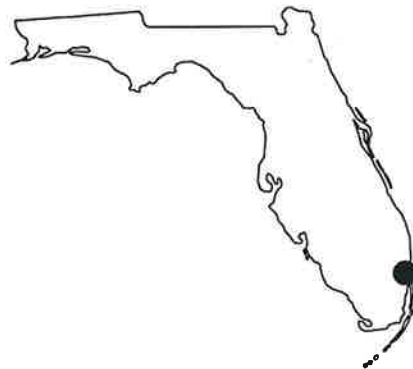


**FLORIDA METROPOLITAN UNIVERSITY**



**1040 Bayview Drive  
Fort Lauderdale, Florida 33304  
(954) 568-1600**





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# FLORIDA METROPOLITAN UNIVERSITY

## CAMPUS LOCATIONS

### FORT LAUDERDALE COLLEGE

1040 Bayview Drive - Fort Lauderdale, Florida 33304  
(954) 568-1600; Fax (954) 568-2008

### ORLANDO COLLEGE, MELBOURNE

2401 North Harbor City Blvd. - Melbourne, Florida 32935  
(407) 253-2929; Fax (407) 255-2017

### ORLANDO COLLEGE, NORTH

5421 Diplomat Circle - Orlando, Florida 32810  
(407) 628-5870; Fax (407) 628-1344

### ORLANDO COLLEGE, SOUTH

2411 Sand Lake Road - Orlando, Florida 32809  
(407) 851-2525; Fax (407) 851-1477

### TAMPA COLLEGE

3319 W. Hillsborough Avenue - Tampa, Florida 33614  
(813) 879-6000; Fax (813) 871-2483

### TAMPA COLLEGE, BRANDON

3924 Coconut Palm Drive - Tampa, Florida 33619  
(813) 621-0041; Fax (813) 623-5769

### TAMPA COLLEGE, LAKELAND

1200 U.S. Highway 98 South - Lakeland, Florida 33801  
(941) 686-1444; Fax (941) 688-9881

### TAMPA COLLEGE, PINELLAS

2471 McMullen Booth Road - Clearwater, Florida 34619  
(813) 725-2688; Fax (813) 796-3722

The original campus of Tampa College was established in 1890. The original campus of Ft. Lauderdale College was established in 1940. The original campus of Orlando College was established in 1953.

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# 1997-98 FLORIDA METROPOLITAN UNIVERSITY CATALOG

Publishing Date January, 1997  
Copyright © 1997 by Florida Metropolitan University, Inc., Santa Ana, California

Effective January 13, 1997 through December 31, 1998

Accredited by the Accrediting Council for Independent Colleges and Schools. For complete information concerning accreditation, please refer to the Accreditation Section of this catalog.

The Florida Metropolitan University does not discriminate on the basis of race, religion, age, disability, sex, or national origin in the administration of its educational and admissions policies, scholarship and loan programs, or other University administered programs.



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## CHANCELLOR'S MESSAGE

The eight colleges of Florida Metropolitan University each provide a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with our modern equipment and progressive curricula from associate degree through graduate level programs, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our students a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the State of Florida as well as other progressive areas throughout the country.

Our goal is to provide our students with a high level of ethical values, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of Tampa College (the oldest business college in Florida, founded in 1890), Florida Metropolitan University has made every effort to fulfill its obligations to those who have entrusted their educational and career goals to the FMU. We invite all interested parties, therefore, to visit our campuses and review our wide variety of programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, 'If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.'

C. Ronald Kimberling, Ph.D.  
Chancellor

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## GENERAL INFORMATION

### STATEMENT OF PURPOSE

The Florida Metropolitan University is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate and graduate students. To achieve this, the University is committed to:

- The utilization of modern technology and teaching methods;
- The provision of innovative educational programs at conveniently located sites;
- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
- The provision of career development support services to students and alumni.

### HISTORY

The Florida Metropolitan University, hereinafter referred to in this publication as the "University", is a private university system composed of colleges owned and operated within Florida by Florida Metropolitan University, Inc.. Tampa College operates campuses in Brandon, Tampa, Lakeland (with an extension facility in Winter Haven), and Clearwater (Pinellas). Orlando College operates two campuses in Orlando and also the Melbourne Campus. Fort Lauderdale College operates as a single campus in the Fort Lauderdale area.

Tampa College's founding is traced to 1890 in Tampa, making that group the oldest business college in the state. Orlando College was established in Orlando in 1953 as Jones College, Orlando, and in 1981, the College became Orlando College. A branch campus of Orlando College was established in June, 1994 at the Melbourne site.

Fort Lauderdale College's roots date to 1940. During its five-plus decades in operation, the College has operated under the names Walsh School of Business, Broward College, and Drake College of Florida before changing its name to Fort Lauderdale College in 1976.

The colleges of Florida Metropolitan University were acquired by Florida Metropolitan University, Inc. on October 17, 1996.

### UNIVERSITY MISSION

The University maintains the belief that each student, regardless of sex, race, color, religion, wealth, age, disability, or background, must be prepared for effective living as a contributing citizen in a rapidly changing society where life-long learning must be viewed as a normal expectation. The University further believes that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills.

The University believes that the educational programs must promote excellence based upon the optimum fulfillment of students' capabilities as determined by their experiences, needs, and incentives. It accepts the responsibility to provide the maximum opportunity for its students to acquire the basic skills and knowledge to be intellectually curious and aesthetically aware, to think and work creatively, to achieve self-discipline and economic sufficiency, to understand the obligations of democratic living, and to live in harmony with nature and others.

In the accomplishment of its mission, the University is constantly improving its educational programs; helping each student to develop into a well-adjusted, useful, intelligent, contributing citizen; maintaining constant involvement with all segments of the community; and providing effective management and utilization of human and financial resources. The ongoing success of the University, evidenced by its many graduates who are now employed in their chosen fields and who are contributing members of society, documents the realization of this mission.

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In order to assure continued fulfillment of its mission, the University has established the following goals:

1. The University is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
2. Through its academic progress, the University shall seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study; to increase access for both traditional and nontraditional students; and to continually improve its educational process at all levels.
3. The University shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision-making, and individual expression of opinions.
4. The University is committed to having its sites maintain a vital link to the communities they serve through inclusion of community and business leaders in survey and evaluation of its academic programs and graduate job performance. Fulfillment of this goal shall assure that the University, the community, and all citizens of the regions served will be better prepared for the social and economic developments of the future.

### **The University Spans The State**

The University operates colleges in several areas of the state noted for a unique combination of progressive growth with an endowment of natural beauty. With campus locations in Tampa, Clearwater, Brandon, Lakeland, Orlando, Melbourne, and Ft. Lauderdale, students enjoy ample employment opportunities and a wide variety of cultural and recreational facilities available in each area.

International and out-of-state students enjoy the pleasant year-round climate found in each area, as well as accessibility to major airports and a convenient interstate highway system.

## **ACCREDITATION**

Accreditation for the University's campuses is by the Accrediting Council for Independent Colleges and Schools as follows:

- Tampa College and Tampa College, Brandon are accredited as a Senior College by the Accrediting Council for Independent Colleges and Schools.
- Tampa College, Pinellas and Tampa College, Lakeland are accredited as a Senior College by the Accrediting Council for Independent Colleges and Schools.
- Orlando College, North; Orlando College South; and Orlando College, Melbourne are accredited as a Senior College by the Accrediting Council for Independent Colleges and Schools.
- Fort Lauderdale College is accredited as a Senior College by the Accrediting Council for Independent Colleges and Schools.

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by the Department. Further information may be obtained by contacting ACICS at 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

## **LICENSURE, APPROVALS, AND MEMBERSHIPS**

Each college location of the University is listed as an institution of higher education in the Directory of Higher Education.

The University is a non-sectarian, coeducational institution with authority to confer associate, baccalaureate, and graduate degrees. The University holds a Certificate of Exemption from licensure by the Florida State Board of Independent Colleges and Universities. Further information may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399; telephone (904) 488-8695.

Undergraduate and graduate programs are approved by the Bureau of Immigration and Naturalization and by the Florida State Approving Agency for Veterans Training. Specific program approvals at individual campuses



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are by the American Association of Medical Assistants, the American Registry of Medical Assistants, and the National Court Reporters Association. For more information, contact the specific campus.

Certain campus locations hold membership in the Council for Adult and Experiential Learning, American Assembly of Collegiate Schools of Business (non-voting), and College Placement Council.

### **PHYSICAL FACILITIES**

The combined campus facilities of the University total over 254,000 square feet and are designed to provide excellent learning environments, comfortable atmospheres, and convenience and accessibility.

Each site houses space for support staff, administrative and faculty offices, comfortable classrooms, libraries, and specifically equipped labs to support each site's programs of study. There is adequate lighted parking for students at each location.

Because the University spans the state with its member college sites, it is convenient to literally every major U.S. and state thoroughfare and to several of the most modern airports in the nation.

Facilities are accessible to and usable by disabled persons. Forms of special assistance available include ground level entry to the building, access ramps, elevators, telephones, reserved parking, tutors, and counseling.

#### **Housing**

The University does not provide on-campus housing at all campus locations; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office at their college location.

### **STATEMENT OF NON-DISCRIMINATION**

The University does not discriminate in admissions, access to its programs, or any other of its activities on the basis of sex, race, religion, national or ethnic origin, handicap, or age.

### **FAMILIARITY WITH UNIVERSITY REGULATIONS**

Upon or before entrance, each student is given the University Catalog and various brochures and other publications which set forth the policies and regulations under which the University operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

### **RESERVATIONS AS TO PROGRAMS AND CHARGES**

The University reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may be changed or waived by the Academic Dean upon written request and for reasonable cause. Course substitutions may be made only by the Academic Dean or by the College Academic Committee. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

NOTE: Not all programs of study and/or courses are offered at all locations. Some programs may have limited enrollment.

### **STUDENT CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the University and of the student body.

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Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Disruptive behavior
3. Possession or use of firearms, explosives, or other dangerous substances
4. Vandalism, or threats of actual damage to property or physical harm to others
5. Possession, sale, transfer, or use of illegal drugs
6. Appearance under the influence of alcohol or illegal drugs
7. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
8. Any activity that may be perceived as hazing which is defined as a situation or activity which intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of admission or initiation in to any affiliation or organization associated with the University.
9. Reckless or intentional use of invasive software such as viruses and WORMS destructive to hardware, software, or data files.

The University reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

#### **Alcohol And Substance Abuse Statement**

The University does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees.

Possession of these substances on campus is cause for dismissal.

Any individuals suffering from addiction to alcohol or controlled substances or having knowledge of others that may have a potential problem in this regard are urged to consult the Academic Dean for appropriate counseling and community services referral.

### **LIBRARY**

The University libraries support the curriculum and provide information for students, faculty, and staff through on-site circulation and reference materials, and through electronic access with FLIN, the Central Florida Library Consortium, the Broward County Library Consortium, the Tampa Bay Library Consortium, and WestLaw. Although each site houses a collection of books and journals, students at each location have dial-up access to specialized indexes in CD-ROM format accumulated at the University library sites. Professional librarians are available to help students during the libraries' posted operating hours.

### **IMMUNIZATION POLICY**

It is required that all international students enrolled at the University obtain and provide evidence of measles, mumps, and rubella (MMR) vaccinations by completion of their first academic term of attendance at the University. In addition, if an international student has demonstrated a positive tuberculosis test in the past, s/he must provide evidence of a negative tuberculosis test or chest x-ray before completion of the first term of attendance. Although not a requirement, all international students are encouraged to obtain a tetanus vaccination as well.

It is recommended that all students under the age of 40 obtain the MMR vaccination and that all medical/allied health students show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the University.

### **PLACEMENT ASSISTANCE**

The University maintains an active placement service to assist graduates in locating entry-level educationally related career opportunities. The Career Planning and Placement Office works directly with business, industry, and advisory board members to assist in each student's access to the marketplace and, as a by-product of this endeavor, assists employers in meeting their employment needs. This is accomplished not only by presentation of

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graduates as potential career professionals to industry, but also through aiding in the graduates' development of a positive self-image, and in assessing competencies, strengths and career expectations.

Although the University does not, in any way, guarantee employment, it is the goal of the Career Planning and Placement Office to help every student realize a high degree of personal and professional development and successful employment.

Current part-time and full-time employment opportunities are posted on the placement bulletin boards located at each University campus.

Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Planning and Placement offices.

## **GRADUATION**

Commencement exercises are held once a year. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred are encouraged to participate in the Commencement Exercises.

Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses before the degree is granted. Degrees may be awarded in absentia only after Commencement Exercises are held.

### **Graduation With Honors**

Students enrolled in degree programs who have earned the requisite credits for graduation with the following grade point averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude.

### **Transfer To Other Colleges**

The University neither implies nor guarantees that credits completed at the University will be accepted by other institutions. Since rules and grade requirements vary from college to college, each institution has policies which govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Therefore, if the student anticipates a transfer of credits earned at the University or enrollment in advanced studies, the student must have already inquired with those institutions from which recognition of academic work at the University will be sought and independently determined whether or not the program, course, or courses of study will be accepted by those other institutions into which future enrollment is intended.

## **DRESS**

Students are expected to dress in a manner which would not be construed as detrimental to the student body and the educational process at the University. Students are reminded that the University promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

## **TELEPHONES**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones, including telephones equipped for the hearing impaired, are available for student use.

## **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at the University assumes a definite financial obligation. Each student is legally responsible for his or her own college expenses for the contract period defined as the academic year in which the student is attending.

A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, having official transcripts sent, securing course credit, being graduated, and using the placement services.



• Readmission fee.	\$25	Nonrefundable fee required with all applications for re-enrollment after withdrawal has occurred.
• Retake fee.	\$50	May be charged for all repeated classes.
• Late Registration fee.	\$10	Required of any student who registers after announced registration period.
• Tuition Deferment fee.	\$50	Required of any student who pays tuition after announced registration period. <b>Note:</b> Both a \$50 tuition deferment fee and a \$10 late registration fee will be charged the student who registers late and who is late making arrangements to pay tuition.
• Schedule changes.	\$5	During drop/add week, students are allowed one course schedule change; additional schedule changes are \$5 each.
• Duplicate Academic Schedule fee.	\$2	Assessed for providing the student with a duplicate schedule.
• Program change.	\$25	Required for changing from one program to another.
• Transcript fee.	\$3	Waived for transcripts requested by other Florida Metropolitan University campuses.
• ID card, where applicable	\$3	
• Replacement of ID card.	\$3	
• Library fines:		
Assessed per day for each overdue general circulation book	10 cents	
For each lost item.	List Price	
• Graduation evaluation fee for undergraduate programs.	\$35	
• Graduation evaluation fee for graduate programs.	\$45	
• Duplicate diploma.	\$25	
• Returned check penalty, each item.	\$10	
• Proficiency Examination fee.	\$40	Non-refundable fee assessed for each special proficiency examination. In addition the student must pay one-half the prorata credit hour rate to have academic credit for proficiency exams posted to the transcript.
• Comprehensive Examination fee	\$100	Required of all graduate program students who do not write a thesis.
• Thesis fee.	\$200	Assessed to the graduate student during the last quarter of enrollment who elects to complete the Research Practicum (thesis).
• Experiential Learning Credit fee.		Assessed to process each course for which credit is sought under life experience:
Experiential Learning Seminar fee	\$25	Portfolio, based on credit requested:
Credits (4-16 credits)	\$50	
Credits (17-32 credits)	\$100	
Credits (33-48 credits)	\$200	
• Validation Course charges		75% of prorata credit hour cost for the appropriate program

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## GRIEVANCE POLICY

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the college staff or faculty member involved.
2. If the matter is not resolved, the student should schedule a meeting with the department head of the involved department.
3. If the matter is still not resolved, the student should request in writing through the campus President/Director a grievance hearing which will give him/her an opportunity to present his/her position and supporting documentation. A Grievance Committee is selected by the President/Director and is comprised of five (5) disinterested persons from the faculty and administration, plus the President/Director (as a non-voter). After the hearing the committee shall make a decision by a simple majority vote and communicate, in writing, the decision to the President/Director. The President/Director will notify the student of the resolution of the grievance.

Those individuals other than active students, who may wish to lodge a complaint against the University are required to follow the steps below:

1. The individual must first try to resolve the issue of concern with the staff or faculty member involved.
2. If the matter is not resolved, the individual should schedule a meeting with the department head of the involved department.
3. If the matter is still not resolved, the individual should request in writing a meeting with the campus President/Director in which he/she will be given an opportunity to present his/her position and supporting documentation if applicable. After review and consideration of the issues, the President/Director will notify the complainant of the decision.

It is the philosophy of the University that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Florida Metropolitan University Student Help Line at (800) 874-0255.

If a student feels that his/her complaint has not been adequately addressed, the student may consider contacting the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, Telephone (202) 336-6780.

## FLORIDA METROPOLITAN UNIVERSITY ANNUAL SCHOLARSHIPS

Each University campus annually awards honor scholarships at the end of each Fall term. These scholarships consist of a \$750 and a \$500 tuition credit for two Sophomores, two Juniors, and two Seniors Honor Scholarship (Annual scholarship award of \$1250 per class). To be eligible for one of the scholarships, the student must:

1. Be a full-time student (minimum 36.0 credit hours per academic year),
2. Have earned a cumulative grade point average of 3.95 or better at the end of the Fall term,
3. Have completed an application for scholarship,
4. Have demonstrated a satisfactory attendance record,
5. Have been in attendance at the awarding campus for a minimum of two successive terms,
6. Provide two letters of recommendation from faculty (one of the letters must be from a faculty member within the program of study), and
7. Write an essay of 100 words minimum on why the applicant is deserving of the scholarship.

Applications are available in the Dean's Office. Application deadline is December 15. Scholarships will be awarded at the end of the Fall term.

### Sophomore Honor Scholarship (Must have completed 48 credit hours)

1. A tuition credit of \$750 is awarded the highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.
2. A tuition credit of \$500 is awarded the second highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.

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Junior Honor Scholarship  
(Must have completed 96 credit hours)

1. A tuition credit of \$750 is awarded the highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.
2. A tuition credit of \$500 is awarded the second highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.

Senior Honor Scholarship  
(Must have completed 144 credit hours)

1. A tuition credit of \$750 is awarded the highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.
2. A tuition credit of \$500 is awarded the second highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.

UPPER DIVISION SCHOLARSHIPS  
(Awarded only at Tampa College, Lakeland)

In order to encourage the pursuit and completion of a baccalaureate program in business, the College has created a special Upper Division Scholarship for students who have completed two years of education which culminated in the awarding of an associate degree.

Eligible to apply are graduates of accredited business and technical schools, community and junior colleges, or four-year colleges or universities, whose students terminate their education at the end of two years with the awarding of an associate degree. This is a tuition scholarship available in the form of a total award of \$600 to be used for the academic term following enrollment and before the student achieves a total of 144 hours of credit. The scholarship is not renewable. The tuition is to be credited at the rate of \$200 per term. The Upper Division Scholarship is available only for full-time students (at least 12.0 credit hours per term).

Each Term, the Upper Division Scholarship is available to all students who:

1. Have earned a two-year (associate) degree,
2. Are transferring or continuing in Tampa College, Lakeland after earning the two year degree,
3. Are enrolled as full-time students at Tampa College, Lakeland,
4. Are pursuing a baccalaureate degree, and
5. Have completed an application for scholarship.

Two Upper Division Scholarships may be awarded each quarter. Quarterly application deadlines are January 15, April 15, July 15, and October 15.

### WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

The University annually submits the names of outstanding students to the annual publication "Who's Who Among Students in American Universities and Colleges." This national publication recognizes students of exceptional merit in leadership, scholarship, and extra-curricular activities. Selection for membership is made by a committee of faculty and administration.

### STUDENT CLASSIFICATIONS

Students will be classified on the basis of quarter credit hours satisfactorily earned, and by the degree level of enrollment:

- **Freshman** - A student who has earned through 48 quarter hours.
- **Sophomore** - A student who has earned 49-96 quarter hours.
- **Junior** - A student who has earned 97-144 quarter hours.
- **Senior** - A student who has earned 145-192 quarter hours.
- **Undergraduate** - Any student enrolled in an associate or baccalaureate degree program.
- **Graduate** - Any student enrolled in graduate courses who has been admitted to the graduate program.

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- **Provisional Student** - A student enrolled in the graduate program who has not met the Regular Student enrollment requirements of the Graduate program. During provisional status, the student must complete 16 credits of graduate work at the minimum standards of progress of the graduate program. There is no provisional admission status at the undergraduate level.
  - **Regular Status Student** - A degree-seeking undergraduate or graduate student who is determined to be making satisfactory progress toward his/her degree objective.
  - **Non-Regular Status Student** - A student who is continued for a period of time not greater than 25% of his/her normal program length after s/he has been determined not to be making satisfactory progress. During this period, the student is not eligible for Federal financial aid and will be charged tuition and fees. Students who have entered non-regular status are not eligible for graduation (cannot receive a degree) for their programs, but can receive a certificate of completion for the courses they have satisfactorily completed.
  - **Single Subject Student** - A student who has not enrolled into a specific degree program of study but who is taking courses at the University on a course-by-course basis. These students are not eligible to participate in Federal Title IV financial assistance programs.
  - **Audit Student** - A student who is enrolled in courses for which s/he will earn no credit.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

All educational records of students enrolled at the University are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Students may inspect their educational records at any time.

Student written consent is required for the release of records covered by the Act to outside parties (i.e., prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e., University officials, federal educational and auditing officials, and requests related to the application for or receipt of financial assistance).

Release of directory information does not require student consent and includes the name, address, and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the Act should be directed to the Registrar's office.

### **SEXUAL HARASSMENT POLICY**

The University will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President, or College Director. The College President or Director will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.



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## CHILDREN ON CAMPUS

Children are always welcomed at special events of the University whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the University that children shall not be brought to classrooms or labs, or left in lounges or offices.

## STUDENT ADVISING

Advising and counseling encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory progress, attendance, and personal matters.

The Registrar and Academic Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

The Career Planning and Placement Office provides a wide range of services to students to assist them in preparing for their career choices. Students can schedule individual appointments with the Director of Placement Services and are encouraged to avail themselves to the process of self-assessment and job search that can benefit each graduate.

## ADMISSIONS

### GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to complete a standardized, nationally-normed test. Completion of this test is not a prerequisite for admission.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing an associate degree, or credit beyond the associate degree level, at an accredited postsecondary institution (with at least a 2.0 cumulative grade point average) will not be required to complete the above referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above referenced test.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

### APPLICATION PROCEDURE FOR UNDERGRADUATE STUDENTS

Qualified applicants to the University must submit a completed Application for Admission with the application fee which is non-refundable. A high school transcript of work completed through date of application is also required except for those applicants who have earned at least an associate degree and whose official college transcript indicates high school graduation. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the University will make every effort to assist the applicant in obtaining one.

If the high school transcript and other documents required for enrollment are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from each college attended, CLEP scores, certificates of completion from military schools, high school transcripts, GED records, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

See the appropriate section for specific information concerning graduate program admissions requirements.

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## EARLY ADMISSION REQUIREMENTS FOR HIGH SCHOOL GRADUATES

Applicants may be considered for acceptance prior to secondary school graduation. All applicants seeking early admission should submit their academic records through the junior year. Early acceptance is based on the assumption that senior year high school grades will reflect similar achievement.

## INTERNATIONAL STUDENTS

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent is required for entry into the graduate program. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

NOTE: See Immunization Policy for important information pertaining to the required immunization of International students.

## ORIENTATION

New students, prior to attending classes, as well as those returning to the University after a term or more of nonattendance, are required to participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the University and introduce them to those staff and faculty members who will play an important part in the students' academic progress toward a degree goal.

## ADVANCED STANDING

In-school residency may be shortened through transfer credit, exemption examinations, and/or experiential learning validation, provided that credit has not been previously earned for duplicate course work or accepted in transfer. A student may earn a maximum of 48 credits toward an associate degree or 144 credits toward a baccalaureate degree through these methods. Methods of achieving a time-shortened residency are described in the following four paragraphs:

### Transfer Students

Students with earned college credit from another college or university may apply for credit transfer to the University. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the University programs. Students wishing to transfer credits must have an official transcript of those credits mailed directly to the Office of the Registrar at the campus of attendance.

Students receiving veterans' benefits are required by the Veterans Administration to provide transcripts of credit from schools previously attended.

Transfer of credit to the graduate programs is discussed under "Grading System and Progress Reports: Graduate Program."

### Standardized Testing

The University accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar at the college of attendance.

### In-House Credit By Examination

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B or higher, proficiency examinations given by the University (see Tuition and Fees Schedules). Credit by examination

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may not be attempted for courses in which the student has previously enrolled. Only one attempt for credit by examination is allowed per course. Permission to take an examination is approved by the chair of the department and the academic dean.

### Experiential Learning Evaluation

Enrolled students may earn credit for life experience through the College Experiential Learning Program for advanced placement. Experiential learning is limited to twenty-four (24) credit hours toward an Associate degree or forty-eight (48) credit hours toward a Bachelor degree. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through life experience are available in the Dean's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. (A reduced credit fee is charged for life experience credit. See Tuition and Fees Schedules).

## **INDEPENDENT STUDY**

Adult education is the long-standing commitment of the University. This philosophy is further expanded by the creation of independent studies which recognizes that certain adults, although highly motivated to learn, are not in a timely position to disrupt their personal and professional activities in order to attend formal classroom training. Through independent study supervised by qualified faculty members, the University has adopted this unique approach which offers the responsible adult student another opportunity to earn college credit. For more information concerning credit and a schedule of classes for independent study, the student should contact the Academic Dean's Office.

## **AUDITING COURSES**

Auditing of courses may be approved in advance on a space-available basis. Approval by the instructor and the Dean is required, in addition to payment of normal course tuition, fees, and purchases of textbooks. Procedures for auditing courses are available in the Dean's office.

## **TEXTBOOKS**

Textbooks and workbooks will be issued through the bookstore in accordance with official university policies. At the time of issuance, textbooks become the responsibility of the students. The University is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned textbooks and/or equipment will be charged for its replacement. Grades and transcripts will be withheld from any student who has not returned property of the University or who has not made restitution for it.

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at the University assumes a definite financial obligation. Each student is legally responsible for his or her own school expenses for the contract period defined as the academic year in which the student is attending. A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the University including damage to University property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the University.

### **FINANCIAL ASSISTANCE INFORMATION**

It is the goal of the University to assist every eligible student in procuring financial aid that enables the student to attend college. The University participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted

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for enrollment, but whose financial resources are inadequate to meet the full cost of their education. Students should meet with a Student Finance Officer to discuss the specific financial assistance available.

The majority of financial aid available to students is provided by the Federal government and is called Federal Student Financial Aid (SFA). This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Education Loan (FFEL) program (subsidized and unsubsidized) Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS). Alternative source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with the individual student and their families. All financial aid is awarded on the basis of need regardless of age, sex, race, religion, national or ethnic origin, or disability. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

## CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1992 have been satisfied within the University Catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exceptions of Pell and FSEOG);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs), and as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Not owe a refund on a Pell Grant, FSEOG, or State Grant previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Sign the updated Statement of Educational Purpose/Certification Statement on refunds and defaults.
- Have a valid Social Security number.

## APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges their aid does not automatically go with them. Each student should check with their new college to find out the appropriate procedures for reapplying for financial aid.

### Need And Cost Of Attendance

Once the application is completed, the information will be used in a formula established by the Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

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## SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the University.

The student finance office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CPGA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the University Catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the University and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension of in the event the student's appeal results in readmittance.

## BORROWER RIGHTS AND BORROWER RESPONSIBILITIES

When a student takes on a student loan he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and total interest charges on the loan(s);
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees that a student should expect during the repayment period, such as late charges and collection or litigation cost if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan;
- a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- continue to make payments until notification that the request has been granted; if the student applies for a deferment or forbearance,
- notify the appropriate representative (Institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security number, or transfers to another institution;
- receive exit counseling before leaving school.

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## POLICIES AND PROCEDURES FOR VERIFICATION

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the University. The student may re-enter the University only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The institution will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the University will take if the student does not submit the requested documentation within the time period specified.
8. Students will be informed of their responsibilities regarding the verification of application information, including the institution's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The institution will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

## FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Federal Family Education Loans (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid.

## TUITION CHARGES

The University quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of class. The University charges the student's tuition account for tuition at the beginning of each academic year (normally 3 terms or mini-start 2.5 terms).

Tuition charges are published as an addendum to the University catalog.

Detailed below are other education expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal, room and board, and transportation.

The amount of personal expenses allowed all students is \$160 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

The allowable costs for students without dependents who do not live with their parents is \$271 per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$538 per month. These figures were determined by a national average obtained from the Bureau of Labor and Statistics.

Transportation costs are calculated applying the formula stated below or by use of an average cost.

The calculations for determining transportation costs is the number of one-way trips per week X the number of miles traveled one way X 4.33 weeks per months X .30 cents per mile. Information on how the average cost was arrived is available in the Student Finance Office.

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## FINANCIAL AID PROGRAMS

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

### **Selection Of Eligible Applicants**

In accordance with Federal Regulation 688.43(B)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

#### **Federal Pell Grant**

This grant is designed to assist students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicants Expected Family Contribution (EFC).

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is available to students with exceptional financial need, students with the lowest (EFC), and gives priority to Federal Pell Grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

#### **Federal Work-Study Program (FWS)**

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office and eligibility is based on financial need and the availability of funds. The University will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

#### **Florida Student Assistance Grant (FSAG)**

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to students who have received baccalaureate degrees.

#### **CLAST**

All Baccalaureate students receiving Florida Student Assistance Grants are required to take the College Level Academic Skills Test (CLAST). This exam covers communication and computation knowledge and skills. It is

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administered 2-3 times per year and requires a fee. The registration deadline is approximately one month prior to the exam date. Florida students must participate in CLAST if they are to continue receiving the Florida Student Assistance Grant. Failure in any section of the exam requires enrollment in a College offered remediation program during the next term to prepare for retaking that portion of the exam, or Florida financial aid will be forfeited.

### **Federal Family Educational Loan Program (FFELP)**

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Plus Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

#### **Subsidized Federal Stafford Loans**

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower had FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- \$3,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year.
- \$5,000 a year if he/she has completed two years of study, and the remainder of their program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parent are unable to get a PLUS loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed two years of study, and the remainder of their program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study, and remainder of their program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Talk to the Student Finance Office for specific details. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be in subsidized loans.)

There is a 3 percent origination fee and 1 percent insurance premium deducted from each disbursement. This must be repaid.

Graduate students may borrow up to \$18,500 per academic year (\$10,000 of this amount must be in unsubsidized loans). Total indebtedness for a graduate/professional student is \$138,000 (no more than \$65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains enrolled on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from the institution's Student Finance Office or from the lender.



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For additional deferment information contact the Student Finance Office.

### **Unsubsidized Federal Stafford Loans**

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student would not be charged interest from the time the loan is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the following descriptions.

The Government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: (1) make monthly or quarterly payments to the lender, or; (2) the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4%. The fee will be deducted proportionately from each disbursement and paid to the Federal Government.

### **Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1 of each year, but has a maximum of 9%.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years, but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the institution's Student Finance Office or from the lender.

For deferment information, contact the Student Finance Office.

### **Institutional Loan Program**

The university offers an institutional loan as an alternative or supplement to Title IV Federal Family Education Loans. These loans are funded by the university and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for institutional loans on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The institutional loans range from \$500 to \$6,000 per academic year with payments ranging from \$45 to \$100 per month. Monthly payments normally begin 60 days after application, and may continue beyond graduation until the loan is fully repaid. Students may consolidate multiple institutional loans taken out for different academic years. Students interested in the institutional loan program should see the Student Finance Department for a complete information package (including current interest rates and loan servicer).

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The University counsels each student regarding loan indebtedness and gives each student

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an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

All official notifications relating to exit interview packets with detailed information of any refunds that have been made for all withdrawn and graduated students will be mailed to each by the University's corporate student finance center.

### **REFUND DISTRIBUTION POLICY**

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV fund and withdraw with refund due:

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. PLUS Loan Program;
4. Direct Subsidized/Unsubsidized Loan Program;
5. Direct PLUS Loan Program;
6. Federal Perkins Loan Program;
7. Federal Pell Grant Program;
8. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
9. Any other Title IV program; and
10. The student.

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 30 days from the date of determination.

### **REPAYMENT DISTRIBUTION**

A repayment distribution in the order listed below will occur whenever living expenses have been issued in excess of the student's eligibility.

1. Federal Perkins Loan Program;
2. Federal Pell Grant Program;
3. Federal SEOG Program;
4. Any other non-loan Title IV programs; and
5. Other State, private, or Institutional student financial assistance programs.

### **VETERAN'S ASSISTANCE PROGRAMS**

#### Veteran Education and Employment Assistance Act of 1976 as Amended

Veterans eligible for training under the Montgomery G.I. Bill are entitled to a monthly allowance while attending the University in certain approved programs of study. Veterans with over 3 years of active duty or 2 years of active duty and 4 years in the selected reserve are entitled to a maximum of 36 month of training. The University will assist in preparing and submitting applications.

#### War Orphan Educational Assistance

This program provides financial assistance for the education of sons and daughters of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Benefits are similar to those of the Bill. Widows and wives of disabled veterans may also be eligible for this program. The University will assist in preparing and submitting applications.

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## Vocational Rehabilitation for Veterans

Veterans disabled during war time and under certain peace time service may be eligible for educational benefits and training under this program. Applications must be filed directly with the Veterans Administration.

### REFUNDS

The University is entirely self-supporting. The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reason there will be no refund of tuition except as outlined below.

### DEFINITIONS

1. **Withdrawal** - For the purposes of determining a refund, you are deemed to have withdrawn from a program when any of the following occurs: a) The student notifies the college of withdrawal or the date of the student's withdrawal, whichever is later; b) The college terminates the student's enrollment as provided in this Enrollment Agreement; c) The student has violated the College's attendance policy as detailed in the Catalog.
2. **Last Date of Attendance** - The student's last date of attendance shall be deemed the last date of recorded attendance in any class.
3. **Date of Determination** - The date of determination shall be deemed the last date of attendance or, in the event the student stops attending class prior to notifying the college of a decision to withdraw, the date the student does notify the college of a decision to withdraw or the date the student violates the college's attendance policy, whichever occurs first.
4. **Academic Year** - Normally 3 quarters.
5. **Enrollment Period for Which the Student is Charged** - Normally an Academic Year or Quarter.

### CANCELLATIONS

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the college. If the agreement is not accepted by the college, all moneys paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid (except the non-refundable application fee). The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid (except the non-refundable application fee) will be refunded within 30 days of the date the college becomes aware of the withdrawal.

### REFUND POLICIES

Any moneys due the applicant or student shall be refunded within 30 days of the date of determination or termination. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the moneys will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

### REFUNDS

This College participates in the U. S. Department of Education's student aid programs and is required to comply with the Higher Education Act of 1965, as amended. This legislation requires the college to offer a refund policy that will provide the most beneficial refund to the students. A refund is the difference of the amount the student paid to the college (including financial aid) and the amount the college can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following policies: 1) The federal pro rata calculation defined by the Higher Education Amendments of 1992 (the student must be attending the college for the first time and may not have completed more than 60 percent of the first enrollment period for which they have been charged); 2) If applicable, the refund requirements of the State or institution.

### FEDERAL PRO RATA CALCULATION (For All First Time Students)

The college will perform a pro rata refund calculation for students who are attending the College for the first time and terminate their education before completing more than 60 percent of the first enrollment period for which they have been charged. Under a pro rata refund calculation, the college is entitled to retain only that portion of

college charges (tuition, fees, room, board, etc.) equal to the portion of the enrollment period for which the student has been charged which has been completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period for which the student has been charged into the number of weeks completed in that period (as of the last recorded day of attendance by the student). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the college charges for the period of enrollment. This amount, plus an administrative fee (which cannot exceed the lesser of \$100 or 5 percent of the tuition, fees, room and board, and other charges assessed the student), may be retained by the college. The college may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60 percent of the enrollment period.

**STATE REFUND POLICY (For All Students)**

1. For Students Charged by the Quarter - If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first quarter, the College will refund all tuition and fees paid for the quarter in accordance with the following schedule:

FOR WITHDRAWAL DURING	REFUNDED	AMOUNT RETAINED
First 7 Calendar Days of Quarter	100% Tuition	0
After First 7 Calendar Days through 25% of Quarter	25% Tuition	75% Tuition
Remaining 75% of Quarter	0	100% Tuition

2. For Students Charged by the Academic Year - If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first academic year, the College will refund tuition and fees paid for the academic year in accordance with the following schedule:

FOR WITHDRAWAL DURING	REFUNDED	AMOUNT RETAINED
First 7 Calendar Days of Academic Year	100% Tuition	0
After First 7 Calendar Days through 4th Week of Academic Year	80% Tuition	20% Tuition
5th Week & Up to First 25% of Academic Year	55% Tuition	45% Tuition
Second 25% of Academic Year	30% Tuition	70% Tuition
Remaining 50% of Academic Year	0	100% Tuition

**REFUNDS UNDER EXCEPTIONAL CIRCUMSTANCES**

Tuition and fees will be refunded in full, for the current term, under the following circumstances:

1. courses canceled by the college;
2. involuntary call to active military duty;
3. documented death of student or member of his or her immediate family (parent, spouse, child, sibling);
4. illness of the student of such severity or duration, as approved by the college and confirmed in writing by a physician, that completion of the period of enrollment for which the student has been charged is precluded;
5. exceptional circumstances, with approval of the president of the college (or designee).

**ACADEMIC INFORMATION**

**CANCELLATION OF CLASSES**

The University reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled.

**DEFINITION OF CREDIT**

The University awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction or work, or a minimum of 30 hours of externship practice.

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## GRADING SYSTEM AND PROGRESS REPORTS: UNDERGRADUATE PROGRAM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE	EVALUATION	GRADE POINTS PER QTR HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W*	Withdrawal	0
F*	Failure	0
I	Incomplete	0
IP	Study in Progress	0
N*	Mitigating Circumstances (no grade)	Not calculated
LE	Life Experience	Not calculated
R	Repeated Course	Not calculated
AU	Audit	Not calculated
TC	Transfer Credit	Not calculated
PE	Passed by Proficiency Challenge Exam	Not calculated

Note: An "I" grade automatically changes to "F" if course requirements are not completed satisfactorily within 10 days after the official ending date of the term.

Note: An "N" grade may be awarded if a student withdraws from a class under approved and documented mitigating circumstances.

\* Students who earn and/or request the above grades will incur additional tuition charges.

Grading system for the graduate program can be found under "Grading System and Progress Reports: Graduate Program".

### Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Committee (see Grievance Policy).

All appeals must be completed by the end of the term following the one in which the grade was earned.

### Calculation Of Grade Point Average

The grade point average of a student is determined by dividing the total number of grade points earned per term by the number of quarter hours attempted. If, for example, a student earned an A in one 4.0 quarter hour class, the student would multiply 4.0 quarter hours times 4 (the grade point total for an A). The grade points for that class would be 16. If the student earned a C for a second 4.0 quarter hour class, the student would multiply 4.0 quarter hours times 2 (the grade point total for a C). The grade points for that class would be 8. Adding the total number of grade points, 16 and 8, the student would have 24 grade points. The student attempted 8 credits. The grade points of 24, divided by the 8 quarter hours attempted, would result in a grade point average of 3.0.

## PRESIDENT'S HONOR ROLL AND DEAN'S LIST

To recognize and encourage outstanding scholastic performance, a Dean's Honor Roll is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of at least 3.50 and must have been registered for 12 or more credit hours. The President's Honor Roll recognizes all full-time students who have maintained a 4.0 grade point average during the term.

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## UNDERGRADUATE ACADEMIC INFORMATION

### ACADEMIC LOAD

A student taking the required twelve or more quarter hours toward the associate or bachelor's degree will be classified as a full-time student for that term.

Full-time academic load for graduate students is defined under Academic Load - Graduate Student.

### ATTENDANCE POLICY

The University is in session throughout the year except for holidays and vacations as shown in the University Calendar.

Students are encouraged to attend on a full-time basis and are required to attend each class session unless conditions over which they have no control prevent their being present. Student attendance must be separately tracked and recorded by class hours for each class in which the student is enrolled. While absences may be classified as excused or unexcused for purposes of allowing make-up work, all absences, regardless of the reasons, must be considered in applying the attendance policy. Excessive absences will cause the student to be withdrawn from the class(es). The actual last date of attendance will be used in reporting the student's final attendance date.

Deviations from the stated attendance policy because of mitigating circumstances must have the written approval of the Academic Dean and must be evidenced by a doctor's excuse, copy of military or work hours, conflict, etc.

Being dropped from an individual class may not necessarily result in suspension from school, however, it may result in a change from full-time status to part-time status which could have a negative affect upon the student's financial aid awards or VA benefits.

#### Minimum Attendance Policy Parameters

**Total Hours Absent** - Students will be withdrawn from any class in which their total hours of absence exceed 25% of the total hours scheduled for the entire term. The total hours for any class is determined as the total of all classroom and laboratory hours required for the class. Students must be withdrawn from the University when their total hours of absence exceed the limit in all classes in which they are enrolled.

**Consecutive Hours Absent** - Students must be withdrawn from any class in which their consecutive hours of absence exceed 2/3 of the total hours of absence limit. Students must be withdrawn from the University when their consecutive hours of absence exceed the 2/3 limit in all classes in which they are enrolled.

**Exceptions** - Students in the upper division of baccalaureate programs (juniors and seniors) and graduate programs may be allowed total absences up to and including 33% of the total class hours scheduled (i.e., withdrawal will occur when the total absences exceed 33% of the total hours scheduled for the term). Restrictions on consecutive absences for upper division and graduate students are to be the same as for lower division students.

#### Application Of Attendance Policy

Applying the policy described above, following are examples for common course lengths:

For a 4-credit lecture class meeting for a total of 48 class hours:

Total Hours Absence Limit (first & second year students)	Not more than 12 hours
Total Hours Absence Limit (juniors, seniors, graduate students)	Not more than 16 hours
Consecutive Hours Absence Limit (all students)	Not more than 08 hours

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For a 4-credit course that is an equal combination of lecture and laboratory instruction (2 credits for 24 class hours of lecture instruction and 2 credits for 48 hours of laboratory instruction: 72 class hours total):

Total Hours Absence Limit (first & second year students)	Not more than 18 hours
Total Hours Absence Limit (juniors, seniors, graduate students)	Not more than 23 hours
Consecutive Hours Absence Limit (all students)	Not more than 08 hours

For a 2-credit course that is entirely laboratory instruction (48 class hours total):

Total Hours Absence Limit (first & second year students)	Not more than 12 hours
Total Hours Absence Limit (juniors, seniors, graduate students)	Not more than 16 hours
Consecutive Hours Absence Limit (all students)	Not more than 08 hours

### **Add/Drop Week Attendance Policy**

The first week of each academic term is designed as the add/drop period and is designed to allow for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. This add/drop period is particularly important for those students who are enrolling at the University for the first time, as there are enrollment procedures and formalities in addition to the scheduling procedures. The University recognizes that the enrollment process, the scheduling process, and the necessary restructuring of the student's personal, family and work responsibilities may not all be completed prior to the add/drop period. Consequently, the University does adjust its attendance expectations for new students during the add/drop period. Accordingly, cumulative attendance requirements are not applicable to new students during the initial add/drop period of their first academic term. However, after that time, the attendance policy will be in effect fully, and all students must maintain attendance in accordance with the University's attendance policy.

Students continuing their enrollment from one academic term to the next are expected to attend all scheduled classes during the first week of the term. Failure to attend a scheduled class will result in the student being removed from that class at the discretion of the Academic Dean. Students unable to attend a class due to circumstances beyond their control must notify the Academic Dean in writing prior to the first scheduled class and provide appropriate documentation, if requested.

### **REPEATING COURSES**

An undergraduate student may repeat a course taken at the University in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count the last attempt only. This policy may be used only three times for improving grade point average, either for three separate courses or two times for one course and one time for a second course. While tuition is not charged for the 3 repeated courses under this provision, a Retake Fee may be charged for all repeated courses. Any additional repeats will be charged at the current tuition rate.

### **LEAVE OF ABSENCE**

The University does not permit leaves of absence. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily or briefly, should see the Academic Dean.

### **ACADEMIC HONESTY**

The University adheres to the tenet that professional attitude begins in the classroom. For that reason, students and faculty of the University will not tolerate or commit any form of academic dishonesty.

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Acts of academic dishonesty are defined as falsification of materials submitted for a grade, representation of another's work as one's own, or violation of test conditions as designated by the instructor.

When academic dishonesty is suspected, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

If the student appeals the action, s/he must do so through the Grievance Committee. Statements will be taken from the student, the instructor, and from any witness to the suspended act. After review of all statements and evidence, the Grievance Committee will notify the student in writing of its decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

### **WITHDRAWAL PROCEDURES**

Students finding it necessary to withdraw from the University are requested to notify the University in writing as to why and when the withdrawal is necessary and to complete all necessary paperwork with the University. Failure to do so will delay out-processing, and may result in a delay of any refund that may be due the student or the funding source.

Withdrawal from any individual course must be approved by the Dean, and grades upon withdrawal will be assigned in accordance with the applicable Grading System.

#### **Readmission Of Withdrawn Students**

Withdrawn students requesting re-entry must petition the Readmission Committee. Information concerning the readmission procedure may be obtained by calling the Dean's Office. Re-entry is limited to one time unless documented mitigating circumstances are provided.

### **ACADEMIC DEFICIENCIES**

Following the conclusion of each grading period, the grades of each student will be audited by the Dean. As a result of this audit, it may be necessary to reschedule the student or to place the student on a status of Academic Probation, Academic Suspension, or Academic Dismissal. In all such cases, the Dean will confer with each student to ensure that all steps are being taken to assist the student in reaching a clear academic status.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

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.

#### **Cumulative Grade Point Average (CGPA) Requirements**

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

#### **Rate Of Progress Toward Completion Requirements**

(Percentage Successfully Completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA,



the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

### Maximum Time In Which To Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation.. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

### Satisfactory Academic Progress Tables

#### 48 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 -- 16	2.0	N/A	66%	N/A
17 -- 28	2.0	1.0	66%	N/A
29 -- 40	2.0	1.5	66%	60%
41 -- 54	2.0	1.75	66%	65%
55 -- 72	2.0	2.0	66%	66%

The total credits that may be attempted (maximum program length) is 72 (150% of 48).

#### 96 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96--144	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

#### 126 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 -- 16	2.00	N/A	66%	N/A
17 -- 32	2.00	1.00	66%	N/A
33 -- 48	2.00	1.20	66%	50%
49 -- 60	2.00	1.30	66%	60%
61 -- 72	2.00	1.50	66%	65%
73 -- 95	2.00	1.75	N/A	66%
96 -- 189	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 189 (150% of 126).

192 QUARTER CREDIT PROGRAM

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 --- 16	2.00	N/A	66%	N/A
17 --- 32	2.00	1.00	66%	N/A
33 --- 48	2.00	1.20	66%	50%
49 --- 60	2.00	1.30	66%	60%
61 --- 72	2.00	1.50	66%	65%
73 --- 95	2.00	1.75	N/A	66%
96 --- 288	N/A	2.00	N/A	66%

The total credits that may be attempted (maximum program length) is 288 (150% of 192).

**Graduation**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the University's graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the University catalog.

**Academic Probation**

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the above requirements. Students will be placed on ACADEMIC PROBATION when the CGPA or the rate of progress does not meet the above requirements. The student will remain on ACADEMIC PROBATION as long as his or her CGPA or rate of progress remains in the probation ranges specified above. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the University as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

**Academic Suspension**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified above, the student is considered not to be making satisfactory progress, is placed on ACADEMIC SUSPENSION, and must be withdrawn from the University.

**Readmittance Following Suspension**

Students who have been suspended may apply for readmittance to the University after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

**Academic Dismissal**

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an ACADEMIC

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DISMISSAL and the student must be withdrawn from the University. Students who have been dismissed are not eligible for readmittance to the University.

### **Appeals Procedures**

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President/ Director or an appeal committee appointed by the campus President/Director. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an ACADEMIC DISMISSAL, as outlined above.

### **Application Of Grades And Credits**

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental, remedial courses, and other courses that are graded on a pass/fail basis are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the calculation of rate of progress. Any developmental credits will be in addition to the maximum (1.5) times or 150%) allowable attempted credits. For example, the maximum allowable attempted credits for a 96 credit program is 144, but a student enrolled in a 96 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 152 credits (144 + 8).

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts above) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), and IP (in progress) are counted as hours attempted, but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

### **Continuation As A Non-Regular Student**

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the University under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs; 4 academic quarters for baccalaureate degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified above). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

### **Reinstatement As A Regular-Student From Non-Regular Status:**

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they

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will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

#### **Satisfactory Progress And Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the University.

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the University catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the University and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

#### **Standards Of Satisfactory Academic Progress For Undergraduate Students Receiving VA Benefits:**

Students must maintain a cumulative grade point average of a C (2.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a C (2.0) cumulative grade point average for any term will be placed on probation for the next academic term. Failure to achieve a C (2.0) cumulative grade point average during the next 2 consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

A Veteran Student terminated for unsatisfactory progress at the undergraduate level may be re-certified to the VA to receive Veteran benefits after attaining the 2.0 cumulative GPA required for satisfactory progress.

See Standards of Progress for Graduate Students for specific information on VA benefits.

### **COOPERATIVE EDUCATION PROGRAM**

Cooperative Education is an academic program for undergraduate students. Its purpose is to provide students with practical, prearranged, and pre-approved on-the-job educational experiences which relate to each student's academic program and/or career objectives. By combining traditional on-campus courses with off-campus Cooperative Education courses, under the joint supervision of a sponsoring company supervisor and the Dean, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential.

Degree-seeking students at the Sophomore level and above who have completed at least two terms at the University and have maintained satisfactory grade point averages are eligible to apply.

#### Cooperative Education Plan

The Cooperative Education Plan is a parallel plan designed for students who elect to register for one cooperative education course simultaneously with at least two other courses, either in residence or through independent study. Students who elect to participate in Cooperative Education must obtain academic counseling prior to entering the Plan to assure that their cooperative education courses are properly integrated into their overall academic program of studies.

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## Cooperative Education Credit

Credit is granted for successful completion of a cooperative education course on the same basis as for any other course. Successful completion of these courses requires the student to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. Successful completion also requires the student to: (a) develop specific on-the-job objectives with the Dean and an academic advisor; (b) attend assigned on-campus seminars; and (c) return the completed written assignment not later than final exam week at the end of each term.

Grades earned in cooperative education courses are computed in grade point averages on the same basis as other grades. Courses taken in cooperative education will be identified on the student's transcript as "Parallel Work."

Credits earned in parallel work courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the Approved Elective Component of the student's academic program of study or as electives in the Major component; however, only 8 quarter hours of parallel work may be applied toward the major component.

Tuition for Parallel Work courses is at the same rate as other courses.

	<u>Parallel Work Courses</u>	<u>Credit Hours</u>
COE 2041	Sophomore Parallel Work I	4.0
COE 2042	Sophomore Parallel Work II	4.0
COE 3041	Junior Parallel Work I	4.0
COE 3042	Junior Parallel Work II	4.0
COE 4041	Senior Parallel Work I	4.0
COE 4042	Senior Parallel Work II	4.0

The above courses are normally taken during the sophomore, junior, and senior years. COE 2041 and 2042 are available to students pursuing an associate degree. Since each student's cooperative education program is designed specifically for him or her, these courses are taken one per term, simultaneously with other on-campus courses.

## TRANSCRIPTS

Students are provided an official transcript free of charge upon graduation from the University. There is a fee of \$3 for each additional official transcript. Requests for transcripts must be made in writing to the Office of the Registrar at the College of attendance.

Transcripts cannot be released for students with an outstanding balance on their tuition and fees accounts.

## UNDERGRADUATE DEGREE PROGRAMS

All students seeking any of the degrees stated herein must abide by all University rules and regulations, including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; and settle all financial obligations to the University prior to graduation. The student is responsible for meeting the requirements of the University catalog in effect at admittance or readmittance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at readmittance after not attending for a full academic quarter.

## TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 48 appropriate quarter hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript. Students may not use Business Administration as one of their stated majors.

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## TWO DEGREES

Two baccalaureate degrees may be awarded simultaneously under the following conditions:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 48 appropriate quarter hours in residence in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree or major. Veterans' educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree or major.

## BACCALAUREATE DEGREES

To qualify for the Bachelor of Science degree or the Bachelor of Business Administration degree, students are required to accomplish the following:

1. Complete a minimum of 192 quarter hours with an average grade of "C" (grade point average of 2.0) or higher for all work taken at the College, with a minimum of 68 quarter hours in the 3000 and 4000 series. The final 48 quarter hours must be completed at the College.
2. Meet the specified graduation requirements, including the following area quarter hour requirements.

Area I - College Core Requirements	36.0 (minimum)
Area II - Major Core Requirements	60.0 (minimum)
Area III - General Education Core Requirements	56.0 (minimum)
<b>TOTAL QUARTER HOURS REQUIRED</b>	<b>192.0 (minimum)</b>

## ASSOCIATE DEGREES

To qualify for the Associate in Science Degree or the Associate in Business Degree, students are required to accomplish the following:

1. Complete a minimum of 96 quarter hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. The final 48 quarter hours must be completed at the College.
2. Meet the specified graduation requirements, including the following area quarter hour requirements, 36 of which must be in 2000 or above level. Upper division courses may be used to satisfy the requirements if approved by the Dean.

Area I - College Core Requirements	24.0 (minimum)
Area II - Major Core Requirements	48.0 (minimum)
Area III - General Education Core Requirements	24.0 (minimum)
<b>TOTAL QUARTER HOURS REQUIRED</b>	<b>96.0 (minimum)</b>

Note: The aforementioned stated minimum quarter hour requirements apply to all Associate in Science degree programs except for the Court Reporting Program. See the section on Associate in Science degree in Court Reporting for specific minimum quarter hour requirements for that program.

## GRADUATE PROGRAM ACADEMIC INFORMATION

The graduate programs were developed to enhance an individual's effectiveness in business and to expand the basic philosophy of the University. The graduate program will concentrate on the development and mastery of advanced critical reasoning and analytical skills, and effective written and oral communicative skills for successful application in a dynamic business and administrative environment.

In addition, the graduate program will emphasize professional ethics, use of technology, information networking, and the global and cross-cultural marketplace.

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## DEGREES OFFERED

The University awards the Master of Business Administration Degree with several areas of concentration, the Master of Public Administration and the Master of Science in International Business. Not all degrees are offered at all campus locations.

To qualify for a graduate degree, students are required to accomplish the following:

1. Satisfy the foundation course requirements.
2. Complete a minimum of 24 quarter hours of core requirements and 30 hours of concentration requirements with an average grade of "B" (grade point average of 3.0) or higher for all courses taken. All course work must be in the 5000 series or higher. The final 30 quarter hours must be completed at the University.
3. Successfully complete and present a thesis or pass a comprehensive examination in the area of concentration.
4. Abide by all University rules and regulations including satisfactory progress, attendance, and conduct; pass all required final examinations in all courses for which earned credits are recorded; settle all financial obligations to the University prior to graduation.
5. Participate in the University commencement exercise following completion of all program requirements.

The student is responsible for meeting the requirements of the University catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full academic term.

## GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a baccalaureate degree is a prerequisite for admission to the graduate program. Foreign students desiring admittance must have graduated with a baccalaureate degree from a college or university approved and evaluated based on United States Department of Education guidelines.

Certain prerequisite courses are necessary for the pursuit of many of the highly technical courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific subject is permitted. In addition to the requirement of a baccalaureate degree, admissions requirements for the student wishing to enroll in the graduate program are listed below:

1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Provide completed admissions forms.
3. All foreign students from non-English speaking countries who are entering from institutions other than a member institution must present a TOEFL score of not less than 550 or equivalent as evidence of their proficiency in reading, writing, and speaking the English language.

Categories of Enrollment:

A student applying to the graduate program may be classified in one of two categories: degree-seeking Regular Student or Provisional Student.

### 1. Regular Students

A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 3.00 for all undergraduate upper level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or achieve a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a master degree.

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## 2. Provisional Students

Any student wishing to become a candidate for a master degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either earned a score of not less than 470 on the GMAT or a comparable score on the GRE or has satisfactorily completed 16 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program. Students admitted on a provisional basis will be admitted as Regular Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

### PREREQUISITE REQUIREMENTS

While a baccalaureate degree in the same or closely related field is desirable, it is not mandatory.

Applicants whose undergraduate degrees are in fields other than business are invited to apply, but foundational work may be required before certain higher level courses may be taken. Previous exposure to (a) course(s) in Accounting, Economics, and Statistics, although not a requirement, is helpful. All graduate students are urged to take an undergraduate course in these specific areas prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, or Accounting for Planning and Control.

Students may begin their graduate program prior to meeting all pre-requisites and may engage in higher level graduate course work while concurrently completing their preparatory course work.

### STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

A student pursuing a master's degree must maintain a minimum cumulative grade point average of 3.0. Graduate students who fail to meet the minimum grade point requirement will be placed on Academic Probation for the subsequent quarter of enrollment. If otherwise eligible, a student may receive financial assistance during the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the subsequent quarter will result in Academic Dismissal. Regardless of the grade point average minimum, two or more grades of "F" will also result in the Academic Dismissal of the student.

A student will be permitted to attempt 16 quarter hours of graduate work before the application of the standards outlined below.

#### GRADUATE DEGREES - QUARTER CREDITS

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
0 - 15	3.00	N/A	66%	N/A
16 - 27	3.00	2.75	66%	50%
28 - 39	3.00	2.90	66%	60%
40 - 81	3.00	3.00	66%	65%

The maximum number of credits that may be attempted for a 54 credit graduate program is 81 (1.5 X 54).

All other elements of satisfactory progress as outlined as outlined in the section on Satisfactory Progress are applicable to graduate programs.

In all cases of academic dismissal, the student will be notified by the graduate school director or the Academic Dean.

When the presence of mitigating circumstances cause the student's grade point average to fall below the minimum standards, a letter from the student requesting reinstatement may be submitted to the Graduate



Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

**Standards Of Satisfactory Academic Progress For Graduate Students Receiving VA Benefits**

Students must maintain a cumulative grade point average of B (3.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a B (3.0) cumulative grade point average for any term will be placed on probation for the next academic term.

Failure to achieve a B (3.0) cumulative grade point during the next 2 consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

A Veteran Student terminated for unsatisfactory progress at the graduate level may be certified to the VA to receive Veteran benefits after attaining the 3.0 cumulative GPA required for satisfactory progress.

These standards are applicable only for the determination that veteran students remain eligible to receive VA benefits. The school's regular academic standards apply for all students in determining academic suspension.

**GRADING SYSTEM AND PROGRESS REPORTS: GRADUATE PROGRAM**

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. The following grading system is used:

GRADE	EVALUATION	GRADE POINTS PER QTR HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W*	Withdrawal	0
F*	Failure	0
I	Incomplete	0
N*	Mitigating Circumstances	Not calculated
PE	Passed by Proficiency Challenge Exam	Not calculated
AU	Audit	Not calculated
TC	Transfer Credit	Not calculated
Z	Research Practicum in Progress	Not calculated

Note: An "I" grade automatically changes to "F" if course requirements are not completed satisfactorily within 10 days after the official ending date of the term.

Note: An "N" grade may be awarded if a student withdraws from a class under approved and documented mitigating circumstances.

Note: A "Z" grade automatically changes to "F" if course requirements are not completed by the end of two consecutive quarters. All grade evaluations noted above may not be utilized at every University campus site.

\* Students who earn and/or request the above grades may incur additional tuition charges.

**TRANSFER OF CREDIT**

Students transferring graduate level courses from other institutions must provide evidence that the courses are comparable in content to the program of study at the University. No more than 24 hours may be accepted in transfer, and no courses will be transferred that show a grade below a "B."

**ACADEMIC LOAD - GRADUATE STUDENT**

A student taking the required eight or more quarter hours in the graduate program is defined as a full-time student for that term.

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## TUITION

The tuition for the Graduate program courses is stated in the section on Tuition and Fees.

## REFUND POLICY

The tuition refund policy for students enrolled in the graduate program is the same as stated for the undergraduate program.

## UNIVERSITY ACADEMIC STRUCTURE

The Florida Metropolitan University is made up of six separate Colleges:

- College of Arts & Sciences
- College of Business
- College of Fine Arts
- College of Health Studies
- College of Legal Studies
- College of Graduate Studies

In seeking to best serve the needs of the diverse population of Florida, eight campuses strategically located across the state offer the programs of study described in this catalog. Each campus offers the programs of study identified for the campus in the Academic Program Locations Chart.

Within these six Colleges, twenty majors are offered at the Associate, Baccalaureate or Masters level.

The College of Arts and Sciences provides the general education courses in the areas of Economics, Humanities/Fine Arts, Mathematics/Science and Social/Behavioral Sciences. There are no major areas of study offered by the College of Arts and Sciences. Courses in the areas of Accounting, Business Administration, Computer Information Science, Finance, Hospitality, Management, Marketing, International Business, Office Systems Technology and Travel Tourism are offered by the College of Business. Commercial Art, Film/Video and Video courses are provided by the College of Fine Arts. The College of Health Studies currently offers those courses related to the Medical Assisting major, while Court Reporting, Criminal Justice and Legal Assisting/Paralegal courses are provided by the College of Legal Studies. For those students enrolled in the College of Graduate Studies, courses are offered in the areas of Accounting, Computer Information Science, Economics/Finance, International Business, Management, Marketing, Mathematics, Public Administration and Political Science.

**DEGREES AWARDED BY MAJOR**

MAJOR	DEGREE AWARDED					
	MASTER	5TH YR	BS	BBA	AS	AB
<b>MAJORS IN THE COLLEGE OF BUSINESS *</b>						
ACCOUNTING		X	X		X	
BUSINESS ADMINISTRATION	X			X		
BUSINESS						X
COMPUTER DATA ENTRY					X	
COMPUTER INFORMATION SCIENCE			X		X	
COMPUTERIZED OFFICE SPECIALIST					X	
HOSPITALITY MANAGEMENT			X		X	
INTERNATIONAL BUSINESS	X		X		X	
MANAGEMENT/MARKETING			X		X	
MANAGEMENT			X		X	
MARKETING			X		X	
PUBLIC ADMINISTRATION	X					
OFFICE TECHNOLOGIES						
ADMINISTRATIVE OFFICE MANAGEMENT					X	
LEGAL SECRETARY					X	
MEDICAL EXECUTIVE ASSISTANT					X	
TRAVEL TOURISM					X	
<b>MAJORS IN THE COLLEGE OF FINE ARTS*</b>						
FILM AND VIDEO					X	
COMMERCIAL ART					X	
<b>MAJORS IN THE COLLEGE OF LEGAL STUDIES *</b>						
COURT REPORTING					X	
CRIMINAL JUSTICE			X		X	
LEGAL ASSISTING/ PARALEGAL			X		X	
<b>MAJORS IN THE COLLEGE OF HEALTH STUDIES *</b>						
MEDICAL ASSISTING					X	

\* Not available at all campuses. For specific information please refer to Academic Program Locations Table. Some programs may have limited enrollment.

## ACADEMIC PROGRAM LOCATIONS

F = Fort Lauderdale College  
 OM = Orlando College, Melbourne  
 ON = Orlando College, North  
 OS = Orlando College, South

TB = Tampa College, Brandon  
 TL = Tampa College, Lakeland  
 T = Tampa College  
 TP = Tampa College, Pinellas

PROGRAMS	LOCATION							
	F	OM	ON	OS	TB	TL	T	TP
<b>ASSOCIATE DEGREE</b>								
ACCOUNTING	X	X	X	X	X	X	X	X
BUSINESS	X	X	X	X	X	X	X	X
COMMERCIAL ART			X				X	
COMPUTER APPLICATIONS			X	X		X		
COMPUTER INFORMATION SCIENCE	X	X	X	X	X	X	X	X
COMPUTERIZED OFFICE SPECIALIST					X			
COURT REPORTING			X		X			
CRIMINAL JUSTICE		X			X	X	X	X
FILM AND VIDEO	X	X	X					
HOSPITALITY MANAGEMENT	X							X
INTERNATIONAL BUSINESS	X							
LEGAL ASSISTANT/PARALEGAL	X		X	X	X	X	X	X
MANAGEMENT/MARKETING			X	X	X	X	X	X
MANAGEMENT	X							
MARKETING	X							
MEDICAL ASSISTING		X		X	X		X	X
OFFICE TECHNOLOGIES								
ADMINISTRATIVE OFFICE MANAGEMENT		X				X		
MEDICAL EXECUTIVE ASSISTANT						X	X	
TRAVEL TOURISM		X						

**ACADEMIC PROGRAM LOCATIONS (CONTINUED)**

PROGRAMS	LOCATION							
	F	OM	ON	OS	TB	TL	T	TP
<b>BACCALAUREATE DEGREE</b>								
BUSINESS ADMINISTRATION	X	X	X	X	X	X	X	X
ACCOUNTING	X	X	X	X	X		X	X
COMPUTER INFORMATION SCIENCE	X	X	X	X	X		X	X
HOSPITALITY MANAGEMENT	X							
INTERNATIONAL BUSINESS	X							
LEGAL ASSISTANT/PARALEGAL				X				
CRIMINAL JUSTICE					X		X	X
MANAGEMENT/MARKETING			X	X	X		X	X
MANAGEMENT	X							
MARKETING	X							
PROFESSIONAL ACCOUNTING	X						X	X
<b>MASTER DEGREE</b>								
MASTER OF BUSINESS ADMINISTRATION								
ACCOUNTING		X	X	X			X	X
BUSINESS ADMINISTRATION		X	X	X	X	X	X	X
HUMAN RESOURCES MANAGEMENT							X	X
INFORMATION SYSTEMS		X	X	X				
INTERNATIONAL BUSINESS			X	X			X	
MARKETING ANALYSIS		X	X	X				
MASTER OF PUBLIC ADMINISTRATION			X					
MASTER OF SCIENCE								
INTERNATIONAL BUSINESS								X

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## GRADUATE CURRICULAR OFFERINGS

### COLLEGE OF GRADUATE STUDIES MISSION

The graduate programs continue to expand the basic mission of the University, that is, acquisition of knowledge and the ever-continuing attainment and refinement of useful skills so necessary in the changing and constantly evolving world of business, and the evolution of the student as a valuable and contributing member of society. The graduate programs further manifest this mission by emphasizing greater initiative, independence, critical thinking, and responsibility on the part of the students such that they may possess the heightened self-discipline, skill, and reasoning necessary to become valued leaders of the business community.

### MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration was designed to enhance the individual's effectiveness in business and industry in the areas of accounting, economics, management, and marketing.

To qualify for the Master of Business Administration Degree students are required to accomplish the following:

- I. Complete a minimum of fifty-four (54) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All course work must be in the 5000 series or higher. The final thirty (30) hours must be completed at the University.
- II. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
College of Graduate Studies Core Requirement	24
Major Core Requirement	16
General MBA with Research Practicum (Thesis)	14
<b>OR</b>	<b>or</b>
General MBA without Research Practicum (Thesis)	16
<b>OR</b>	<b>or</b>
Concentration with Research Practicum (Thesis)	14
<b>OR</b>	<b>or</b>
Concentration without Research Practicum (Thesis)	16
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>54-56</b>

**Each campus may have additional requirements for degree completion.**

- III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.
- IV. Completion of Comprehensive Examination or Thesis:

All MBA degree candidates except those who are writing a formal thesis must pass a comprehensive examination in the last quarter of graduate study.

Students must apply to the Office of the Registrar in the first week of their last quarter of study. Students who do not pass the written comprehensive may be allowed to retake the exam one time. If they fail a second time they must (1) complete an acceptable thesis or (2) complete two (2) four (4) quarter hour classes (electives) in their area of concentration and must achieve a grade of B or better. They may then sit for the written comprehensive exam again. Failure to pass the written comprehensive exam this time will result in Academic Dismissal.

- V. All requirements for the Master of Business Administration program, including course work and completion of the Thesis or Comprehensive Exam, must be completed within five (5) calendar years from the initial term of enrollment.

GRADUATE CORE REQUIREMENT (To be taken by all majors)

			Quarter Credit Hours
MAN	5245	Organizational Behavior	4.0
MAN	6305	Management of Human Resources	4.0
QMB	5413	Quantitative Methods	4.0
MAN	5910	Business Research	4.0
ISM	5021	Management Information Systems	4.0
		Elective	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24.0</b>

COLLEGE OF GRADUATE STUDIES

MASTER OF BUSINESS ADMINISTRATION - (MBA)

MAJOR CORE REQUIREMENTS FOR MBA

			Quarter Credit Hours
FIN	6406	Financial Management	4.0
ECP	5704	Managerial Economics	4.0
MAR	5805	Marketing Management	4.0
MAN	6721	Business Policy and Strategy	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>16.0</b>

CONCENTRATIONS

Not all concentrations are available at all locations. A graduate student may include an area of concentration by completing four (4) courses (sixteen (16) quarter credit hours) from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose four (4) courses (sixteen (16) quarter credit hours) from any combination of categories listed. The student may also choose to complete a Graduate Research Practicum in lieu of two courses in a concentration. If the student chooses this option, two electives (eight (8) quarter credit hours) must be completed from any combination of categories listed in addition to the six (6) quarter credit hour Practicum. In this instance, the student would graduate with fifty-four (54) instead of fifty-six (56) quarter credit hours.

**Accounting**

Students enrolled in the MBA program can elect to concentrate in Accounting by taking a minimum of sixteen (16) quarter credit hours in Accounting:

			Quarter Credit Hours
ACG	4201	Advanced Accounting I	4.0
ACG	4632	Auditing I	4.0
ACG	5401	Accounting Information Systems	4.0
ACG	5215	Advanced Accounting II	4.0
TAX	6065	Tax Research and Planning	4.0
ACG	5642	Auditing II	4.0
ACG	6515	Governmental Accounting	4.0

Students pursuing this concentration in anticipation of meeting State of Florida CPA requirements must complete all coursework in the Accounting Concentration and cannot opt to complete the Research Practicum.

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### International Business

Students enrolled in the MBA program can elect to concentrate in International Business by taking a minimum of sixteen (16) quarter credit hours in International Business:

			Quarter Credit Hours
MAN	5602	International Business	4.0
ECO	5709	International Economic Systems	4.0
FIN	5605	International Finance	4.0
MAR	5158	International Marketing	4.0
CPO	5054	Global Politics	4.0

### Marketing Analysis

Students enrolled in the MBA program can elect to concentrate in Marketing Analysis by taking a minimum of sixteen (16) quarter credit hours in Marketing Analysis:

			Quarter Credit Hours
MAR	5805	Marketing Management	4.0
MAR	5158	International Marketing	4.0
MAR	5505	Consumer Behavior	4.0
MAR	6336	Promotional Policy & Strategy	4.0

### Human Resources Management

Students enrolled in the MBA program can elect to concentrate in Human Resources Management by taking a minimum of sixteen (16) quarter credit hours in Human Resources Management:

			Quarter Credit Hours
MAN	5129	Managerial Decision Making	4.0
MAN	5355	Managerial Assessment and Development	4.0
MAN	5266	Management of Professionals	4.0
MAN	5282	Organizational Development	4.0

### Information Systems

Students enrolled in the MBA program can elect to concentrate in Information Systems by taking a minimum of sixteen (16) quarter credit hours in Information Systems:

			Quarter Credit Hours
ISM	5021	Management Information Systems	4.0
ISM	5401	Financial Information Systems	4.0
ISM	6030	Advanced Management Info. Systems	4.0
		Elective	4.0



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## MASTER OF SCIENCE IN INTERNATIONAL BUSINESS\*

The Master of Science in International Business was designed to develop the student's understanding of the impact of internationalization on modern business and to enhance the student's ability to interact effectively on a national or international level with increasing globalization.

To qualify for the Master of Science in International Business Degree students are required to accomplish the following:

- I. Complete a minimum of fifty-six (56) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All course work must be in the 5000 series or higher. The final thirty (30) hours must be completed at the University.
- II. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
Graduate Core Requirement	24
Major Core Requirement	16
Approved Elective Requirement with Research Practicum (Thesis)	14
<b>OR</b>	<b>or</b>
Approved Elective Requirement without Research Practicum (Thesis)	16
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>54-56</b>

- III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.

- IV. Completion of Comprehensive Examination or Thesis:

All Master of Science degree candidates except those who are writing a formal thesis must pass a comprehensive examination in the last quarter of graduate study.

Students must apply to the Office of the Registrar in the first week of their last quarter of study. Students who do not pass the written comprehensive may be allowed to retake the exam one time. If they fail a second time they must (1) complete an acceptable thesis or (2) complete two (2) four (4) quarter hour classes (electives) in their area of concentration and must achieve a grade of B or better. They may then sit for the written comprehensive exam again. Failure to pass the written comprehensive exam this time will result in Academic Dismissal.

- V. All requirements for the Master of Science program, including course work and completion of the Thesis or Comprehensive Exam, must be completed within five (5) calendar years from the initial term of enrollment.

\* Not offered at all campuses.

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**GRADUATE CORE REQUIREMENT (To be taken by all majors)**

Quarter Credit Hours

MAN	5245	Organizational Behavior	4.0
MAN	6305	Management of Human Resources	4.0
QMB	5413	Quantitative Methods	4.0
MAN	5910	Business Research	4.0
ISM	5021	Management Information Systems	4.0
		Elective	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24.0</b>

**MASTER OF SCIENCE IN INTERNATIONAL BUSINESS****MAJOR CORE REQUIREMENT**

FIN	5605	International Finance	4.0
ECO	5709	International Economic Systems	4.0
MAR	5158	International Marketing	4.0
MAN	5630	International Business Policy	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24.0</b>

**APPROVED ELECTIVE REQUIREMENT**

Students must complete a minimum of sixteen (16) quarter credit hours from the following list of courses if not completing a Research Practicum (Thesis). Students who are completing a thesis must complete eight (8) quarter credit hours from the following list:

MAN	5602	International Business	4.0
CPO	5054	Global Politics	4.0
ACC	5251	International Accounting	4.0
BUL	6631	International Commercial Law	4.0
MAN	5601	Management of International Business	4.0
MAN	6713	International Business Environment	4.0
MAR	5244	Export Marketing	4.0

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## MASTER OF PUBLIC ADMINISTRATION (MPA)\*

The Master of Public Administration was designed to enhance the individual's effectiveness in the public sector, in the areas of Governmental Accounting, Public Law and Management. To qualify for the Master of Public Administration Degree students are required to accomplish the following:

I. Complete a minimum of fifty-six (56) quarter credit hours with an average grade of "B" (Grade Point Average of 3.0) or higher for all work taken at the University. All course work must be in the 5000 series or higher. The final thirty (30) hours must be completed at the University.

II. Meet the specified graduation requirements, including the following area hour requirements:

Quarter Credit Hours

College of Graduate Studies Core Requirement	24
Major Core Requirement	24
Research Practicum (Thesis)	6

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED** **54**

III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credits are recorded; settle all financial obligations to the University.

IV. All requirements for the MPA program, including course work and completion of the Thesis must be completed within five (5) calendar years from the initial term of enrollment.

### GRADUATE CORE REQUIREMENT FOR MPA:\*

			Quarter Credit Hours
ISM	5021	Management Information Systems	4.0
ECP	5704	Managerial Economics	4.0
MAN	5245	Organizational Behavior	4.0
MAN	6305	Management of Human Resources	4.0
QMB	5413	Quantitative Methods	4.0
MAN	5910	Business Research	4.0

**TOTAL QUARTER CREDIT HOURS** **24.0**

### MAJOR CORE REQUIREMENTS:

			Quarter Credit Hours
ACG	6515	Governmental Accounting	4.0
PAD	5060	Public Administration - Theory and Practice	4.0
PAD	5604	Public Law and Regulation	4.0
PAD	5931	Public Policy and Strategy	4.0
PAD	5410	Labor Relations in the Public Sector	4.0
PAD	5900	Graduate Research Practicum	6.0
		Elective	4.0

**TOTAL QUARTER CREDIT HOURS** **30.0**

\* Not offered at all campuses.

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# UNDERGRADUATE PROGRAMS REQUIREMENTS AND INFORMATION

## BACCALAUREATE DEGREE

To qualify for the Bachelor of Science Degree or the Bachelor of Business Administration Degree, students are required to accomplish the following:

I. Complete a minimum of 192 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University, with a minimum of sixty-eight (68) hours in the 3000 and 4000 series or higher. The final forty-eight (48) hours must be completed at the University.

II. Meet the specified graduation requirements, including the following area hour requirements:

	Quarter Credit Hours
University-wide Minimum General Education Requirement	56
College Core Minimum Requirement	36
Major Core Minimum Requirement	60
Approved Minimum Elective Requirement	40
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>192</b>

Each campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the University.

## ASSOCIATE DEGREE

To qualify for the Associate in Science Degree or the Associate in Business Administration Degree, students are required to accomplish the following:

I. Complete a minimum of 96 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the University. The final forty-eight (48) hours must be completed at the University.

II. Meet the specified graduation requirements, including the following area hour requirements, thirty-six (36) of which must be in the 2000 or above level. Upper division courses may be used to satisfy the requirements if approved by the Academic Dean:

	Quarter Credit Hours
University-wide Minimum General Education Requirements	24
College Core Minimum Requirement	24
Major Core Minimum Requirement	48
<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED</b>	<b>96</b>

Each campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

III. Abide by all University rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the University.

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## UNIVERSITY WIDE GENERAL EDUCATION CORE REQUIREMENTS

A minimum of twenty-four (24) quarter credit hours in General Education Courses for Associate Degree, and a minimum of Fifty-six (56) quarter credit hours for the Baccalaureate Degree are required to meet graduation requirements.

THE FOLLOWING COURSES ARE REQUIRED OF ALL MAJORS:

			Quarter Credit Hours
ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0*
SPC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0**
MAC	1133	College Mathematics	
		or	
MAC	2104	College Algebra	4.0

Additionally, a minimum of four (4) quarter credit hours must be selected from Area I for the Associate Degree and from Areas I, II and III for the Baccalaureate Degree:

### AREA I

SOCIAL/BEHAVIORAL SCIENCES ***			Quarter Credit Hours
CLP	3143	Abnormal Psychology	4.0
SYG	2550	Addictions	4.0
CLP	3336	Adolescent Psychology	4.0
CLP	3004	Adult Psychology	4.0
SYP	3530	Crime and Delinquency	4.0
SYP	2200	Death and Dying	4.0
PSY	2050	Developmental Psychology	4.0
PSY	2500	Dynamics of Behavior	4.0
PSY	2013	General Psychology	4.0
SOP	2772	Human Sexuality	4.0
STD	1100	Interpersonal Relations	4.0
SYG	3000	Principles of Sociology	4.0
SYO	3250	Marriage and the Family	4.0
PSY	2934	Selected Topics in Psychology	4.0
PSY	4935	Selected Topics in Psychology	4.0
SYG	2934	Selected Topics in Sociology	4.0
SYG	4935	Selected Topics in Sociology	4.0
SOP	4004	Social Psychology	4.0
PSY	1050	Time/Stress Management	4.0

\* Not required for Court Reporting majors.

\*\* Not required for Computer Information Science and Computer Applications majors.

\*\*\* Not all courses listed are available at all locations.

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AREA II

HUMANITIES/FINE ARTS *			Quarter Credit Hours
ENC	4212	Advanced Report Writing	4.0
POS	2041	American National Government	4.0
REA	1205	College Reading	4.0
SPC	4400	Conference Techniques	4.0
POT	4064	Contemporary Political Thought	4.0
SPN	1100	Conversational Spanish I	4.0
SPN	1101	Conversational Spanish II	4.0
ENC	3311	Creative Writing	4.0
PHI	2100	Critical Thinking	4.0
AMH	2998	Current Issues	4.0
CPO	4820	Global Politics	4.0
DRS	2906	Directed Study	4.0
DRS	4907	Directed Study	4.0
RES	3912	Elements of Research I	2.0
RES	3913	Elements of Research II	2.0
ENC	1102	English Composition II	4.0
PHI	3600	Ethics	4.0
ARH	1009	History of Art	4.0
AMH	2420	History of Florida	4.0
ARH	1500	History of Graphic Communications	4.0
HUM	2100	Introduction to Film	4.0
HUM	1020	Introduction to Humanities	4.0
AFL	2010	Introduction to American Literature	4.0
ENL	3373	Introduction to English Literature	4.0
JOU	1011	Journalism	4.0
LIS	1000	Library Science	4.0
PHI	3131	Logic	4.0
MMC	4602	Mass Media	4.0
PHI	2010	Philosophy	4.0
SPC	3601	Advanced Speech	4.0
ENC	3211	Report Writing	4.0
POS	2930	Selected Topics in American Government	1.0
POS	4931	Selected Topics in American Government	1.0
POS	2932	Selected Topics in American Government	2.0
POS	4933	Selected Topics in American Government	2.0
POS	2934	Selected Topics in American Government	4.0
POS	4935	Selected Topics in American Government	4.0
HUM	2934	Selected Topics in the Arts	4.0
HUM	4935	Selected Topics in the Arts	4.0
SPC	2930	Selected Topics in Communication	1.0
SPC	4931	Selected Topics in Communication	1.0
SPC	2932	Selected Topics in Communication	2.0
SPC	4933	Selected Topics in Communication	2.0
SPC	2934	Selected Topics in Communication	4.0
SPC	4935	Selected Topics in Communication	4.0
ENG	2934	Selected Topics in English	4.0
ENG	4935	Selected Topics in English	4.0
FIA	2934	Selected Topics in Fine Arts	4.0
FIA	4935	Selected Topics in Fine Arts	4.0
FOL	2934	Selected Topics in Foreign Language	4.0
FOL	4935	Selected Topics in Foreign Language	4.0
AMH	2930	Selected Topics in American History	1.0

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AMH	4931	Selected Topics in American History	1.0
AMH	2932	Selected Topics in American History	2.0
AMH	4933	Selected Topics in American History	2.0
AMH	2934	Selected Topics in American History	4.0
AMH	4935	Selected Topics in American History	4.0
HUM	2930	Selected Topics in Humanities	1.0
HUM	4931	Selected Topics in Humanities	1.0
HUM	2932	Selected Topics in Humanities	2.0
HUM	4933	Selected Topics in Humanities	2.0
HUM	2934	Selected Topics in Humanities	4.0
HUM	4935	Selected Topics in Humanities	4.0
LIT	2934	Selected Topics in Literature	4.0
LIT	4935	Selected Topics in Literature	4.0
HUM	1230	Survey of Contemporary Western Culture	4.0
HUM	1210	Survey of Early Western Culture	4.0
HUM	4900	Understanding Cultural Diversity	2.0
HUM	4904	Cultural Diversity and Assimilation	4.0
GEO	1200	World Geography	4.0
EUH	2000	World History	4.0
ENC	1132	English Usage	4.0

\* Not all courses listed are available at all locations.

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AREA III

MATHEMATICS/SCIENCES \*

Quarter Credit Hours

ECO	3622	American Economic History	4.0
APB	2248	Anatomy and Medical Terminology	4.0
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
MAC	2104	College Algebra	4.0
MAC	1133	College Mathematics	4.0
ECO	4030	Comparative Economic Systems	4.0
EVS	3060	Environmental Issues	4.0
HUN	1001	Human Nutritional Science	4.0
MAP	3000	Introductory Quantitative Methods	2.0
ECO	2013	Macroeconomics	4.0
MAA	3233	Mathematical Analysis	4.0
MAC	3700	Mathematics of Finance	4.0
ECO	2023	Microeconomics	4.0
BSC	2010	Principles of Biology	4.0
ECO	3703	Principles of International Economics	4.0
MAP	3314	Quantitative Methods	4.0
ECO	2930	Selected Topics in Economics	1.0
ECO	4931	Selected Topics in Economics	1.0
ECO	2932	Selected Topics in Economics	2.0
ECO	4933	Selected Topics in Economics	2.0
ECO	2934	Selected Topics in Economics	4.0
ECO	4935	Selected Topics in Economics	4.0
EVS	2934	Selected Topics in Environmental Issues	4.0
EVS	4935	Selected Topics in Environmental Issues	4.0
MAT	4933	Selected Topics in Mathematics	2.0
MAT	2934	Selected Topics in Mathematics	4.0
MAT	4935	Selected Topics in Mathematics	4.0
STA	3014	Statistics	4.0

\* Not all courses listed are available at all locations.



# UNDERGRADUATE CURRICULAR OFFERINGS

## COLLEGE OF BUSINESS

### COLLEGE OF BUSINESS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

#### Accounting Major

##### Suggested Curriculum

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise and provide advice on taxation, management services, and the analysis of information systems.

#### COLLEGE CORE REQUIREMENTS

			Associate Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
ACO	1900	Office Finance & Accounting	4.0	4.0
SLS	1101	College Success	4.0	4.0
SLS	1301	Career Strategy	4.0	4.0
ACG	2450	Computerized Accounting	3.0	3.0
BUL	3112	Business Law I	4.0	4.0
BUL	3121	Business Law II	4.0	4.0
		Electives	9.0	13.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24</b>	<b>36</b>

#### MAJOR CORE REQUIREMENTS

ACG	2001	Principles of Accounting I	4.0	4.0
ACG	2011	Principles of Accounting II	4.0	4.0
ACG	2013	Principles of Accounting III	4.0	4.0
ACO	1806	Payroll Accounting	4.0	4.0
TAX	2215	Tax Accounting	4.0	4.0
ACG	2221	Cost Accounting for Business	4.0	4.0
ACG	3100	Intermediate Accounting I	4.0	4.0
ACG	3110	Intermediate Accounting II	4.0	4.0
ACG	3120	Intermediate Accounting III	4.0	4.0
ACG	3341	Cost Accounting I	4.0	4.0
ACG	3350	Cost Accounting II	4.0	4.0
TAX	4002	Federal Taxation I	4.0	4.0
TAX	4010	Federal Taxation II	4.0	4.0
ACG	4201	Advanced Accounting I or	4.0	4.0
ACG	4201	Advanced Accounting II	4.0	4.0
ACG	4632	Auditing I	4.0	4.0
		Electives	24.0	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>48</b>	<b>60</b>

#### APPROVED ELECTIVE REQUIREMENT

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>0</b>	<b>40</b>
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#### GENERAL EDUCATION CORE REQUIREMENTS

ENC	1101	English Composition I	4.0	4.0
ENC	1102	English Composition II	4.0	4.0
SPC	2600	Fundamentals of Speech	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
MAC	1133	College Mathematics or	4.0	4.0
MAC	2104	College Algebra	4.0	4.0
		Social/Behavioral Sciences Areas	4.0	4.0
		Humanities/Fine Arts Area	4.0	4.0
		Mathematics/Sciences Area	4.0	4.0
		Additional Electives	24.0	24.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>24</b>	<b>56</b>

	<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>96</b>	<b>192</b>
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Each campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

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**COLLEGE OF BUSINESS: BACHELOR OF SCIENCE PROFESSIONAL ACCOUNTING MAJOR\***  
(FIFTH YEAR - SECOND BACHELOR'S DEGREE)

**Professional Accounting Major**

Suggested Curriculum

This is a special post-baccalaureate (fifth-year) second major program for accounting majors that allows the graduate of the program to meet the eligibility requirements to sit for the Certified Public Accountant (CPA) Examination in the State of Florida.

<b>MAJOR CORE REQUIREMENT:</b>			Quarter Credit Hours
ACG	4401	Accounting Information Systems	4.0
ACG	4500	Governmental Accounting	4.0
ACG	4215	Advanced Accounting II	4.0
ACG	4642	Auditing II	4.0
TAX	4065	Tax Research and Planning	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>20</b>

**APPROVED ELECTIVE REQUIREMENT**

BUL	3112	Business Law I	4.0
BUL	3121	Business Law II	4.0
		Electives to be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student	20.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>28</b>

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION** **48**

Each campus offers all required courses, along with a selection of elective courses, for the specific program offered by each campus (see Academic Program Locations ). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

\* Not offered at all campus locations.

**COLLEGE OF BUSINESS: BACHELOR OF BUSINESS ADMINISTRATION AND**

**ASSOCIATE IN BUSINESS**

**Business Administration Major/Business Major**

Suggested Curriculum

The Associate in Business program is offered for students whose career goals require a broad knowledge of the functional areas of business rather than specialization in a specific area. The program is designed to prepare graduates for employment in entry-level positions in business, industry, and government.

The Bachelor of Business Administration is designed to prepare graduates for employment in middle management positions in business, industry, or government. The program is designed primarily for graduates planning to enter a small business environment or a business environment where specialization is not as appropriate an educational background as is extensive upper division coursework in three or four functional areas.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Quarter Credit Hrs

Bachelor's Degree  
Quarter Credit Hrs

ACG	2001	Principles of Accounting I	4.0
SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0
CGS	2050	Business Apps on Microcomputer	3.0
BUL	3112	Business Law I	4.0

Electives from Business and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

24

36

**MAJOR CORE REQUIREMENTS**

Business electives are to be selected in consultation with the Academic Advisor, or Dean from among Business and Business related courses to meet the Major Core Requirement.

**TOTAL QUARTER CREDIT HOURS**

48

60

**APPROVED ELECTIVE REQUIREMENT**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**TOTAL QUARTER CREDIT HOURS**

0

40

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SPC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
MAC	1133	College Mathematics or	4.0
MAC	2104	College Algebra	4.0
		Social/Behavioral Sciences Areas	4.0
		Humanities/Fine Arts Area	4.0
		Mathematics/Sciences Area	4.0
		Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.	24.0

**TOTAL QUARTER CREDIT HOURS**

24

56

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

192

Each campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF BUSINESS: ASSOCIATE IN SCIENCE**

**Computer Applications/Data Entry Major**

Suggested Curriculum

The Computer Applications/Data Entry program is designed to prepare the graduate to pursue entry level positions in data entry and other business positions requiring word processing, spreadsheets, and database utilization on microcomputers.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Quarter Credit Hrs

ACG	2001	Principles of Accounting I	4.0
SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0
CCS	2050	Business Apps on Microcomputer	3.0
		Electives from Business and Office Technology	9.0

**TOTAL QUARTER CREDIT HOURS**

24

**MAJOR CORE REQUIREMENTS**

OST	2711	Word Processing	3.0
CCS	2070	Spreadsheets	3.0
CCS	1540	Data Base	3.0
OFT	1141	Keyboarding	2.0
OFT	1143	Intermediate Keyboarding	2.0
OFT	1144	Advanced Keyboarding	2.0
		Electives from Computer Applications/Data Entry related area are to be selected in consultation with the Academic Advisor, or Academic Dean.	33.0

**TOTAL QUARTER CREDIT HOURS**

48

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SFC	2600	Fundamentals of Speech	4.0
MAC	1133	College Mathematics	4.0
		or	
MAC	2104	College Algebra	4.0
		Social/Behavioral Sciences Areas	4.0
		Mathematics/Sciences Area	4.0
		Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.	

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.



**ADDENDUM TO 1997-98 CATALOG**

*New State Refund Policy for all students who drop from college on or after January 134, 1997.*

**THE STATE REFUND POLICY HAS BEEN AMENDED TO READ:**

**STATE REFUND POLICY (For All Students)**

1. For Students Charged by the Quarter, If the Statutory Pro-Rata refund calculation does not apply to the student, or of any student withdraws subsequent to the first quarter, the College will refund all tuition and fees paid for the quarter in accordance with the following schedule:

<i>FOR WITHDRAWAL DURING</i>		
First 7 Calendar Days of Quarter	100% Tuition	0
After First 7 Calendar through 25% of the quarter	25% Tuition	75% Tuition
Remaining 75% of the Quarter	0	100% Tuition

*AMOUNT RETAINED*

2. For Students charged by the Academic year, If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first academic year, the College will refund tuition and fees paid for the Academic year in accordance with the following schedule:

<i>FOR WITHDRAWAL DURING</i>		
First Calendar Days of Academic Year	100% Tuition	0
After first 7 calendar days through 4th week of Academic year	80% Tuition	20% Tuition
5th Week & up to first 25% of Academic Year	55% Tuition	45% Tuition
Second 25% of Academic Year	30% Tuition	70% Tuition
Remaining 50% of Academic Year	0	100% Tuition

*AMOUNT RETAINED*

**FLORIDA METROPOLITAN UNIVERSITY**

Fort Lauderdale College

1040 Bayview Drive • Ft. Lauderdale, FL 33304 • (305) 568-1600 • Fax: (305) 568-2008



**COLLEGE OF BUSINESS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**Computer Information Science Major**

Suggested Curriculum

The Associate in Science Degree in Computer Information Science is designed to provide the student with hands-on training in data processing and computer operations. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language.

The Bachelor of Science Degree offers special training in the development, analysis, and design of computer information systems and data base management systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven business organizations, stressing the development of business applications through the use of computer languages.

**COLLEGE CORE REQUIREMENTS**

Associate Degree      Bachelor's Degree  
Quarter Credit Hrs      Quarter Credit Hrs

ACG	2001	4.0	4.0
SLS	1101	4.0	4.0
SLS	1301	4.0	4.0
CGS	2050	3.0	3.0
BUL	3112	4.0	4.0
Principles of Accounting I			
Electives from Business, Computer and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.			
<b>TOTAL QUARTER CREDIT HOURS</b>			
		24	36

**MAJOR CORE REQUIREMENTS**

COP	2000	4.0	4.0
COP	2120	3.0	3.0
COP	1561	4.0	4.0
CGS	1561	4.0	4.0
CIS	2321	4.0	4.0
COP	4720	33.0	41.0
Programming Logic			
Computer Programming: COBOL			
Microcomputer Operating Systems			
Systems Analysis Methods			
Data Base Program Development			
Electives from Computer Information Science Area are to be selected in consultation with the Academic Advisor, or Academic Dean.			
<b>TOTAL QUARTER CREDIT HOURS</b>			
		48	60

**APPROVED ELECTIVE REQUIREMENT**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**TOTAL QUARTER CREDIT HOURS**

0

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	4.0	4.0
ENC	1102	4.0	4.0
SFC	2600	4.0	4.0
MAC	1133	4.0	4.0
MAC	2104	4.0	4.0
College Algebra			
Social/Behavioral Sciences Areas			
Humanities/Fine Arts Area			
Mathematics/Sciences Area			
Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.			
<b>TOTAL QUARTER CREDIT HOURS</b>			
		24	56

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

192

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF BUSINESS: ASSOCIATE IN SCIENCE**

**Computerized Office Specialist Major**

Suggested Curriculum

This program is designed to provide the graduate with basic office computer skills along with a base in general business, accounting, and English skills. The graduate of the program will be prepared to seek entry-level employment in business, industry, or government offices as an administrative assistant, secretary, office manager, or microcomputer applications specialist.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Quarter Credit Hrs

ACG	2001	Principles of Accounting I	4.0
SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0
CGS	2050	Business Apps on Microcomputer	3.0
		Electives from Business, Computer and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.	9.0

**TOTAL QUARTER CREDIT HOURS**

24

**MAJOR CORE REQUIREMENTS**

OST	2711	Word Processing	3.0
OFT	1000	Typing or	
OFT	1141	Keyboarding	2.0
CGS	2070	Spreadsheets	3.0
CGS	1540	Database	3.0
OST	2401	Office Practices	4.0
OST	2355	Records Management	4.0
		Electives from Computer Information/Office Systems Technology related area are to be selected in consultation with the Academic Advisor, or Academic Dean.	29.0

**TOTAL QUARTER CREDIT HOURS**

48

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SPC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
MAC	1133	College Mathematics	
		or	
MAC	2104	College Algebra	4.0
		Social/Behavioral Sciences Areas Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.	4.0

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.



**COLLEGE OF BUSINESS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**Hospitality Management Major**

Suggested Curriculum

The Associate in Science Degree in Hospitality Management prepares students for entry-level supervisory positions in the hotel and restaurant industry by providing both basic and hospitality-specific training in management, accounting, and marketing.

The Bachelor of Science Degree in Hospitality Management prepares students for management positions in the hotel and restaurant industries with special emphasis on the sales, marketing, and management functions. Managers direct and coordinate the operation of hotels and restaurants to insure profit, efficiency, and quality customer service.

**COLLEGE CORE REQUIREMENTS**

Associate Degree      Bachelor's Degree  
Quarter Credit Hrs      Quarter Credit Hrs

ACG	2001	4.0	4.0
Principles of Accounting I			
SLS	1101	4.0	4.0
College Success			
SLS	1301	4.0	4.0
Career Strategy			
CGS	2050	3.0	3.0
Business Apps on Microcomputer			
BUL	3112	4.0	4.0
Business Law I			
Electives from Business, Computer and Office		9.0	17.0
Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.			
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24</b>	<b>36</b>

**MAJOR CORE REQUIREMENTS**

HFT	2860	4.0	4.0
Food and Beverage Management			
APA	2320	4.0	4.0
Accounting & Control for Hospitality			
HFT	2510	4.0	4.0
Hospitality Marketing			
HFT	1050	4.0	4.0
Hospitality Management			
Electives from Hospitality Management Area are to be selected in consultation with the Academic Advisor, or Academic Dean.		32.0	44.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>48</b>	<b>60</b>

**APPROVED ELECTIVE REQUIREMENTS**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**TOTAL QUARTER CREDIT HOURS**      0      40

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	4.0	4.0
English Composition I			
ENC	1102	4.0	4.0
English Composition II			
SPC	2600	4.0	4.0
Fundamentals of Speech			
SLS	1080	4.0	4.0
Computer Literacy			
MAC	1133	4.0	4.0
College Mathematics or			
MAC	2104	4.0	4.0
College Algebra			
Social/Behavioral Sciences Areas		4.0	4.0
Humanities/Fine Arts Area		4.0	4.0
Mathematics/Sciences Area		4.0	4.0
Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.		24.0	24.0

**TOTAL QUARTER CREDIT HOURS**

24      56      192

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF BUSINESS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**International Business Major**

Suggested Curriculum

International business is an important sector of the business world today. This program equips graduates for employment in entry-level positions with companies engaged in business transactions with foreign companies. The Bachelor of Science Degree in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle management positions in businesses involved in foreign markets.

**COLLEGE CORE REQUIREMENTS**

Associate Degree	Quarter Credit Hrs	Bachelor's Degree	Quarter Credit Hrs
ACG	2001	Principles of Accounting I	4.0
SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0
CGS	2050	Business Apps on Microcomputer	3.0
BUL	3112	Business Law I	9.0
		Electives from Business, Computer and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.	

**TOTAL QUARTER CREDIT HOURS**

24 36

**MAJOR CORE REQUIREMENTS**

MAN	1011	Introduction to Business Enterprise	4.0
MAR	3400	Salesmanship	4.0
MAR	2321	Advertising	4.0
MAR	3503	Consumer Behavior	4.0
MAR	3405	Industry and Trade Electives from International Business/Business areas are to be selected in consultation with the Academic Advisor, or Academic Dean.	28.0

**TOTAL QUARTER CREDIT HOURS**

48 60

**APPROVED ELECTIVE REQUIREMENT**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**TOTAL QUARTER CREDIT HOURS**

0 40

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SPC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
MAC	1133	College Mathematics	4.0
MAC	2104	College Algebra	4.0
		Social/Behavioral Sciences Areas	4.0
		Humanities/Fine Arts Area	4.0
		Mathematics/Sciences Area	4.0
		Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.	24.0

**TOTAL QUARTER CREDIT HOURS**

24 56

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96 192

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

COLLEGE OF BUSINESS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Management/Marketing Major

Suggested Curriculum

The Associate in Science Degree in Management/Marketing is designed to provide the student with a basic management and marketing background to prepare him or her for entry-level positions in business, industry, or government. The Bachelor of Science Degree in Management/Marketing Major offers additional studies in such areas as marketing research, consumer behavior, and personnel management to prepare the graduate for middle management positions in business, industry, or government.

COLLEGE CORE REQUIREMENTS

Associate Degree      Bachelor's Degree  
Quarter Credit Hrs      Quarter Credit Hrs

MAJOR CORE REQUIREMENTS		TOTAL QUARTER CREDIT HOURS	
ACG	2001	4.0	4.0
SLS	1101	4.0	4.0
SLS	1301	4.0	4.0
CGS	2050	3.0	3.0
BUL	3112	4.0	4.0
Principles of Accounting I			
Electives from Business, Computer and Office Technology related areas are to be selected in consultation with the Academic Dean.			
TOTAL QUARTER CREDIT HOURS		24	36

MAJOR CORE REQUIREMENTS

MAN	2021	4.0	4.0
MAR	1011	4.0	4.0
MAR	3233	4.0	4.0
MAN	2800	4.0	4.0
MAN	2800	4.0	4.0
MAR	2321	4.0	4.0
FIN	3000	4.0	4.0
Principles of Management			
Introduction to Marketing			
Principles of Supervision			
Small Business Management			
Advertising			
Principles of Finance			
Electives from Management/Marketing area are to be selected in consultation with the Academic Advisor, Registrar or Academic Dean.			
TOTAL QUARTER CREDIT HOURS		48	60

APPROVED ELECTIVE REQUIREMENT

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

GENERAL EDUCATION CORE REQUIREMENTS		TOTAL QUARTER CREDIT HOURS	
TOTAL QUARTER CREDIT HOURS		0	40

ENC	1101	4.0	4.0
ENC	1102	4.0	4.0
SFC	2600	4.0	4.0
SLS	1080	4.0	4.0
MAC	1133	4.0	4.0
MAC	2104	4.0	4.0
English Composition I			
English Composition II			
Fundamentals of Speech			
Computer Literacy			
College Mathematics or			
College Algebra			
Social/Behavioral Sciences Areas			
Humanities/Fine Arts Area			
Mathematics/Sciences Area			
Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.			
TOTAL QUARTER CREDIT HOURS		24	56

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

192

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF BUSINESS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**Management Major**

Suggested Curriculum

The Associate in Science Degree in Management is designed to provide the student with a basic management background to prepare him or her for entry-level positions in business, industry, or government.

The Bachelor of Science Degree in Management offers additional studies in management to prepare the graduate for middle management positions in business, industry, or government.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Bachelor's Degree

Quarter Credit Hrs  
Quarter Credit Hrs

ACG	2001	Principles of Accounting I	4.0	4.0
SLS	1101	College Success	4.0	4.0
SLS	1301	Career Strategy	4.0	4.0
CGS	2050	Business Apps on Microcomputer	3.0	3.0
BUL	3112	Business Law I	9.0	17.0

Electives from Business, Computer and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

36 24

**MAJOR CORE REQUIREMENTS**

MAN	1011	Introduction to Business Enterprise	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
MAN	3233	Principles of Supervision	4.0	4.0
MAN	2800	Small Business Management	4.0	4.0
MAR	2321	Advertising	4.0	4.0
FIN	3000	Principles of Finance	4.0	36.0

Electives from Management area are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

60 48

**APPROVED ELECTIVE REQUIREMENT**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**TOTAL QUARTER CREDIT HOURS**

40 0

**GENERAL EDUCATION CORE REQUIREMENTS**

BNC	1101	English Composition I	4.0	4.0
BNC	1102	English Composition II	4.0	4.0
SFC	2600	Fundamentals of Speech	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
MAC	1133	College Mathematics	4.0	4.0
MAC	2104	College Algebra	4.0	4.0

Social/Behavioral Sciences Areas  
Humanities/Fine Arts Area  
Mathematics/Sciences Area  
Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

56 24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

192 96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF BUSINESS: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**Marketing Major**

Suggested Curriculum

The Associate in Science Degree in Marketing is designed to provide the student with a basic marketing background to prepare him or her for entry-level positions in business, industry, or government. The Bachelor of Science Degree in Marketing offers additional studies in marketing to prepare the graduate for middle management positions in business, industry, or government.

**COLLEGE CORE REQUIREMENTS**

Associate Degree      Bachelor's Degree  
Quarter Credit Hrs      Quarter Credit Hrs

ACC	2001	Principles of Accounting I	4.0	4.0
SLS	1101	College Success	4.0	4.0
SLS	1301	Career Strategy	4.0	4.0
SLS	2050	Business Apps on Microcomputer	3.0	3.0
BUL	3112	Business Law I	4.0	17.0
Electives from Business, Computer and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.				

**TOTAL QUARTER CREDIT HOURS**

36      24

**MAJOR CORE REQUIREMENTS**

MAR	1011	Introduction to Marketing	4.0	4.0
MAR	2321	Advertising	4.0	4.0
MAR	3231	Retailing	4.0	4.0
MAR	3400	Salesmanship	4.0	4.0
MAR	3503	Consumer Behavior	4.0	4.0
Electives from the Marketing area are to be selected in consultation with the Academic Advisor, or Academic Dean.				

**TOTAL QUARTER CREDIT HOURS**

60      48

**APPROVED ELECTIVE REQUIREMENT**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**TOTAL QUARTER CREDIT HOURS**

40      0

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0	4.0
ENC	1102	English Composition II	4.0	4.0
SFC	2600	Fundamentals of Speech	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
MAC	1133	College Mathematics	4.0	4.0
or				
MAC	2104	College Algebra	4.0	4.0
Social/Behavioral Sciences Areas				
Humanities/Fine Arts Area				
Mathematics/Sciences Area				
Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.				

**TOTAL QUARTER CREDIT HOURS**

56      24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

192      96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF BUSINESS: ASSOCIATE IN SCIENCE**

**Office Technologies Major**

**Suggested Curriculum**

This comprehensive program is designed to meet the needs of those students who are interested in all aspects of secretarial work. The program places emphasis on typing and word processing skills and records and office management to prepare the graduate for secretarial and administrative assistant positions in business, industry, or government.

Concentrations are available in : Medical Executive Assistant, Legal Secretary and Administrative Office Management.

Not all concentrations are available at all campuses. Please check with your Academic Dean or the Majors chart located elsewhere in this catalog.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Quarter Credit Hrs

ACG	2001	Principles of Accounting I	4.0
SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0
CGS	2050	Business Apps on Microcomputer	3.0
		Electives from Business, Computer and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.	9.0

**TOTAL QUARTER CREDIT HOURS**

24

**MAJOR CORE REQUIREMENTS**

OFT	1000/	Typing Courses to demonstrate	2.0 - 6.0
OFT	2120	60 WPM Competency	
OFT	2711	Word Processing	3.0
OST	2355	Records Management	4.0
OST	2401	Office Practices	3.0
		Electives from Office Systems Technology, Medical or Legal related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.	2.0 - 36.0

**TOTAL QUARTER CREDIT HOURS**

48

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SFC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
MAC	1133	College Mathematics	4.0
		or	
MAC	2104	College Algebra	4.0
		Social/Behavioral Sciences Areas	
		Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.	4.0

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations ). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

COLLEGE OF BUSINESS: ASSOCIATE IN SCIENCE

Travel and Tourism Major

Suggested Curriculum

The Travel and Tourism program is designed to provide students with a broad academic background in travel and tourism, coupled with a general business administration background. Graduates of the program are prepared for a variety of entry-level positions in the travel and leisure industries.

COLLEGE CORE REQUIREMENTS

Associate Degree  
Quarter Credit Hrs

ACG	2001	Principles of Accounting I	4.0
SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0
CGS	2050	Business Apps on Microcomputer	3.0
		Electives from Business, Travel and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.	9.0

TOTAL QUARTER CREDIT HOURS

24

MAJOR CORE REQUIREMENTS

TRV	1050	Travel Geography	4.0
OST	2711	Word Processing	3.0
TRV	2010	Reservations, Ticketing and Tariffs I	4.0
TRV	2020	Reservations, Ticketing and Tariffs II	4.0
TRV	2030	Travel Agency Management	4.0
TRV	2040	Cruise and Tour Operations	4.0
TRV	2050	Marketing, Sales, Public Relations, and Salesmanship in Travel & Tourism	4.0
TRV	2100	Travel Resources	4.0
		Electives from Hospitality Management Area are to be selected in consultation with the Academic Advisor, or Academic Dean.	17.0

TOTAL QUARTER CREDIT HOURS

48

GENERAL EDUCATION CORE REQUIREMENTS

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SPC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
MAC	1133	College Mathematics	4.0
		or	
MAC	2104	College Algebra	4.0
		Social/Behavioral Sciences Areas	
		Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.	4.0

TOTAL QUARTER CREDIT HOURS

24

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF LEGAL STUDIES**

**COLLEGE OF LEGAL STUDIES: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE**

**Legal Assistant/Paralegal Major**

Suggested Curriculum

Graduates of the Legal Assistant/Paralegal Program are prepared, under the direction of an attorney to: interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operation of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Legal Assistant/Paralegal Program is a terminal program in that it trains individuals for Legal Assistant/Paralegal positions and is not a preparatory curriculum for law school.

The Bachelor of Science Degree in Legal Assistant/Paralegal enhances the study of law and legal research to permit the graduate to further their legal knowledge while enhancing their opportunity for career advancement.

**COLLEGE CORE REQUIREMENTS**

Associate Degree      Bachelor's Degree  
Quarter Credit Hrs      Quarter Credit Hrs

SLS	1101	College Success	4.0	4.0
SLS	1301	Career Strategy	4.0	4.0
		Electives from Business, Legal and Office	16.0	28.0
		Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.		

**TOTAL QUARTER CREDIT HOURS**

36      24

**MAJOR CORE REQUIREMENTS**

PLA	2223	Civil Litigation	4.0	4.0
PLA	1104	Legal Research I	3.0	3.0
PLA	1003	Introduction to Legal Assisting	4.0	4.0
		Electives from Legal Assistant/Paralegal studies area are to be selected in consultation with the Academic Advisor, or Academic Dean.	37.0	49.0

**TOTAL QUARTER CREDIT HOURS**

60      48

**APPROVED ELECTIVE REQUIREMENT**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**TOTAL QUARTER CREDIT HOURS**

40      0

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0	4.0
ENC	1102	English Composition II	4.0	4.0
SPC	2600	Fundamentals of Speech	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
MAC	1133	College Mathematics	4.0	4.0
MAC	2104	College Algebra	4.0	4.0
		or		
		Social/Behavioral Sciences Areas	4.0	4.0
		Humanities/Fine Arts Area	4.0	4.0
		Mathematics/Sciences Area	4.0	4.0
		Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.	24.0	24.0

**TOTAL QUARTER CREDIT HOURS**

56      24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

192

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.



COLLEGE OF LEGAL STUDIES: BACHELOR OF SCIENCE AND ASSOCIATE IN SCIENCE

Criminal Justice Majors

Suggested Curriculum

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for policemen or policemen.

The Bachelor of Science Degree in Criminal Justice enhances the study of the criminal justice system and expands into areas such as gang activity and drug operations and criminal justice management. Graduates are prepared for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for policemen or policemen.

COLLEGE CORE REQUIREMENTS

Associate Degree      Bachelor's Degree  
Quarter Credit Hrs      Quarter Credit Hrs

SLS	1101	College Success	4.0	4.0
SLS	1301	Career Strategy	4.0	4.0
Electives from Legal, Business and Office Technology related areas are to be selected in consultation with the Academic Advisor, or Academic Dean.				
TOTAL QUARTER CREDIT HOURS				
			24	36

MAJOR CORE REQUIREMENTS

CJ	1020	Introduction to Criminal Justice	4.0	4.0
CJ	2100	Criminal Investigation and Police Procedures	4.0	4.0
CJ	2250	Constitutional Law and Legal Procedures	4.0	4.0
Electives from Criminal Justice area to be selected in consultation with the Academic Advisor, or Academic Dean.				
TOTAL QUARTER CREDIT HOURS				
			48	60

APPROVED ELECTIVE REQUIREMENTS

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

TOTAL QUARTER CREDIT HOURS      0      40

GENERAL EDUCATION CORE REQUIREMENTS

ENC	1101	English Composition I	4.0	4.0
ENC	1102	English Composition II	4.0	4.0
SPC	2600	Fundamentals of Speech	4.0	4.0
SLS	1080	Computer Literacy	4.0	4.0
MAC	1133	College Mathematics	4.0	4.0
MAC	2104	College Algebra or	4.0	4.0
Social/Behavioral Sciences Areas				
Humanities/Fine Arts Area				
Mathematics/Sciences Area				
Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.				
TOTAL QUARTER CREDIT HOURS				
			24	56

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION

96      192

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF LEGAL STUDIES: ASSOCIATE IN SCIENCE**

**Court Reporting Major**

Suggested Curriculum

Court Reporting is an honored profession with excellent opportunities. The growth of our court system and legal community contribute to the ever increasing demand for the services of a well-trained shorthand reporter. This degree prepares the individual to enter the field as a free-lance, agency, or court-employed shorthand reporter.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Quarter Credit Hrs

SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0

**TOTAL QUARTER CREDIT HOURS**

8.0

**MAJOR CORE REQUIREMENTS**

OFT	1000	Typing	2.0
OFT	1110	Intermediate Typing	2.0
OFT	2120	Advanced Typing	2.0
OFT	1221	Machine Theory I	8.0
OFT	1222	Machine Theory II	8.0
OFT	2232	Computer-Aided Transcription	2.0
OFT	1252	Law and Legal Terminology	4.0
OFT	1223	Court & Conference Dictation I	8.0
OFT	2222	Court & Conference Dictation II	8.0
OFT	2223	Court & Conference Dictation III	8.0
OFT	2224	Court & Conference Dictation IV	8.0
OFT	2225	Court & Conference Dictation V	8.0
OFT	2226	Court & Conference Dictation VI	8.0
OFT	2227	Court & Conference Dictation VII	8.0
OFT	2231	Court Reporting Procedures	4.0
OFT	2257	Medical Terminology	4.0
OFT	2944	Internship (60 hours)	2.0

**TOTAL QUARTER CREDIT HOURS**

94

**GENERAL EDUCATION CORE REQUIREMENTS**

ENG	1132	English Usage	4.0
SFC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
AMH	2998	Current Issues	4.0
MAC	1133	College Mathematics	4.0
MAC	2104	College Algebra	4.0

Social/Behavioral Sciences Area  
Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

126

**REQUIREMENTS FOR GRADUATION:**

1. Typing: 60 net words per minute on two five minute timed writings of unfamiliar material. Must pass two five minute tests with minimum of 95% accuracy at the following speeds:
2. 225 words per minute - Q & A at 95% accuracy  
200 words per minute - Jury Charge at 95% accuracy  
180 words per minute - Literacy at 95% accuracy
3. Complete a minimum of 60 hours of participation under the direction of a practicing Court Reporter, of which a minimum of 40 hours shall be spent in actual writing time verified by the practicing reporter.

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF FINE ARTS**

**COLLEGE OF FINE ARTS: ASSOCIATE IN SCIENCE**

**Commercial Art Major**

Suggested Curriculum

The Commercial Art program is designed to prepare students for employment in the graphic arts industry as artists, graphic designers, production artists and illustrators. Students will acquire proficiency in such areas as typography, illustration, graphic design, layout and desktop publishing.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Quarter Credit Hrs

SLS	1101	College Success	4.0
SLS	1301	Career Strategy	4.0
MAR	2321	Advertising	4.0

Electives from Fine Arts and Business related area are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

24

**MAJOR CORE REQUIREMENTS**

ART	1302	Principles of Drawing and Illustration I	4.0
ART	1315	Principles of Drawing and Illustration II	4.0
GRA	1500	Advertising Design I	4.0

Electives with ART and GRA prefixes are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

48

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SFC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
MAC	1133	College Mathematics	4.0

Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF FINE ARTS: ASSOCIATE IN SCIENCE**

**Film and Video Major**

Suggested Curriculum

Through specialized training in various facets of film and video production, this program prepares the graduate to enter the creative and rewarding field of motion pictures, television and video as a free-lance contractor, to start one's own production business, or for entry-level placement in the industries.

**COLLEGE CORE REQUIREMENTS**

Associate Degree      Bachelor's Degree  
Quarter Credit Hrs      Quarter Credit Hrs

SLS 1101 College Success 4.0

SLS 1301 Career Strategy 4.0

MAR 2321 Advertising 4.0

Electives from Fine Arts and Business related areas 12.0

are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

24

**MAJOR CORE REQUIREMENTS**

RTV 1120 Production Techniques I 4.0

RTV 1020 History of Broadcasting 4.0

RTV 2010 Computer Graphics I or 4.0

RTV 2274 Post Production I 4.0

Electives from Film and Video related area are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

48

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC 1101 English Composition I 4.0

ENC 1102 English Composition II 4.0

SFC 2600 Fundamentals of Speech 4.0

SLS 1080 Computer Literacy 4.0

MAC 1133 College Mathematics 4.0

MAC 2104 College Algebra or Social/Behavioral Sciences Areas 4.0

Electives are to be selected in consultation with the Academic Advisor, or Academic Dean.

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

**COLLEGE OF HEALTH SCIENCES**

**COLLEGE OF HEALTH SCIENCES: ASSOCIATE IN SCIENCE**

**Medical Assisting Major**

**Suggested Curriculum**

The Medical Assistant program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Students receive equal emphasis on administrative and clinical aspects of patient care and in handling office and clinical environments.

**COLLEGE CORE REQUIREMENTS**

Associate Degree  
Quarter Credit Hrs

SLS	1101	College Success	4.0
OST	2711	Word Processing	3.0
SLS	1301	Career Strategy	4.0
OST	1141	Keyboarding	2.0
OST	2461	Business Management for the Med. Asst.	4.0
OST	2613	Medical Transcription	2.0
		Electives from Business Administration/Office Systems Technology related area are to be selected in consultation with the Academic Advisor, or Academic Dean.	5.0

**TOTAL QUARTER CREDIT HOURS**

24

**MAJOR CORE REQUIREMENTS**

APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
HSC	1561	Medical Law & Ethics	2.0
HSC	1531	Medical Terminology	4.0
MEA	1451	Clinical Assisting I	3.0
MEA	1452	Clinical Assisting II	3.0
MEA	2453	Clinical Assisting III	3.0
MLS	2300	Laboratory Procedures	2.0
PHA	2242	Pharmacology	4.0
HSC	2941	Medical Assistant Externship (150 hours)	5.0
HSC	2945	Medical Assistant Externship Seminar	1.0
		Electives from Medical Assisting/Office Systems Technology related area are to be selected in consultation with the Academic Advisor or Academic Dean.	13.0

**TOTAL QUARTER CREDIT HOURS**

48

**GENERAL EDUCATION CORE REQUIREMENTS**

ENC	1101	English Composition I	4.0
ENC	1102	English Composition II	4.0
SFC	2600	Fundamentals of Speech	4.0
SLS	1080	Computer Literacy	4.0
MAC	1133	College Mathematics	4.0
		or	
MAC	2104	College Algebra	4.0
PSY	2013	General Psychology	4.0

**TOTAL QUARTER CREDIT HOURS**

24

**TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

96

Each Campus offers all required courses, along with a selection of elective courses, for the specific programs offered by each campus (see Academic Program Locations). Students must consult with the Academic Office at their campus during the scheduling process regarding course availability and applicability toward program requirements.

## COURSE DESCRIPTIONS

### COLLEGE OF GRADUATE STUDIES

#### Accounting

Not all courses listed are available at all locations.

**ACG 5027 Financial Accounting**  
An introduction to the financial accounting system. Includes a comprehensive examination of financial statement preparation and the use of such statements in management decision analysis. Prerequisite: ACG2013 Principles of Accounting III or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 5215 Advanced Accounting I**  
A continuation of the study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACG4201 Advanced Accounting I or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 5401 Accounting Information System**  
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACG3120 Intermediate Accounting III or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 5642 Auditing II**  
A continuation of ACG 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACG4632 Auditing I or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 5645 Internal Auditing**  
The standards, principles, practices and procedures followed in the internal audit function. Prerequisite: ACG3120 Intermediate Accounting III or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 5675 Operational Auditing**  
Case study analysis of advanced operational auditing issues. Examination includes issues in production and production control, marketing and advertising, credit operations, and warehousing and receiving operations. Prerequisite: ACG4632 Auditing I or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 6071 Managerial Accounting**  
Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data are presented. Prerequisite: ACG 5027 Financial Accounting or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 6175 Financial Statement Analysis**  
The comprehensive examination of financial statement ratios and other quantitative and qualitative data used in analysis of financial statements are included. Prerequisite: ACG5027 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 6315 Accounting for Planning and Control**  
Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data. Prerequisite: ACG5027 Financial Accounting or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 6340 Budget Administration**  
The comprehensive identification and examination of master budget and subordinate budget preparation techniques are included. Emphasis is on preparation, implementation and evaluation of budget data. Prerequisite: ACG5027 Financial Accounting or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 6515 Governmental Accounting**  
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACG3120 Intermediate Accounting III or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 6805 Seminar in Accounting Theory**  
4.0 Quarter Credit Hours  
Examination of current developments in accounting concepts and theory. Emphasis is on relevance to current accounting practices and procedures. Prerequisite: ACG 3120 Intermediate Accounting III or equivalent.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 6919 Graduate Research Practicum**  
6.0 Quarter Credit Hours  
Participants prepare a dissertation in the form of thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. The Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the research practicum. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910 - Business Research. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**ACG 6931 Seminar in Accounting**  
4.0 Quarter Credit Hours  
A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 6065 Tax Research and Planning**  
4.0 Quarter Credit Hours  
Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will complete a directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**Computer Information Science**  
Not all courses listed are available at all locations.

**ISM 5021 Management Information Systems**  
4.0 Quarter Credit Hours  
A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISM 5401 Financial Information Systems**  
4.0 Quarter Credit Hours  
An introduction to financial information systems and their role in organizations in the areas of accounting, budgeting, forecasting, inventory control, and consolidated financial reporting needs including survey and applications of the basic concepts necessary for understanding financial information systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISM 6030 Advanced Management Information Systems**  
4.0 Quarter Credit Hours  
A comprehensive examination systems and the management, integration and application of hardware, software, procedure, systems, and human resources. Emphasis on case studies and assigned reading. Prerequisite: ISM 5021.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ISM 6919 Graduate Research Practicum**  
6.0 Quarter Credit Hours  
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Director or Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910 - Business Research.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**ISM 6935 Seminar in Computer Information Systems**  
4.0 Quarter Credit Hours  
A special seminar in advanced study consisting of relevant and current computer information systems problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**Economics/Finance**

Not all courses listed are available at all locations.

**ECO 5010 Economic Analysis of the Firm**

A comprehensive examination of economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ECP 5704 Managerial Economics**

A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 5528 Investments**

A review of investment philosophy and practical investment detail. The thrust of this course will be on personal, as opposed to institutional investment. A discussion of securities and the securities markets, analysis of different types of securities and other investments, types of risks, tax consequences, timing on selection, purchase and sale will be used to illustrate the dynamics of the process. Other investment vehicles will also be discussed. Investment goals and procedures related to the Tax Reform Act will also be covered. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 6515 Investment Analysis and Portfolio Management**

Designed to present investments in an institutional framework that is organized by a central core of fundamental principles without unnecessary mathematical or technical detail. Examines financial environment, optimal portfolio selection, rates of return, risk, options, and convertibles. The ethics of investment will be studied. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 6406 Financial Management**

A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flows, particularly cash management and distribution. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**International Business**

Not all courses listed are available at all locations.

**ACG 5251 International Accounting**

Examination of the environmental factors affecting international accounting concepts and standards. Cross country differences in accounting treatment are compared. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 6631 International Commercial Law**

Analysis of legal problems facing the U.S. international and multi-national businesses. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ECO 5709 International Economic Systems**

An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence; and characteristics of international economic order. Prerequisite: ECO - 2013 Macroeconomics or approval of Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIN 5605 International Finance**

A study of the international dimensions of finance in both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital and financial structure, and capital budgeting for foreign projects. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5601 Management of International Business**

A study of the managerial requirements for establishing and conducting multi-national business operations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5602 International Business**

An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000



**MAN 5630 International Business Policy**  
 4.0 Quarter Credit Hours  
 An analysis of corporate strategies in a rapidly developing and changing world environment. Emphasis is placed on forecasting, planning, and contingency strategies. The course is an intensive scrutiny of the strategy employed by successful international corporations in planning, selecting and implementing objectives. The utilization of a simulation management analysis project is the key tool used. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 6713 International Business Environment**  
 4.0 Quarter Credit Hours  
 A macro-examination of economic, political, and cultural variables affecting the organization.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 5158 International Marketing**  
 4.0 Quarter Credit Hours  
 This course discusses the environment of international marketing. Primary emphasis is on international marketing research, product strategy, promotional strategy, distribution strategy, pricing strategy, and present issues in international marketing.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 5244 Export Marketing**  
 4.0 Quarter Credit Hours  
 This course studies the information required by marketing managers to assist in satisfying the needs of consumers internationally. Special emphasis will be given to the constraints of the international environment.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 6920 Graduate Research Practicum**  
 6.0 Quarter Credit Hours  
 Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, profession/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910 - Business Research.  
 Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

## Management

Not all courses listed are available at all locations.

**BUL 5132 Advanced Business Law**  
 4.0 Quarter Credit Hours  
 Substantive examination and analysis of contract and tort law and relevant provisions of the Uniform Commercial Code.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CEB 5405 Legal Environment of Business**  
 4.0 Quarter Credit Hours  
 Exploration of the changing relationships between the management of business organizations and other participants in the business system. Identifies trends in all of the environments affecting the organization. Stresses legal and ethical issues.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5075 Managerial Ethics**  
 4.0 Quarter Credit Hours  
 This course is an investigation of the principles of ethical thinking and applies them to situations and models for business decision making. Explores and analyzes business ethics issues relating to the nature of the corporation, work in the corporation, the corporation and society, and the development of the corporate culture. Provides a conceptual and systematic study of ethics in an effort to develop consistent criteria as they relate to changing and emerging values.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5129 Managerial Decision Making**  
 4.0 Quarter Credit Hours  
 A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Students acquire "hands-on" experience through the use of contemporary case studies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5135 Management Communication**  
 4.0 Quarter Credit Hours  
 A study of the most effective ways of transferring information within and outside an organization.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5245 Organizational Behavior**  
4.0 Quarter Credit Hours  
An analysis of human behavior in organizations with emphasis on leadership, motivation and group dynamics.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5266 Management of Professionals**  
4.0 Quarter Credit Hours  
Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5282 Organizational Development**  
4.0 Quarter Credit Hours  
Theory and research relating to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5355 Managerial Assessment and Development**  
4.0 Quarter Credit Hours  
Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5787 Logistics Management, Public and Private**  
4.0 Quarter Credit Hours  
An examination of the complexities of logistics management through study of its separate operations such as purchasing, inventory management through logistics information systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5802 Entrepreneurship**  
4.0 Quarter Credit Hours  
Focuses on all aspects of starting, developing, and managing a new business enterprise. It is a comprehensive study of problems encountered in the formation and operation of a small business. Concentrates on how ventures are begun, how venture ideas and other key ingredients for start-ups are derived, and how to evaluate new venture proposals. Case studies are utilized as a means of replicating real world situations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 5910 Business Research**  
4.0 Quarter Credit Hours  
An in-depth study of business research methods and practices vital to the business professional.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 6305 Management of Human Resources**  
4.0 Quarter Credit Hours  
This course in human resource management covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 6721 Business Policy and Strategy**  
4.0 Quarter Credit Hours  
A study primarily concerned with the analysis of the decision making process and the use of managerial decision making techniques at the executive level. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 6910 Graduate Research Practicum**  
6.0 Quarter Credit Hours  
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, profession/technical writing, and oral communication activities. The Graduate Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the final approval of the Graduate Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN5910 - Business Research.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**MAN 6931 Seminar in Management**  
4.0 Quarter Credit Hours  
A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

## Marketing

Not all courses listed are available at all locations.

**MAN 5505 Consumer Behavior**  
4.0 Quarter Credit Hours  
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 5805 Marketing Management**  
4.0 Quarter Credit Hours  
Strategy and management of the operation of an organization's activities. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 5930 Graduate Research Practicum**  
6.0 Quarter Credit Hours  
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. The Graduate Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the research practicum. Submission and subsequent acceptance of a thesis or directed research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN5910 - Business Research.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180

**MAR 6336 Promotional Policy and Strategy**  
4.0 Quarter Credit Hours  
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing efforts. Includes a study of various promotional activities designed to influence buying decisions. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 6931 Seminar in Marketing**  
4.0 Quarter Credit Hours  
A special seminar in advanced study consisting of relevant and current marketing problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

### Mathematics

Not all courses listed are available at all locations.

**QMB 5010 Statistics for Managers**  
4.0 Quarter Credit Hours  
A comprehensive introduction to statistical and quantitative business methods in decision making.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**QMB 5413 Quantitative Methods**  
4.0 Quarter Credit Hours  
Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMB 5010 - Statistics for managers or equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

### Political Science

Not all courses listed are available at all locations.

**CPO 5054 Global Politics**  
4.0 Quarter Credit Hours  
An analysis of political implications of global trends in politics as it relates to international trade, finance and investment issues in the global political economy. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

### Public Administration

Not all courses listed are available at all locations.

**PAD 5060 Public Administration Theory and Practice**  
4.0 Quarter Credit Hours  
Theory of policy making and bureaucracy problems in public administrations, decision-making in government, and the political process. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PAD 5410 Labor Relations in the Public Sector**  
4.0 Quarter Credit Hours  
Important aspects of recruiting, maintaining, and developing personnel in government, including civil service procedures, affirmative action and organizational development. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PAD 5604 Public Law and Regulation**  
4.0 Quarter Credit Hours  
An introduction to the rapidly expanding and increasing important field of public law. Materials for the course will be balanced between cases in public law, illustrating principles of administrative procedures and review as well as judicial review of administrative agencies and studies of regulatory policies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- PAD 5900 Graduate Research Practicum**  
6.0 Quarter Credit Hours  
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research practicum is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Prerequisite: MAN 5910 - Business Research.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 180
- PAD 5931 Public Policy and Strategy**  
4.0 Quarter Credit Hours  
An advanced study primarily concerned with the analysis of the decision making process and the use of managerial decision techniques as they are used in the public and non-profit sector. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PAD 6000 Seminar in Public Administration**  
4.0 Quarter Credit Hours  
A special seminar of advanced study consisting of relevant and current public administration problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 2013 Macroeconomics**  
4.0 Quarter Credit Hours  
A basic study of economics and cultural changes with research into the economic system, its development by free competition under the capitalist system, price determination and wages, a consideration of monopoly, the laws of supply and demand, and production control. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 2023 Microeconomics**  
4.0 Quarter Credit Hours  
This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 3622 American Economic History**  
4.0 Quarter Credit Hours  
A study of the industrial development of America, Exploitation and natural resources, history of manufacturing, banking, trade, and transportation, the evolution of industrial center, and facts contributing to the growth of the United States. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 3703 Principles of International Economics**  
4.0 Quarter Credit Hours  
A study of the fundamentals of international trade; international monetary policies; theories of foreign exchange; the balance of payments; and the international monetary system. Prerequisite: ECO 2013 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 4030 Comparative Economic Systems**  
4.0 Quarter Credit Hours  
A description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECO 2013 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ECO 2930 Selected Topics in Economics**  
1.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisite: if any, are determined by the course material and instructor. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or
- ECO 2932 Selected Topics in Economics**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisite: if any, are determined by the course material and instructor. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or
- ECO 4933 Selected Topics in Economics**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisite: if any, are determined by the course material and instructor. - Lec. Hrs. 040 Other Hrs. 000

## COLLEGE OF ARTS AND SCIENCES

### Economics

Not all courses listed are available at all locations.

ECO 2934 Selected Topics in Economics  
 ECO 4935 Selected Topics in Economics  
 A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisites: if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
 4.0 Quarter Credit Hours

**Intensive English**

These Courses will not Count Toward Degree Completion

Not all courses listed are available at all locations.

ENS 1101 Conversation I - Level 1  
 A course designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1102 Conversation II - Level 1  
 A continuation of ENS 1101 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1111 Comprehension I - Level 1  
 A course designed to assist the student in building vocabulary through reading and writing passages, with oral and written questions following all reading material. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1112 Comprehension II - Level 1  
 A continuation of ENS 1111 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ELS 0181 Structures and Writing I - Level 1  
 This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ELS 0182 Structures and Writing II - Level 1  
 A continuation of ELS 0181 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1201 Conversation I - Level 2  
 Students practice English through conversation both individually and in groups. Students make oral presentations to enhance their verbal English skills. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1202 Conversation II - Level 2  
 A continuation of ENS 1201 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1211 Comprehension I - Level 2  
 This reading section will include all the structures used in ENS 1211 and ENS 1212 as well as the introduction of new vocabulary. Oral and written questions will follow each reading assignment. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1212 Comprehension II - Level 2  
 A continuation of ENS 1211 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ELS 0281 Structures and Writing I - Level 2  
 This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as the student practices through composition of multi-paragraph essays. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ELS 0282 Structures and Writing II - Level 2  
 A continuation of ELS 0281 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1301 Conversation I - Level 3  
 A course designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are utilized. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

ENS 1302 Conversation II - Level 3  
 A continuation of ENS 1301 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
 2.0 Quarter Credit Hours

- ENS 1311 Comprehension I - Level 3**  
This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors.  
Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ENS 1312 Comprehension II - Level 3**  
A continuation of ENS 1311 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ELS 0381 Structures and Writing I - Level 3**  
A grammar and writing course that progresses beyond the level of that covered in Levels 1 and 2. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments.  
Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ELS 0382 Structures and Writing II - Level 3**  
A continuation of ELS 0381 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ENS 1401 Conversation I - Level 4**  
A course consisting of oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ENS 1402 Conversation II - Level 4**  
A continuation of ENS 1401 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ENS 1411 Comprehension I - Level 4**  
Reading assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ENS 1412 Comprehension II - Level 4**  
A continuation of ENS 1411 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ELS 0481 Structures and Writing I - Level 4**  
An advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. - Lec. Hrs. 010 Lab. Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- ELS 0482 Structures and Writing II - Level 4**  
A continuation of ELS 0481 - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000  
2.0 Quarter Credit Hours
- Humanities/Fine Arts**  
Not all courses listed are available at all locations.
- AFL 2010 Introduction to American Literature**  
This course concentrates on the major writers of Modern American literature. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- AMH 2420 History of Florida**  
An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- AMH 1998 Current Issues**  
This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000  
2.0 Quarter Credit Hours
- AMH 2998 Current Issues**  
This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours

- AMH 2930 Selected Topics in American History**  
1.0 Quarter Credit Hours  
A special study of selected topics which are current interest and relevance to the student in the area of American History. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- AMH 2932 Selected Topics in American History**  
2.0 Quarter Credit Hours  
A special study of selected topics which are current interest and relevance to the student in the area of American History. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- AMH 2934 Selected Topics in American History**  
4.0 Quarter Credit Hours  
A special study of selected topics which are current interest and relevance to the student in the area of American History. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ARH 1009 History of Art**  
4.0 Quarter Credit Hours  
A comprehensive study of painting, sculpture and architecture from the Prehistoric Period to the Twentieth Century. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ARH 1500 History of Graphic Communications**  
4.0 Quarter Credit Hours  
This course surveys the history of graphic communication as it applies to human history. The coursework moves from cave pictographs and the invention of writing through breakthrough technologies and the evolution of graphic design. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CPO 4820 Global Politics**  
4.0 Quarter Credit Hours  
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- DRS 2906 Sophomore Research Practicum**  
4.0 Quarter Credit Hours  
Open to Sophomore or Senior students upon recommendation of academic advisor. Valid research appropriate to the student's major field of study is performed under faculty supervision, resulting in a final product that is acceptable for professional publication or formal presentation. Prerequisite: RES 3912 - Research Methods. Lec. Hrs. 000 Lab Hrs. 120 Other Hrs. 000
- ENG 1101 English Composition I**  
4.0 Quarter Credit Hours  
Instruction and practice in expository writing utilizing grammatical and mechanical accuracy, and proper essay form are presented. Emphasis is placed on clarity, logical organization unity, and coherence of central and supporting ideas. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENG 1102 English Composition II**  
4.0 Quarter Credit Hours  
The principles of composition applied to written communication, including essays. An extension of English Composition I (ENG 1101). Particular attention is devoted to the further development of distinctive style. Students will produce a significant quantity of written words. Prerequisite: ENG 1101. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENG 1132 English Usage**  
4.0 Quarter Credit Hours  
This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENG 3211 Report Writing**  
4.0 Quarter Credit Hours  
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite(s): ENG 1101, ENG 1102. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENG 3311 Creative Writing**  
4.0 Quarter Credit Hours  
The purpose of this course is to develop writing and language skills needed for individual expression in literary forms. Prerequisite: ENG 1102 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ENG 4212 Advanced Report Writing**  
This course provides a means for continued examination, analysis and preparation of written techniques. Continued emphasis on research gathering methodology, assimilation of data, and preparation of written reports are also included. Prerequisite(s): ENG 3211 with a grade "C" or better, or course equivalent. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- ENG 2934 Selected Topics in English**  
**ENG 4935 Selected Topics in English**  
A special study of selected topics which are of current interest and relevance to the student. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- ENL 3373 Introduction to English Literature**  
This course concentrates on the major writers of modern British literature. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- EUH 2000 World History**  
This course provides an understanding of the major historical events which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilization. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- FIA 2934 Selected Topics in Fine Arts**  
**FIA 4935 Selected Topics in Fine Arts**  
A special study of selected topics which are of current interest and relevance to the student in the area of fine arts. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- FOL 2934 Selected Topics in Foreign Language**  
**FOL 4935 Selected Topics in Foreign Language**  
A special study of selected topics which are of current interest and relevance to the student in the area of foreign language. Prerequisites: if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- GEO 1200 World Geography**  
Offers students information about countries and sights around the world. Maps and time zones are included. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- HUM 1020 Introduction to Humanities**  
A survey course designed to increase the student's understanding and appreciation of the creative process in Western culture through the study of representative materials in art, music, literature, architecture, and philosophy. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- HUM 1210 Survey of Early Western Culture**  
A study of the structure, processes, models, and cultural laws of early Western civilizations. Material is included from the anthropological study of socioeconomic systems and cultural heritage. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- HUM 1230 Survey of Contemporary Western Culture**  
A study of native culture areas and advanced civilizations. Metropolitan cultures are examined along with cultural differences in selected geographically varied nation-states, urban, and agrarian subcultures. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- HUM 2100 Introduction to Film**  
Films are screened on a weekly basis followed by a lecture devoted to placing the film in its historical context, and analyzing the film's structural elements (styles of editing, writing, directing, acting, cinematography, and sound) which will be the many styles explored. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- HUM 2234 Selected Topics in the Arts**  
**HUM 4235 Selected Topics in the Arts**  
This course provides an opportunity for the student to participate in the performing and visual arts and to explore the creative process from the perspectives of artist, performer and audience. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
4.0 Quarter Credit Hours
- HUM 2930 Selected Topics in Humanities**  
**HUM 4931 Selected Topics in Humanities**  
A special study of selected topics which are of current interest and relevance to the student in the area of humanities. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or  
1.0 Quarter Credit Hours



- HUM 2932 Selected Topics in Humanities**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of humanities. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or
- HUM 2934 Selected Topics in Humanities**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of humanities. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HUM 4900 Understanding Cultural Diversity**  
2.0 Quarter Credit Hours  
This course will develop a basic understanding of the complex nature of cultural diversity in contemporary American society. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- HUM 4904 Cultural Diversity and Assimilation**  
4.0 Quarter Credit Hours  
This expanded course covers all topics discussed in HUM 4900 and goes on to explore methodology of cultural assimilation while retaining ethnic values and identity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- JOU 1011 Journalism**  
4.0 Quarter Credit Hours  
This course provides a foundation in practical news writing and journalism. Skills and techniques will be presented in a logical fashion. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- LIS 1000 Practicum in Library and Information Management**  
4.0 Quarter Credit Hours  
This course is designed to teach students the fundamentals of library and information services. Students are required to spend 120 clock hours under the direction of the school librarian. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- LIT 2934 Selected Topics in Literature**  
4.0 Quarter Credit Hours  
**LIT 4935 Selected Topics in Literature**  
4.0 Quarter Credit Hours  
A special study of topics of current interest designed to introduce the student to the four basic literary forms of the play, the novel, the short story, and the poem. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MMC 4602 Mass Media**  
4.0 Quarter Credit Hours  
Covers the basic principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media: past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHI 2010 Philosophy**  
4.0 Quarter Credit Hours  
This course acquaints students with the most significant directions of philosophical thought so that they may be able to formulate questions, arrive at reasoned answers and evaluate those of others. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHI 2100 Critical Thinking**  
4.0 Quarter Credit Hours  
This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth, verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHI 3131 Logic**  
4.0 Quarter Credit Hours  
A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PHI 3600 Ethics**  
4.0 Quarter Credit Hours  
Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POS 2041 American National Government**  
4.0 Quarter Credit Hours  
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- POS 2930 Selected Topics in American Government**  
1.0 Quarter Credit Hours  
These courses represent a special study of selected topics which are of current interest and relevance to the student in the area of American Government. Prerequisites, if any, are determined by the course material and instructor.  
Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000
- POS 2932 Selected Topics in American Government**  
2.0 Quarter Credit Hours  
These courses represent a special study of selected topics which are of current interest and relevance to the student in the area of American Government. Prerequisites, if any, are determined by the course material and instructor.  
Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- POS 2934 Selected Topics in American Government**  
4.0 Quarter Credit Hours  
These courses represent a special study of selected topics which are of current interest and relevance to the student in the area of American Government. Prerequisites, if any, are determined by the course material and instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- POT 4064 Contemporary Political Thought**  
4.0 Quarter Credit Hours  
An examination of various nominative and empirical approaches to developments in the field is presented. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RES 3912 Research Methods**  
4.0 Quarter Credit Hours  
An in-depth study of research methods designed to aid the student in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail. Pre-requisite or Co-requisite: STA 3014 - Statistics.  
Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- SPC 2600 Fundamentals of Speech**  
4.0 Quarter Credit Hours  
This course develops the principles of oral communication common to public speaking. This course focuses on the ability to think and express ideas effectively and to plan, compose, and deliver speeches and talks of various kinds.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPC 2930 Selected Topics in Communication**  
1.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student in the area of communication. Prerequisites(s), if any, are determined by the course material and instructor. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or
- SPC 4931 Selected Topics in Communication**  
1.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student in the area of communication. Prerequisites(s), if any, are determined by the course material and instructor. - Lec. Hrs. 020 Other Hrs. 000
- SPC 2932 Selected Topics in Communication**  
2.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student in the area of communication. Prerequisites(s), if any, are determined by the course material and instructor. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or
- SPC 4933 Selected Topics in Communication**  
2.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student in the area of communication. Prerequisites(s), if any, are determined by the course material and instructor. - Lec. Hrs. 040 Other Hrs. 000
- SPC 2934 Selected Topics in Communication**  
4.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student in the area of communication. Prerequisites(s), if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPC 4935 Selected Topics in Communication**  
4.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student in the area of communication. Prerequisites(s), if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPC 3601 Advanced Speech**  
4.0 Quarter Credit Hours  
A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisite(s): ENC 1102 and SPC 2600.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SPC 4400 Conference Techniques**  
4.0 Quarter Credit Hours  
Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPN 1100 Conversational Spanish I**  
 4.0 Quarter Credit Hours  
 A basic course for students who wish to develop the ability to speak and understand the Spanish language with emphasis on phrasing, idioms, and everyday vocabulary. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SPN 1101 Conversational Spanish II**  
 4.0 Quarter Credit Hours  
 An advanced course for student who wish to develop a broad competence in Spanish. This course emphasizes the oral-aural aspects of the language and the more sophisticated use of subjunctive clauses and sentence structure. Prerequisite: SPN 1100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

### Mathematics/Sciences

Not all courses listed are available at all locations.

**APB 1100 Anatomy and Physiology I**  
 4.0 Quarter Credit Hours  
 Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**APB 1110 Anatomy and Physiology II**  
 4.0 Quarter Credit Hours  
 A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BSC 2010 Principles of Biology**  
 4.0 Quarter Credit Hours  
 An introductory course to the principles of biology with emphasis on cell structure, function, heredity, evolution, and ecology. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**EVS 3060 Environmental Issues**  
 4.0 Quarter Credit Hours  
 This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**EVS 2934 Selected Topics in Environmental Issues**  
 4.0 Quarter Credit Hours  
**EVS 4935 Selected Topics in Environmental Issues**  
 4.0 Quarter Credit Hours  
 A special study of selected topics which are of current interest and relevance to the students in the area of environmental issues. Prerequisites, if any, are determined by the course material and instructor.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HUM 1001 Human Nutritional Science**  
 4.0 Quarter Credit Hours  
 Essentials of nutrition and principle nutritional deficiency inclusive of dietary intake, digestion, absorption, utilization and function of nutrients. Factors affecting adequacy of dietary intake methods of determining nutritional states, development of nutrition standards, and recent advances in human nutrition. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAA 3233 Mathematical Analysis**  
 4.0 Quarter Credit Hours  
 Emphasizes differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business and economic decision analysis. Prerequisite: MAT 2104. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAT 1133 College Mathematics**  
 4.0 Quarter Credit Hours  
 This course presents theory and techniques of mathematical problem solving. Concepts emphasized include sets, numeric operations, informal geometry, and fundamental algebraic expressions and operations.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAC 2104 College Algebra**  
 4.0 Quarter Credit Hours  
 The algebra of sets, linear and quadratic equations, fractions, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAT 2934 Selected Topics in Mathematics**  
 4.0 Quarter Credit Hours  
**MAT 4935 Selected Topics in Mathematics**  
 4.0 Quarter Credit Hours  
 A special study of selected topics which are of current interest and relevance to the student in the area of mathematics. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- MAC 3700 Mathematics of Finance**  
4.0 Quarter Credit Hours  
A study of simple and compound interest; ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied.  
Prerequisite: MAC 1133. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS 1080 Computer Literacy**  
4.0 Quarter Credit Hours  
This course provides a presentation of the computer as a tool for personal development. Subject matter includes a basic introduction to PC operation, using the PC for communication, personal finance, organization, and as a tool for study and entertainment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- STA 3014 Statistics**  
4.0 Quarter Credit Hours  
This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- Social/Behavioral Sciences**  
Not all courses listed are available at all locations.
- CLP 3004 Adult Psychology**  
4.0 Quarter Credit Hours  
This course deals with the human life span as a whole and attempts to acquaint the student with the processes of maturation, aging, and death. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CLP 3143 Abnormal Psychology**  
4.0 Quarter Credit Hours  
An examination of abnormality in terms of current knowledge concerning mental health. Topics include mental illness and treatment, social disorders, organic and psychotic disorders, child psychosis, and disorders of mood and emotion.  
Prerequisite: PSY 2013. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CLP 3336 Adolescent Psychology**  
4.0 Quarter Credit Hours  
This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 1050 Time/Stress Management**  
4.0 Quarter Credit Hours  
Through readings, class discussion and exercises, and personal applications, this course explores the dynamics of time/stress management; its effects on an individual's physical, psychological, and emotional well being in addition to social and work relationships; healthy and unhealthy stress; and various techniques of time/stress management.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2013 General Psychology**  
4.0 Quarter Credit Hours  
A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of decision-making, the mind-body ecological system, and the emotional self.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2050 Developmental Psychology**  
4.0 Quarter Credit Hours  
This course offers an example of the physical, social, emotional, and intellectual developmental process over the spread of the human life span. The focus will be on infancy, adolescence, adulthood, aging, and the continuity of processes over these periods. Prerequisite: PSY 2013. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2500 Dynamics of Behavior**  
4.0 Quarter Credit Hours  
Drawing from several areas of behavioral science, this course includes instruction in motivation and decision making, self-assessment, personal adjustment, individual development and group dynamics. These concepts relate to the life skills beneficial to entering college students. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2932 Selected Topics in Psychology**  
2.0 Quarter Credit Hours
- PSY 2934 Selected Topics in Psychology**  
4.0 Quarter Credit Hours
- PSY 4935 Selected Topics in Psychology**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of psychology. Prerequisites, if any are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SOP 2772 Human Sexuality**  
4.0 Quarter Credit Hours  
A study of human sexuality as it applies to society, health, and relationships. Studies will include the physical and psychological aspects of the awareness of human sexuality. Legal, psychological, health issues and societal responsibility will be discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SOP 4004 Social Psychology**  
4.0 Quarter Credit Hours  
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2013. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**STD 1100 Interpersonal Relations**  
4.0 Quarter Credit Hours  
The dynamics of interaction in various settings are explored through readings, discussion, and application exercises, to better understand how interpersonal communication shapes relationships. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.

**SYG 2550 Addictions**  
4.0 Quarter Credit Hours  
An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalities of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYG 2000 Principles of Sociology**  
4.0 Quarter Credit Hours  
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec.Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYG 2932 Selected Topics in Sociology**  
2.0 Quarter Credit Hours  
**SYG 2934 Selected Topics in Sociology**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of sociology. Prerequisites, if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SVO 3250 Marriage and the Family**  
4.0 Quarter Credit Hours  
This course provides an exploration, through reading, discussions, and presentations, of the institution of marriage and the family as a system, with individual family members as parts of the whole system; the influence of families as a dynamic social system with structural components, laws, and rules. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYF 2200 Death and Dying**  
4.0 Quarter Credit Hours  
This course examines the intricacies of issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics and other individual options. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYF 3530 Crime and Delinquency**  
4.0 Quarter Credit Hours  
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

### Developmental Courses

(These courses will not count toward degree completion)

Not all courses listed are available at all locations.

**ENG 0010 Basic English Studies**  
3.0 Quarter Credit Hours  
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAT 0010 Basic Mathematics Studies**  
3.0 Quarter Credit Hours  
A comprehensive review of the skills and concepts of arithmetic intended to strengthen the student's mathematical background and to prepare the student for more advanced studies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**REA 0010 Basic Reading Skills**  
3.0 Quarter Credit Hours  
Intended for students who must develop reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development, and comprehension. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**WRT 0010 Basic Writing Skills**  
A course developing basic sentence and paragraph structure skills with emphasis on grammar, punctuation, capitalization, and appropriate word choice. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

## COLLEGE OF BUSINESS

### Accounting

Not all courses listed are available at all locations.

**ACG 2001 Principles of Accounting I**  
This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to sole proprietorships. Prerequisite: Any college-level mathematics course with a minimum grade of "C". - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2011 Principles of Accounting II**  
This course is a continuation of ACG 2001 with application to more complex business transactions. The accounting cycle is reexamined as it applies to partnerships and corporations. Prerequisite: ACG 2001.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2013 Principles of Accounting III**  
This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs. Prerequisite: ACG 2011.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2221 Cost Accounting for Business**  
This course introduces the student to the accounting techniques for a manufacturing entity. Topics include cost terminology, job cost procedures, budgeting, departmentalization, and relevant managerial decision making. Prerequisite: ACG 2013. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2242 Financial Statement Analysis**  
This course is designed to provide students with the tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. Emphasis will be placed on the analytical approach used to interpret the end results of financial reporting, which are the financial statements.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2245 Externship in Accounting**  
As part of the preparation for a career in accounting, the student is permitted to serve an externship in an accounting field acceptable to the University. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 60

**ACG 2246 Externship in Accounting**  
As part of the preparation for a career in accounting, the student is permitted to serve an externship in an accounting field acceptable to the University. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**ACG 2450 Computerized Accounting**  
This course is designed to familiarize the student with an integrated, computerized accounting information system that can be used by small to medium sized businesses. Prerequisite: ACG 2011. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**TAX 2215 Tax Accounting**  
A survey course covering the laws, procedures, returns and subsidiary schedules involved in the preparation of Federal personal tax returns. Students prepare returns ranging from simple 1040A to relatively complex business and professional returns. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**ACG 3100 Intermediate Accounting I**  
A comprehensive study of financial accounting theory. Primary emphasis is on financial accounting functions, basic theory and accounting for current assets and liabilities. Prerequisite: ACG 2013. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 3110 Intermediate Accounting II**  
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for long-term assets and liabilities, stockholders' equity, and investments. Prerequisite: ACG 3100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- ACG 3120 Intermediate Accounting III**  
4.0 Quarter Credit Hours  
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements. Prerequisite: ACG 3110.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3341 Cost Accounting I**  
4.0 Quarter Credit Hours  
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts, product costing techniques including job-order and process costing, and standard cost systems.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 3350 Cost Accounting II**  
4.0 Quarter Credit Hours  
A continuation of ACG 3341 to include in-depth studies of techniques and issues surrounding cost allocation methods, solving complex accounting problems, variance analysis, and variable costing. Prerequisite: ACG 3341.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4201 Advanced Accounting I**  
4.0 Quarter Credit Hours  
A study of advanced accounting subjects including accounting for combined economic entities, consolidations and currency conversions for foreign operations. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4215 Advanced Accounting II**  
4.0 Quarter Credit Hours  
A continuation of the study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACG 3120.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4251 International Accounting**  
4.0 Quarter Credit Hours  
Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4401 Accounting Information Systems**  
4.0 Quarter Credit Hours  
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACG 3120.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4500 Governmental Accounting**  
4.0 Quarter Credit Hours  
Budgetary and fund accounting systems as applied in various types of government agencies and educational institutions. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4632 Auditing I**  
4.0 Quarter Credit Hours  
A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4642 Auditing II**  
4.0 Quarter Credit Hours  
A continuation of ACG 4632. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACG 4632. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 4671 Internal Auditing**  
4.0 Quarter Credit Hours  
The standards, principles, practices and procedures followed in the internal audit function are covered. Prerequisite: ACG 3120. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ACG 2929 Operational Auditing**  
2.0 Quarter Credit Hours  
ACG 4673 Operational Auditing  
2.0 Quarter Credit Hours  
Case study analysis of advanced operational auditing issues. Examination includes issues in production and production control, marketing and advertising, credit operations, and warehousing and receiving operations. Prerequisite: ACG 4632. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- ACG 2931 Operational Auditing**  
4.0 Quarter Credit Hours  
ACG 4675 Operational Auditing  
4.0 Quarter Credit Hours  
Case study analysis of advanced operational auditing issues. Examination includes issues in production and production control, marketing and advertising, credit operations, and warehousing and receiving operations. Prerequisite: ACG 4632. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000





- CGS 1560 Introduction to Computers**  
 An overview of computer information systems. Through lecture and demonstration, this survey course introduces computer hardware - micro, mini, and mainframe; software, procedures, systems, and human resources, and explores their integration and application in business and in other segments of society. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
**4.0 Quarter Credit Hours**
- CGS 1561 Microcomputer Operating Systems**  
 An in-depth analysis of microcomputer operating systems, disk management and operating system commands is presented. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: CGS 1560.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
**4.0 Quarter Credit Hours**
- CGS 2050 Business Applications on the Microcomputer**  
 This course introduces the student to the more popular business applications for microcomputer: word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these tools to use in typical business situations. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000  
**3.0 Quarter Credit Hours**
- CGS 2070 Spreadsheets**  
 From instructor lecture and demonstration using a popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, and how to computerize standard business forms. Prerequisite: CGS 2050.  
 Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000  
**3.0 Quarter Credit Hours**
- CGS 2510 Advanced Spreadsheets**  
 This course involves hands-on applications related to the students' occupational objectives. Prerequisite: CGS 2070 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000  
**2.0 Quarter Credit Hours**
- CGS 2541 Advanced Database**  
 This course involves hands-on applications related to the students' occupational objectives. Prerequisite: CGS 1541 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000  
**2.0 Quarter Credit Hours**
- CGS 2930 Selected Topics in Data Processing**  
 A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer applications. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: if any, CGS 4931 Selected Topics in Data Processing  
 Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000  
**1.0 Quarter Credit Hours**
- CGS 2932 Selected Topics in Data Processing**  
 A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer applications. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: if any, CGS 4933 Selected Topics in Data Processing  
 Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000 or  
**2.0 Quarter Credit Hours**
- CGS 2934 Selected Topics in Data Processing**  
 A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer applications. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: if any, CGS 4935 Selected Topics in Data Processing  
 Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000  
**4.0 Quarter Credit Hours**
- CGS 3300 Business Information Systems**  
 This course provides an overview of the use of computer information systems in business today. Emphasis is on the responsibilities of various professionals in a typical business data processing environment. Prerequisite: CGS 1560.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
**4.0 Quarter Credit Hours**
- CGS 3310 Office Automation**  
 Office information and decision support systems are examined as emerging and critical elements in business data and information systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
**4.0 Quarter Credit Hours**
- CGS 4932 Selected Software Topics**  
 A special study in selected software topics of current interest and relevance to the student preparing for a career in computer programming. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
**4.0 Quarter Credit Hours**

**CIS 1400 Basic Computer Operations**  
 3.0 Quarter Credit Hours  
 This course provides the student with an overview of the activities and responsibilities of a Computer Operator in the typical data processing environment. Both lecture and hands-on continuous incremental learning will be used. Prerequisites: CGS 1560 and CGS 2050. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**CIS 2321 System Analysis Methods**  
 4.0 Quarter Credit Hours  
 Overview of the system development life cycle. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: CGS 1560. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 3100 Object Oriented Methodology**  
 3.0 Quarter Credit Hours  
 Advanced study of the concepts and methods used in Object Oriented Programming (OOP) and Object Oriented System Development (OOSD). Prerequisite: any 2000 level programming language. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**CIS 3600 Computer Architecture and System Software**  
 4.0 Quarter Credit Hours  
 An introduction to hardware, system software and architecture of the modern computer system. The student will be exposed to the general features of the modern computer system internal operations - both hardware and software.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4000 Advanced Database Concepts**  
 4.0 Quarter Credit Hours  
 Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems are presented. Prerequisite: COP 4720.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4200 Comparative Operating Systems**  
 4.0 Quarter Credit Hours  
 A study of operating systems fundamentals: memory management, processor management, disk management, scheduling, resource retention, from the viewpoint of microcomputer, minicomputer and mainframe computer operating systems.  
 Prerequisite: CGS 1561. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4326 Structured Systems Design**  
 4.0 Quarter Credit Hours  
 This course is an advanced study of structured systems development. Emphasis on strategies and techniques of structured design to produce logical methodologies for dealing with complexity in the development of information systems.  
 Prerequisite: COP 4720. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 4341 Data Communications (UNIX Programming)**  
 3.0 Quarter Credit Hours  
 This course is a hands-on introduction to the UNIX operating system including file manipulation, directories, C programming, UNIX shell, file commands, file editing and advanced editing techniques. Prerequisite: COP 2220.  
 Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**CIS 4810 Management Information Systems**  
 4.0 Quarter Credit Hours  
 This course is an introduction to the financial, technical, and strategic information systems planning processes. Emphasis is on the relationship of information systems process to overall business goals, policies, plans, management style, and industry condition. Prerequisite: CGS 1560. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CIS 2930 Selected Topics in Data Processing**  
 1.0 Quarter Credit Hours  
 A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Prerequisites: if any, are determined by the course material and the instructor.  
 Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

**CIS 2932 Selected Topics in Data Processing**  
 2.0 Quarter Credit Hours  
 A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Prerequisites: if any, are determined by the course material and the instructor.  
 Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**CIS 4934 Selected Topics in Data Processing**  
 4.0 Quarter Credit Hours  
 A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Prerequisites: if any, are determined by the course material and the instructor.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- CIS 2949 Externship in Data Processing I**  
**CIS 4949 Externship in Data Processing II**  
 As part of the preparation for a career in data processing, the student is permitted to serve an externship in the data processing departments of financial, business, and industrial organizations or government agencies acceptable to the University at either a Sophomore or Senior level. Arrangements for the externship 120 hours training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Prerequisite: 3.00 grade point average and approval of the Academic Advisor or Academic Dean.  
 Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- COP 2000 Programming Logic**  
 This course provides the student with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. Various methodologies are used. Prerequisite: CGS 1560  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COP 2001 Introduction to Programming**  
 This course provides an introduction to structured programming methodology utilizing either PASCAL or Quick Basic programming language. Students should expect to complete any lab assignment outside of the normal class hours. Prerequisite: COP 2000. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COP 2120 Computer Programming - COBOL**  
 Business applications using the COBOL programming language. Instructor lecture and demonstration provides in-depth coverage of COBOL language. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- COP 2161 Computer Programming - RPG II**  
 Business applications using the RPG II programming language. Instructor lecture and demonstration and student return demonstration provide in-depth coverage of RPG II programming language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COP 2001. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- COP 2170 Computer Programming - BASIC**  
 Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using BASIC. Prerequisite: COP 2001.  
 Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- COP 2220 Computer Programming - "C"**  
 This course provides an introduction to the "C" programming language as well as object-oriented programming methodology. Prerequisite: COP 2001. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- COP 2500 Structured Query Language**  
 This course is designed to instruct the student in the basic operations of the Structured Query Language. Database creation, single table queries, multitable queries, database restrictions, and imbedding SQL in a COBOL program are discussed. Prerequisite: COP 2000 or approval of the Academic Advisor or Academic Dean. Students should expect to complete any lab assignments outside of the normal class hours. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COP 2721 Basic Data Communications**  
 This course provides a non-technical introduction to data communications including the operation of communication equipment, networking, and an introduction to communication system design. Prerequisite: CGS 1560.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COP 3121 Computer Programming-Advanced COBOL**  
 This course provides the student with advanced concepts of the COBOL programming language. Prerequisite: COP 2120. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- COP 4170 Applied Software Development Project**  
 Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project are studied. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: CIS 4326 and any 2000 level programming course. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- COP 4222 Computer Programming - Advanced "C"**  
 Advanced "C" programming concepts will be covered. Prerequisite: COP 2220 and CIS 3100.  
 Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- 3.0 Quarter Credit Hours**
- 4.0 Quarter Credit Hours**

- COP 4224 Computer Programming - C++**  
3.0 Quarter Credit Hours  
An extension of the C programming language. This course is designed to introduce the student to the C++ programming language and object oriented system design. Prerequisite: COP 4222 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- COP 4230 Computer Programming - ADA**  
3.0 Quarter Credit Hours  
This course provides an introduction to the official government programming language "ADA". Object-oriented computer programming methodology is presented, as well as the unique features of the ADA language. Prerequisite: COP 4222. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- COP 4720 Data Base Program Development**  
4.0 Quarter Credit Hours  
This course is an introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP 2001 and CIS 3326. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- Finance**  
Not all courses listed are available at all locations.
- FIN 1100 Introduction to Finance**  
4.0 Quarter Credit Hours  
A study of typical financial problems faced by the individual. Topics will include budgeting, consumer credit, time payments, mortgages, and personal investing. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3000 Principles of Finance**  
4.0 Quarter Credit Hours  
This course examines the financial decision that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3324 Money and Banking**  
4.0 Quarter Credit Hours  
A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 3504 Investments**  
4.0 Quarter Credit Hours  
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy timing, selection and investment values. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 4403 Foundations of Financial Management**  
4.0 Quarter Credit Hours  
This course integrates the concepts of economics, accounting, and finance to effectively maximize shareholders profits. It will also include financial forecasting, asset management, capital budgeting, investment banking and long term financing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 4414 Financial Management**  
4.0 Quarter Credit Hours  
A study of sources of funds, capital budgeting, analysis of financial statements, and financial institutions, this course also involves financial forecasting and short and long-term financing of the corporate structure. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 4604 International Business and Finance**  
4.0 Quarter Credit Hours  
This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention the Caribbean and South America is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 2930 Selected Topics in Finance**  
1.0 Quarter Credit Hours  
**FIN 4931 Selected Topics in Finance**  
1.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of finance. Prerequisites: if any, are determined by the course material and instructor. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

**FIN 2932 Selected Topics in Finance**  
 2.0 Quarter Credit Hours  
 A special study of selected topics which are of current interest and relevance to the student in the area of finance.  
 Prerequisites: if any, are determined by the course material and instructor. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**FIN 2934 Selected Topics in Finance**  
 4.0 Quarter Credit Hours  
 A special study of selected topics which are of current interest and relevance to the student in the area of finance.  
 Prerequisites: if any, are determined by the course material and instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

### Hospitality Management

Not all courses listed are available at all locations.

**APA 2320 Accounting & Control for Hospitality**  
 4.0 Quarter Credit Hours  
 This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FSS 2500 Food and Beverage Control**  
 4.0 Quarter Credit Hours  
 This course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, income and cost control, and menu pricing.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 1001 Introduction to the Hospitality Industry**  
 4.0 Quarter Credit Hours  
 This course is an overall survey of the hospitality industry. Emphasis is placed on the development of trends in restaurants, hotels, airline companies, and other travel businesses. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 1050 Hospitality Management**  
 4.0 Quarter Credit Hours  
 An introduction to the hotel and restaurant industry with emphasis on organization and management. This course includes an analysis of typical internal organizational structures in the industry and the various levels of management roles and function(s). - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 1150 Principles of Food Service**  
 4.0 Quarter Credit Hours  
 The various types of food services, such as hotels, restaurants, health care institutions, and catering services will be discussed. General principles of food service, food production, storage, menu planning, nutrition and dining services will also be covered. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 1180 Food Production Principles**  
 4.0 Quarter Credit Hours  
 This course explains the techniques and procedures of quality and quantity food production, providing the principles underlying the selection, composition, and preparation of the major food products. Includes an extensive set of basic and complex recipes for practice. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 1250 Resort Management**  
 4.0 Quarter Credit Hours  
 This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning development, financial investment management and marketing that deal with the unique nature of the resort business. It also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 1410 Front Office Procedures**  
 4.0 Quarter Credit Hours  
 This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with checkout and settlement. The course also examines various elements of effective front office management, paying particular attention to planning and evaluating front office operations and personnel management. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 2100 Convention Management and Service**  
 4.0 Quarter Credit Hours  
 This course defines the scope and segmentation of the convention and group business markets. It describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- HFT 2430 Basic Sanitation**  
4.0 Quarter Credit Hours  
This course explains how to effectively manage sanitation to achieve high standards that will keep customers coming back.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2460 Hospitality Purchasing Management**  
4.0 Quarter Credit Hours  
This course describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in depth material regarding major categories of purchases. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2510 Hospitality Marketing**  
4.0 Quarter Credit Hours  
A study of sales, promotion and marketing practices of the hospitality industry.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2860 Food and Beverage Management**  
4.0 Quarter Credit Hours  
This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2930 Selected Topics in Hospitality Management**  
1.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of hospitality management. Prerequisites: if any, are determined by the course material and instructor.  
Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 020
- HFT 2932 Selected Topics in Hospitality Management**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of hospitality management. Prerequisites: if any, are determined by the course material and instructor.  
Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 040
- HFT 2934 Selected Topics in Hospitality Management**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of hospitality management. Prerequisites: if any, are determined by the course material and instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 2941 Hospitality Industry Externship**  
4.0 Quarter Credit Hours  
Cooperative arrangements with local hotels and restaurants allow students to receive 120 clock hours of practical experience under the supervision of hospitality personnel. Prerequisites: All Hotel and Restaurant Management required courses and approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- HFT 3263 Restaurant Management**  
4.0 Quarter Credit Hours  
This course is an analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3313 Housekeeping, Plant Engineering, Maintenance**  
4.0 Quarter Credit Hours  
A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layout, work flow, and the writing of specifications are covered.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3344 Hotel Restaurant Information Systems**  
4.0 Quarter Credit Hours  
This course is designed to introduce the students to the operation of a hotel/restaurant computer. The student will learn the various entries and procedures necessary for keeping accurate records in a computer information system. Prerequisites: HFT 1050. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HFT 3603 Laws Related to the Hospitality Industry**  
4.0 Quarter Credit Hours  
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HFT 3700 Tourism and the Hospitality Industry**  
 4.0 Quarter Credit Hours  
 This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are done in the name of leisure and tourism. It describes how tourism works and indicate how people who are part of tourism can utilize this knowledge to make tourism work for them and their particular business destination. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

### International Business

Not all courses listed are available at all locations.

**MAN 4650 Management of International Business**  
 4.0 Quarter Credit Hours  
 A study of the managerial requirements for establishing and conducting multinational business operations. Prerequisite: MAN 2021 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 4610 International and Comparative Industrial Relations**  
 4.0 Quarter Credit Hours  
 Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 4651 Import/Export Management**  
 4.0 Quarter Credit Hours  
 This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2936 Selected Topics in International Management**  
 1.0 Quarter Credit Hours  
 A special study of select topics which are of current interest and relevance to the student in the area of international management. Prerequisites: if any, are determined by the course material and instructor. Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 020 Other Hrs. 000

**MAN 2938 Selected Topics in International Management**  
 2.0 Quarter Credit Hours  
 A special study of select topics which are of current interest and relevance to the student in the area of international management. Prerequisite: if any, are determined by the course material and instructor. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 040 Other Hrs. 000

**MAN 2939 Selected Topics in International Management**  
 4.0 Quarter Credit Hours  
 A special study of select topics which are of current interest and relevance to the student in the area of international management. Prerequisite: if any are determined by the course material and instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2960 Externship in International Management I**  
 4.0 Quarter Credit Hours  
**MAN 4960 Externship in International Management II**  
 4.0 Quarter Credit Hours  
 As part of the preparation for a career in international management, the student is permitted to serve an externship of 120 hours in international management functions of financial, business, and industrial organizations. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**MAN 2141 Introduction to International Marketing**  
 4.0 Quarter Credit Hours  
 This course examines the basic principles of marketing as an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 4241 International Marketing Analysis**  
 4.0 Quarter Credit Hours  
 Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisites: MAR 2141 or MAR 1011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2800 Small Business Management**  
4.0 Quarter Credit Hours  
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2021 Principles of Management**  
4.0 Quarter Credit Hours  
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 2010 Let's Talk Business**  
2.0 Quarter Credit Hours  
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**MAN 1780 Management Today**  
4.0 Quarter Credit Hours  
This course involves the examination and review of classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAN 1011 Introduction to Business Enterprise**  
4.0 Quarter Credit Hours  
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, marketing, physical plant, finance, ethics, and law. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 3121 Business Law II**  
4.0 Quarter Credit Hours  
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 3112 Business Law I**  
4.0 Quarter Credit Hours  
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**BUL 2100 Applied Business Law**  
4.0 Quarter Credit Hours  
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. Emphasis is placed on the study of criminal law, torts, contracts, Uniform Commercial Code, and their relevance in commercial transactions. An overview of legal characteristics of a sole proprietorship, partnership, agency, and corporations are discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

Not all courses listed are available at all locations.

## Management

**MAR 2940 Selected Topics in International Marketing**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of international marketing. Prerequisite: if any, are determined by the course material and instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2938 Selected Topics in International Marketing**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of international marketing. Prerequisite: if any, are determined by the course material and instructor. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**MAR 2936 Selected Topics in International Marketing**  
1.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student in the area of international marketing. Prerequisite: if any, are determined by the course material and instructor. Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 020



- MAN 3233 Principles of Supervision**  
4.0 Quarter Credit Hours  
A study of various aspects of the supervisor's job, including work-planning, organizing, leadership, decision-making, and effective communication. - Lec. Hrs. 040 Lab Hrs. 000 Other Hr. 000
- MAN 4101 Management of Human Resources**  
4.0 Quarter Credit Hours  
An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Credit is not allowed for both MAN 4101 and MAN 6305. Prerequisite: MAN 2021. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4102 Women Managers**  
4.0 Quarter Credit Hours  
This course is designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4401 Labor Relations and Collective Bargaining**  
4.0 Quarter Credit Hours  
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2021 or approval of Academic Advisor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 4720 Business Policy and Strategy**  
4.0 Quarter Credit Hours  
A study of long term strategy and planning management, this course is primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2021. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2930 Selected Topics in Management**  
1.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisite: MAN 2021, as determined by the course material and instructor. Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 020 Other Hrs. 000
- MAN 2932 Selected Topics in Management**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisite: MAN 2021, as determined by the course material and instructor. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 040 Other Hrs. 000
- MAN 4933 Selected Topics in Management**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisite: MAN 2021, as determined by the course material and instructor. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 040 Other Hrs. 000
- MAN 2934 Selected Topics in Management**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisite: MAN 2021, as determined by the course material and instructor. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAN 2940 Externship in Management I**  
4.0 Quarter Credit Hours  
As part of the preparation for a career in management, the student is permitted to serve an externship of 120 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- PAD 3003 Public Administration**  
4.0 Quarter Credit Hours  
A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policy making in the modern governmental unit. Prerequisite: MAN 2021 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- REA 1002 Real Estate Management**  
4.0 Quarter Credit Hours  
A study of the supervision and control of real property; rental of space; credit; and maintenance with reference to residential, business, industrial and investment properties. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RMI 3015 Risk and Insurance**  
4.0 Quarter Credit Hours  
The basic principles of sound risk management, including risk identification and evaluation, are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2021 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1301 Career Strategy**  
4.0 Quarter Credit Hours  
A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRA 4010 Transportation**  
4.0 Quarter Credit Hours  
The role of the different modes of transportation (rail, motor, air, water, and pipelines) are analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity. Prerequisite: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1101 College Success**  
4.0 Quarter Credit Hours  
Through discussion and application, this course is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**QMB 3000 Introductory Quantitative Methods**  
2.0 Quarter Credit Hours  
This introductory and preparatory course provides a thorough review of topics from elementary algebra to derivatives. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**QMB 3314 Quantitative Methods**  
4.0 Quarter Credit Hours  
Quantitative techniques and analysis. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisites: STA 3014 and MAA 3233. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

## Marketing

Not all courses listed are available at all locations.

**MAR 1011 Introduction to Marketing**  
4.0 Quarter Credit Hours  
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2074 Marketing in the 90's**  
4.0 Quarter Credit Hours  
This course involves the examination and review of contemporary thought and trends in the field of marketing. It includes discussion of current applications of the marketing concept and marketing strategies in areas such as retailing, consumer behavior, advertising, and distribution. Prerequisite: MAR 1011. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2321 Advertising**  
4.0 Quarter Credit Hours  
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2500 Customer Relations and Servicing**  
4.0 Quarter Credit Hours  
This course explores the basic functions relating to customers on a one on one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 3231 Retailing**  
4.0 Quarter Credit Hours  
This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business including employee relations and customer relations. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 3250 Global Marketing**  
4.0 Quarter Credit Hours  
The study of essential issues and the unique considerations confronting the marketing decision makers in a global environment. Study will include comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- MAR 3330 Public Relations**  
4.0 Quarter Credit Hours  
A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3400 Salesmanship**  
4.0 Quarter Credit Hours  
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3405 Industry and Trade**  
4.0 Quarter Credit Hours  
A study of the industrial significance of foreign countries, the development of their industry, and the volume and types of exports and imports related to the American economy. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 3503 Consumer Behavior**  
4.0 Quarter Credit Hours  
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4203 Marketing Channels and Distribution**  
4.0 Quarter Credit Hours  
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4333 Promotional Policies and Strategy**  
4.0 Quarter Credit Hours  
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1011 and MAR 2321 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4630 Marketing Research**  
4.0 Quarter Credit Hours  
In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011 of approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 4804 Marketing Administration**  
4.0 Quarter Credit Hours  
Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 2930 Selected Topics in Marketing**  
1.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites: MAR 1011 and as determined by the course material and instructor.  
Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 020 Other Hrs. 000
- MAR 2932 Selected Topics in Marketing**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites: MAR 1011 and as determined by the course material and instructor.  
Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 040 Other Hrs. 000
- MAR 4933 Selected Topics in Marketing**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites: MAR 1011 and as determined by the course material and instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MAR 2934 Selected Topics in Marketing**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites: MAR 1011 and as determined by the course material and instructor.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**MAR 2941 Externship in Marketing I**  
**MAR 4941 Externship in Marketing II**  
 4.0 Quarter Credit Hours  
 As part of the preparation for a career in marketing, the student is permitted to serve an externship of 120 hours in retail, wholesale, and service firms and industrial organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

### Office Systems Technology

Not all courses listed are available at all locations.

**OFT 1000 Typing**  
 2.0 Quarter Credit Hours  
 Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the typewriter, the performance of basic typing operations, and typing accuracy. A minimum typing speed of 30 words per minute with 95% accuracy is required for a grade of "C". - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 1110 Intermediate Typing**  
 2.0 Quarter Credit Hours  
 A continuation of OFT 1000 with emphasis placed on the development of speed and accuracy. A minimum typing speed of 45 words per minute with 95% accuracy is required for a grade of "C". Prerequisite: OFT 1000 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 1141 Keyboarding**  
 2.0 Quarter Credit Hours  
 A first course designed so students attain complete mastery of the alphanumeric keyboard and the numeric keypad of a computer keyboard. Emphasis is placed on correct stroking, posture, and basic keyboarding techniques. The student is required to attain a minimum keyboarding speed of 30 words per minute with 95% accuracy for a grade of "C".  
 Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 1143 Intermediate Keyboarding**  
 2.0 Quarter Credit Hours  
 A continuation of OFT 1141 with special emphasis placed on increasing speed and improving accuracy. A minimum keyboarding speed of 45 words per minute with 95% accuracy is required for a grade of "C". Prerequisite: OFT 1141 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 1144 Advanced Keyboarding**  
 2.0 Quarter Credit Hours  
 A continuation of OFT 1143 with special emphasis placed on increasing speed and improving accuracy. A minimum keyboarding speed of 60 words per minute with 95% accuracy is required for a grade of "C". Prerequisite: OFT 1143 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 1146 Expert Keyboarding**  
 2.0 Quarter Credit Hours  
 A continuation of OFT 1144 in which the student is given various business applications and drills to further increase speed and accuracy. A minimum keyboarding speed of 70 words per minute with 95% accuracy is required for a grade of "C". Prerequisite: OFT 1144 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 1435 Legal Terminology**  
 2.0 Quarter Credit Hours  
 A study of legal words, terms, and phrases normally encountered in the application of modern law in an office environment. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OFT 2120 Advanced Typing**  
 2.0 Quarter Credit Hours  
 A continuation of OFT 1110 with emphasis placed on increasing speed and improving accuracy. This course will provide learning activities simulating the office environment. Prerequisite: OFT 1110 or approval of Faculty Advisor or Dean. A minimum typing speed of 60 words per minute with 95% accuracy is required for a grade of "C".  
 Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 1271 Speedwriting I**  
 3.0 Quarter Credit Hours  
 Speedwriting is an abbreviated writing system based primarily on longhand and phonetics. Students will learn a number of time-saving techniques and will be able to take dictation from 40 to 60 words per minute. Students should expect to complete some lab assignments outside the normal class hours. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**OST 1272 Speedwriting II**  
 3.0 Quarter Credit Hours  
 This course is designed to develop speed and accuracy in dictation. Students will also learn better techniques for taking notes outside the normal class hours. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

- OST 1401 General Office Procedures**  
3.0 Quarter Credit Hours  
This course provides exposure to such business office procedures as handling incoming and outgoing mail including the use of high priority mailing systems, using office equipment including copiers, adding machines, calculators and computer assisted delivery systems such as E-Mail. Other routine functions normally performed by office employees are discussed. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- OST 2130 Legal Typewriting**  
3.0 Quarter Credit Hours  
Legal typewriting will acquaint the student with a variety of formats, styles, punctuation, spelling, definitions, vernacular, and custom within the scope of legal protocol. A minimum typing speed of 55 words per minute with 95% accuracy is required for a grade of "C". Students should expect to complete some lab assignments outside the normal class hours. Prerequisite: OST 1110. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- OST 2321 Business Office Machines**  
2.0 Quarter Credit Hours  
Primary emphasis is on developing touch operation of a 10-key calculator. Various types of calculators are presented as are other common office machines. Repro graphics is discussed. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OST 2335 Business Communications**  
4.0 Quarter Credit Hours  
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1102  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2355 Records Management**  
4.0 Quarter Credit Hours  
A study of the efficient control of business records. This course will cover the basic rules of filing and records management including the alphabetic, numeric, geographic, and subject systems. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2401 Office Practices**  
3.0 Quarter Credit Hours  
This course is designed to analyze the tasks and responsibilities of the administrative assistant as well as maintaining a professional image. Organizing time and work, keeping accurate records, setting priorities, and managing stress are discussed. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- OST 2430 Legal Office Procedures**  
3.0 Quarter Credit Hours  
The purpose of this course is to introduce the students to advanced legal office procedures and the role of today's legal secretaries. Students will prepare legal documents, be exposed to legal terminology, and practice professionalism through office simulation. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- OST 2461 Business Management for the Medical Assistant**  
4.0 Quarter Credit Hours  
This course introduces the student to the administrative functions of the medical office or clinic. Public relations, office safety and security are covered. Emphasis is on manual and computerized records management, to include banking and payroll. An introduction to medical insurance billing including ICD and CPT definitions and uses is covered.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2601 Machine Transcription I**  
2.0 Quarter Credit Hours  
An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work. Prerequisites: OFT 1000 or OFT 1141, or approval of the Academic Advisor or Academic Dean, Medical assisting students have an additional prerequisite of MLS 1531. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OST 2602 Machine Transcription II**  
2.0 Quarter Credit Hours  
A continuation of OST 2601. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: OST 2601 or approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- OST 2613 Medical Machine Transcription**  
2.0 Quarter Credit Hours  
This course will focus on transcribing medical correspondence and medical reports. Building and reinforcing the student's knowledge of medical terminology will also be emphasized. Prerequisite: HSC 1531, OST 2711 or OFT 1141, or by approval of the Academic Advisor or Academic Dean. 000 Lab Hrs. 040 Other Hrs. 000
- OST 2620 Legal Machine Transcription**  
3.0 Quarter Credit Hours  
The student will learn the operation of transcription equipment and become proficient in its use. Transcribing legal documents, correspondence, and reports accurately and speedily is the major purpose of this course. Emphasis is placed in increasing the student's legal terminology. Students should expect to complete some lab assignments outside the normal class hours. Prerequisite: OST 2601. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**OST 2621 Advanced Legal Machine Transcription**  
 2.0 Quarter Credit Hours  
 This advanced course is designed to increase the speed and accuracy of legal transcription skills. This course will focus on transcribing legal correspondence and various legal documents. Building the student's knowledge of legal terminology will also be emphasized. Prerequisite: OST 2601 - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2711 Word Processing**  
 3.0 Quarter Credit Hours  
 A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment. Prerequisite: OFT 1000 or OFT 1141. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**OST 2734 Advanced Word Processing and Graphic Applications**  
 3.0 Quarter Credit Hours  
 Graphic and desktop publishing skills are developed. Prerequisite OST 2711 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**OST 2821 Introduction to Desktop Publishing**  
 2.0 Quarter Credit Hours  
 This course provides the student with a hands-on introduction to the fundamentals of desktop publishing and its use in the field of commercial art and advertising. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2830 Electronic Calculator Applications**  
 2.0 Quarter Credit Hours  
 This course is designed to develop speed and accuracy in operating electronic calculators by use of the touch method. Special emphasis is placed on improving basic arithmetic ability to solve business problems with use of these calculators. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**OST 2940 Office Technician Externship I**  
 2.0 Quarter Credit Hours  
 This course includes 60 hours of practical experience in the secretarial field. Prerequisite: Approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

**OST 2941 Office Technician Externship II**  
 2.0 Quarter Credit Hours  
 This course provides practical experience in the secretarial field. Prerequisite: Approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

### Travel/Tourism

Not all courses listed are available at all locations.

**TRV 1010 Introduction to Travel**  
 4.0 Quarter Credit Hours  
 This course provides an overview of the travel and tourism industry. Areas of study include transportation and accommodations, tourism, and business travel. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 1050 Travel Geography**  
 4.0 Quarter Credit Hours  
 This course will present the world as a wide variety of destinations. World geography as it pertains to travel and tourism is studied on the basis of the various continents and how they relate to international travel. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 1200 Tourism and the Hospitality Industry**  
 4.0 Quarter Credit Hours  
 This course provides an understanding of the temporary mass migratory movements of people throughout the world, movements that are made in the name of leisure and tourism. How tourism works and how people who are part of tourism can utilize the knowledge to make tourism work for them and their particular business or destination are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 2010 Reservations, Ticketing and Tariffs I**  
 4.0 Quarter Credit Hours  
 This course is designed to develop the student's knowledge of the planning and pricing of itineraries for international travel. This course will involve direct flight planning, tariff terminology, fares, international tariffs and other necessary items for accurate travel ticketing, and will cover the operating instructions and use of the World Editions of the Official Airline Guide. Prerequisite: TRV 1200, TRV 1010, TRV 1050, TRV 2100. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 2020 Reservations, Ticketing and Tariffs II**  
 4.0 Quarter Credit Hours  
 This course is designed to develop the student's knowledge of the planning and pricing of itineraries for domestic travel. It will involve direct flight planning, tariff terminology, fares, domestic tariffs and other necessary items for accurate travel ticketing. This course will cover the operating instructions and use of the North American Official Airline Guide. Prerequisites: TRV 2010, ACCG 2001. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 2030 Travel Agency Management**  
4.0 Quarter Credit Hours  
This course is a study of travel agency management requirements. Orientation to regulatory agencies, repeating and administrative forms, sales agreements, and agency appointment procedures, interrelationships of the travel agency with airline and steamship companies, railroads, wholesalers, tour companies and operations, methods of charter and group travel promotion are included. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 2040 Cruise and Tour Operations**  
4.0 Quarter Credit Hours  
This course is an examination of pertinent information about the tour and cruise industry, including their history, operations, and housing and selling system. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 2050 Marketing, Sales, Public Relations and Salesmanship in Travel and Tourism**  
4.0 Quarter Credit Hours  
This course is a study of sales, promotion, marketing, and salesmanship practices in the tourism industry including the components of sales and selling in travel from the introduction to the close of a sale.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 2100 Travel Resources**  
4.0 Quarter Credit Hours  
This course will provide for the student orientation toward regulatory agencies, internal relationship of the travel agency with the airline and steamship companies, railroad, wholesalers, tour companies and operations, methods of charter and group travel promotion. Prerequisites: TRV 1010, TRV 1050. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TRV 2999 Travel Externship**  
4.0 Quarter Credit Hours  
As part of the preparation for a career in travel and tourism administration, the student is permitted to serve a 120 hour externship in the travel industry or other organizations acceptable to the University. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and to the employer. Prerequisite: Approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

## COLLEGE OF FINE ARTS

### Commercial Art

Not all courses listed are available at all locations.

**ART 1250 Basic Design I**  
4.0 Quarter Credit Hours  
An introduction to the basic knowledge of the elements and principles of good design and its use in Visual Communications.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ART 1302 Principles of Drawing/Illustration I**  
4.0 Quarter Credit Hours  
An introduction to the principles, material and techniques necessary to develop skills in drawing. A step by step examination of drawing using line, value, form, shape, texture, tone, perspective and color. Emphasis is placed on drawing realistically, proportionally and development of the observation between object and image using a continual incremental learning process featuring instructor lecture, demonstration and return demonstration. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ART 1315 Principles of Drawing/Illustration II**  
4.0 Quarter Credit Hours  
This course is a continuation of Drawing Principles I. Application and discrimination of the principles of drawing as they apply to materials and techniques is the emphasis of the course. Observation as it applies to drawing realistically and proportionally correct is developed in a continual incremental learning process. Prerequisite: Principles of Drawing/Illustration I - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ART 1320 Illustration I**  
4.0 Quarter Credit Hours  
Drawing and composition techniques with direct application to marker rendering.  
Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

**ART 1531 Typography**  
4.0 Quarter Credit Hours  
An introduction to letter forms and typefaces; includes instruction in the rendering of lettering both freehand and with tools, mechanical in pen and ink. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ART 2300 Illustration II**  
4.0 Quarter Credit Hours  
An advanced study of drawing techniques in various media. Prerequisite: ART 1320.  
Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000



- ART 2751 Life Drawing I**  
2.0 Quarter Credit Hours  
This course includes the thematic concerns of drawing. Using lecture and demonstration, the course includes self-portraits, interiors and exterior studies as well as study of the human form from a live model. The assignments are developed to allow the student to pursue their own drawing aesthetic. Outside lab time is required. Prerequisite: ART 1315  
Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- ART 2761 Life Drawing II**  
2.0 Quarter Credit Hours  
This course is a continuation of study in drawing the figure. Using lecture and demonstration, the course includes emphasis on structure, form, gesture and proportion. Light and shadow are examined as they apply to defining the anatomy. The assignments are developed to allow the students to pursue their own aesthetic. Prerequisite: ART 2751. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- ART 2930 Selected Topics in Commercial Art I**  
1.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000
- ART 2931 Selected Topics in Commercial Art II**  
1.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor. - Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- ART 2932 Selected Topics in Commercial Art I**  
2.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- ART 2933 Selected Topics in Commercial Art II**  
2.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- ART 2934 Selected Topics in Commercial Art I**  
4.0 Quarter Credit Hours  
**ART 2935 Selected Topics in Commercial Art II**  
4.0 Quarter Credit Hours  
A special study of selected topics of current interest and relevance to the student preparing for a career in commercial art. Prerequisites, if any, are determined by the course material and the instructor. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ART 3000 Anatomy and Figure Drawing**  
4.0 Quarter Credit Hours  
A study of the skeletal and structure of the human body essential in the drawing of the human figure.  
Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- GRA 1500 Advertising Design I**  
4.0 Quarter Credit Hours  
An introduction to the fundamentals of effective retail advertising. This course develops the design principles that are necessary for the artist to produce comprehensive layouts. Prerequisite: ART 1531  
Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- GRA 1510 Advertising Design II**  
4.0 Quarter Credit Hours  
A continuation of GRA 1500 Advertising Design I. Prerequisite: GRA 1500. - Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- GRA 2500 Graphic Design I**  
4.0 Quarter Credit Hours  
Continued study of graphic design principles and production techniques; includes color separation, letterpress, gravure and silk screen printing processes. Prerequisite: GRA 1510. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- GRA 2510 Graphic Design II**  
4.0 Quarter Credit Hours  
An advanced study of mechanical preparation of full color design for reproduction. Prerequisite: GRA 2500. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- GRA 2520 Publication Design**  
4.0 Quarter Credit Hours  
Introduction to publication design, including the application of design principles. Practical considerations include budget, schedule, layouts, mechanical, photography and color separations. - Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000



**RTV 2200 Sound I** 4.0 Quarter Credit Hours  
This course emphasizes two basic aspects of audio: studio & field recording techniques, and the post production process. Prerequisite: RTV 1321 or Approval of Academic Advisor or Academic Dean - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 1321 Production Techniques II** 3.0 Quarter Credit Hours  
The advanced study of production elements and the application of fundamentals. Students acquire and apply the skills of studio and remote production, post production, and control room operation. Prerequisite: RTV 1120 Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**RTV 2205 Computer Graphics I** 4.0 Quarter Credit Hours  
Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. Prerequisite: CGS 1560 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 1250 Media Lab Techniques** 4.0 Quarter Credit Hours  
This lab course is designed to instruct and reinforce the student on proper operation and application of equipment. The student will cover all phases of control room operation as well as studio and remote operation. Students produce various programs and projects for air. This class meets eight hours per week. Prerequisite: RTV 1120 Lec. Hrs. 000 Lab Hrs. 080 Other Hrs. 000

**RTV 1120 Production Techniques I** 4.0 Quarter Credit Hours  
This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 1260 Technical Studies** 4.0 Quarter Credit Hours  
This course is an introduction to the photographic process and video application. Students learn the basics of composition through focusing, lighting, shooting, processing, framing, sequencing, storyboarding, and editing as they acquire the technical and conceptual foundation for expression in the media arts. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 1020 History of Broadcasting** 4.0 Quarter Credit Hours  
Historical and critical survey of the communications industry. This course traces the roots and evolution of broadcasting through early radio, film and television. Future technology trends and developments are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**RTV 1000 Visual Studies** 4.0 Quarter Credit Hours  
Introduction to illustration techniques utilizing composition and perspective as formal visual elements. Course work will address the use of line, shape, form, space, movement, and texture. Students will be expected to complete assignments outside of class hours. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

Not all courses listed are available at all locations.

## Film And Video

**GRA 2999 Commercial Art Externship** 2.0 Quarter Credit Hours  
A practical experience allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

**GRA 2998 Portfolio** 2.0 Quarter Credit Hours  
This course develops the preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume. Instruction is also given in portfolio preparation and presentation as it applies to job interviewing skills. Prerequisites: GRA 2510 and student must have completed 40 quarter credit hours in the major core requirement. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**GRA 2550 Desktop Publishing II** 2.0 Quarter Credit Hours  
This course is a continuation of Desktop Publishing using the desktop design software. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**GRA 2531 Production Art** 4.0 Quarter Credit Hours  
Continued study in the mechanical assembly of art work for reproduction including the preparation of art work for full-color process printing. Prerequisites: GRA 2510 and students must have completed 40 quarter credit hours in the major core requirement. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- RTV 2000 Lighting I**  
4.0 Quarter Credit Hours  
This course is a study of both the art and techniques of lighting. Students learn both theoretical and practical areas of lighting to develop the skills necessary to be members of a production crew. Prerequisite: RTV 1321 or Approval of Academic Advisor or Academic Dean - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RTV 2010 Lighting II**  
2.0 Quarter Credit Hours  
This course applies advanced lighting techniques. Students will be expected to use and demonstrate skills acquired in Lighting I. Prerequisite: RTV 2000 - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- RTV 2274 Post Production I**  
3.0 Quarter Credit Hours  
This course is designed to introduce the student to the postproduction process. Students learn fundamental editing techniques and aesthetics. Prerequisite: RTV 1120 or Approval of Academic Advisor or Academic Dean Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- RTV 2276 Post Production II**  
3.0 Quarter Credit Hours  
This course covers the post production process and provides students with the advanced skills of editing. Students learn operations of computer assisted editing. Prerequisite: RTV 1120 or Approval of Academic Advisor or Academic Dean. Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- CWR 2100 Script Development I**  
4.0 Quarter Credit Hours  
This course will cover the basic concepts and elements of writing for media. From concept and design, through the final shooting script, the students will develop a complete understanding of how a script is produced. Practical writing exercises will help students develop a fundamental understanding of writing. Prerequisite: ENC 1101 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RTV 2208 Directing and Acting**  
4.0 Quarter Credit Hours  
The fundamentals of directing and acting techniques are explored in a variety of methods. Students will work with scripts and scenes as both actors and directors. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RTV 2310 Computer Graphics II**  
3.0 Quarter Credit Hours  
Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. Prerequisite: RTV 2205 - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- RTV 2400 Sound II**  
3.0 Quarter Credit Hours  
This course applies advanced sound techniques. Students will be expected to apply recording techniques from skills acquired in Sound I. Prerequisite: RTV 2200 - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- FIL 1350 Special Effects and Makeup I**  
4.0 Quarter Credit Hours  
This course deals with the fundamentals of special effects and makeup. Topics include history and development of various procedures relating to special effects and makeup. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL 1360 Special Effects and Makeup II**  
3.0 Quarter Credit Hours  
This course introduces participants to the step-by-step procedures used by professional makeup artists with hands-on exercises. Prerequisite: FIL 1350 - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- RTV 2025 Multimedia and Desktop**  
4.0 Quarter Credit Hours  
Course is designed to demonstrate the use of computers in the desktop world of communications. Students analyze various components of desktop solutions and create interactive and multimedia presentations. Prerequisite: RTV 2300 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RTV 2774 Advanced Video Techniques**  
4.0 Quarter Credit Hours  
Students incorporate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: RTV 1120 or Approval of Academic Advisor or Academic Dean Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RTV 2300 Broadcast News and Documentary Production**  
4.0 Quarter Credit Hours  
Instruction in supervised exercises in the production, writing, reporting, and editing of television news, public affairs, and documentary programs. Prerequisite: RTV 1120 or Approval of Academic Advisor or Academic Dean Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- RTV 2260 Remote Production**  
4.0 Quarter Credit Hours  
This advanced production course is designed to prepare each student for the various aspects of electronic news gathering or field production. Students apply fundamental apply skills of production from concept to completion. Prerequisite: Approval of Academic Advisor or Academic Dean - Lec. Hrs. 000 Lab Hrs. 080 Other Hrs. 000
- FIL 2271 Film Camera Operations**  
4.0 Quarter Credit Hours  
Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisite: FIL 1270 - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CWR 2420 Script Development II**  
4.0 Quarter Credit Hours  
Students apply the methods and techniques to develop a first draft script. Emphasis will be placed on using the proper script format, developing characters, script analysis, and effective story development. Prerequisite: CWR 2100  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RTV 1800 Media Management**  
4.0 Quarter Credit Hours  
Course designed to prepare students in management and business considerations related to the video/film industry. Business aspects, budgeting, scripts, financing, distribution, marketing, advertising, industry leaders in their fields provide insight to information and contacts regarding subjects emphasized. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- RTV1010 Film Criticism I**  
2.0 Quarter Credit Hours  
This course is an historical and critical survey of motion pictures, tracing the roots of current trends in films today. Films produced (Circa 1920-1950) will be screened weekly, followed by a lecture and discussion regarding the structural elements of the film in review. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- RTV1030 Film Criticism II**  
2.0 Quarter Credit Hours  
This course is an historical and critical survey of motion pictures, tracing the roots of current trends in films today. Films produced (Circa 1950-present) will be screened weekly, followed by a lecture and discussion regarding the structural elements of the film in review. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- FIL1270 Film Production I**  
4.0 Quarter Credit Hours  
This course will cover the principles of the motion picture camera and the entire motion picture process. Formats such as 16mm and 35mm will be covered. Students will acquire a working knowledge of motion picture camera operation, filtration, film stocks, lighting, grip and sound equipment. Current procedures used by professional assistant camera people will be taught. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL1650 Film Production II**  
4.0 Quarter Credit Hours  
A study of the basic techniques of film production, including pre-production planning and production of a short film (Super 8mm film production). - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIL2200 Film Production III**  
4.0 Quarter Credit Hours  
Practical work in syn-sound film production: creative use of camera, sound, editing and production planning. Lecture and field production work required in the completion of a syn-sound film. Prerequisites: FIL 1270 and Approval of Academic Advisor or Academic Dean - Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- RTV2998 Film/Video Externship**  
2.0 Quarter Credit Hours  
A practical experience which allows the student to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 Quarter Credit Hours in the major core component and minimum "C"(GPA) grade. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- RTV2999 Film/Video Externship**  
4.0 Quarter Credit Hours  
A practical experience which allows the student to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 Quarter Credit Hours in the major core component and minimum "C"(GPA) grade. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- FIL 2930 Selected Topics in Film/Video**  
1.0 Quarter Credit Hours  
**FIL 2932 Selected Topics in Film/Video**  
1.0 Quarter Credit Hours  
Seminar study/production of special projects in film or video. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

**HSC 2941 Medical Assistant Externship**  
A 150-hour course of practical in-service in a medical office or clinic in which the student practices direct application of all administration and clinical functions of the medical assistant. Prerequisites: All classes required for Medical Core Requirements must be completed prior to enrollment or by approval of the Academic Dean or Academic Advisor.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 150

**HSC 2601 Basic Principles of X-Ray Procedures**  
This course assists in the preparation of the students' applications for certification required of basic X-Ray machine operators. Radiation protection, equipment operation and maintenance, radiological procedures and patient positioning are also covered. Prerequisite(s): APB 1100, APB 1110, HSC 1531. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSC 2350 Current Medical Codes II**  
The purpose of the coding course is to provide a uniform language of CPT that will accurately describe medical, surgical, and diagnostic services which then provides an effective means of communication for physicians, patients, insurance claimants, and other parties. Prerequisite: HSC 2250 with a grade of C or better. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSC 2250 Current Medical Codes I**  
The purpose of the coding course is to provide a uniform language of ICD-9 that will accurately describe medical, surgical, and diagnostic services which then provides an effective means of communication for physician, patients, insurance claimants, and other parties. Prerequisites: HSC 1531 with a grade of "C" or better.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSC 1561 Medical Law and Ethics**  
This course covers medical jurisprudence and medical ethics. Legal aspects of office procedures are covered including a discussion of various medical/ethical issues in today's society. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**HSC 1531 Medical Terminology**  
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSC 1446 Special Patient Care**  
This course offers comprehensive studies in treating the patient with special and specific needs. Managing cancer and terminally ill patients and various treatment protocols are covered as well as the unique needs of pediatric and geriatric patients as related to their disease process. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSC 1444 Diseases of the Human Body**  
A study of the human body's diseases and basic information about common medical conditions. Prerequisite: APB1100, APB1110, or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**HSC 1145 Clinical Procedures**  
This course correlates the clinical and diagnostic procedures available in health care. Physical therapy, pulmonary function, rehabilitation and x-ray are covered. Etiology of disease, community health, and patient teaching are emphasized. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

Medical Assisting  
Not all courses listed are available at all locations.

## COLLEGE OF HEALTH STUDIES

**FIL 2935 Selected Topics in Film/Video**  
Seminar study/production of special projects in film or video. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**FIL 2934 Selected Topics in Film/Video**  
Seminar study/production of special projects in film or video. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or

**OST 1221 Machine Theory I**  
An introduction to the basic principles of computer-compatible machine shorthand theory. Phonetics, symbols, finger position, brief forms, phrases, reading and writing habits will be stressed. - Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000  
**8.0 Quarter Credit Hours**

Not all courses listed are available at all locations.

### Court Reporting

## COLLEGE OF LEGAL STUDIES

**PHA 2242 Pharmacology**  
Various aspects of clinical pharmacology will be discussed including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, the course will include a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
**4.0 Quarter Credit Hours**

**MLS 2300 Laboratory Procedures I**  
A study of laboratory and clinical procedures performed in the medical office to include venipuncture, urinalysis, hematology and clinical chemistry. This course also includes the procedures for quality control techniques. Prerequisites: APB 1100, MLS 1451, HSC 1531, or a student must have completed a minimum of 48 Quarter Credit Hours in the Medical Assistant program or be approval of the Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000  
**2.0 Quarter Credit Hours**

**MEA 2934 Selected Topics in Medical Assisting**  
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a medical assistant. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000  
**4.0 Quarter Credit Hours**

**MEA 2932 Selected Topics in Medical Assisting**  
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a medical assistant. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000  
**2.0 Quarter Credit Hours**

**MEA 2930 Selected Topics in Medical Assisting**  
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a medical assistant. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000  
**1.0 Quarter Credit Hours**

**MEA 2453 Clinical Assisting III**  
A study of basic pharmacology and administration of medications to include calculations, injection techniques, and safety. Also electrocardiography and review of vital signs will be covered. Prerequisites: APB1100, APB1110, HSC1531, MAC1133, MEA1451, MEA1452 or a student must have completed a Minimum of 48 Quarter Credit Hours in the Medical Assisting program or by approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000  
**3.0 Quarter Credit Hours**

**MEA 1452 Clinical Assisting II**  
A study of the basic skills and procedures used when assisting the physician in the examination of a patient. The student will learn physical exams and positions, minor surgery assistance, surgical instruments, examination instruments, aseptic techniques, and the procedures for performing vital signs. This course will also correlate types of procedures and exams to the medical specialty in which they are practiced. Prerequisites: MEA 1451 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000  
**3.0 Quarter Credit Hours**

**MEA 1451 Clinical Assisting I**  
A study of basic skills and procedures used in medical emergencies including the practice of first aid techniques and CPR. The student will learn the proper use of universal precautions in the medical environment including the study of HIV/AIDS, bloodborne pathogens, the use of personal protective equipment, and infection control. An introduction to vital signs will be included. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000  
**3.0 Quarter Credit Hours**

**HSC 2945 Medical Assistant Externship Seminar**  
This course is designed to be taken concurrently with HSC 2941 Medical Assistant Externship. The student will meet with the externship advisor to discuss weekly developments in the externship site. Job seeking skills in the medical field will be discussed as well as professionalism in the medical office. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000  
**1.0 Quarter Credit Hours**

- OST 1222 Machine Theory II**  
8.0 Quarter Credit Hours  
Continuation of the basic principles of machine shorthand. New brief forms and phrases are introduced. At this point students begin to work on writing stamina and speed building. Reporting techniques, including Q & A and Jury Charge, are introduced. Prerequisite: OST 1221 or approval of Academic Advisor or Academic Dean.  
Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 1223 Court and Conference Dictation I**  
8.0 Quarter Credit Hours  
Students begin working in their Speed Building Manuals along with their correlated speed tapes. Writing techniques, principles and new briefs and multi-voice dictation are introduced. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 1222 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 1252 Law & Legal Terminology**  
4.0 Quarter Credit Hours  
An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the judiciary system, including discovery, trial, and appellate process. The student is introduced to Latin and legal terminologies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2222 Court and Conference Dictation II**  
8.0 Quarter Credit Hours  
A course which develops the skills learned in Court and Conference Dictation I and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 1223 or approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 2223 Court and Conference Dictation III**  
8.0 Quarter Credit Hours  
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Continuation of speed improvement through dictation of literary, Congressional Record Jury Charge, and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2222 or approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 2224 Court and Conference Dictation IV**  
8.0 Quarter Credit Hours  
A continuation of speed improvement on Jury Charge, literary, Congressional Record and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2223 or approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 2225 Court and Conference Dictation V**  
8.0 Quarter Credit Hours  
A continuation of Court and Conference Dictation IV with increased speed building in Jury Charge, Literary and Q & A categories. Multi-voice dictation is stressed at this level. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2224 or approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 2226 Court and Conference Dictation VI**  
8.0 Quarter Credit Hours  
A continuation of Court and Conference Dictation V with increased emphasis on multi-voice dictation and speed building in literary, Jury Charge and Q & A material. Testing is performed at controlled speeds. Successful completion of this course will depend on meeting minimum speed requirements. Prerequisite: OST 2225 or approval of the Academic Advisor or Academic Dean.  
Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 2227 Court and Conference Dictation VII**  
8.0 Quarter Credit Hours  
A continuation of Court and Conference Dictation VI. Students will be expected to attain a literary speed of 180 words per minute, Jury Charge speed of 200 words per minute, Q & A speed of 225 words per minute. Prerequisite: OST 2226 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 020 Lab Hrs. 120 Other Hrs. 000
- OST 2231 Court Reporting Procedures**  
4.0 Quarter Credit Hours  
The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required. Included in this course: The role of the reporter in trials, depositions and administrative hearing; instruction in the ethics of court reporting; indexing filing, and storage of notes; increasing note-reading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turn-around schedules; and the NSRA Code of Professional Responsibilities and use of the library and reference materials. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- OST 2232 Computer Aided Transcription**  
2.0 Quarter Credit Hours  
This course is an overview in reporter-related technology, concepts and vocabulary, which cover computer-aided transcription systems, work processing system, and video application and a mock Video Deposition. Students are taken on field trips to Court Reporter's Offices and the Courthouse. Prerequisite: OFT 1000 or OFT 1141 and OST 2225 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- OST 2257 Medical Terminology**  
4.0 Quarter Credit Hours  
A study of human anatomy including the functions of the major systems of the body. An emphasis is placed on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to other medical specialties. - Lec. Hrs. 040 Lab hrs. 000 Other Hrs. 000
- OST 2611 Medical Transcription**  
4.0 Quarter Credit Hours  
Students receive practice using medical terminology in dictated form. This course is designed to reinforce the spelling and definitions of medical terms. Prerequisite: HSC 1531 or approval of the Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2944 Externship**  
2.0 Quarter Credit Hours  
Students are required to complete an externship with a minimum of 50 hours of participation under the direction of practicing reporters, of which a minimum of 40 hours shall be spent in actual writing time verified by the practicing reporter(s) under whom the externship is being completed. Dress, attitude, and demeanor are emphasized. Prerequisite: OST 2227 or approval of the Academic Advisor or Academic Dean. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- Criminal Justice**  
Not all courses listed are available at all locations.
- CJ 1010 Criminology**  
4.0 Quarter Credit Hours  
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the rationale of crime-centered treatment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 1020 Introduction to Criminal Justice**  
4.0 Quarter Credit Hours  
This is an introductory course dealing with the Criminal Justice System in the United States which includes discussion of the court systems, correctional organizations, and law enforcement agencies. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2210 Criminal Procedure**  
4.0 Quarter Credit Hours  
This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2230 Criminal Evidence**  
4.0 Quarter Credit Hours  
This course considers the rules of evidence and rule of exclusion. Rules of evidence as they pertain to a suspect's rights are included and the course covers the procedures for gathering evidence within the realm of legally admissible evidence rules. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2250 Constitutional Law and Legal Procedures**  
4.0 Quarter Credit Hours  
The policy of the Constitution and the Supreme Court in law enforcement is studied. The Florida Constitution is also studied in its relationship to law enforcement. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2440 Introduction to Corrections**  
4.0 Quarter Credit Hours  
This course focuses on historical and contemporary views of offender management and treatment. Corrections system operation, the effects of institutionalized and alternatives to incarceration will be explored. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2540 Juvenile Delinquency**  
4.0 Quarter Credit Hours  
Examination of programs and institutions including juvenile court process, intake services, and remedial procedures and practices are included in this course. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2930 Selected Topics in Criminal Justice**  
1.0 Quarter Credit Hours  
CJ 4931 Selected Topics in Criminal Justice  
A special study of selected topics which are of current interest and relevance to the student preparing for a career in criminal justice. Prerequisites, if any, are determined by the course material and the instructor. Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 020 Other Hrs. 000



- CJ 2932 Selected Topics in Criminal Justice**  
 2.0 Quarter Credit Hours  
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in criminal justice. Prerequisites, if any, are determined by the course material and the instructor.  
 Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- CJ 4933 Selected Topics in Criminal Justice**  
 2.0 Quarter Credit Hours  
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in criminal justice. Prerequisites, if any, are determined by the course material and the instructor.  
 Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- CJ 2934 Selected Topics in Criminal Justice**  
 4.0 Quarter Credit Hours  
 CJ 4935 Selected Topics in Criminal Justice  
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in criminal justice. Prerequisites, if any, are determined by the course material and the instructor.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2936 Current Issues in Criminal Justice**  
 4.0 Quarter Credit Hours  
 This course presents issues and answers facing the modern day criminal justice practitioner. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 3341 Probation and Parole**  
 4.0 Quarter Credit Hours  
 This course is an overview of contemporary methods of correction and alternative methods of correction in use by the U.S. judicial system. Emphasis will be placed on the role and responsibilities of the criminal justice professional.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 3452 Criminal Justice Management**  
 4.0 Quarter Credit Hours  
 Elements of first-line supervision and executive development, administrative leadership, its nature, methods and traits, and recent theories and research in leadership are covered in this course. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 3500 Interviews and Interrogations**  
 4.0 Quarter Credit Hours  
 This course is designed to teach the student common interview and interrogation terms and techniques. The interview and its overall process will be explored ie: factors and techniques affecting the success of the interview, types of witness, signs of deception, and the nature of admissions and confessions. Prerequisite: CJ 2210 or approval of Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 4130 Criminal Justice in the Community**  
 4.0 Quarter Credit Hours  
 This course explores the interrelationships and role expectations among the various administration of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 4620 Gang Activity and Drug Operations**  
 4.0 Quarter Credit Hours  
 This course focuses on the establishment of gangs, their behavior patterns, infiltration into gangs, and the drug operations of gangs to include distribution, use, etc. Prerequisite: CJ 2210 or approval of Academic Advisor or Academic Dean.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 4661 Basics of Cultural Diversity**  
 2.0 Quarter Credit Hours  
 This basic course focuses on the importance of understanding cultural diversity with regards to the effective operations of the criminal justice system. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- CJ 4662 Cultural Diversity for Law Enforcement**  
 4.0 Quarter Credit Hours  
 This expanded course focuses on understanding various cultural perspectives and proper policy actions and reactions to diverse cultural expectations. Additionally, tactical plans for effective police procedures will be explored.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 4738 Criminal Justice Ethics & Liability**  
 4.0 Quarter Credit Hours  
 The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence which lead to liability will be explored.  
 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJ 2100 Criminal Investigation and Police Procedures**  
 4.0 Quarter Credit Hours  
 Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000



**CJT 2108 Private Investigation**  
4.0 Quarter Credit Hours  
This course will explore and explain the role of the private investigator within the legal community. Function and method, illustrated with actual case histories, will be presented. Occupational alternatives, specialties and skills will be examined and demonstrated. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJT 3820 Principles of Security**  
4.0 Quarter Credit Hours  
This course covers the inception of private security to the present day high-tech advancements. The course also focuses on the private sector, and its relation to the public sector. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJT 4528 Computer Crime**  
4.0 Quarter Credit Hours  
This course focuses on the use of the computer in committing crimes, within organizations, corporations, and among private entities. It will focus further on how, with this modern technology, high-profile crimes are committed. Prerequisite: COC 1000 or approval of an Academic Advisor or Academic Dean. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**CJ 2949 Criminal Justice Externship**  
4.0 Quarter Credit Hours  
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must have completed forty-four (44) criminal justice major component credit hours with a GPA in the major core component of 3.0, a good attendance record, and approval of the Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**CJ 4949 Criminal Justice Externship**  
4.0 Quarter Credit Hours  
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: Students must have completed fifty-six (56) criminal justice major component credit hours with a GPA in the major core component of 3.0, a good attendance record, and approval of the Academic Advisor. - Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

### Legal Assistant/Paralegal

Not all courses listed are available at all locations.

**PLA 1003 Introduction to Legal Assisting**  
4.0 Quarter Credit Hours  
Professional ethics, job qualifications, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 1104 Legal Research I**  
3.0 Quarter Credit Hours  
The student is introduced to the law library in this course. Emphasis is on teaching the student the basic techniques of research and primary sources of law including the reporters and the Florida Statutes. Techniques will be developed for analyzing cases and preparing case briefs. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**PLA 2114 Legal Research II**  
3.0 Quarter Credit Hours  
This course focuses on expanding the student's ability to research statutory and case law through the use of legal citator, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing memorandums of law. Students are also introduced to computerized legal research utilizing the WESTLAW system. Prerequisite: PLA 1104. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**PLA 2223 Civil Litigation**  
4.0 Quarter Credit Hours  
This course covers the procedural rules and filing requirements for civil actions. Emphasis is placed on the provisions of both the Federal and the Florida Rules of Civil Procedure and the drafting of pleading, motions, pre-trial discovery documents, and post-trial proceedings. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2303 Criminal Procedure**  
4.0 Quarter Credit Hours  
This course explores basic concepts of both substantive and procedural criminal law. Primary emphasis will be on the Florida Rules of Criminal Procedure and the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Also included is a study of the elements of crimes, legal defenses and penalties. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2350 Legal Medicine**  
4.0 Quarter Credit Hours  
This course is designed to introduce the student to the rules and principles of medico-legal jurisprudence as applied to the modern practice of the healing arts. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- PLA 2433 Business Organizations/Bankruptcy**  
4.0 Quarter Credit Hours  
This course provides the student with an overview of basic contract law. Students receive instruction on the principles of contract drafting. Special emphasis is also placed on the study of various business entities, including sole proprietorships, partnerships and corporations. Also addressed are the procedures for dissolving business organizations, including a discussion of the Federal Bankruptcy Code provisions. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2504 Real Estate**  
4.0 Quarter Credit Hours  
In this course students are instructed in basic real estate law. Emphasis is placed on title examination and completing the documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite: Completion of any course with MAC, MAT or STA prefix with a grade of "C" or better.  
Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2603 Probate Procedure**  
4.0 Quarter Credit Hours  
Various methods of estate planning are discussed in relation to the individual needs of the client. Instruction will be given in the drafting and executing of wills. The entire probate procedure from client interview to the distribution of estate assets and closing of the estate is covered. Issues of intestacy will also be addressed. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2610 Sports and Entertainment Law**  
4.0 Quarter Credit Hours  
This course will examine many of the aspects of sports and entertainment contracts. Students will be provided with the legal aspects of production and promotion of the film, video and sports industries. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2763 Law Office Management**  
4.0 Quarter Credit Hours  
The organization, operation, marketing, and management of a typical law office is taught in this course. Students are further instructed in basic accounting and bookkeeping procedures utilized in both large and small law firms. Time management and malpractice avoidance are also emphasized. Prerequisite: PLA 1003. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2803 Family Law**  
4.0 Quarter Credit Hours  
In this course, students are instructed in Florida law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes and domestic violence. Students will review procedures and prepare various pleading or papers related to these topics. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2930 Selected Topics in Paralegal Studies**  
1.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a legal assistant/paralegal. - Lec. Hrs. 010 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- PLA 2932 Selected Topics in Paralegal Studies**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a legal assistant/paralegal. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 4933 Selected Topics in Paralegal Studies**  
2.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a legal assistant/paralegal. - Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000 or Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2934 Selected Topics in Paralegal Studies**  
4.0 Quarter Credit Hours  
A special study of selected topics which are of current interest and relevance to the student preparing for a career as a legal assistant/paralegal. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2940 Paralegal Externship**  
4.0 Quarter Credit Hours  
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or other suitable location for 120 hours. Prerequisites: Students must have completed forty-four (44) legal major component credit hours with a GPA in the major core component of 3.0 or better and OST 1811.  
Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- PLA 3155 Legal Document Writing I**  
3.0 Quarter Credit Hours  
The style and format of legal documents are discussed including bankruptcies, wills, contracts, and real estate closing documents. Sample documents are provided as a guide for exercises. - Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000
- PLA 3156 Legal Document Writing II**  
3.0 Quarter Credit Hours  
A continuation of PLA 3155 with increased emphasis on styles, types, and accuracy of sample writing.  
Lec. Hrs. 020 Lab Hrs. 020 Other Hrs. 000

**PLA 3157 Legal Research III**  
 2.0 Quarter Credit Hours  
 A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisite: PLA 2114. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**PLA 3273 Torts**  
 4.0 Quarter Credit Hours  
 This course provides the student with a comprehensive study of the elements of various tort offenses including intentional, negligence and strict liability torts. Explained are the myriad principles, theories and remedies which govern liability for civil injuries not arising from contractual obligations. Prerequisite: PLA 2223. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 4100 Bankruptcy**  
 4.0 Quarter Credit Hours  
 This course provides the student with an in-depth study of the Federal Bankruptcy Code and the rules which govern bankruptcy practice and procedures. Emphasis is placed on completing all the forms required to file a personal bankruptcy. Prerequisite: PLA 2433. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 4155 Legal Research IV**  
 2.0 Quarter Credit Hours  
 This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisite: PLA 3157. - Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

**PLA 4263 Rules of Evidence**  
 4.0 Quarter Credit Hours  
 Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 4423 Contract Law**  
 4.0 Quarter Credit Hours  
 The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 2433. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 4483 Administrative Law**  
 4.0 Quarter Credit Hours  
 Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- Florida Metropolitan University - Tampa College, Brandon
- Florida Metropolitan University - Tampa College, Lakeland
- Florida Metropolitan University - Tampa College, Pinellas
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- Vice Chancellor for Administration
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Director of Student Finance  
Director of Admissions  
Director of Career Planning/Placement  
Graduate Studies Coordinator

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Academic Dean  
Director of Student Finance  
Director of Admissions  
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Dean, Graduate Studies

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Academic Dean  
Director of Student Finance  
Director of Admissions  
Director of Career Planning/Placement

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Academic Dean  
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Director of Student Finance  
Director of Admissions  
Business Manager  
Director of Career Planning/Placement  
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Director of Admissions  
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Director of Career Planning/Placement  
Chairman, Graduate Studies

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Academic Dean  
Director of Admissions  
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David Destrooper  
Audrey Henry  
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Academic Dean

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Director of Admissions

Business Manager

Director of Career Planning/Placement

Associate Dean, Graduate Studies

President

Academic Dean

Director of Student Finance

Director of Admissions

Business Manager

Director of Career Planning/Placement

Dean, Graduate Studies

**FACULTY**

FACULTY		FACULTY	
Name	Discipline	Name	Discipline
Bateman, Sandra	Paralegal	Castora, Frank	Business
Camirand, Milton	Library Science	Knouff, Christine	English
	Computer Literacy	Kronk, Barbara	Accounting
	BBA	Porta-Avalos, Jannette	Transitional English
	AAS		Keyboarding
	CLA	Porta-Merida, Sandra	Spanish
	National Assoc of Legal Assist		College Success
	Cazonovia College		Keyboarding
	C.W. Post College		College Success
	Middlebury College		Keyboarding
	Assumption College		College Success
	BA		Keyboarding
	MBA		College Success
	Nova University		Keyboarding
	BS		College Success
	Barry University		Keyboarding
	BS		College Success
	Wake Forest University		Keyboarding
	BA		College Success
	BA		Keyboarding
	MA		College Success
	MA		Keyboarding
	MA		College Success
	BS		Keyboarding
	Ft. Lauderdale College		College Success
	Brooklyn Law School		Keyboarding
	International Business		College Success
	General Education		Keyboarding
	BA		College Success
	Dartmouth College		Keyboarding
	MBA		College Success
	BSBA		Keyboarding
	University of Miami		College Success
	Pepperdine University		Keyboarding
	BS		College Success
	East Texas State University		Keyboarding
	BS		College Success
	Florida Atlantic University		Keyboarding
	DBA		College Success
	Nova University		Keyboarding
	MS		College Success
	Florida International University		Keyboarding
	BS		College Success
	Helwan University		Keyboarding
	Degree		College Success
	BA		Keyboarding
	Hunter College		College Success
	BS		Keyboarding
	St. Joseph's College		College Success
	Ph.D.		Keyboarding
	Florida State University		College Success
	M.Ed.		Keyboarding
	University of Florida		College Success
	BA		Keyboarding
	University of Florida		College Success
	MS		Keyboarding
	Michigan State University		College Success
	BA		Keyboarding
	Michigan State University		College Success
	BS		Keyboarding
	University of Maryland		College Success
	MD		Keyboarding
	School of Medicine (Iran)		College Success
	MPH		Keyboarding
	Tulane University		College Success
	MFA		Keyboarding
	University of Southern California		College Success
	BA		Keyboarding
	California State Univ. Long Beach		College Success
	ML/S		Keyboarding
	Florida State University		College Success
	BS		Keyboarding
	Florida State University		College Success
	Library Science		Keyboarding
	George, Elizabeth		College Success
	Wallen, Stephen		Keyboarding
	Film/Video		College Success
	Moini, Jahangir Dr.		Keyboarding
	Medical Assisting		College Success
	Management		Keyboarding
	Information Systems		College Success
	BS		Keyboarding
	Cohen, Sheldon		College Success
	Criminal Justice		Keyboarding
	MS		College Success
	Michigan State University		Keyboarding
	BA		College Success
	Michigan State University		Keyboarding
	BS		College Success
	University of Maryland		Keyboarding
	Psychology/		College Success
	Criminal Justice		Keyboarding
	Oesch, Nancy		College Success
	Psychology/		Keyboarding
	Guidance/Counseling		College Success
	BA		Keyboarding
	University of Florida		College Success
	M.Ed.		Keyboarding
	University of Florida		College Success
	Ph.D.		Keyboarding
	Florida State University		College Success
	BS		Keyboarding
	St. Joseph's College		College Success
	BA		Keyboarding
	Hunter College		College Success
	Education		Keyboarding
	Garfield, Rhoda		College Success
	Psychology		Keyboarding
	Ryan, Joanne		College Success
	Briley, Thomas		Keyboarding
	Educational Research		College Success
	& Testing		Keyboarding
	Guidance/Counseling		College Success
	BA		Keyboarding
	University of Florida		College Success
	MS		Keyboarding
	Michigan State University		College Success
	BA		Keyboarding
	Michigan State University		College Success
	BS		Keyboarding
	University of Maryland		College Success
	Information Systems		Keyboarding
	Management		College Success
	Medical Assisting		Keyboarding
	Moini, Jahangir Dr.		College Success
	Film/Video		Keyboarding
	Wallen, Stephen		College Success
	Library Science		Keyboarding
	George, Elizabeth		College Success

ORLANDO COLLEGE, NORTH		
Name	Discipline	Degree
Boelke, Michael	Commercial Art	AS
Chapman, Robert	Accounting,	MPA
	Graduate Studies	MBA
	University of Texas	
	Texas Tech University	
	University of Texas	BBA
	Library Science	Ph.D.
McClay, Mitchell		
	Library Science	Ph.D.
	Lasalle University	
	Emporia State University	MLS
	Columbia College	BA
	Kansas State University	BS
	Computer Info Science	BS
Wendorf, Laura		
	Commercial Art	BS
	Court Reporting	BS
	University of Central Florida	
	Minnesota School of Business	C.R. Diploma
	Legal Studies	JD
	University of Pennsylvania	
	Cornell University	BA
	Court Reporting	AS
	Orlando College	
	Business and M/M	MPA
	Orlando College	
	Court Reporting	AS
Littlefield, T.		
McDaniel, Carolyn		
	Business and M/M	MPA
	Orlando College	
	BBA	
	Orlando College	
	Video	BS
Pirie, Brent		
	Danville Comm College	AS
	Oral Roberts University	AS
	Court Reporting	AS
Vasek, Scott		
ORLANDO COLLEGE, SOUTH		
Name	Discipline	Degree
Adams, Tammy	Legal	JD
	Thomas M. Cooley Law School	
	University of Central Florida	BA
	Florida Southern College	BSN
Baker, Terrie	Medical Assisting	
	Valencia C.C.	ASN
	Orlando College	
	Indiana University	BA
	Accounting	MLS
	University of South Florida	
	Business/Marketing	MS
	PA Military College	BS
	General Education	BA
Perryman, Jan		
TAMPA COLLEGE, BRANDON		
Name	Discipline	Degree
Gotner, Phillip	Court Reporting	BS
Jenkins, Patricia	Medical Program	AA
	University Alabama	ClinTech
	Tampa College	BS
	Tampa College	MBA
	Florida State University	BS
	Marketing/Management	MBA
	Nova University	MBA
	Library Science	MLS
	University of Puerto Rico	BA
	Computer Science	MBA
	Tampa College	
	Amherst	BA
	Paralegal	BS
Parks, Thomas		
	West Virginia University	JD
	Marketing/Management	BS
	Lehigh University	MBA
	St. Francis College	MBA
	Indiana University	MSBA





Name	Discipline	Degree	University of Texas
Kennedy, Linda	Medical Assisting	BBA	Tampa College
Locklear, H. Todd	Criminal Justice	Dipl MS	MBC Medical Ed Center Georgia State University
Oman, Judith	Legal Studies	MBA	Georgia State University
Sy-A-Fock, Penelope	Computer Science	BS MBA	Chadwick University Tampa College
Washbaugh, Richard	General Education	Ed.D. Me.D.	Tampa College University Of Florida
Weigand, Teresa	Medical Assisting	BS	University Of Florida Columbia Union College
<b>TAMPA COLLEGE</b>			
Name	Discipline	Degree	University of Texas
Freund, William	Accounting	MFA	University of Texas
Gordon, Ronald	Business Administration	MBA	Tampa College
	Marketing/Management	BBA	Tampa College
Johnson, Gerald	Computer Info. Science	BS/CIS	Tampa College
McCain, Bruce	Computer Info. Science	MBA	Tampa College
Miehl, Paul	Commercial Art	BA	Fairleigh Dickinson University
O'Bryant, Michael	Commercial Art	Certificate	State University of NY at Freedonia
Occhipinti, Sharon	General Education	MA	University of South Florida
Palladino, Daniel	General Education	BA MA	University of South Florida University of Tampa
Robinson, Virginia	Commercial Art	Certificate	Taphagen School
Raskauskis-Anderson, Joyce	Medical Studies	MBA	Tampa College
Watkins, Anne	Library Science	BS MLS	George Mason University University of Toronto
Whittle, Claude	Criminal Justice/ Paralegal	JD BA	S. Texas College of Law University of South Florida

FLORIDA METROPOLITAN UNIVERSITY ACADEMIC CALENDAR

EVENT	MO	DA	YR
Christmas Holidays	12	23	96
From:			
To:	1	5	97
Classes Resume	1	6	97
Fall Term Ends	1	11	97
Winter Term Starts	1	13	97
M.L. King Jr. Birthday Holiday	1	20	97
Presidents' Day	2	17	97
Mini-Term Starts	2	24	97
Good Friday Holiday	3	28	97
Winter Term Ends	4	5	97
From:			
To:	4	12	97
Spring Vacation*	4	7	97
Spring Term Starts	4	14	97
Memorial Day Holiday	5	26	97
Mini-Term Starts	5	27	97
Spring Term Ends	7	3	97
Independence Day Holiday	7	4	97
From:			
To:	7	12	97
Summer Term Starts	7	14	97
Mini-Term Starts	8	25	97
Labor Day Holiday	9	1	97
Summer Term Ends	10	4	97
Fall Term Start	10	6	97
Mini-Term Starts	11	17	97
From:			
To:	11	27	97
Thanksgiving Day Holiday	11	29	97
From:			
To:	12	22	97
Christmas Holiday	1	4	98
To:			
Classes Resume	1	5	98
Fall Term Ends	1	10	98

\*Spring vacation may vary by city and may be coordinated with public school vacations.

\*Spring vacation may vary by city and may be coordinated with public school vacations. Easter Sunday occurs on April 12 in 1998 so Spring vacation of April 6-10 will be consistent with most public school vacations.

EVENT	MO	DA	YR
Christmas Holidays	12	22	97
From:			
To:	1	4	98
Classes Resume	1	5	98
Fall Term Ends	1	10	98
Winter Term Starts	1	12	98
M.L. King Jr. Birthday Holiday	1	19	98
Presidents' Day	2	16	98
Mini-Term Starts	2	23	98
Winter Term Ends	4	3	98
Spring Vacation*	4	6	98
From:			
To:	4	11	98
Spring Term Starts	4	13	98
Memorial Day Holiday	5	25	98
Mini-Term Starts	5	26	98
Spring Term Ends	7	2	98
Independence Day Holiday	7	3	98
From:			
To:	7	11	98
Summer Term Starts	7	13	98
Mini-Term Starts	8	24	98
Labor Day Holiday	9	7	98
Summer Term Ends	10	3	98
Fall Term Start	10	5	98
Mini-Term Starts	11	16	98
Thanksgiving Day Holiday	11	26	98
From:			
To:	11	28	98
Christmas Holiday	12	21	98
From:			
To:	1	10	99
Classes Resume	1	11	99
Fall Term Ends	1	16	99

1998 CALENDAR

\*Spring vacation may vary by city and may be coordinated with public school vacations. As Easter Sunday occurs on April 4, many public school vacations will be the week of March 29-April 2. The term will then end April 16.

EVENT	MO	DA	YR
Christmas Holidays	12	21	98
Classes Resume	1	10	99
Classes Resume	1	11	99
Fall Term Ends	1	16	99
M.L. King Jr. Birthday Holiday	1	18	99
Winter Term Starts	1	19	99
Presidents' Day	2	15	99
Mini-Term Starts	3	1	99
Good Friday Holiday	4	2	99
Winter Term Ends	4	10	99
Spring Vacation*	4	12	99
From:	4	12	99
To:	4	17	99
Spring Term Starts	4	19	99
Memorial Day Holiday	5	31	99
Mini-Term Starts	6	1	99
Independence Day Holiday	7	5	99
Spring Term Ends	7	10	99
From:	7	12	99
To:	7	17	99
Summer Term Starts	7	19	99
Mini-Term Starts	8	30	99
Labor Day Holiday	9	6	99
Summer Term Ends	10	9	99
Fall Term Start	10	11	99
Mini-Term Starts	11	22	99
From:	11	25	99
To:	11	27	99
Thanksgiving Day Holiday	12	20	99
From:	12	20	99
To:	1	2	2000
Classes Resume	1	4	2000
Fall Term Ends	1	15	2000

1999 CALENDAR

\*Spring vacation may vary by city and may be coordinated with public school vacations. Easter Sunday occurs on April 23 in 2000 so most public school vacations will be the week of April 17-21. Spring vacation taken that week will result in the Spring term beginning Monday, April 10.

EVENT	MO	DA	YR
Christmas Holidays	12	20	1999
From:			
To:			
Classes Resume	1	2	2000
Fall Term Ends	1	3	2000
Fall Term Ends	1	14	2000
M.L. King Jr. Birthday Holiday	1	17	2000
Winter Term Starts	1	18	2000
Presidents' Day	2	14	2000
Mini-Term Starts	2	28	2000
Winter Term Ends	4	7	2000
Spring Vacation*	4	10	2000
From:			
To:			
Spring Term Starts	4	14	2000
Spring Term Starts	4	17	2000
Memorial Day Holiday	5	29	2000
Mini-Term Starts	5	30	2000
Independence Day Holiday	7	4	2000
Spring Term Ends	7	7	2000
Summer Vacation	7	10	2000
From:			
To:			
Summer Term Starts	7	17	2000
Mini-Term Starts	8	28	2000
Labor Day Holiday	9	4	2000
Summer Term Ends	10	6	2000
Fall Term Start	10	9	2000
Fall Term Start	10	10	2000
Mini-Term Starts	11	20	2000
Thanksgiving Day Holiday	11	23	2000
Christmas Holiday	12	18	2000
From:			
To:			
Classes Resume	1	1	2001
Fall Term Ends	1	2	2001

2000 CALENDAR

\*Spring vacation may vary by city and may be coordinated with public school vacations. Easter Sunday is April 15, which coincides with the Spring Break in the calendar above. Alternatively, the Spring term may start on April 9, with Spring Break taken April 16-20, if necessary to coincide with local public school break.

EVENT	MO	DA	YR
Christmas Holidays	12	18	2000
			To:
	1	1	2001
Classes Resume	1	2	2001
Fall Term Ends	1	12	2001
M.L. King Jr. Birthday Holiday	1	15	2001
Winter Term Starts	1	16	2001
Presidents' Day	2	19	2001
Mini-Term Starts	2	26	2001
Winter Term Ends	4	6	2001
			From:
	4	9	2001
Spring Vacation*	4	13	2001
			To:
	4	16	2001
Spring Term Starts	5	28	2001
Memorial Day Holiday	5	29	2001
Mini-Term Starts	7	4	2001
Independence Day Holiday	7	6	2001
Spring Term Ends	7	9	2001
			From:
	7	13	2001
			To:
	7	16	2001
Summer Term Starts	8	27	2001
Mini-Term Starts	9	3	2001
Labor Day Holiday	10	5	2001
Summer Term Ends	10	8	2001
Fall Term Start	10	10	2001
Mini-Term Starts	11	19	2001
Thanksgiving Day Holiday	11	22	2001
Christmas Holiday	12	19	2001
			From:
	1	1	2002
Classes Resume	1	2	2002
Fall Term Ends	1	11	2002

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- Additional Fees, not included in the above cost, may be assessed. A \$25 non-refundable application fee is charged to all applicants. Information concerning additional fees may be found in the Fees and Tuition section of this catalog.
- Tuition costs are established in anticipation of students attending full-time. Delayed completion dates due to interruption of full-time attendance or lack of academic progress may cause extra tuition costs to be incurred.
- Additional tuition may be incurred for repeated classes.
- Acceptance of credits from another institution is at the sole discretion of each receiving institution. The University does not imply, promise or guarantee transferability of credit earned to any other institution. The degree programs of the college are terminal in nature and are designed for the graduate's employment upon graduation. Please see the Advanced Standing section of this catalog for further information on transfer of credit.
- This college operates a textbook loaner program for the convenience of students. Students may incur additional charges for failure to adhere to program policies. Please refer to the Addendum to the Enrollment Agreement for details.

PROGRAM	CREDIT HOURS	TUITION	TUITION PER CREDIT HOUR
Bachelor Degree	192	\$28,800	\$150
Associate Degree	96	\$14,400	\$150
Professional Accounting	48	\$7,200	\$150

Effective February 1, 1997

**FLORIDA METROPOLITAN UNIVERSITY  
FORT LAUDERDALE COLLEGE  
TUITION SCHEDULE**

