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."

"For I received from the Lord what I also passed on to you: The Lord Jesus, on the night he was betrayed, took bread, and when he had given thanks, he broke it and said, 'This is my body, which is for you; do this in remembrance of me.' In the same way, after supper he took the cup, saying, 'This cup is the new covenant in my blood; do this, whenever you drink it, in remembrance of me.'"

The Second Coming of Christ

We believe in the personal and imminent return of our Lord Jesus Christ to establish His kingdom on earth, judge the living and the dead, and bring eternal life to believers (1 Thessalonians 4:16-17).

"For the Lord himself will come down from heaven, with a loud command, with the voice of the archangel and with the trumpet call of God, and the dead in Christ will rise first. After that, we who are still alive and are left will be caught up together with them in the clouds to meet the Lord in the air. And so, we will be with the Lord forever."

By affirming these foundational beliefs, Central Christian University seeks to honor God in all aspects of our academic and community life, preparing students to live out their faith with integrity, wisdom, and service to others.

TEACHING PHILOSOPHY

Christ-Centered Education

We believe that all knowledge and wisdom originate from God, and thus, we incorporate the teachings of the Bible into our curriculum. Our goal is to nurture students in their faith while providing them with a rigorous academic foundation (Colossians 2:3).

Academic Excellence

We are committed to maintaining the highest standards of academic rigor. Our faculty are experts in their fields who engage in continuous learning and research to provide students with up-to-date knowledge and critical thinking skills. We encourage intellectual curiosity and a lifelong love of learning (Proverbs 4:7).

Service and Leadership

We strive to instill a sense of service and leadership in our students, following the example of Jesus Christ. Our programs are designed to prepare students to make meaningful contributions to their communities and the world, embodying servant leadership in all their endeavors (Mark 10:45).

Integration of Faith and Learning

We aim to integrate faith and learning in all disciplines, helping students to develop a Christian worldview that informs their personal and professional lives. We encourage students to see their vocations as a calling from God and to pursue their careers with integrity and purpose (Romans 12:2).

Global Perspective

We emphasize the importance of understanding and engaging with diverse cultures and global issues. Our programs include opportunities for international study, service learning, and exposure to different perspectives, preparing students to be effective and compassionate global citizens (Matthew 28:19-20).

Practical Application

We believe that education should be practical and applicable to real-world situations. Our courses are designed to provide students with hands-on experiences, internships, and service projects that allow them to apply their knowledge and skills in meaningful ways (James 1:22).

Community and Fellowship

We foster a supportive and nurturing Christian community where students can grow spiritually, intellectually, and emotionally. We believe that strong relationships with peers, faculty, and staff are essential for personal and academic development (Hebrews 10:24-25).

Holistic Development

We are committed to the holistic development of our students, focusing on their spiritual, intellectual, emotional, and physical well-being. Our programs and activities are designed to support and enhance all aspects of student life (1 Thessalonians 5:23).

By adhering to these principles, Central Christian University seeks to provide an education that not only equips students with the knowledge and skills needed for their chosen fields but also inspires them to live out their faith in service to others and to lead with courage and compassion.

FACILITIES

Central Christian University is located at **5503 N Hiawassee Road, Orlando, Florida 32818**. The institution is located on a **19,000 Sq. ft.** facility and is equipped to accommodate students, the administrative staff and leadership. The facility includes 8 classrooms, 1 auditorium which holds up to 1,000 students, 2 administrative offices, a conference room, and a chapel.

LEGAL CONTROL

Central Christian University, Inc. is registered with the Florida Department of Corporations as a not-for-profit corporation.

BOARD MEMBERS

1. Dr. Juan Carlos Amesty, President
2. Dr. Eulogio Rodriguez, Board Member
3. Dinoraht Amesty, Board Member
4. Dr. Samuel Torres, Board Member
5. Jesus Rosario, Board Member,
6. Laura Quintero, Board Member
7. Sarah Oropez, Board Member

LICENSURE

Central Christian University is licensed by the Commission for Independent Education, Florida Department of Education. **License number #7870.**

Additional information regarding this institution may be obtained by contacting:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number (888)224-6684

ACADEMIC CALENDAR

Central Christian University is Semester-based. Each academic year is divided into three semesters of 16 weeks, each described as **Fall**, **Spring**, and **Summer**. Each semester has three (3) Terms (Term A, Term B, Term C). Programs are designed so students may enroll at the beginning of any semester.

Spring 2024		
Registration Period	12/04/2023	12/22/2023
Last day to add/drop classes	01/12/2024	
Semester Schedule	01/08/2024	04/26/2024
SAP Checkpoint - Term A	01/08/2024	02/09/2024
SAP Checkpoint - Term B	02/12/2024	03/15/2024
SAP Checkpoint - Term C	03/19/2024	04/19/2024
<u>Observed Holidays</u>		
Martin Luther King Day: January 15, 2024 President's Day: February 19, 2024 Spring Break: March 25 – March 29, 2024		
Summer 2024		
Registration Period	04/15/2024	05/03/2024
Last day to add/drop classes	05/13/2024	
Semester Schedule	05/06/2024	08/23/2024
SAP Checkpoint - Term A	05/06/2024	06/07/2024
SAP Checkpoint - Term B	06/10/2024	07/12/2024
SAP Checkpoint - Term C	07/15/2024	08/16/2024
<u>Observed Holidays</u>		
Memorial Day: May 27, 2024 Independence Day: July 4, 2024 Summer Break: August 19 – August 23, 2024		
Fall 2024		
Registration Period	08/19/2024	08/30/2024
Last day to add/drop classes	09/10/2024	
Semester Schedule	09/03/2024	12/20/2024
SAP Checkpoint - Term A	09/13/2024	10/11/2024
SAP Checkpoint - Term B	10/14/2024	11/15/2024
SAP Checkpoint - Term C	11/18/2024	12/20/2024
<u>Observed Holidays</u>		
Labor Day: September 2, 2024 Veterans Day: November 11, 2024 Thanksgiving: November 28 - 29, 2024 Winter Break: December 23 – January 1, 2024		
Spring 2025		
Registration Period	12/04/2024	12/22/2024
Last day to add/drop classes	01/15/2025	
Semester Schedule	01/08/2025	04/26/2025
SAP Checkpoint - Term A	01/08/2025	02/09/2025
SAP Checkpoint - Term B	02/12/2025	03/15/2025
SAP Checkpoint - Term C	03/19/2025	04/19/2025
<u>Observed Holidays</u>		
Martin Luther King Day: January 20, 2025 President's Day: February 17, 2025 Spring Break: March 17, 2025 - March 21, 2025		

INSTRUCTIONAL SEMESTER

- **Full-Time Student:** Can take between 9 to 12 Credits per semester.
- **Part-Time Student:** Can take between 3 to 6 Credits per semester.
- **Academic Year:** Beginning September 1st through August 31st.
- **Semester:** There are three semesters which contain 16 weeks of instruction.
- **Semester Descriptions:** Fall, Spring, and Summer.
- **Add-Drop Period:** Occurs during the first week (7 days) of each semester.

OFFICE HOURS

University Administration is available **Monday** through **Friday** from **9:00 AM** to **5:00 PM EST** by Phone or Appointment. Additionally, the email server is on duty 24/7 and questions may be addressed to students by e-mail.

Faculty members are available for students following their schedules posted on their course syllabus.

FINANCIAL INFORMATION

TUITION FEES

Programs	Credits	Tuition Per Credit	Total Tuition
Bachelor of Science in Business Administration	120	\$300.00	\$36,000.00
Bachelor of Science in Hospitality Management	120	\$300.00	\$36,000.00
Bachelor of Arts in Psychology	120	\$300.00	\$36,000.00
Master of Arts in Psychology	30	\$380.00	\$11,400.00
Master of Arts in Political Science	30	\$380.00	\$11,400.00
Master of Business Administration	45	\$380.00	\$17,100.00

FEES

COST

Application Fee (<i>non-refundable as per the refund policy</i>)	\$150.00
Technology Fee (<i>paid per term</i>)	\$280.00
Graduation Fee	\$1,500.00
Transcript Fee	\$65.00
Institutional Withdrawal Fee (<i>Non-Refundable Fee</i>)	\$100.00
Re-Entry Fee	\$150.00
Program Change Fee (<i>Will be assessed 30 Days After Start Date</i>)	\$150.00
e-Library Access Fee (<i>Paid per term</i>)	\$50.00
Late Payment Fee	\$35.00
Diploma Replacement Fee	\$200.00
Student ID Card	\$5.00
Returned Check Fee	\$35.00
International Fee (<i>one-time fee upon admission</i>)	\$3,000.00

- Textbook(s) must be purchased by students separately and are not included in course tuition. A reasonable cost estimate is between \$1,500.00 to \$1,700.00 for the undergraduate and \$900.00 to \$1,200.00 for the graduate programs.
- Student must allow two weeks for processing receipts which are requested to be sent by mail or fax.
- Types of Payment: Visa, MasterCard, Bank Wire, Check or PayPal.
- Tuition is subject to change.

PAYMENT OPTIONS

Students have the option to make payments as follows:

- Full payment at time of signing enrollment agreement.
- Payment of Registration Fee at the time of signing enrollment agreement with balance paid prior to starting date.
- Payment of Registration Fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

CANCELLATION & REFUND POLICY

If a student wishes to cancel his or her enrollment either prior to or after classes have begun, they must notify the institution in person by electronic mail, Certified Mail. The cancellation shall be effective on the date the notice is postmarked.

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or last date of attendance by the student or date of written notice received.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the fifth (5th) Business Day, but before the first class, results in a refund of all monies paid, except for the registration fee (not to exceed \$150.00).
4. The drop/add period is the first week of classes. There will be a refund of all tuition and fees except registration fee if the student withdraws on or during the drop/add week. There will be no refund after the drop/add week.
5. **Termination Date:** In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.
6. Refunds will be made within 30 days of termination of student enrollment or receipt of Cancellation Notice from student.

COURSE & PROGRAM CANCELLATION

Students who have registered for a course or a program that is cancelled by the University will be given the opportunity to register for another course or receive a full refund of tuition and fees associated with that course.

FINANCIAL ASSISTANCE

As a nonprofit institution, **Central Christian University** offers some of the lowest tuition rates among other universities. Additionally, flexible payment plans make CCU's even more affordable. Our staff is available to answer your questions about your tuition costs and get you on the fast track toward accomplishing your educational and life goals. Payment plans are discussed during meetings where the student is evaluated, privately and impartially, to determine the dollar amount that they and their family can be expected to contribute to their education. This amount is then compared to associated cost of education, including tuition, fees, books, and supplies. Payment arrangements must be made prior to the start of the term/semester. This means that students on a tuition payment plan must make their first payment before the term begins. *The University does not charge interest rates on its payment plan.*

ACADEMIC INFORMATION

GRADUATE PROGRAMS

MASTER OF ARTS IN POLITICAL SCIENCE

Program Description

In the Master of Arts in Political Science Program, students learn how to analyze politics and current events, design qualitative research projects, and measure the impact of public policy. They also study how politics shape communities, the global political economy, and electoral trends around the world. This program is designed to accommodate a range of professional and intellectual needs. The program prepares students to enter positions in government and the private sector in which the ability to comprehend, influence, and respond to government policy is critical.

Program Objective

The primary objective of the Master of Arts in Political Science is to provide graduates with training and expertise in selective subfields such as Governance and Policy Process, World and Borderland Politics, and the Politics of Race, Gender, and Class.

The degree will:

- Enhance student competence in the content, principles, and methods of political science.
- Prepare students for entry into jobs requiring a sound knowledge of statistical and other research methods; and
- Equip students with the skills necessary for jobs in secondary and community college education, governmental and quasi-governmental agencies at all levels of government, non-profit organizations, and the media.

Courses

Course Number	Course Title	Credit Hours
MPS 500	Comparative Politics	3
MPS 510	International Politics	3
MPS 520	The Politics of International Law	3
MPS 530	American Politics	3
MPS 540	Political Theory	3
MPS 550	Political Behavior	3
MPS 560	Qualitative Analysis	3
MPS 570	Data Analysis and Statistics for Political Science Research	3
MPS 580	Public Budgeting & Finance	3
MPS 590	Conduct of Political Inquiry	3
TOTAL:		30

MASTER OF ARTS IN PSYCHOLOGY

Program Description

The program provides foundational knowledge of psychopathology, treatment, theory, and research methods, with a range of courses in areas such as trauma, forensics, and mindfulness practice. It is ideally suited for applicants who are looking to strengthen their academic background prior to applying to doctoral programs such as the PhD or PsyD in Counseling Psychology, or other branches of Psychology. *

***PLEASE NOTE:** THIS PROGRAM IS NOT INTENDED TO PREPARE STUDENTS FOR THE INDEPENDENT PRACTICE OF PROFESSIONAL PSYCHOLOGY AND WILL NOT LEAD OR QUALIFY STUDENTS TO LICENSURE UPON GRADUATION. IN ADDITION, THE TRANSFER OR ACCEPTABILITY OF CREDITS OR DEGREE IS AT THE DISCRETION OF THE ACCEPTING INSTITUTION.

Program Objective

At the completion of this program, students will be able to:

- Understand qualitative, quantitative, and mixed-methods research studies.
- Examine the most appropriate methods and understand different types of research designs, including survey, experimental, and quasi-experimental.

- Students will design, conduct, write, and present new psychological research.
- Analyze several different aspects of human development, including, but not limited to cognitive development, social development, and emotional development.
- Evaluate the impact of mental health issues on society at micro and macro levels.
- Explore various types of traumas (physical, sexual, emotional), and how they affect individuals, couples, families, and groups differently.
- Analyze literature on mental health diagnoses, psychopharmacology, trauma, and resiliency.
- Evaluate the psychological, sociological, and biological concerns related to aging.
- Analyze attitudes, reactions, values, and beliefs about death, dying and grief across cultures in the United States.

DISCLAIMER: STUDENTS CANNOT ENROLL IN PSY PROGRAM WITH A COUNSELING PSYCHOLOGY (MASTERS) DEGREE SINCE THERE IS NO CLINICAL INSTRUCTION IN THE PROGRAM.

Courses

Course Number	Course Title	Credit Hours
PSY 500	Counseling Theory	3
PSY 510	Developmental Psychology	3
PSY 520	Advanced Human Development	3
PSY 530	Crisis Intervention and Disaster Mental Health	3
PSY 540	Research and Evaluation	3
PSY 550	Social and Cultural Foundations	3
PSY 560	Psychopharmacology	3
PSY 570	Social Gerontology	3
PSY 580	Psychopathology	3
PSY 590	Psychological Trauma Across the Lifespan	3
TOTAL:		30

MASTER OF BUSINESS ADMINISTRATION

Program Description

The MBA is a business education program that promotes learning to synthesize the depth of management within a technology-driven world. It allows students to apply advanced theoretical concepts and knowledge from all functional areas of business through an analytical, decision-making process that focuses on solving practical problems.

The objective of this program is to develop students into broadly educated business decision makers who understand the nature of the business, with the tools and techniques applicable to a wide variety of business situations.

The program provides an ethical and legal foundation for the student's behavior in commerce, and it gives the student insights into recognizing inappropriate behavior in others. It imbues the student with detailed knowledge of managing both projects and operations. It describes how effective managers lead—how they make decisions to motivate others and how they organize efforts to tap into human capabilities most effectively.

Program Objective

Upon completion of the MBA program, students will:

- Apply best practices to solve managerial issues.

- Integrate theories and practice to perform strategic analysis.
- Demonstrate effective written forms of communication and oral business presentations.
- Implement leadership skills to work effectively within diverse teams.
- Identify and analyze ethical responsibilities of businesses.
- Apply decision-making techniques, both quantitative and qualitative analysis, to management issues.
- Identify customer needs and participate in the process of developing products and services to meet these needs.
- Have well-developed problem-solving skills including the ability to analyze uncertain situations, utilize facts and evidence in drawing conclusions, apply decision making theories, and adapt and innovate in new settings.
- Be able to use information technologies as they influence the structure and processes of organizations and economies, and as they influence the roles and techniques of management.
- Be prepared for a career in hotels, casinos, resorts, theme parks, cruise lines, and more.

Courses

Course Number	Course Title	Credit Hours
ACC 500	Accounting for Decision Making and Control	3
MAR 501	Marketing for Executives	3
LAW 502	Business Law and Ethics	3
BUS 503	Business in the Global Economy	3
STA 504	Quantitative and Qualitative Methods for Decision Making	3
BUS 505	Supply Chain Management	3
LED 506	Leadership and Organizational Behavior	3
ISM 507	Information and Technology Management	3
FIN 508	Financial Decision Making	3
HRM 509	Human Resources Management	3
BUS 510	Project Management	3
BUS 600	Business Administration – Capstone	3
HOM 511	Hospitality Communication and Event Management	3
HOM 512	Tourism & International Travel Management	3
HOM 513	Hotel & Restaurant Management	3
TOTAL:		45

UNDERGRADUATE PROGRAMS

BACHELOR OF ARTS IN PSYCHOLOGY

Program Description

The Bachelor of Arts in Psychology prepares the student to be a well-rounded, educated individual as it reflects many of the goals of a liberal arts education and will teach you many of the skills inherent to a liberal arts degree including critical thinking skills, analytical reasoning skills, interpersonal skills, ethical values, communication skills, writing skills and more. *

***PLEASE NOTE:** THIS PROGRAM IS NOT INTENDED TO PREPARE STUDENTS FOR THE INDEPENDENT PRACTICE OF PROFESSIONAL PSYCHOLOGY AND WILL NOT LEAD OR QUALIFY STUDENTS TO LICENSURE UPON GRADUATION. IN ADDITION, THE TRANSFER OR ACCEPTABILITY

Program Objective

A degree in Psychology is beneficial to students who are interested in a career in psychology as well as those interested in other fields. Graduates with a BA in Psychology are able to develop a working knowledge of psychological areas, apply psychological content and skills to meet professional goals, apply ethical standards to science, and professional practice, effectively write, speak and interact with others, and engage in science-based reasoning to interpret behaviors and solve problems. These skills are interchangeable and valuable in any industry, not just psychology. Additionally, many BA in Psychology graduates go on to study psychology or another field in graduate degree work. Whether you're interested in pursuing graduate level study in psychology or another area of study including social work, education, law, criminal justice, medicine, and health science, among others, a BA in Psychology can help you build a solid foundation to pursue your graduate education.

Courses

Course Number	Course Title	Credit Hours
General Education Courses		45
ENG 101	English Composition I	3
ENG 202	English Composition II	3
COM 102	Interpersonal Communication	3
PHI 103	Philosophy	3
ECT 104	Ethics and Critical Thinking	3
STA 105	Statistical Methods	3
ALG 106	College Algebra I	3
PSY 107	General Psychology	3
SOC 108	Introductory Sociology	3
BIO 109	Biological Science	3
ENV 110	Introduction to Environmental Science	3
MIS 111	Management Information System	3
HGD 112	Human Growth and Development	3
GPS 113	Political Science	3
ALG 201	College Algebra II	3
Major Core Courses		36
PSY 200	Introduction to Sensation and Perception	3
PSY 210	Introduction to Research Methods	3
PSY 220	Cognitive Processes	3
PSY 230	Social & Personality Development	3
PSY 240	Psychology of Health & Illness	3
PSY 250	Development in Infancy: The Basis of Human Knowledge	3
PSY 270	Introduction to Functional MRI	3
PSY 310	Theories of Personality	3
PSY 320	Developmental Psychology	3
PSY 350	Psychological Statistics	3
STA 360	Quantitative Reasoning	3
PSY 450	Capstone in Psychology: Individual Interests	3
Elective Courses		39
PSY 100	Introduction to Literary Theory	3
PSY 260	Psychology of Language	3
PSY 280	Psychology Career Development	3
PSY 290	Legal Psychology	3
PSY 300	Psychology of Music	3
PSY 330	Psychology of Interpersonal Relationships	3

PSY 340	Human / Cultural Diversity	3
STA 370	Tests & Measurements	3
PSY 380	Abnormal Psychology	3
GPS 390	International Politics	3
COM 400	Intercultural Communication	3
PSY 410	Positive Psychology	3
PSY 420	Psychology of Workforce Diversity	3
TOTAL:		120

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

Program Description

The Bachelor of Science in Hospitality Management is designed to offer students a view of the service and hospitality management field from a financial, economic, marketing and management point of view. Graduates of this program will be educated to effectively use analytical, technical, and critical thinking skills to organize and communicate in their business environment.

Program Objective

Graduates of this program will be prepared to accept managerial employment positions such as managers, assistant managers, supervisors and be skilled in interpreting related administrative assignments in the hospitality management environment.

Courses

Course Number	Course Title	Credit Hours
General Education		30
ENG 101	English Composition I	3
ENG 202	English Composition II	3
COM 102	Interpersonal Communication	3
ECT 104	Ethics and Critical Thinking	3
STA 105	Statistical Methods	3
ALG 106	College Algebra I	3
ALG 201	College Algebra II	3
MIC 108	Microeconomics	3
MAC 201	Macroeconomics	3
BIO 109	Biological Science	3
Core Courses		60
HTI 200	Introduction to the Hospitality and Tourism Industry	3
HIC 210	Introductory Commercial Food Production	3
HFA 220	Hospitality Industry Managerial Accounting	3
HTM 230	Hospitality and Tourism Marketing	3
HCO 240	Hospitality Communications	3
HML 250	Hospitality Management & Leadership Fundamentals	3
HMR 260	Restaurant Management	3
HHR 270	Hospitality Human Resources Management	3
HTD 280	Hospitality and Tourism Development	3
HLO 290	Lodging Operations	3
HFA 300	Hospitality Industry Financial Accounting	3
HIS 310	Hospitality Information Systems	3

HGM 320	Guest Services Management	3
HLT 330	Legal Environment in the Hospitality and Tourism Industry	3
HIC 340	Advanced Food Production Management	3
HFE 350	Hospitality Facilities Environmental Systems	3
HFR 360	Hospitality Franchising	3
HBM 370	Hospitality Brand Management	3
HFM 380	Hospitality Facilities Management	3
HFP 390	Group Business Sales and Services	3
Electives		30
HBW 400	Techniques of Food Preparation	3
HPM 410	The Business of Wine Management	3
HBS 420	Purchasing and Menu Planning	3
HMC 430	Planning Meetings and Conventions	3
HST 440	Sustainable Tourism Practices	3
HBF 450	Beverage Fundamentals	3
HIC 460	International Cuisine	3
HEM 470	Expositions and Events Management	3
HTD 480	Tour Production and Distribution	3
HTD 490	Managing Technology in The Hospitality Industry	3
TOTAL:		120

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Program Description

The Bachelor of Business Administration Program is a 120-semester credit hour program, which aims at developing a student's intellectual ability, executive personality, and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit, or an enterprise.

Program Objective

The Bachelor of Business Administration Program at Central Christian University aims to provide students with a strong foundation in business fundamentals and an understanding of their application in real-world environments. Through our comprehensive curriculum, our BBA degree is designed to help students prepare for real-world business administration roles and how to reach smart business conclusions through empirical analysis, such as planning how an organization operates day-to-day to adjusting strategies in the face of ongoing changes and challenges.

Courses

Course Number	Course Title	Credit Hours
General Education		30
ENG 101	English Composition I	3
ENG 202	English Composition II	3
COM 102	Interpersonal Communication	3
ECT 104	Ethics and Critical Thinking	3
STA 105	Statistical Methods	3
ALG 106	College Algebra I	3
PSY 107	General Psychology	3
MIC 108	Microeconomics	3

MAC 201	Macroeconomics	3
CIS 109	Computer Science I	3
Core Courses		87
CBU 200	Calculus for Business	3
ACC 210	Principles of Managerial Accounting	3
FIN 220	Finance	3
LAW 230	Business Law	3
MAR 240	Marketing	3
BUS 250	Introduction to International Business	3
ACC 260	Principles of Financial Accounting	3
PMB 270	Project Management	3
HRM 280	Human Resource Management	3
BUS 290	Management of Organizations	3
TAX 300	Taxation	3
BUS 310	Business Problems Analysis	3
CIS 320	Computer Science II	3
MAR 330	Marketing & Sales Management	3
BUS 340	E-Business	3
BUS 350	International Politics	3
ACC 360	Accounting for Decision Makers	3
MAN 370	Supply Chain Management	3
LED 380	Business Leadership & Entrepreneurship	3
STA 390	Quantitative Methods	3
BUS 400	Organizational Behavior	3
LAW 410	The Legal and Ethical Environment of Business	3
BUS 420	Negotiation Skills for Managers	3
PMB 430	Project Scope and Quality Management	3
BUS 440	Emerging Technologies	3
ENG 450	Professional Writing in Business	3
COM 460	Business and Professional Communication	3
STA 470	Advanced Statistics	3
MIS 480	Management Information System II	3
Electives (Choose minimum of one elective)		
HRM 281	Conflict Management	3
BUS 291	Entrepreneurship	3
BUS 341	Social Media in Business	3
BUS 351	Business Administration and Policy	3
BUS 361	Venture Capital & Private Equity	3
BUS 362	Real Estate Investment Decision Making	3
LED 381	Executive Leadership	3
BUS 411	Justice and Human Rights	3
ENG 451	Professional Speaking in Business	3
BUS 490	Effective Career Management	3
TOTAL		120

ADMISSION REQUIREMENTS

GRADUATE ADMISSION REQUIREMENTS

Admissions to the program requires the following:

- ❖ Must be 18 years or older.
- ❖ Complete Enrollment Agreement.
- ❖ A \$150.00 Registration Fee must be paid upon enrollment (*non-refundable as per the refund policy*).
- ❖ Copy of a valid government-issued picture identification.
- ❖ Bachelor's Degree Official Transcripts*
- ❖ Current Resume*
- ❖ Letter of Intent*
- ❖ 3 Recommendation Letters (Optional)*
- ❖ 3 Years of Professional Experience (Optional)

**Any document not in English must be accompanied by a certified translated copy.*

UNDERGRADUATE ADMISSION REQUIREMENTS

Students applying to the undergraduate level must:

- ❖ Be 18 years or older or have written permission from a parent or legal guardian.
- ❖ Complete Enrollment Agreement.
- ❖ A \$150.00 Registration fee must be paid upon enrollment (*non-refundable as per the refund policy*).
- ❖ Copy of a valid government-issued picture identification.
- ❖ Copy of High School Diploma or equivalent.
- ❖ High School's Official Transcripts*.

If applying with an associate degree, the following must be provided:

- ❖ Associate Degree Official Transcripts*

**Any document not in English must be accompanied by a certified translated copy.*

APPLICATION FOR ADMISSION

All persons interested in applying for admission to the university should complete an application which must be accompanied by a **non-refundable** required registration fee to process the application. The check/money order should be made payable to Central Christian University. Applicants must submit all required application documents to be considered for admission. Once a decision is made, an email will be sent to the candidate with further instructions. Candidates will be contacted by their admissions agent regularly to ensure the completed documents are received by the office.

REACTIVATION OF ADMISSION APPLICATION

An individual who has been accepted for admission to Central Christian University but who has not attended any courses, has their original application and fee active for one (1) year from the term in which the individual was first accepted. In situations longer than one (1) year the application process must be started again with a new application and fee paid.

REGISTRATION

Students are required to register for classes either through email or in person, registration period is listed above on the institution's calendar.

ORIENTATION

Prior to attending classes, new student, as well as those returning to the Central Christian University after one term or more of non-attendance, are required to participate in an orientation program. **Attendance is mandatory.** This program is designed to acquaint student with the policies of the Central Christian University. Students are also required to attend a library orientation during their first term.

GRADUATION REQUIREMENTS

To graduate from Central Christian University and to receive a degree, the student must:

- Complete all credits as stated in the catalog.
- Earn a minimum 2.5 cumulative grade point average for undergraduate level.
- Earn a minimum 3.0 cumulative grade point average for graduate level.
- Meet satisfactory academic progress.
- Fulfill all monetary obligations.

STUDENT RECORDS

Student records submitted to the University become the property of the University and cannot be returned to the student or released to a third party. Please be sure to make copies for your personal files prior to submitting to Central Christian University.

Student records are maintained permanently. However, for those students dismissed from the University or denied entry into Central Christian University, records remain on file for one (1) year.

CREDENTIALS AWARDED

Program	Credits Required	Credential Awarded
Psychology	120	Bachelor of Arts
Hospitality Management	120	Bachelor of Science
Business Administration	120	Bachelor of Science
Psychology	30	Master of Arts
Political Science	30	Master of Arts
Business Administration	45	Master of Business Administration

DEFINITION OF A UNIT OF CREDIT

Central Christian University follows the Carnegie unit of credit hours recognition. practice, providing courses and programs credit hours for successfully completed unit. Furthermore, credit is awarded for assessment of a course, program, and outcomes. Central Christian University measures its programs through Semester Credit Hours in which 15 theory hours are equivalent to 1 credit hour.

A typical 3 credit course will require 45 hours of total instruction. Additionally, the student must be prepared to complete assignments, research, and other course related activities.

COURSE CANCELLATION POLICY

Central Christian University requires that there be a minimum number of students in an online course. In rare circumstances, the Central Christian University may cancel an online course on the first day of class due to low enrollment. Every effort will be made to move students to either another online course which meets their

educational requirements or a similar class. Even if a student has logged into the online environment prior to course start, the student will incur no financial liability if the course is cancelled.

COURSE WITHDRAWAL POLICY

- To apply for a withdrawal, students will provide notification of intent to withdraw, in writing or orally, to the Registrar's Office. The Registrar will document the reasons and date of the student request.
- **Withdrawals with Refund:** Courses in which the student applies for withdrawal during the drop/add period will be refunded according to the Cancellation and Refund Policy.
- **Withdrawals without Refund:** When students request a withdrawal from a course, after the due date established by the institution for withdrawals with refund, it may affect the student's academic progress.

WITHDRAWAL POLICY

A student may withdraw from a class and obtain the notation of "W" until the day before the final exam.

- Unsatisfactory academic performance following the above deadline will not be accepted as a reason for withdrawal.
- Students who are seeking a withdrawal for medical reasons must provide appropriate medical information using the "Withdrawal Form" available at the Central Christian University website.
- If a withdrawal for medical reasons is approved, an "I" will be recorded for each course.
- Students who receive a withdrawal for medical reasons may be placed "on hold" until the university determines that the student is ready to return. If a withdrawal for medical reasons is not approved, but the situation justifies a withdrawal, the request may be approved as a late withdrawal, and a grade of "W" will be recorded.
- If a student withdraws from a course while an alleged academically dishonest act is under review, and the case is not resolved in favor of the student, the academic department, in conjunction with faculty and appropriate university committee, reserves the right to assign the appropriate grade for the course.

MAKE-UP WORK POLICY & REPEATING COURSES

Students who are unable to complete work by the end of the course may be granted an incomplete grade (I) with the instructor's approval. Make-up work policy is granted on a case-by case basis. Arrangements must be completed within three (3) days from the end of the course. Failure to make such arrangements without administrative approval will result in a failing grade.

TRANSFER OF CREDITS

Transfer applicants must meet all the admission requirements of Central Christian University. The university's transfer policy is designed to recognize previously earned credits. Individuals who have earned credit at other institutions are encouraged to find out which courses may apply. Students may qualify to transfer up to **60 Credits** towards the **bachelor's degree** and **18 credits** towards the **master's degree**. Qualified credits will only be accepted if the grade earned was at least a "**B**". Transfer of credit is at the discretion of **Central Christian University**.

Transfer of Credits from **Central Christian University** to another university is at the discretion of the receiving institution. It is the students' responsibility to confirm whether credits will be accepted by another institution of their choice.

ADVANCED PLACEMENT

Central Christian University does not grant credits for work experience or by examination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

ONLINE DELIVERY

The Central Christian University online term is sixteen (16) weeks long for the graduate level and encompasses multiple hours of asynchronous instruction per week via Internet and discussions including assignments, assigned readings and projects.

METHOD OF INSTRUCTION

ONLINE DELIVERY

Once a student is registered, their only necessary equipment is a personal computer with internet access, a student can access the eLearning platform from anywhere in the world. To maintain privacy and security, each student is provided with a **username** and **password** which allows them to reach their own **personal page** within the **Canvas Learning Management System**.

When shifting from classroom instruction to online instruction the instructional design and the role of the parties involved change. However, it is important to maintain that the student will have a space to reflect and acquire knowledge from the materials, the interaction with the instructor and the learning community. The online platform will allow these interactions to be more flexible regarding time and space, yet the outcome should be similar or better. It is important to outline the following criteria:

1. The professor has knowledge in online instructional technology so that they can not only easily use it to teach students but also help students who have any issues.
2. The student earns flexibility in distance and time. Based on the course syllabus, the student can plan and organize his/her learning plan for the subject.
3. The online process opens many avenues for study; self-study takes an enhanced role. Also, they can have interactions with the professor and the rest of the students through forums, chats, web-conferencing and such.
4. The student follows the course agenda and works guided by the professor's advice. Students are accountable for semester work.

OUR LEARNING MANAGEMENT SYSTEM

Our learning platforms is **Canvas**; this platform replaces the classroom and provides the student with the tools to engage the learning process in an enjoyable, easy to use and efficient environment. The platform has been standardized to familiarize the student with the learning process and avoid confusion. Some of the elements contained in the platform are:

- **Course Syllabus:** Outlines the path to the class.
- **Chats:** Allows for the student to interact with other students and the professor.
- **Forums:** This asynchronous tool allows the class participants to create threads of information that will be available throughout the class. Great tools for studying down the road.

- **Calendar:** Reminds the students how the class has advanced and reminds them of tasks, quizzes or exams ahead.
- **Document load zone:** Throughout the course the student will have places to load assignments in a clear and convenient way.

COURSE CONTENT

Once the students log in their personal page, and open their course, they can see different web tools they can use to study. The main one they will use is the documents & links tab which contains their downloadable syllabus, lectures, audio or video streams and any other relevant learning materials. Students will follow their syllabus to organize their weekly studies and will use the assignments tab to review deadlines, download exams, submit homework, case studies, or projects and upload their work. Special instructional activities may be scheduled at specific times convenient to both students and faculty members, in which case the announcement tab is the tool used by the faculty to give directions. If a student has a question related to the course, they can directly post it in the discussion posts where both the professor and fellow students can respond so that everyone benefits from the answer. If a student has a question not related to the course, they can directly email their professor through the address given in the syllabus or call them as disclosed in the syllabus.

EVALUATIONS

The use of forums, chats, and other communication tools gives instructors the opportunity to provide continuing evaluation and feedback to students as they prepare their formal evaluations.

Formal evaluations are implemented using assignments or quizzes. For assignments, the student submits a text file; the instructor corrects it, gives feedback, and assigns a grade. Quizzes are corrected automatically, and the grading is instantaneous.

All exams are administered through our password protected online platform. Students are expected to adhere to the timeline and retake policies provided by the course professor in the course syllabus. Any retakes are at the discretion of the professor.

Faculty members will have access online to post assignments and exams. Faculty will have between 48 hours to post grades for assignments during the term and 5 days to post grades for finals electronically.

RESPONSE TIME

When a student sends a message with a question, or posts a message in a forum, the instructor is expected to respond within 24 hours during weekdays, and 48 hours during the weekends. The same response time is used for evaluations that require the instructor's review, grading, and feedback.

ONLINE COMMUNICATION

It is essential that online students communicate with their instructors frequently. Students with questions must write emails to their instructors asking the many questions they may have. They may request additional chat sessions in order to clarify information. The instructor will schedule a time to meet with you in a chat room, or by phone, or in person at the campus location in Orlando, Florida. Students should expect that each communication will be followed up with a written summary of the discussion generated by the instructor. Such communications will be provided to the student by email.

ATTENDANCE AND CLASS SCHEDULE

Online Campus

Central Christian University is in session throughout the year, except for the holidays listed above in the Calendar section. Delivery of classes will be asynchronous through the Central Christian University's Learning

Management System (LMS). Students will be required to participate in chats and discussions on a weekly basis previously prepared by their instructors and shared via the Chat and Discussion Boxes. Attendance is mandatory and student are expected to log in to their classes at least **three times a week** to be considered in attendance. Special instructional activities may be scheduled at specific times convenient to both students and faculty members. Students who do not regularly attend any of their registered classes during the term, may be administratively withdrawn from the Central Christian University and placed on probation or dismissed.

STUDENT SERVICES

Student will receive advisement and or counseling with the following topics: **Academic Planning** which includes **academic advising**, inquiry about additional online course offerings, registration for courses, completion of administrative forms, the purchase of textbooks and library access.

Student services also include Financial Advisement and Personal Academic issues. In addition, the student will also receive career services assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

ACADEMIC ADVISING

Upon enrollment, Central Christian University provides academic advising by assigning an academic advisor who assists the student in attaining his/her educational goals and fulfilling our Central Christian University requirements. Student will be given the advisor's phone number and e-mail address. The advisor will be able to offer a more valuable insight into the student educational planning, by contacting the student and having a greater understanding of the student expectations and experience. The academic advisor is responsible for providing professional and personal academic supervision to a student enrolled in a program at the Central Christian University. The academic advisor will work directly on a personal basis with each student to provide academic advisement, guidance, and prompt feedback to each student who enrolls at the Central Christian University or asks for assistance.

Academic counseling is available to all student during the admission process, and throughout the program. Any problems the Central Christian University is not able to address will be referred to community organizations and agencies to better meet the student needs.

CAREER SERVICES

Central Christian University does not make any guarantees of graduate employment or salary upon graduation. Central Christian University offers career services, which will consist of identifying employment opportunities and advising on appropriate means of attempting to realize these opportunities. The Career Services advisor will help the student in creating a resume, sharpen students' interviewing skills, and advise on strategies for searching current job opportunities.

E-LIBRARY

Student and faculty have access to Central Christian University's Online Library, which is a very important online resource for academic assignments, projects, and research. Central Christian University has an agreement for the use of e-Library at <https://www.lirn.net/>. The library provides student and faculty with 24 hour-a-day and 7 days a week access to instructional, academic, and research resources.

ONLINE TECHNICAL ASSISTANCE

There is 24-hour, 7 days a week technical assistance feature for our Online Course Platform. For technical assistance, please email us at Tech@ccu.education

LEAVE OF ABSENCE

A student may be granted a leave of absence for a maximum of 5 days. All requests for leaves of absence must be in writing with the reason for the LOA and the date of expected return specified. If the student does not return on the expected date, the student's enrollment will be terminated. A refund calculation will be completed according to the school Cancellation & Refund Policy. The withdrawal date will be the student's last recorded date of attendance.

SATISFACTORY ACADEMIC PROGRESS

GRADING SYSTEM

Grades are based on the quality of work as shown by written tests, term papers, and projects as indicated on the course syllabus. Faculty members will provide an individual's evaluation of performance for each course. Grades are posted onto the student's academic record, which is kept permanently.

<i>Letter Grade</i>	Quality Points	Definition
A ⁺	4.0	95 - 100% - Excellent
A	3.75	90 - 94%
B ⁺	3.5	85 – 89%
B	3.0	80 – 84% - Minimum CGPA for Graduate
C ⁺	2.5	75 – 79% - Minimum CGPA for Undergraduate
C	2.0	70 – 74%
D ⁺	1.5	65 – 69%
D	1.0	60-64%
F	0	Fail
I	0	Incomplete
P	0	Pass
W	0	Withdrawal
X	0	Ongoing
NR	0	Grade Not Reported
WF	0	Withdrawal after 60% course completion
T	0	Transfer
NP	0	No Pass
R	0	Repeat

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress to remain enrolled at the Central Christian University. Satisfactory academic progress is determined by measuring the student's **cumulative grade point average** (CGPA) and the student's **rate of progress toward completion of the academic program**. These are outlined below.

SATISFACTORY ACADEMIC PROGRESS

SAP - Quantitative Criteria

Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, if a

student enrolls for twelve term credit hours the student is required to successfully complete a minimum of eight term credit hours ($12 \times 67\% = 8$) for the term. Failure to meet these standards may result in student being placed on probation.

SAP - Qualitative Criteria

A student must achieve a Cumulative Grade Point Average of **3.0** at the midpoint of the program and must have earned 75% of the credits attempted. A student who does not achieve these criteria will be placed on probation for the rest of the academic term. A student on academic probation who earns less than **3.0** in his/her cumulative average will be continued on academic probation. Academic probation may be removed only by earning a **3.0** CGPA or higher on the next term.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SAP - Evaluation

1. Students are evaluated at the end of an academic term.
2. If a student fails a course before the academic term ends, they are immediately placed on academic probation.
3. The student will remain on academic probation until they retake the failed course when it is next offered and passes on the next attempt.
4. If the student takes the course a second time and passes it, the student is removed from academic probation.
5. If the student fails the course for a second time, the student could be academically dismissed from Central Christian University.

SAP Evaluation - Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in the program is as follows:

The credit hours attempted cannot **exceed 1.5 times the credit hours required** to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame.

Program	Program Length	Maximum Allowed Timeframe
Bachelor of Arts in Psychology	40 Months	60 Months
Bachelor of Science in Business Administration	40 Months	60 Months
Bachelor of Science in Hospitality Management	40 Months	60 Months
Master of Business Administration	24 Months	36 Months
Master of Arts in Political Science	18 Months	27 Months
Master of Arts in Psychology	18 Months	27 Months

CGPA REQUIREMENTS

Students in the graduate level must meet a **minimum CGPA** requirement of **3.0** throughout their enrollment to be considered making satisfactory academic progress. CGPA will be reviewed at the end of each term after grades have been posted to determine if the student's CGPA is in compliance.

GRADE CHANGE

A change in grade must be resolved by the end of the term following the term in which the grade was originally issued. Grade changes must be submitted from the faculty to the Central Christian University registrar on the official "Grade Change Form", with the instructor signature. All grade changes are subject to administrative approval. Students questioning a term grade posted to their academic record should e-mail the university registrar. The university registrar will forward the e-mail to the instructor of the course and the appropriate

academic administrator for resolution. The timeframe for changing the grade is one (1) week from the end of the term.

COMPUTATION OF CUMULATIVE GRADE POINT AVERAGE

The cumulative Grade Point Average (CGPA) is computed by assigning every component a percentage based on its portion of the total hours comprising the student's program. Quality points are assigned to each grade given. The CGPA will be calculated by totaling the assigned quality points.

GRADES AND TRANSCRIPTS

Original copies of student exams are maintained in each student's education file while they are in attendance and for a period of three years after their last day of attendance. Transcripts are maintained by the student records office indefinitely. Each transcript documents student grades and can be reviewed upon written request.

Permanent copies of all student records are maintained at the Central Christian University. There is a three (3) business day waiting period for delivery of official transcripts and/or Diploma.

Any student requiring additional copies of said documents must pay a processing fee for each document requested. Upon presentation of a receipt of payment from the Business Office, the Registrar will prepare the requested document(s). There is a three-day waiting period for processing. Processing will only begin after payment. If there is an outstanding balance to the Central Christian University, it must be paid before processing can begin.

POLICIES AND PROCEDURES

ACADEMIC WARNING OR PROBATION

If the student falls below the criteria on the SAP listed above in the catalog, he/she will be placed on a probationary period (*the period is specified above on the SAP*) Any student having to repeat courses will have to pay **\$100.00** per course. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she may be terminated from the university. Students meeting this requirement at the end of the probationary period will be removed from this status.

Probation is an administrative status. Students on probation are at risk of termination from the program. Students on probation are monitored more closely, requiring academic advising on a regular basis to determine student progress. Students on probation may be required to attend extra course sessions. Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SUSPENSION & DISMISSAL

Students are eligible to apply for readmission after a minimum of one term, and, if permitted to return, will be on academic probation. If at any time after having once been suspended a student on probation has a cumulative average below the minimum required, the student will be dismissed from the university and will not be eligible to return.

Any appeals for failure to maintain satisfactory progress must be made in writing to the Director of Education within **15 days of notice of dismissal**. The student will be notified in writing of the decision. The maximum time limited given to a student to complete their program is **1.5** times the normal length of that program. A student not meeting these criteria will be terminated for not making satisfactory progress.

APPEALS PROCESS

Any appeals for the actions described above must be made in writing to the Director of Education who will consider the appeal. The Director of Education will have the final authority over the matter to make the decision whether to accept the student's appeal within 5 days. For the student's appeal to be granted, the student will need to give evidence of satisfactory academic progress.

STUDENT CONDUCT POLICY

At Central Christian University appropriate student conduct in each class and when communicating with others in the university is very important. Any inappropriate conduct could result in dismissal from the university.

The following types of conduct are unacceptable:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
Plagiarism: All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The university considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or partial credit for the work, suspension for a specific period, or expulsion from the program.
2. Other forms of dishonesty include but not limited to fabricating information, furnishing false information, or reporting a false emergency to the university.
3. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
4. Unauthorized entry to, possession of, receipt of, or use of any university services; equipment; resources; or properties, including the university's name, insignia, or seal.
5. Sexual harassment, as defined here: Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the university will respond to reports of any such conduct.
6. Stalking behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the university to seriously alarm or torment the person; and where the threat is additionally determined by the university to serve no legitimate purpose.
7. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities.
8. Failure to identify to, or comply with the directions of, a university official or other public official acting in the performance of his or her duties while at official university functions; or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties.
9. Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the university in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared the notes or recordings. Copying -for any commercial purpose - handouts, readers or other course

materials provided by an instructor as part of the university course unless authorized by the university in advance and explicitly permitted by the course instructor or the copyright holder in writing.

PENALTIES FOR MISCONDUCT

The Campus Director may impose penalties for violations of university policies or campus regulations whether such violations are also violations of law, and whether proceedings are or have been pending in the courts involving the same acts.

If because of an official appeal it is determined that the student was improperly disciplined, the Campus Director shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings.

Whether or not a hearing is conducted, the university may provide written notice to a student that his or her alleged behavior may have violated university policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action.

When a student is found in violation of university policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

1. **Warning/Censure:** Written notice or reprimand to the student that a violation of specified university policies or campus regulations has occurred, and that continued or repeated violations of the university policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
2. **Disciplinary Probation:** A status imposed for a specified period during which a student must demonstrate conduct that conforms to the university standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.
3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of university policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.
4. **Suspension:** Termination of student status at the university for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the he or she is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of university policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.
5. **Dismissal:** Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.
6. **Restitution:** A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the university or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates

in causing the damages or costs.

7. Revocation of Awarding of Degree: Subject to the concurrence of the university Governing Board.

GRIEVANCE POLICY

A grievance procedure is available to any student who believes a university decision or action has adversely affected his or her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first communicate with the appropriate course professor. If the professor is unable to resolve the student's complaint, the professor will refer it to the Director of Education in writing. If the Director of Education is unable to resolve the student's complaint, he will refer it to the Campus Director. The Campus Director will take steps to resolve the complaint or will refer it in turn to the President of the university. The university President's decision is final.

Informal Resolution

Students are encouraged to speak directly with their mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

Informal Complaint

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier the communication is made, the more likely it is to resolve the matter satisfactorily. Complaints should be made to the Director of Education. Informal complaints may be made in person, by telephone, or email. Appropriate university staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the Central Christian University's response within 20 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

Formal Complaint

A formal complaint must be submitted in writing to the Department Chairperson. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate university administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. The relevant university office will keep a complete record of formal complaints. Records of the outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Students who at the end of this process feel a grievance is unresolved may refer it to:

Commission for Independent Education

Florida Department of Education

325 West Gaines Street

Tallahassee, FL 32399-0400

Phone 850.245.3200, or Toll Free 888.224.6684, or online at <http://www.fldoe.org/policy/cie>

MODIFICATIONS

Central Christian University reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Student will be given advance notification of such changes.

NON-DISCRIMINATION

Central Christian University admits student of any race, color, sex, age, marital status, non-disqualifying

disability to the extent of the law, religion, or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student at the university and does not discriminate in administration of its educational policies, admissions policies, or university - administered programs.

ANTI-HAZING

At Central Christian University the practice of hazing is prohibited. Hazing is defined as any action taken or situations created to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

EMERGENCY CLOSURE

In the event of an emergency, Central Christian University's administrative office will close as determined by Orange County due to inclement weather or natural disaster (hurricane, etc.).

COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the University and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The alpha prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

Sample Course Number **(PSY 500)**
Letters = Discipline = Counseling
Digits = 500 = Program Sequence

MASTER OF BUSINESS ADMINISTRATION

ACC 500: Accounting for Decision Making and Control – 3 Credit Hours

This course focuses on the various ways decision makers in all organizations can use accounting information. It covers the creation, use, and interpretation of internal accounting data and information. And it also includes the managerial functions of cost control and reporting, budgeting, profit planning and projections used in decision making.

MAR 501: Marketing for Executives - 3 Credit Hours

Students will gain a working knowledge of the decisions marketing managers make by learning to think strategically. Students will develop marketing plans aligning marketing decisions and strategies. Students will be able to implement marketing decisions to optimize customer and organizational value.

LAW 502: Business Law and Ethics - 3 Credit Hours

This course will introduce you to the laws and ethical standards that managers must abide by in the course of conducting business. Student will Learn about the laws that business managers must follow to protect their consumers, employees, and overall operations. Explore conflict management strategies and legal issues, such as torts, contracts, property law, intellectual property, and employment law.

BUS 503: Business in the Global Economy - 3 Credit Hours

This course addresses the factors that affect international business and business expansion. Discussion topics include demographic, economic, political, natural resource, technology, and cultural characteristics and the role they play in the advancement of multinational enterprises. *Pre-requisite: LAW502*

STA 504: Quantitative and Qualitative Methods for Decision Making - 3 Credit Hours

This course introduces the learner to utilizing and applying quantitative methods for individual, organizational, and societal decision-making. A variety of tools and techniques will be examined as the foundation for the development and interpretation of attributes and variables in addition to the use of data sources for improving processes and organizational environments. Topics covered include displaying and summarizing data, random variables and probability distributions, sampling, statistical inference, regression analysis, forecasting, statistical quality control, risk analysis, Monte Carlo simulation, decision trees, and linear and integer optimization modeling. Requires Microsoft Excel. *Pre-requisite: ACC500*

BUS 505: Supply Chain Management - 3 Credit Hours

This course covers the set of activities that create goods and services through the transformation of inputs into outputs. It's also an introduction to the design, operation, and control of domestic and international supply chain and logistics systems. Emphasis is placed on transportation, distribution, and warehousing in the business enterprise. *Pre-requisite: ACC500*

LED 506: Leadership and Organizational Behavior - 3 Credit Hours

Students will gain a thorough understanding of individual, group, and organizational behavior. Students will utilize this knowledge to build practical skills in leading individuals and teams to high performance. Through a variety of teaching methods, students will learn to analyze their business environment, detect, and analyze problems, and develop sound, creative and socially responsible solutions to help their organizations flourish in a complex and uncertain world.

ISM 507: Information and Technology Management - 3 Credit Hours

This course studies the integration of information systems solutions and business processes. Topics include how information and information systems relate to business processes; how organizations use information systems for competitive strategy, supply chain and resource management; and how information systems are developed and managed. The ethical implications of information systems and international dimensions of information systems use are also covered.

FIN 508: Financial Decision Making - 3 Credit Hours

This course presents the processes for analyzing a firm's financial condition, developing alternatives, and making business finance decisions. Exercises the analysis of current financial and operational data, and the projection of these data forward to support decision making under varying assumptions. This course will include means of managing working capital including sources of short-term financing of operations and methods used to raise external capital including initial public offerings, seasoned equity offerings, public and private debt, private equity, and venture capital. *Pre-requisite: ACC500 & ISM507*

HRM 509: Human Resources Management - 3 Credit Hours

This course analyzes the processes by which the human resource is managed considering its strategic importance. Examines the relationships between the traditional human resource functions and the various business functions so that efficiency and effectiveness are balanced and optimized. The course will contain several functions including the recruitment, selection, and maintenance of a qualified, motivated, and productive workforce. The effective performance of these functions requires understanding and skill in employment law, planning, job analysis, recruitment, selection, orientation, training, employee development, performance appraisal, compensation, benefits, safety, and labor relations.

BUS 510: Project Management - 3 Credit Hours

Applies the structure for project management and develops the skills needed to manage projects of all sizes. Topics include the project life cycle, project team, project identification, evaluation and selection, project organization, project planning, negotiation and conflict resolution, and human resource management. *Pre-requisite: BUS505*

BUS 600: Business Administration – Capstone – 3 Credit Hours

In this course, students apply the knowledge and skills used in previous courses to the business planning process required for new venture development. The course consequently builds on the knowledge gathered during your years as a business student. The course requires students to integrate their knowledge and skills acquired throughout the major. It gives them the ability to work on an extended business project while gathering very practical experience. This involves critiquing business plans and using practical research tools and appropriate analytical approaches to work through components of plans of their own. Throughout the semester, student teams present ideas to both peers and experts from the community who provide feedback and insight into what it takes start a successful business. Students will be required to work on a complex and real-life problem related to Business studies. In doing so, the Capstone makes the link between the academic discourse and the world thereafter. **Pre-requisite:** Completion of at least 36 Credit Hours of the MBA Program

HOM 511: Hospitality Communication and Event Management – 3 Credit Hours

This course addresses the event, meeting, and convention management segments of the hospitality industry. It covers two important areas: customer service, and 'behind the scenes' staff and management interaction. Various event model structures are examined, enabling students to explore issues related to sponsorship, venues, staffing, finance, exhibit coordination, contracted services, legal implications, and marketing. **Pre-requisite:** Completion of at least 36 Credit Hours of the MBA Program

HOM 512: Tourism & International Travel Management – 3 Credit Hours

Tourism Management introduces the many interdisciplinary aspects of the growing tourism industry, with emphasis on managerial challenges and responsibilities for both domestic and international tourism. Provides an overview to the broad subject of international travel and tourism. Aspects covered include the travel industry, government roles and policy, tourism development, selling travel, transportation, and hospitality-related services. **Pre-requisite:** Completion of at least 36 Credit Hours of the MBA Program

HOM 513: Hotel & Restaurant Management – 3 Credit Hours

This course examines the lodging and restaurant structures. Topics include hotel and restaurant operations, reservation systems, staffing, housekeeping, security, marketing, and menu strategy related to management responsibilities. Students will have insight into effective and efficient operations and ways in which to gain a competitive advantage in the marketplace. **Pre-requisite:** Completion of at least 36 Credit Hours of the MBA Program

MASTER OF ARTS IN POLITICAL SCIENCE

MPS 500: Comparative Politics – 3 Credit Hours

Comparative political science is one of the four traditional subfields of political science. It differs from international relations in its focus on individual countries and regions, and its comparison across units – national, subnational, actors, and substantive themes. Yet it is vital to scholars of international relations, not least because of its ability to explain differences in the basic postures of national and subnational actors, as well as in its focus on key variables of interest to international relations, such as democratization, the organization of state decision-making, and state capacity.

MPS 510: International Politics - 3 Credit Hours

International relations are traditionally divided into two main fields: international security (the study of war, conflict, peace, etc.,) and international political economy (trade, foreign direct investment, international finance, etc.). However, it increasingly includes other areas of global concern, including the environment, human rights, and international law, as well as fields that span substantive areas, such as the study of international organization. **Pre-requisite:** MPS500

MPS 520: The Politics of International Law - 3 Credit Hours

This course will introduce central issues in contemporary public international law and Politics. Among the topics we will discuss are treaties, customary law, the role of states and other actors in international law and how this

affects their behavior in the international scene, statehood, citizenship, self-determination, diplomatic recognition, and key institutions such as the United Nations, its Security Council and international courts. Unlike a traditional law course, we will not shy away from the politics of international law and inter-state relations. *Pre-requisite: MPS510*

MPS 530: American Politics - 3 Credit Hours

This seminar focuses on current research on American political institutions. It examines topics including legislatures, elected executives, bureaucracies, and judicial institutions. Among the subjects that may receive consideration are methods of election or appointment, decision-making processes, and policy outcomes. Methods of studying these topics are critically assessed. Specifically, we consider the major three branches of government, Congress, the Executive, and the Judiciary, as well the important relationships between these institutions. Furthermore, we will consider the important theories pertaining to institutional analysis as well as review the methodical approaches used to study political institutions.

MPS 540: Political Theory - 3 Credit Hours

This course aims to introduce modern political theories and debates to graduate students. For this purpose it 1) attempts to provide general framework of political theory as an academic field, 2) gives an account of modern political theories such as liberalism, libertarianism, communitarianism, republicanism, conservatism, critical theory, post-Marxism, Post-structuralism and the “return to the classics” school, 3) discusses the key concepts such as modernity, liberty, equality, justice, legitimacy, community, power, identity, discourse, democracy, pluralism, populism, elitism, hegemony, multiculturalism and nihilism that determine current political life.

MPS 550: Political Behavior - 3 Credit Hours

This course is about the ways in which people form and act on their political preferences. We start with utility theory and spatial models of choice. We then turn to basic empirical criticisms of this literature, many of which stem from psychological research on heuristics and cues. In the second half of the course, we turn to bread-and-butter American politics topics: partisanship, social influences on political behavior, models of election outcomes, and more. *Pre-requisite: MPS540*

MPS 560: Qualitative Analysis - 3 Credit Hours

This course introduces the students to the theoretical and practical fundamentals of designing and doing qualitative research in political science. It covers the basic techniques for designing and conducting qualitative research as well as for collecting, interpreting, and analyzing qualitative data. This course will primarily focus on the different qualitative methods and techniques such as interviews, participant observations, and archival work. Students will be exposed to both the theoretical and practical. *Pre-requisite: MPS530 & MPS500*

MPS 570: Data Analysis and Statistics for Political Science Research - 3 Credit Hours

This course examines the basic methods data analysis and statistics that political scientists use in quantitative research that attempts to make causal inferences about how the political world works. The same methods apply to other kinds of problems about cause-and-effect relationships more generally. The course will provide students with extensive experience in analyzing data and in writing (and thus reading) research papers about testable theories and hypotheses. It will cover basic data analysis and statistical methods, from univariate and bivariate descriptive and inferential statistics through multivariate regression analysis. Computer applications will be emphasized. The course will focus largely on observational data used in cross-sectional statistical analysis, but it will consider issues of research design more broadly as well. *Pre-requisite: MPS530 & MPS500*

MPS 580: Public Budgeting & Finance - 3 Credit Hours

This course is designed to allow graduate students to develop an understanding of public budgeting and financial management. A wide variety of topics will be covered including a survey of the major literature, theories of public finance, major figures, and the politics of budgeting. *Pre-requisite: MPS550, MPS 530 & MPS500*

MPS 590: Conduct of Political Inquiry - 3 Credit Hours

This course is designed to introduce graduate students to empirical research in political science. The course provides a fundamental understanding of the research process that will help students to both competently answer their own inquiries using sound research methods, and to understand and evaluate research done by others. While other courses focus primarily on analyzing data, this course emphasizes the overall research process, beginning with asking questions, and moving through research design, data collection, the basics of data analysis, and data reporting and presentation. *Pre-requisite: MPS550, MPS 530 & MPS500*

MASTER OF ARTS IN PSYCHOLOGY

PSY 500: Counseling Theory – 3 Credit Hours

Overview of theoretical approaches to counseling and psychotherapy, including fundamental concepts, assessment, client and counselor roles, cultural relevance, and intervention strategies/techniques. Includes role-playing practice of fundamental counseling response skills.

PSY 510: Developmental Psychology – 3 Credit Hours

This course will cover developmental and contextual experiences of humans across the lifespan. Emphasis will be placed on issues and questions that have dominated the field over time and continue to provide impetus for research. Interactions will focus on articles that describe and illustrate current theories and trends. Students will read selected research articles and self-select additional readings related to weekly topics and personal interest. These topics include theoretical trends and foundations in research, policy and ethics, health and wellness, human developmental context, and end-of-life issues.

PSY 520: Advanced Human Development – 3 Credit Hours

This course explores theories and research in normal development and the evolution of consciousness across the life span, including prenatal development, birth, infancy, early childhood, middle and late childhood, adolescence, early adulthood, maturity, old age, and death. *Pre-requisite: PSY510*

PSY 530: Crisis Intervention and Disaster Mental Health – 3 Credit Hours

Examines the crisis counseling and disaster mental health field with an emphasis on improving the well-being (mental health) of those who are survivors or extended survivors of a crisis event or disaster. Addresses the assessment, diagnosis, and treatment of crisis/disaster-related issues, such as stress, acute stress disorder, acute crisis episodes, trauma, and PTSD. Investigates current evidence-based practice and research in crisis/disaster mental health and addresses the role of the counseling professional in the development, training, and care of an effective crisis team and the development of community resources. *Pre-requisite: PSY500, PSY510 & PSY520*

PSY 540: Research and Evaluation – 3 Credit Hours

This course provides students with a foundation in how productive research and evaluation questions are formulated, the critical distinction between empirical observation and inference, the types of conclusions that can be drawn from empirical data, and the importance of ethical and cultural considerations in conducting research.

PSY 550: Social and Cultural Foundations – 3 Credit Hours

This course explores issues and trends in a pluralistic society. Areas covered include issues associated with factors such as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, gender, and socioeconomic status. Ethical implications and considerations are examined.

PSY 560: Psychopharmacology – 3 Credit Hours

The course will provide students with an introduction to psychopharmacology, summarizing the basic concepts of the functions of the organs and systems of the human body and brain. The course incorporates an overview of drugs, their action, effects, use and abuse. Students will identify and assess the actions, effects, uses and abuses of legal and illegal drugs. *Pre-requisite: PSY500, PSY510 & PSY520*

PSY 570: Social Gerontology – 3 Credit Hours

An introduction to aging research targeted towards understanding demographics of aging societies, lifespan theories, methods of aging research, psychosocial aging processes, family and caregiving issues, housing and long-term care, and current social policies. *Pre-requisite: PSY500, PSY510 & PSY520*

PSY 580: Psychopathology – 3 Credit Hours

This course covers a wide range of definitions and models that focus on the complex or problematic psychological disorders and conditions of psychopathology. Emphasis is on learning accepted conceptualizations of such disorders along with contemporary treatment approaches. Students are introduced to the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the basis of diagnosis and classification of psychopathology. Critical thinking skills are emphasized, as are multicultural, legal, and ethical issues involved in the field of abnormal psychology. *Pre-requisite: PSY500, PSY510 & PSY520*

PSY 590: Psychological Trauma Across the Lifespan – 3 Credit Hours

This course provides students with a foundation in psychological trauma and its impact on mental and physical health. Two frameworks-- biopsychosocial and developmental psychopathology--will be used for students to gain up-to-date knowledge on the consequences of traumatic experiences and other serious adversities along the molar (behavior) to molecular (neurobiology) continuum and across the lifespan. State-of-the-science interventions will be covered so that students acquire knowledge and skills in helping traumatized individuals to successfully ameliorate their symptoms and improve their functioning. *Pre-requisite: PSY500, PSY510 & PSY520*

GENERAL EDUCATION COURSES FOR UNDERGRADUATE

ENG 101: English Composition I - 3 Credit Hours

Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy.

ENG 202: English Composition II - 3 Credit Hours

Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. *Pre-requisite: ENG101*

COM 102: Interpersonal Communication - 3 Credit Hours

Students explore a range of communication concepts and topics from interpersonal communication to small group communication, to public speaking. Students develop skills to put the communication principles to work.

PHI 103: Philosophy – 3 Credit Hours

This course introduces concepts and issues, such as the nature of value, duty, right and wrong, human rights, social justice, and applications to selected problems of personal and social behavior.

ECT 104: Ethics and Critical Thinking - 3 Credit Hours

Study of major theoretical principles on which claims to good life and moral action have been based, such as hedonism, utilitarianism, and rationalism. Each theory illustrated by representative selections from works of great philosophers from classical period to 20th century.

STA 105: Statistical Methods - 3 Credit Hours

An introductory statistics course covering collection, description, and interpretation of data. Topics include sampling, summarizing data graphically and numerically, probability distributions, confidence interval estimation, hypothesis testing, correlation, and regression.

ALG 106: College Algebra I - 3 Credit Hours

This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral.

PSY 107: General Psychology - 3 Credit Hours

This course is designed to provide students with an overview of theory and research in the major areas of psychology, biological, experimental, developmental, social, cognitive, personality, and clinical. This factual and conceptual foundation in psychology will help students understand behavior and apply psychological principles in a variety of settings and to their own lives.

SOC 108: Introductory Sociology - 3 Credit Hours

Enables students to understand social behavior and social processes and become familiar with vocabulary and methodology of discipline of sociology. Emphasis on culture and personality, age and sex roles, family, deviant behavior, social class and stratification, group behavior and social change. *Pre-requisite: PSY107*

BIO 109: Biological Science – 3 Credit Hours

An introduction to essential principles of biological science. Topics include, but are not limited to, the nature of science and the scientific method, chemistry for biology, cell structure, metabolism, reproduction and genetics, organisms, evolution theory, and classification of organisms. This is a general education course for non-biology majors. It is also recommended for students who need preparation before enrolling in a biology course for science majors. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course. *Pre-requisite: This course does not have a prerequisite and can be taken at any point in the student's Academic Progression.*

ENV 110: Introduction to Environmental Science – 3 Credit Hours

This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics, and personal choice.

MIS 111: Management Information Systems - 3 Credit Hours

This course studies the integration of information systems solutions and business processes. Topics include how information and information systems relate to business processes; how organizations use information systems for competitive strategy, supply chain and resource management; and how information systems are developed and managed. The ethical implications of information systems and international dimensions of information systems use are also covered. Students apply knowledge acquired in this course to use contemporary software applications and an enterprise resource planning simulation to run their own simulated company.

HGD 112: Human Growth and Development - 3 Credit Hours

This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized. *Pre-requisite: PSY107*

GPS 113: Political Science - 3 Credit Hours

An introduction to Political Science as a field of inquiry. Surveys the subfields of the discipline of Political Science, including American, comparative, and international politics, political theory, public law, and public administration.

ALG 201: College Algebra II - 3 Credit Hours

Topics studied include negative exponents, inequalities, complex numbers, radicals, quadratic functions, and logarithms. Hands on activities give the students opportunities to experience advanced math topics in the real world.

MIC 108: Microeconomics - 3 Credit Hours

Introduction to economic theory and fundamentals of economic analysis. Emphasis on study of microeconomics: market structure, price determination, factors of production, distribution of income and effects of monopoly and oligopoly on markets.

MAC 201: Macroeconomics - 3 Credit Hours

Emphasis on study of macroeconomics: national income accounting, consumption, saving and investment, government spending in economic activity, influence of government money and banking, problems of inflation and unemployment, international trade, and its impact on domestic economic activity.

CIS 109: Computer Science I - 3 Credit Hours

Overview of fundamental concepts of computer science. Introduction to problem solving, software engineering and object-oriented algorithm development and programming.

BACHELOR OF BUSINESS ADMINISTRATION

CBU 200: Calculus for Business – 3 Credit Hours

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences.

ACC 210: Principles of Managerial Accounting - 3 Credit Hours

Accounting for business information requirements with cost accounting concepts and relationships, statement of cash flows, financial statement analysis, cost-volume-profit analysis, variance analysis, budgeting, pricing decisions, capital expenditure decisions, and management accounting analysis for decision-making.

FIN 220: Finance - 3 Credit Hours - 3 Credit Hours

This course introduces concepts and analytical techniques to identify and solve financial management problems. It serves as the basis for all other courses in the area of finance and provides basic tools that every business student will need to be successful in his or her chosen career.

LAW 230: Business Law - 3 Credit Hours

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

MAR 240: Marketing - 3 Credit Hours

This course is designed to serve as an introduction to the basic principles of marketing, practices, and the application of these practices. This course examines our present-day marketing system from a managerial point of view and has a current events component to help emphasize the marketing principles in today's business world.

BUS 250: Introduction to International Business - 3 Credit Hours

This course provides students with a basic understanding of international business, presenting views from both the home and host country perspectives through examination of various international business topics.

ACC 260: Principles of Financial Accounting - 3 Credit Hours

Accounting concepts, principles, procedures, and underlying theories applicable to the nature of accounting. Accounting for corporations including financial statements, accounting cycle, current assets, plant and equipment, other long-term assets, current liabilities, long-term debt, and stockholders' equity.

PMB 270: Project Management - 3 Credit Hours

This course provides an introduction to general project management best practices. It introduces the student to a roadmap for good processes, the basic tools, and techniques of professional project management, and guides students through the development of a professional project management plan with the assistance of an experienced coach/mentor. This program helps students gain the basic skills required to take on project management responsibilities in a professional work environment.

HRM 280: Human Resource Management - 3 Credit Hours

Presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager, and the employee. Examines the responsibilities of organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed on current legal considerations, issues, and research.

Pre-requisite: This course does not have a prerequisite and can be taken at any point in the student's Academic Progression.

BUS 290: Management of Organizations - 3 Credit Hours

This is an introductory course designed to help students develop an understanding and awareness of the essentials of managing and of the way organizations behave. By exploring the four pillars of management: planning, organizing, leading, and controlling, students will discover how organizations leverage their scarce resources to achieve their goals.

TAX 300: Taxation - 3 Credit Hours

Overview of basic income tax principles and tax planning techniques. Overview of the income tax treatment of business entities. Focus on the income tax treatment of individuals (with emphasis on the Federal Income Tax).

BUS 310: Business Problems Analysis - 3 Credit Hours

Introduction to Business Problem Solving prepares students to analyze data and solve real-life business problems, using spreadsheet, database, and Web tools. It challenges students to use critical thinking and analysis to find efficient and effective solutions to real-life business situations. This course introduces students to the problem solving and decision-making skills they will need to be successful both at the University and in a business environment. Students will solve problems in statistics, accounting, finance, marketing, management, and information systems.

CIS 320: Computer Science II - 3 Credit Hours

This course provides an expanding study of programming concepts, good style, algorithms, documentation, and elementary data structures. A high-level language will be used as a vehicle for the further development of these concepts. Laboratory use of the computer in designing, coding, debugging, and executing programs is an integral part of the course. *Pre-requisite:* CIS109

MAR 330: Marketing & Sales Management - 3 Credit Hours

Students will study the basics of marketing in the consumer and industrial marketplace, sales techniques, computers in marketing, cash terminal operation, store security, pricing, and career possibilities in sales and marketing. *Pre-requisite:* MAR240.

BUS 340: E-Business - 3 Credit Hours

This course will provide overview of e-business and its related issues. It covers many topics in e-business, including basic knowledge of e-business and the related information technology, e-business models, e-Payment, e-stock, and Supply Chain Management. Besides, for business usage, this course also includes the understanding

to unbundling the corporation, e-business model ontology and the implementation of e-business in practice. *Pre-requisite: BUS290.*

BUS 350: International Politics - 3 Credit Hours

Analysis of world politics, focusing on the role of nation - states and international organizations and on selected foreign policy issues. *Pre-requisite: BUS250*

ACC 360: Accounting for Decision Makers - 3 Credit Hours

This course provides an introduction to the financial reporting environment, incentives of managers issuing financial statements, and analysis and interpretation by users of such disclosures. The course begins by viewing the financial accounting system as a language, and familiarizes students with the structure, usage, conventions, and the grammar of accounting as a business language. Students will examine how financial statements such as the Income Statement, the Balance Sheet, and the Statement of Cash Flows are inter-related. The course adopts an external user's perspective in analyzing these financial statements. *Pre-requisite: ACC210*

MAN 370: Supply Chain Management - 3 Credit Hours

This course focuses on management and improvement of supply chain processes and performance. It will be valuable for students who would like to pursue a career in consulting or take a position in operations, marketing or finance functions in a manufacturing or distribution firm. Students will explore important supply chain metrics, primary tradeoffs in making supply chain decisions, and basic tools for effective and efficient supply chain management, production planning and inventory control, order fulfillment and supply chain coordination. *Pre-requisite: PMB270.*

LED 380: Business Leadership & Entrepreneurship - 3 Credit Hours

This course introduces students to the theory of entrepreneurship and its practical implementation. It focuses on different stages related to the entrepreneurial process, including business model innovation, monetization, small business management as well as strategies that improve performance of new business ventures. Centered around a mixture of theoretical exploration as well as case studies of real-world examples and guest lectures, students will develop an understanding of successes, opportunities, and risks of entrepreneurship. Students will also develop skills in written business communication and oral presentations that allow students to integrate entrepreneurship concepts and interact with business experts. *Pre-requisite: BUS290*

STA 390: Quantitative Methods - 3 Credit Hours

This course reviews descriptive statistics, exploratory data, and probability distributions. We will then examine the theory and methods of statistical inference, emphasizing those applications most useful in modeling business problems. Topics include sampling theory, estimation, hypothesis testing, linear regression, analysis of variance, and several advanced applications of the general linear model. *Pre-requisite: STA105*

BUS 400: Organizational Behavior - 3 Credit Hours

This course integrates the study of management principles and practices with the study of human behavior within organizations. The focus will be upon translation of management and organizational behavior theory to practices that result in organizational effectiveness, efficiency, and human resource development. *Pre-requisite: BUS290 & LED380.*

LAW 410: The Legal and Ethical Environment of Business - 3 Credit Hours

Analysis of the law as a dynamic social and political institution in the business environment, including contract law, torts, and ethical consideration. *Pre-requisite: LAW230*

BUS 420: Negotiation Skills for Managers - 3 Credit Hours

This course breaks down the fundamentals of successful negotiation, equipping delegates with poise and skill at the negotiation table. Negotiation Skills for Managers uses contemporary negotiation theory, research and situational role-playing and mediation practices to ensure that the most efficient practices, processes, and abilities

are shared with delegates to help them solve complex negotiation problems. *Pre-requisite: BUS290, LAW230 & BUS310*

PMB 430: Project Scope and Quality Management - 3 Credit Hours

Advanced operations management approaches to quality; process and productivity improvement in manufacturing, and service and government organizations; use of case studies, exercises, and/or term projects to show application of management and quantitative concepts. *Pre-requisite: BUS290, PMB270 & MAN370*

BUS 440: Emerging Technologies - 3 Credit Hours

This course will explore current breakthrough technologies and disruptive innovations that have emerged over the past few years. A close examination will be conducted to understand the importance of management strategy in navigating the rapid climate of changing technology to ensure a company's success. *Pre-requisite: BUS250.*

ENG 450: Professional Writing in Business - 3 Credit Hours

This course offers an introduction to the techniques and types of professional writing, including correspondence and reports. It is designed to help strengthen skills of effective business and professional communication in both oral and written modes. After successful completion of this course, students will have the skills necessary to communicate effectively in a variety of professional situations. *Pre-requisite: ENG101 & ENG202*

COM 460: Business and Professional Communication - 3 Credit Hours

This course will focus upon the analysis and application of communication principles and practices (interpersonal communication, teamwork issues, public speaking, and technological communication) for successful participation in organizational and professional activities. *Pre-requisite: ENG450*

STA 470: Advanced Statistics - 3 Credit Hours

This course covers regression applications that help solve problems faced by managers. In particular, we will cover simple linear regression, multiple linear regression, and time series analysis. Further, we will cover model description, testing, assumptions and their evaluations, and building. All aspects will be studied using computer package, with a minimum of hand calculations being made. *Pre-requisite: STA105*

MIS 480: Management Information System II - 3 Credit Hours

This course is designed to introduce students to (1) IT management practices (e.g., intelligent supply chain management, IT in business process management, etc.), (2) Data analyses in Microsoft Excel and Access, (3) Enterprise resource planning in SAP. This course provides students with an overview of the utilization of business application software and problem-solving using that software. Topics include computer systems, management information systems, microcomputer operating systems, word processing, electronic spreadsheets, database management, business graphics, networks, and integrated packages. Industry accepted microcomputer software will be used. *Pre-requisite: CIS109.*

HRM 281: Conflict Management - 3 Credit Hours

This conflict management course will help students determine the best approach to workplace conflicts and challenging situations. Students will learn to apply an interest-based conflict management approach. Students will also be provided with tools that will assist them in managing conflict and challenges more effectively. *Pre-requisite: HRM280*

BUS 291: Entrepreneurship - 3 Credit Hours

Entrepreneurship is a course designed to provide students with skills needed to effectively organize, develop, create, and manage a business. This course includes business management and entrepreneurship, communication and interpersonal skills, economics, and professional development foundations. *Pre-requisite: BUS290*

BUS 341: Social Media in Business - 3 Credit Hours

In this course, students will examine the organizational use of social media technologies such as photo and website editing, blogs, web analytics, and social networks, as well as the use of social media analytics to drive business strategy. *Pre-requisite: BUS340*

BUS 351: Business Administration and Policy - 3 Credit Hours

Business Policy is the capstone, integrative course for graduating Business Administration students. This is an exciting, challenging course that focuses on how firms formulate, implement, and evaluate strategies. Strategic management concepts and techniques are studied. Students use all the knowledge acquired from prior business courses, coupled with new strategic-management techniques learned, to chart the future direction of different organizations. The major responsibility of students in this course is to make strategic decisions and to justify them through oral and written communication. *Pre-requisite: BUS350*

BUS 361: Venture Capital & Private Equity - 3 Credit Hours

The course deals with the analysis of private equity and venture capital business. Over the course, students will be provided with a deep understanding of the mechanism underpinning the creation and/or development of a firm and the financial support it can get from the financial system through venture capital investment. The course tries to discover how special financial intermediaries (called private equity investors) finance through equity companies belonging to different stages of their life cycle, starting from the very beginning (startup and early stage) to a more mature phase (i.e., expansion, mature age, etc.) or also staying into crises and decline. Private equity (named venture capital when the company is in the first phases of its life cycle) deals with very different activities, such as scouting, advisory, deal-making, valuation, and financing as financial intermediaries see it. *Pre-requisite: BUS360*

BUS 362: Real Estate Investment Decision Making - 3 Credit Hours

Explores real estate investment and the demands, skills, and challenges of decision-making for those who make such investments. *Pre-requisite: BUS360 & FIN220.*

LED 381: Executive Leadership - 3 Credit Hours

The course provides students with the skills necessary to lead an organization at the executive level in today's rapidly changing marketplace. The course will explore the general theories of leadership applied specifically to the executive level. After exploring the theories and foundations of executive leadership, students will investigate and discuss the changes and challenges in executive leadership. *Pre-requisite: LED380*

BUS 411: Justice and Human Rights - 3 Credit Hours

Considers the philosophical foundations of social justice and human rights. Explores the interpretive difficulties related to identifying what constitutes human rights abuses and evaluates regional perspectives on human rights. Analyzes institutions that strive to promote and enforce social justice and human rights standards including the United Nations system, regional human rights bodies, and domestic courts. *Pre-requisite: LAW230*

ENG 451: Professional Speaking in Business - 3 Credit Hours

This course offers the study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats. *Pre-requisite: ENG450*

BUS 490: Effective Career Management - 3 Credit Hours

This course will provide students an overview of career management topics including the changing employment reality, career stages, and career paths. In addition, the topics for this course will cover phases of career management including understanding self-assessment results, preparing for the job market, understanding the job search process, and maximizing effectiveness in career development. Basic personal career-enhancing skills will also be addressed including resume writing, interviewing skills, work-life balance, and relocation. *Pre-requisite: Completion of at least 65 credits in the program.*

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

HTI 200: Introduction to the Hospitality and Tourism Industry - 3 Credit Hours

Introduction to many facets of hotel-motel and food services industries. Includes study of history, scope, and innovations in industry as well as orientation visits to local establishments.

HIC 210: Introductory Commercial Food Production - 3 Credit Hours

Study of basic and intermediate commercial food production management skills required in menu design. The knowledge will be applied in the production of appetizers, salads, main course items and desserts.

HFA 220: Hospitality Industry Managerial Accounting - 3 Credit Hours

Presentation, interpretation, and analysis of internal and external hospitality industry financial reports affecting management decisions using hospitality industry systems of accounting.

HTM 230: Hospitality and Tourism Marketing - 3 Credit Hours

Students study marketing with an emphasis on the Travel & Tourism industry. Topics include marketing concepts related to travel and tourism, major segments of the industry, domestic and global travel and tourism market, travel and tourism products and services, emerging technologies, and career development.

HCO 240: Hospitality Communications - 3 Credit Hours

Communication exchanges in the hospitality industry for effective presentations, conflict resolution, and report writing. Emphasis on inter departmental dependence by managers in hospitality enterprises in the areas of reading, writing, speaking, and listening.

HML 250: Hospitality Management & Leadership Fundamentals - 3 Credit Hours

Principles of hospitality and tourism industry management and leadership; covers foundational concepts of service industry management and leadership. *Pre-requisite: HTI200.*

HMR 260: Restaurant Management - 3 Credit Hours

This course covers the different types of restaurants; managing kitchen and wait staff; food safety and hygiene; customer relations; marketing; using a point-of-sale system; scheduling employees; and dealing with difficult guests. *Pre-requisite: HML250*

HHR 270: Hospitality Human Resources Management - 3 Credit Hours

This course presents a systematic approach to human resources management in the hospitality industry. Students will analyze contemporary issues and practices, as well as employment laws that have an impact on the way people are managed. *Pre-requisite: HTI200*

HTD 280: Hospitality and Tourism Development -3 Credit Hours

Review of conceptual development, design/layout, and construction of hotel, resort/recreation, restaurant, theme park, and conference/convention center projects for both domestic and global destinations. *Pre-requisite: HFA220 & HTI200*

HLO 290: Lodging Operations - 3 Credit Hours

Students taking this course briefly review the history of the lodging industry, and place contemporary hotels in a larger context of the hospitality industry. They then study hotels from several different angles: vision and mission, organizational structures, and the structure and functions of different divisions within the hotel. The course emphasizes the rooms divisions, and addresses how it relates to food and beverage, sales and marketing, hospitality, and security divisions. *Pre-requisite: HFA220 & HTI200*

HFA 300: Hospitality Industry Financial Accounting - 3 Credit Hours

Basic understanding of financial accounting and specifically hospitality industry accounting concepts and procedures used in hotels, restaurants, and clubs. *Pre-requisite: HFA220 & HTI200*

HIS 310: Hospitality Information Systems - 3 Credit Hours

Focuses on management functions and practices, information systems and technology in hospitality. Higher tech for higher touch building on computer literacy and operation knowledge.

HGM 320: Guest Services Management - 3 Credit Hours

This course develops skills in setting formal service standards and procedures to deliver customer experience and evaluate service quality for hospitality businesses. Topics include service experience design, psychological/social characteristics of customer satisfaction, service delivery processes, consumer/server encounters, service quality, and service recovery. *Pre-requisite: HTI200, HCO240 & HMR260*

HLT 330: Legal Environment in the Hospitality and Tourism Industry - 3 Credit Hours

An examination of the legal and regulatory environment in which the hotel industry operates. Particular attention will be paid to the innkeeper-guest relationship including laws associated with personal and property liability. *Pre-requisite: HTI200 & HMR260*

HIC 340: Advanced Food Production Management - 3 Credit Hours

A course in advanced food production and service techniques to provide the student with realistic productions, services, and managerial experience. Staffing, merchandising and cost control procedures are integral parts of the course. *Pre-requisite: HTI200, HMR260, HIC210 & HTD280*

HFE 350: Hospitality Facilities Environmental Systems - 3 Credit Hours

A comprehensive survey of engineering, maintenance, and efficiency controls in hotels, restaurants, and institutions. Emphasizes the importance of Operations Facilities Engineering Management and the environment. *Pre-requisite: HLO290*

HFR 360: Hospitality Franchising - 3 Credit Hours

This course deals with the important aspects of starting, developing, and managing both franchise networks and franchises within those networks. Specific attention is given to the franchisor-franchisee relationship, and how both sides contribute to their mutual success. Profit opportunities, legal considerations, and international aspects of franchising are addressed as well. *Pre-requisite: HRM260 & HFA300*

HBM 370: Hospitality Brand Management - 3 Credit Hours

Exploration of the principles of brand management for restaurants and foodservice, hotels, timeshares, and shared ownership properties. *Pre-requisite: HMR260 & HTM230*

HFM 380: Hospitality Facilities Management - 3 Credit Hours

Principles of facility planning layout, design, and physical plant characteristics for hotels, timeshares and shared ownership properties, restaurants, and foodservice and other hospitality related venues. *Pre-requisite: HLO290*

HFP 390: Group Business Sales and Services - 3 Credit Hours

Examines the practices of selling and servicing space by hotels, convention centers, arenas/halls to convention and events producers. Includes how to reach, sell and service these important groups and people. *Pre-requisite: HFR360*

HBW 400: Techniques of Food Preparation 3 Credit Hours

This course is structured to teach the fundamental and basic concepts of culinary techniques and cookery to include cooking techniques, heat transfer, sanitation, safety, equipment usage and maintenance, menu knowledge and professionalism. *Pre-requisite: HIC210, HTI200 & HMR260*

HPM 410: The Business of Wine Management 3 Credit Hours

Overview of the wine business including importers, wholesalers, growing grapes, making wine, retailing in supermarkets, restaurants, and liquor stores, analytical tastings, and the art of pairing wine with foods. *Pre-requisite: HTI200*

HBS 420: Purchasing and Menu Planning - 3 Credit Hours

Basic information on sources, grades and standards, criteria for selection, purchasing and storage for the major foods; including the development of specifications. *Pre-requisite: HIC210, HTI200 & HMR260*

HMC 430: Planning Meetings and Conventions - 3 Credit Hours

Introduction to the meeting and convention industry, concentrating on specific and practical research, planning, supervision, and control guidelines used by today's Professional Meeting Planner. *Pre-requisite: HIC210, HTI200, HML250 & HMR260*

HST 440: Sustainable Tourism Practices - 3 Credit Hours

In-depth study of contemporary issues pertaining to tourism based on the natural environment. Explores management strategies suitable for controlling a growing industry. *Pre-requisite: HMR260, HMR260, HHR270 & HLT330*

HBF 450: Beverage Fundamentals - 3 Credit Hours

Provides a comprehensive review of the beverage industry including the history of alcohol, the development of the beverage industry in the U.S. and a review of beverages with an emphasis on Spirits. *Prerequisite: HTI200, completion of at least 90 credits & minimum Age: 21*

HIC 460: International Cuisine - 3 Credit Hours

An opportunity for food aficionados to explore modern interpretations of international classic cuisine. Includes lecture, demonstration, and preparation of favorite international dishes from restaurant menus around the world.

HEM 470: Expositions and Events Management - 3 Credit Hours

Comprehensive study of strategies for planning, developing, and marketing public/trade show events.

HTD 480: Tour Production and Distribution - 3 Credit Hours

Comprehensive study of group and wholesale tour operations. Includes design, supplier negotiations and pricing aspects of tours. Examines marketing, sales, and promotional techniques of the tour product.

HTD 490: Managing Technology in The Hospitality Industry - 3 Credit Hours

Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry. *Pre-requisite: HIS310*

BACHELOR OF ARTS IN PSYCHOLOGY

PSY 200: Introduction to Sensation and Perception - 3 Credit Hours

This course will provide an introduction to the scientific study of sensation and perception. Students will undertake a detailed study of the major senses (vision, audition, touch, smell, taste), using insights and methods from a variety of disciplines (philosophy, physics, computer science, neuroscience, psychology). Students will begin with a study of the physical basis for perceptual information (e.g., light, sound waves), and proceed to the

biological, psychological, and computational processes by which such information is converted to percepts in the brain. *Pre-requisite: PSY107*

PSY 210: Introduction to Research Methods - 3 Credit Hours

This course will provide an opportunity for participants to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local, and global environment. *Pre-requisite: PSY107.*

PSY 220: Cognitive Processes - 3 Credit Hours

This course is a survey of the study of thought, memory, language, and decision-making from the point of view of cognitive psychology. Students will discuss related cognitive sciences, such as linguistics, neuroscience, and philosophy. In the course of examining general principles of cognition, students will touch on the following topics: neuroscience, mental imagery, discourse, monetary decision-making, language in apes, and eyewitness testimony. The goals of this course are to introduce students to the ideas and theories of cognitive psychology, apply them to everyday life, teach students about the methods of scientific psychology, and how to examine research questions.

Pre-requisite: PSY107

PSY 230: Social & Personality Development - 3 Credit Hours

This course introduces students to major theories and research in social and personality development, with a focus on development in infancy through adolescence. Students in this course will gain an understanding of children's and adolescents' social, emotional, and moral development along with associated, interactive influences of biology, social context, and culture. *Pre-requisite: PSY107, HGD112, PSY200, PSY210 & PSY220*

PSY 240: Psychology of Health & Illness - 3 Credit Hours

This course will focus on the theoretical, scientific, and applied aspects of the field of health psychology. Students will cover topics such as health-enhancing and health-compromising behaviors, risk factors for leading causes of death, stress, coping, the interplay among patients, their health-care providers, health care settings, pain and chronic illness, and specific illnesses ranging from heart disease, cancer, and HIV/AIDS to neurological and age-related disorders. Students will explore the role of personality, gender, interpersonal relations, ethnic, sociocultural influences and their linkages to risk, prevention, illness, and wellness. Students will draw on many related disciplines such as medicine, biology, experimental psychology, neuropsychology, developmental, social, clinical psychology, behavioral medicine, pharmacology, nutrition, and others. *Pre-requisite: PSY230*

PSY 250: Development in Infancy: The Basis of Human Knowledge - 3 Credit Hours

This course is a more in-depth look at the development of humans during the first 3 years of life. Students will cover various topics of infant development (e.g., motor development, language development) and discuss the influential roles of genetics, experience, and time and how these interact to form the individual person. Students will primarily be discussing typical development and how it can inform us about atypical development.

Pre-requisite: PSY107, HGD112, PSY200, PSY210 & PSY220

PSY 270: Introduction to Functional MRI - 3 Credit Hours

This course covers the design, acquisition, and analysis of Functional Magnetic Resonance Imaging (MRI) data.

Pre-requisite: PSY107, HGD112, PSY200, PSY210 & PSY220

PSY 310: Theories of Personality - 3 Credit Hours

This course surveys the field of personality from a scientific perspective, examining the general approaches to understanding personality. The key theorists and concepts associated with each perspective are highlighted, along with the strengths and limitations of the different approaches. *Pre-requisite: PSY107, HGD112, PSY200, PSY210 & PSY220*

PSY 320: Developmental Psychology - 3 Credit Hours

Developmental psychology is the study of an individual's social, emotional, cognitive, and biological development through his or her lifespan. The focus of this course will be from infancy to later life. *Pre-requisite:* PSY107, HGD112, PSY200, PSY210 & PSY220

PSY 350: Psychological Statistics - 3 Credit Hours

Descriptive and inferential statistical analysis and hypothesis testing applied to psychological research data. *Pre-requisite:* STA105, ALG106 & ALG201

STA 360: Quantitative Reasoning - 3 Credit Hours

The Quantitative Reasoning course is designed to ensure that students graduate with basic understanding and competency in mathematics, statistics, or computer science. *Pre-requisite:* STA105, ALG106 & ALG201

PSY 450: Capstone in Psychology: Individual Interests - 3 Credit Hours

The capstone in psychology is designed to be the culmination of experience of your work in the psychology major. *Pre-requisite:* Completion of at least 90 credits of the bachelor program (All general education courses & at least 50% of core courses).

PSY 100: Introduction to Literary Theory - 3 Credit Hours

This course examines the ways in which we read. It introduces some important strategies for engaging with literary texts developed in the twentieth century, paying special attention to poststructuralist theories and their legacy. The course is organized around specific theoretical paradigms. *Pre-requisite:* PSY107

PSY 260: Psychology of Language - 3 Credit Hours

This course is focused on the psychology of human language -- how language is structured and used, where languages come from, and, in particular, how humans acquire languages. *Pre-requisite:* PSY107, HGD112, PSY200, PSY210 & PSY220

PSY 280: Psychology Career Development - 3 Credit Hours

Students develop attainable career goals and plans by implementing psychological knowledge, skills, and values in occupational pursuits in a variety of settings to meet personal and societal needs. *Pre-requisite:* PSY107, HGD112, PSY200, PSY210 & PSY220

PSY 290: Legal Psychology - 3 Credit Hours

This course will examine the interaction between psychology and the legal system. It will convey an understanding why the broad study of human behavior should include the study of law as society's primary instrument to control human behaviors. The course will cover the major topics represented in the field of Psychology and Law and put each topic in the context of existing cognitive and social psychological theories. The primary focus will be on how psychological research can contribute to a better understanding of issues related to law or the legal process, how the legal system can be informed by the results of psychological research, and how psychological research can be more reactive to legal issues.

PSY 300: Psychology of Music - 3 Credit Hours

This course will examine the psychological, physiological, and sociological foundations of music and music therapy. Students will learn aspects of musical behavior and processing including the influence of music upon behavior, physiological and affective responses to music, perception and cognition of music, psychomotor components of music behavior, learning and development, and preference and creativity. *Pre-requisite:* PSY107, HGD112, PSY200, PSY210 & PSY220

PSY 330: Psychology of Interpersonal Relationships - 3 Credit Hours

The Psychology of Interpersonal Relationships is an experiential approach to everyday intra- and interpersonal processes. It emphasizes observation, practice, and discussion of such topics as self-disclosure, trust, verbal, and nonverbal expression of feelings, listening skills, conflict resolution, anger and stress management, and the value

of cultivating diverse relationships, while considering personal ethics and values in intra- and interpersonal processes. *Pre-requisite: PSY320*

PSY 340: Human / Cultural Diversity - 3 Credit Hours

This course focuses on the issues, challenges, and opportunities presented by U.S. population diversity. Workplace issues related to employee diversity in terms of gender, race or ethnicity, socioeconomic class, and cultural background are emphasized. *Pre-requisite: PSY330*

STA 370: Tests & Measurements - 3 Credit Hours

This course will cover the basic principles, research, and theories on testing and measurement of psychological constructs. It is expected that students complete the course with knowledge of various techniques for psychological testing; a familiarity of several professionally developed tests; the ability to develop, administer, and interpret certain tests; and knowledge of measurement theory which includes reliability and validity. *Pre-requisite: PSY360 & PSY210*

PSY 380: Abnormal Psychology - 3 Credit Hours

This course will provide an overview of the scientific study of mental illness (also known as psychopathology). About 25% of the course will cover basic concepts and definitions, historical perspectives on psychopathology, different theoretical models of psychopathology, the assessment and diagnosis of mental illness, and research methods for studying mental disorders. The remaining 75% of the course will concern the leading categories of mental disorders among adults, children, and adolescents, including the description and classification of these disorders, the leading theories and evidence explaining their origins, and some of the treatments for these disorders. Legal and ethical issues pertaining to the assessment and treatment of mental illness will be discussed, as well as the role of culture and diversity in assessment and treatment. The course will at various times touch upon theory, empirical research, and clinical practice. *Pre-requisite: PSY107, HGD112, PSY200, PSY210, PSY220 & PSY240*

GPS 390: International Politics - 3 Credit Hours

Analysis of world politics, focusing on the role of nation - states and international organizations and on selected foreign policy issues. *Pre-requisite: GPS113*

COM 400: Intercultural Communication - 3 Credit Hours

This course examines the basic elements of interpersonal communication and culture as the two relate to one another. Emphasis is given to the influence of culture on the interpretation of the communication act and to the communication skills that enhance cross-cultural communication. *Pre-requisite: COM102*

PSY 410: Positive Psychology - 3 Credit Hours

Positive Psychology is based upon 3 primary concerns: positive emotions, positive individual traits, and positive institutions. This course will introduce the learners to these fundamental aspects, apart from highlighting some of the core concepts including – happiness, flow, mindfulness, optimism, resilience, emotional intelligence, spirituality, and self-related concepts (self-efficacy, self-esteem, ideal-self and real-self, self-regulation) etc. This course will facilitate one's understanding of positive aspects of human behavior. *Pre-requisite: PSY107, HGD112, PSY200 & PSY210*

PSY 420: Psychology of Workforce Diversity - 3 Credit Hours

Managing diversity is becoming increasingly important to contemporary organizations and is likely to become even more critical in the future as the population and workforce become even more heterogeneous. This course will offer an introductory overview of the great variety of human differences, problems and unique strengths of diverse groups, and processes of interacting with people who are different. Students will examine diversity as constituted through intersections of social categories such as race, gender, ethnicity, nationality, age, language, citizenship, religion, class, sexual orientation, physical ability, and so on as these apply to work. (Diversity, Complexity). They will analyze differences in power and privilege related to race, gender, ethnicity, nationality, age, language, citizenship, religion, class, sexual orientation, or physical ability (Diversity, Social Justice) and will

cover a wide range of concepts to understand the social, political, and economic implications of diversity in organizations. We will consider ways in which organizations can and do manage diversity. ***Pre-requisite:*** PSY107, HGD112, PSY200, PSY210 & PSY220

STAFF & FACULTY

STAFF

- | | |
|---|------------------------|
| ▪ President | Dr. Juan Carlos Amesty |
| ▪ Placement and Education Director | Dr. Samuel Torres |
| ▪ Campus Director | Mrs. Dinoraht Amesty |
| ▪ Director of Finance | Dr. Samuel Torres |
| ▪ Director of Admissions | Ms. Alma Tise |

FACULTY

*****DISCLAIMER: Faculty is subject to change.**

- **William Lynn Peters**
 - Master of Divinity from Southeastern Baptist Theological Seminary; Wake Forest, NC
 - Bachelor of Arts in Biology from Carson Newman College; Jefferson City, TN
- **Jose Stacey**
 - Doctor in Divinities from Revelation 320 Theological University, FL
 - Doctor of Christian Clinical Counseling from Central Christian University, FL
 - Doctor of Life Coaching from Los Angeles Development Church & Institute, CA
 - Master of Arts in Counseling Psychology from Newport International University, Ecuador
 - Bachelor of Arts in Religious Studies from Logos Christian University, FL
- **Elizabeth Lugo**
 - Master of Arts in Counselor Education, Mental Health Counseling from University of Central Florida, FL
 - Bachelor of Arts in Psychology from University of Central Florida, FL

▪ **Leonardo Contreras**

- Doctor of Philosophy in Industrial Engineering from Murcia University, Spain
- Master of Science in System Engineering from Universidad Simon Bolivar, Venezuela
- Bachelor of Science in Mechanical Engineering from Universidad de Simon Bolivar, Venezuela

▪ **Paula Santana De Tice**

- Ph.D. in Mathematics Education from University of Central Florida, Orlando, FL
- Master of Science in Mathematics from Universidad Tecnológica de Santiago, Dominican Republic
- Bachelor of Science in Civil Engineering from Pontificia Universidad Católica Madre y Maestra, Dominican Republic

▪ **Linda María Bustillos Ramírez**

- Ph.D. in Law and Political Science from Universidad Autónoma de Madrid, Spain
- Master in International Public Law and International Relations from Universidad Internacional Menéndez Pelayo, Spain
- Bachelor in Political Sciences from Universidad de Los Andes, Venezuela

▪ **Rafael Gustavo Miranda Delgado**

- Certificate of Postdoctoral Studies in Social Sciences from Universidad Central de Venezuela
- Doctorate in Political Science and International Relations from Universidad Ricardo Palma, Lima Peru
- Master in International Relations from Universidad Andina Simón Bolívar University, Quito, Ecuador
- Bachelor in Economics from Universidad de Los Andes

▪ **Diana Jaramillo**

- Doctorate in Education from Universidad Católica Luis Amigó, Colombia
- Master in Education from Pontificia Universidad Javeriana, Colombia
- Specialist, Educational Management, Universidad Católica Luis Amigo (Luis Amigo Catholic University)

▪ **Michael Tise**

- MS, Marriage and Family Therapy from Mercy College, New York
- Bachelor of Science in Sociology from Mercy College, New York

THANK YOU FOR CHOOSING

CENTRAL CHRISTIAN UNIVERSITY



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CENTRAL CHRISTIAN UNIVERSITY

Catalog Addendum

2024-2025

Vol. II

UNDERGRADUATE PROGRAMS, PAGE 17

Bachelor of Science in Hospitality Management

Effective August 1, 2025, the institution will no longer enroll students in the program listed on page 17 of the current version of the catalog.

Effective August 1, 2025, the following program information shall replace the program outline and sequence outlined in the current catalog.

Course Number	Course Title	Credit Hours
General Education		30
ENG 101	English Composition I	3
ENG 202	English Composition II	3
COM 102	Interpersonal Communication	3
ECT 104	Ethics and Critical Thinking	3
STA 105	Statistical Methods	3
ALG 106	College Algebra I	3
ALG 201	College Algebra II	3
MIC 108	Microeconomics	3
MAC 201	Macroeconomics	3
BIO 109	Biological Science	3
Core Courses		60
HTI 200	Introduction to the Hospitality and Tourism Industry	3
HIC 210	Introductory Commercial Food Production	3
HFA 220	Hospitality Industry Managerial Accounting	3
HTM 230	Hospitality and Tourism Marketing	3
HCO 240	Hospitality Communications	3
HML 250	Hospitality Management & Leadership Fundamentals	3
HMR 260	Restaurant Management	3
HHR 270	Hospitality Human Resources Management	3
HTD 280	Hospitality and Tourism Development	3
HLO 290	Lodging Operations	3
HFA 300	Hospitality Industry Financial Accounting	3
HIS 310	Hospitality Information Systems	3
HGM 320	Guest Services Management	3
HLT 330	Legal Environment in the Hospitality and Tourism Industry	3
HIC 340	Advanced Food Production Management	3
HFE 350	Hospitality Facilities Environmental Systems	3
HFR 360	Hospitality Franchising	3

HBM 370	Hospitality Brand Management	3
HFM 380	Hospitality Facilities Management	3
HGM 320	Guest Services Management	3
HLT 330	Legal Environment in the Hospitality and Tourism Industry	3
HIC 340	Advanced Food Production Management	3
HFE 350	Hospitality Facilities Environmental Systems	3
HFR 360	Hospitality Franchising	3
HBM 370	Hospitality Brand Management	3
HFM 380	Hospitality Facilities Management	3
HFP 390	Group Business Sales and Services	3
	Electives	30
HBW 400	Techniques of Food Preparation	3
HPM 411	Faith Based Hospitality Leadership	3
HBS 420	Purchasing and Menu Planning	3
HMC 430	Planning Meetings and Conventions	3
HST 440	Sustainable Tourism Practices	3
MAR 240	Marketing	3
HIC 460	International Cuisine	3
HEM 470	Expositions and Events Management	3
HTD 480	Tour Production and Distribution	3
HTD 490	Managing Technology in The Hospitality Industry	3
	TOTAL:	120

COURSE DESCRIPTIONS, PAGE 44

HPM 411 Faith Based Hospitality Leadership 3 credit hours

This course explores the principles of servant leadership, ethics, and Biblical hospitality in the context of the modern hospitality industry. Students will examine how Christian values—such as compassion, stewardship, integrity, and service—can shape leadership styles, customer service models, and workplace culture within hotels, restaurants, and tourism-related enterprises. *Pre-requisite: ENG 101*

FACULTY, PAGE 50

The following instructors have been added to the institution's faculty roster:

Ana Angeles

- Doctor in Education, Universidad Tecnológica Latinoamericana en Linea, Mexico
- Masters in Education, Universidad Interamericana para el Desarrollo, Mexico
- Bachelor's in Education, Centro Universitario Siglo XXI Sede Zacualtipan, Mexico

Lisbeth Bethelmy

- Doctorate in Organizational and Social Behavior, Autonomous University of Madrid, Spain
- Master's in Psychology, Simon Bolivar University, Venezuela
- Bachelor of Arts in Psychology, Andres Bello Catholic University, Venezuela

Sixta Popo

- Master's in Family Counseling and Management of Family Programs, Universidad de la Sabana, Colombia
- Master's in Human Rights, Universidad Alcala de Henares, Spain
- Bachelor's in Social Work, Universidad del Valle, Colombia

Samuel Torres

- Doctor in Philosophy, Christian Clinical Counseling, Central Christian University
- Doctor in Medicine, Nordestana University, Dominican Republic
- Doctor in Philosophy, Theology, Pentecostal Theological Seminary