

1984-1985 CATALOG OF

ORLANDO COLLEGE

(Est. 1953)

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**ORLANDO COLLEGE
MEDICAL EDUCATION CENTER**

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Orlando, Florida 32810
(305)628-5870

A member of the Summit System of Colleges and Schools

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GENERAL INFORMATION

STATEMENT OF PHILOSOPHY AND OBJECTIVES

It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge, the attainment of useful skills and the exposure to diverse cultural experiences.

The programs offered by the College manifest this philosophy. It is the objective of these programs to provide specialized education in business administration at the college level and to provide a broad base of general education. The results are programs that enable students to contribute to the cultural growth, social ethics and financial prosperity of the nation.

HISTORY

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918 by Annie Harper Jones. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. Under this charter, the College is governed by a Board of Trustees, and all income in excess of operating expenses must be devoted to providing better equipment and educational facilities. In 1953, Jones College Orlando was established to serve the Central Florida area. In 1971, Jones College Orlando was accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools. The College changed its name to Orlando College in 1982.

ACCREDITATION

The College is accredited as a Senior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Education Directory which is published by the U. S. Department of Education.

The College is a non-profit, non-sectarian, coeducational institution chartered by the State of Florida with authority to confer collegiate degrees. The College is a member of the Florida Association of Colleges and Universities. It is approved by the Florida State Approving Agency for Veterans Training and is registered with the Florida State Board of Independent Colleges and Universities.

ORLANDO COLLEGE AND ORLANDO

THE CITY BEAUTIFUL

Central Florida is on the move, and Orlando, the seat of Orange County in central Florida, is a dynamic yet charming metropolis that is richly endowed with an endless variety of beauty. Hundreds of Orlando business and facilities in the area are employing many thousands of people and are contributing substantially to the tremendous growth in central Florida.

Even though Orlando is cited as being among the three fastest growing cities in the nation, it somehow retains its serene suburban charm. Orange blossoms and lakes dot the landscape. Orlando's ideal climate brings an average annual temperature of 72 degrees and 360 days of sun to the area.

Strategically located in the heart of Florida, Orlando offers a wide variety of cultural and recreational facilities. Nearby Disney World is now welcoming a million visitors each month and is a continuing source of pleasure and entertainment to visiting students from all campuses. Popular attractions include Sea World, Circus World, the Stars Hall of Fame, Jai Alai, Dog and

Harness Racing and the Tangerine Bowl. There is plenty of action at the local theater and art shows, symphonies and sports events. The pleasant year-round climate makes numerous golf courses, camping facilities and the nearby beaches popular to all.

PHYSICAL PLANT AND FACILITY

The College is located in a modern office park near the bustling Lee Road and I-4 exchange. Tastefully landscaped grounds and parking areas and attractive contemporary buildings make these facilities among Florida's finest. All areas are completely weather conditioned for summer or winter. The spacious colorful classrooms are equipped with modern functional furniture to insure the best in classroom comfort. Administrative offices are easily accessible to students to provide quick assistance and service. Comfortable lounges offer friendly gathering places between classes.

STUDENT LIFE

What is learned in the classroom comprises only part of the student's education which also includes the development of an understanding of people. College activities provide opportunities for this development.

Extra-curricular activities vary from quarter to quarter and year to year as the student body changes. It is the policy of the College to encourage those activities which are of most interest to the students by fostering leadership and by channeling the energy and enthusiasm of the students into worthwhile outlets.

The orientation program presented each quarter is important to all new students. This program presents both academic and extra-curricular matters. Campus organizations and honors are carefully described. New students are also given practical advice on study habits, the budgeting of time and other matters of common concern. The student's academic program is outlined at this time. The faculty is prepared to counsel each student on personal or academic problems at any time. Faculty members have regular office hours and students should seek a conference when additional guidance is needed.

Students who show outstanding qualities of leadership, character and scholarship can be nominated for membership in the national honor and social fraternity or sorority. A local chapter, Alpha Iota Sorority, is active on the Orlando campus with various community projects frequently undertaken and enjoyable social events planned. An active Student Council provides a vehicle for the development of leadership qualities in students as well as effective means for input to the College Administration.

HOUSING

The College does not provide on-campus housing but does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office.

PLACEMENT ASSISTANCE

The College maintains a very active Placement Service and the benefits are available to students during their enrollment and to graduates during their entire lives. Graduates are urged to keep in touch in order that they may take advantage of the many desirable openings always available.

TRANSFER TO OTHER COLLEGES

The College neither implies nor guarantees that credits completed will be accepted by other institutions. Transfer of credits is a privilege granted by the institution to which a student may seek admission. A further check with the receiving institution's admissions department is necessary since rules and grade requirements vary from school to school.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

The College annually submits the names of outstanding students. This national publication recognizes students of exceptional merit in leadership, scholarship, extracurricular activities, and promise of future accomplishment. Selection to membership is made by a committee consisting of faculty and administration.

ANNUAL SCHOLARSHIPS FOR ORLANDO COLLEGE STUDENTS

Orlando College annually awards six scholarships at the end of each Fall Quarter. These scholarships consist of either a \$200 or a \$100 tuition credit. To be eligible for one of the scholarships, you must be a full time student (12 hours or more).

The scholarships are as follows:

SOPHOMORE HONOR SCHOLARSHIP (Must have completed 40 credit hours)

1. A tuition credit of \$200 is awarded the full-time Sophomore student who has attained the highest Grade Point Average for course work completed during the Freshman year at Orlando College.
2. A tuition credit of \$100 is awarded the full-time Sophomore student who has attained the second highest Grade Point Average for course work completed during the Freshman year at Orlando College.

JUNIOR HONOR SCHOLARSHIP (Must have completed 85 credit hours)

1. A tuition credit of \$200 is awarded the full-time Junior student who has attained the highest Grade Point Average for course work completed during the Sophomore year at Orlando College.
2. A tuition credit of \$100 is awarded the full-time Junior student who has attained the second highest Grade Point Average for course work completed during the Sophomore year at Orlando College.

SENIOR HONOR SCHOLARSHIP (Must have completed 131 credit hours)

1. A tuition credit of \$200 is awarded the full-time Senior student who has attained the highest Grade Point Average for course work completed during the Junior year at Orlando College.
2. A tuition credit of \$100 is awarded the full-time Senior student who has attained the second highest Grade Point Average for course work completed during the Junior year at Orlando College.



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ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the College. 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) tests or equivalent. Applicants admitted on an equivalency basis must successfully complete the requirements for a GED diploma within two quarters. Applicants without prior college credits are required to take a Placement Test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications surveyed. As a result of the evaluation of the qualifications, it may be necessary to schedule the student to take developmental courses which will prepare the student for a collegiate program. These courses will be in addition to the required courses for all programs and they will count toward the fulfillment of the overall credit hour requirements. Students may apply for entry at any time.

EARLY ADMISSION

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.

ADMISSION FOR RECENT HIGH SCHOOL GRADUATES

Recent graduates of high school are urged to submit their applications at an early date. Recommendation by the Guidance Counselor is an important factor in favorable consideration of applicants.

APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission to the College with the application fee of \$25 which is non-refundable. A high school transcript of work completed through date of application is also required. 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 College will make every effort to assist the applicant in obtaining one. See application in the back of the catalog.

Upon notification of acceptance, a \$75 non-refundable registration fee will be required. This one time fee reserves your space in class.

TRANSFER STUDENTS

Students in any undergraduate program in another college or university may apply for transfer to the College. Approval will be given by the Registrar for the maximum number of credit hours already completed that are compatible with the College program. Individual programs are developed for the transfer student to allow completion in the shortest possible time. Students wishing to transfer credits must have an official transcript of those credits mailed to the College for evaluation.

INTERNATIONAL STUDENTS

When foreign students apply for admission, official transcripts of completed secondary and applicable college 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 and a TOEFL Score of 475 or its equivalent is required for entry into an undergraduate degree or diploma programs (Not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance and payment of full-time fees and tuition for three quarters. With these exceptions, the conditions for admission of foreign students are identical with those for American students.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the College after a quarter or more of nonattendance, are required to participate in an orientation program. This program is designed to acquaint students with the policies of the College and introduce the student to those staff and faculty members who will play an important part in the student's progress toward a degree goal.

NON-TRADITIONAL CREDIT OPPORTUNITIES

CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a grade of B, proficiency examinations given by the College. Students may apply for examination in any course for which credit has not been earned or accepted on transfer up to a maximum of 22.5 quarter hours. If DANTES tests are available for individual subjects, these will be used in lieu of in-house college exams. A reduced credit fee is charged for all credit by examination (see Tuition and Fee Schedule).

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) AND DANTES SUBJECT STANDARDIZED TESTS

The College accepts credits earned through the College Level Examination Program (CLEP) and DANTES subject testing for up to 25% of the credit hours required by the degree program in which the student is enrolled. CLEP scores of the 40th percentile and above are accepted for the credit hours and specific courses approved by the Dean. DANTES tests may be taken at the college through arrangements with the Dean's office. Necessary information may be obtained from the Dean's office or the Admissions Office.

CREDIT FOR NON-COLLEGIATE TRAINING

Credit may be granted for military, industrial or professional training which parallels the offerings of the College. The amount of credit granted will be at the discretion of the Dean.

AUDITING COURSES

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

STUDENT FINANCIAL ASSISTANCE

Financial assistance in the form of loans, grants and work-study is available to qualified students. The College makes every possible effort to aid those students who need financial assistance in order to complete their college programs. Applicants in need should apply for financial assistance at the same time they apply for admission to the College.

Students seeking financial assistance through any of the available programs should request a brochure and appropriate financial assistance forms from the College. The Financial Assistance Officer will be pleased to assist in completing these forms and submitting them to the appropriate agency of the Federal Government.

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs available.
2. A confidential financial statement of parental income is required for most types of student financial assistance.
3. Each student's application for financial assistance is evaluated by the College Financial Assistance Officer and an appropriate plan is developed. This plan usually includes a combination of more than one type of assistance.
4. Financial Assistance awards and commitments are made to the student following completion of all application procedures and acceptance of the student for admission to the College.
5. Students must maintain good standing and make satisfactory progress toward completion of the program in which enrolled in order to remain eligible for continued financial assistance. (See Standards of Progress under Academic Information.)

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANT

The Pell Grant Program is designed to provide financial assistance to those who need it to attend post-high school educational institutions. The amount of the Pell Grant is determined on the basis of the student's and family's financial resources. Eligible students may receive as much as \$1,900 per year toward the cost of their education. An application for a Pell Grant is available in the Financial Assistance Office. A Financial Assistance Officer will be pleased to assist in explaining the forms and their submission. Whenever eligibility has been determined by the Government and notification is sent directly to the student, this information should immediately be forwarded to the College.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

This program is available to those students with financial need who would be unable to attend college without additional grant assistance. The Supplemental Educational Opportunity Grant may not exceed \$2,000 for each student's undergraduate years.

NATIONAL DIRECT STUDENT LOANS (NDSL)

Students needing financial assistance may borrow up to \$3,000 until they complete two academic years of a program leading to a Bachelor's Degree. They may then borrow an additional \$3,000 during their last two academic years leading to a Bachelor's Degree for a maximum of \$5,000 as undergraduate students. Payments begin six months after the student completes the program or ceases to carry at least a halftime course of study and may be extended over a 10-year period. Repayment may be deferred for various reasons including periods of service in the Armed Forces

or with a specified volunteer agency. Repayment may also be deferred if the student returns to school halftime, is undergoing rehabilitation training, or if the student is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled.

GUARANTEED STUDENT LOANS (GSL)

A student needing financial assistance may borrow up to \$2,500 per academic year. Repayment of the loan begins six months after the student ceases to carry at least a half-time course of study but may be deferred for varying reasons including periods of service in the Armed Forces or with a specified volunteer agency. Repayment may also be deferred if the student returns to school full-time, is undergoing rehabilitation training, is temporarily totally disabled or unable to secure employment by reason of the care required by a spouse who is so disabled, or for up to one year if seeking but unable to find full-time employment.

COLLEGE WORK-STUDY PROGRAM (CWSP)

This program is for students with financial need who require employment to meet their education-related expenses. Students work an average of 15 hours per week in departments on the College campus in conjunction with their class schedules.

INSTITUTIONAL SCHOLARSHIPS

A listing of institutional scholarships can be found elsewhere in this catalog. See Table of Contents.

OTHER SOURCES OF FINANCIAL ASSISTANCE

FINANCIAL ACCOMMODATION SERVICES (FAS)

This is a private financial assistance company which helps students and parents meet educational expenses over a period of time rather than in one large payment. Attractive extended repayment schedules have been arranged to meet individual family requirements. Information and applications are available in the Financial Aid Office of the College.

VETERANS ASSISTANCE PROGRAMS

Veteran Education and Employment
Assistance Act of 1976, as Amended

Veterans eligible for training under the G.I. Bill are entitled to a monthly allowance while attending the College in an approved program of study. Veterans with over 18 months of active duty are entitled to a maximum of 45 months of training, and those with 6 to 18 months of active duty are entitled to 1 1/2 months of training for each month of active duty. The College will assist in preparing and submitting applications.

WAR ORPHAN EDUCATIONAL ASSISTANCE

This program provides financial aid 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 G.I. Bill. Widows and wives of disabled veterans may also be eligible for this program. The College will assist in preparing and submitting applications.

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.

UNDERGRADUATE TUITION AND FEES

Tuition will be charged at the rate of \$60.00 per quarter hour. An additional \$5.00 per quarter hour will be charged for Court Reporting subjects listed in the Course Descriptions with the prefix CR-SES, all courses listed under the course descriptions of Computer Programming and Information Science including ACC 2050 and SES 2150.

FEES:

An Application Fee of \$25.00 (non-refundable) must accompany an Application for Admission. A Re-entry Fee of \$10.00 (non-refundable) must accompany a Re-entry Application.

A non-refundable Registration Fee of \$75.00 shall be paid within 15 days of acceptance of the Application for Admission. A student may not schedule classes unless the Registration Fee is paid.

A Graduation Fee of \$35.00 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled final examinations. If a student is excused from taking a final examination when scheduled, that student, must contact the Dean's office for make-up. A fee of \$20.00 will be paid for each final exam taken at a later date. All examination make-ups must be completed within 10 days after the official ending date of the quarter.

A fee of \$35.00 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$20.00 per quarter hour will be paid for each course for which academic credit is established by special proficiency examination. Arrangement for such examinations must be made in advance to insure timeliness for scheduled test dates.

A Laboratory Fee of \$30.00 will be charged for each Computer Programming (COP) Language Course. This fee is not refundable after final class change date.

GRADUATE TUITION AND FEES

A separate bulletin is supplied for tuition and fees charged for programs in the Graduate Division.

STUDENT ACCOUNTS

All students accounts are due and payable to the Cashier at the time such charges are incurred. College regulations prohibit registration, graduation, granting of credit, taking of final examinations, or release of grades or transcripts for any student whose account is delinquent.

REFUND POLICY

The operating budget of the College provides for the engagement of faculty, expenses and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic year from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. Refunds are made in a fair and equitable manner in accordance with the following policies:

1. **FAILURE TO ENTER** - If an accepted student does not enter classes, the full amount of any prepaid tuition, with the exception of the Registration Fee, is refunded. The Application is not refundable.
2. **REDUCTION OF CREDIT HOURS** - There is no refund or adjustment in quarterly tuition charges for reduction in credit hours after the Last Date for Schedule or Program Change for the quarter as specified in the College Calendar.
3. **WITHDRAWAL** - The effective date of withdrawal is the last date of recorded attendance. The student is expected to notify the Dean or Registrar in writing or by personal interview prior to or upon the date of withdrawal from classes.

a. In the event of withdrawal from College, tuition charges for the period of attendance are as follows:

Withdrawal	Charges
Through Last Date for Schedule or Program change as specified in the College Calendar	Registration and other fees only
From Last Day for Schedule or Program Change through 30th calendar day of quarter	75% of Quarterly Tuition
After 30th calendar day of quarter	100% of Quarterly Tuition

- b. The amount of any refund due is determined by subtracting the tuition charges as set forth above from the total amount of tuition.
 - c. Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of withdrawal.
4. **COLLEGE FEES** - The Application Fee, Registration Fee and all other College Fees are not refundable.

ACADEMIC INFORMATION

QUARTER HOUR OF CREDIT

A quarter hour of credit is equivalent to approximately twelve class hours of instruction with appropriate out of class study. Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per quarter hour.

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

GRADE EVALUATION

GRADE POINTS PER QUARTER HOUR

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal	0
F	Failure	0
I	Incomplete	not calculated

(automatically changes to "F" if course requirements are not completed satisfactorily within 10 days after the official ending date of the quarter).

N	No Grade	not calculated
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(awarded if a student withdraws from a class under approved mitigating circumstances).

X	Exemption	not calculated
V	Audit	not calculated

REPEATING COURSES

A student may repeat a course taken at the College 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, but the cumulative grade point average will be recomputed to count the last attempt only.

This policy may only be used three times for separate courses or two times for one course and once for a second course.

CALCULATION OF GRADE POINT AVERAGE

The Grade Point Average of a student is determined by dividing the total number of grade points earned per quarter by the number of quarter hours attempted. If, for example, a student earned an A in one 4.5 quarter hour class, the student would multiply 4.5 quarter hours times 4 (the grade point total for an A). The grade points for that class would be 18. If the student earned a C for a second 4.5 quarter hour class, the student would multiply 4.5 quarter hours times the grade points for a C (2) for a total of 9 grade points. Adding the total number of grade points, 18 and 9, the student would have 27 grade points. The student attempted 9 credits. The grade points of 27, divided by 9 quarter hours attempted, would result in a Grade Point Average of 3.0.

STUDENT RECORDS

The College assures the confidentiality of student educational records as required by law. Should information be desired by the student which is not contained in quarterly grade reports, requests may be made through the office of the Registrar where student records are compiled.

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 or to whom diplomas are to be awarded are required to participate in the Commencement Exercises. All graduates must fulfill all financial obligations, including tuition charges, fees and other expenses, before the degree or diploma is granted. Diplomas may be awarded in Absentia only after Commencement Exercises are held.

DEAN'S LIST AND PRESIDENT'S HONOR ROLL

To recognize and encourage outstanding scholastic performance, a Dean's List is published at the end of each quarter. To be eligible for this honor, a student must have earned a Grade Point Average of at least 3.5 and must have been registered for 12 or more quarter hours. The President's Honor Roll lists all full time students who have maintained a perfect 4.0 during the quarter.

GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Average are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.9 and above, summa cum laude.

ATTENDANCE REQUIREMENTS

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class in which the absences occur.

Classes are scheduled between 8 a.m. and 10 p.m., normally Monday through Friday. Students may also attend Saturday morning classes which are scheduled as needed. Students attending under the "Work Study Program" may, if necessary, be scheduled for a minimum class load in order to permit employment. The College is in session throughout the year on a quarterly basis except for holidays and vacations as shown in the College Calendar. Summer class offerings are available for the many students who choose to attend and accelerate their program.

ACADEMIC DEFICIENCIES

Following the conclusion of each grading period, the grades of each student will be audited by the Director or the Office of 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, Final Academic Probation, Academic Suspension or Academic Dismissal. In all such cases, the Office of the Dean will confer with each student to insure that all steps are being taken to assist the student in reaching a clear academic status.

STANDARDS OF PROGRESS

The student must maintain the following Standards of Satisfactory Progress in order to remain an active student and also to receive Title IV funds.

Students whose cumulative grade point average has fallen below a C (2.0), or students admitted on probationary status will be warned and placed on Academic Probation for the grade period following.

Failure to achieve a C (2.0) cumulative grade point average during that grading period of Academic Probation will, regardless of grades received for the grading period, result in the students being placed on Final Academic Probation for the next grading period.

Should the student's cumulative grade point average fail to rise to a C (2.0) or better at the end of the grading period of Final Academic Probation, regardless of grades received for that grading period, the student will be suspended or dismissed.

ACADEMIC SUSPENSION AND DISMISSAL

Students placed on a status of Academic Suspension may not return for further study for at least one grading period, during which time they must submit a written request to the Director's or Dean's office. Only upon written confirmation or signed re-entry form by the Dean or Director, may students resume training and their status will be Final Academic Probation. If they do not attain a 2.0 cumulative average during this grading period, they will be dismissed. A student dismissed from the College will not be permitted to re-enter. Actions of Academic Suspension or Dismissal may also be taken if, in the judgment of the Director or Dean, the student's continuance in a program of study is resulting in no advantage to the student or the College.

REGULATIONS GOVERNING STUDENT CONDUCT

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body.

The College reserves the right to suspend or dismiss from the College any student at any time for misconduct or when such action is deemed to be in the best interest of the student, the student body of the College, and to do so without setting forth the cause for such action.

At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may re-apply in writing for re-admission to the College.

Should the College have evidence of further misconduct, the right to dismiss the student is reserved.

Dismissal is a terminal action. Students who have been dismissed from the College are not permitted to re-enter.

DURATION OF ELIGIBILITY FOR FINANCIAL AID

A student will be ineligible to receive Title IV Financial Aid if that student has not completed the total credit hours of the stated program objective within 150% of the minimum total credit hours required for the program.

Progress will also be measured at the end of each payment period (1/2 the hours in the academic year) and each academic year. In order to continue with financial aid eligibility, the student must satisfactorily complete an average of at least two-thirds of the credit hours attempted in each payment period and at the end of each academic year.

If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the resulting loss of financial aid eligibility. This appeal will be reviewed by the Academic Committee of the College and, if approved, the Financial Aid Committee will allow the student to continue for another grading period with no loss of financial aid eligibility.

The Standards of Satisfactory Progress that were in effect prior to January 1, 1984, will be applied to any students who were enrolled before that date. The current Standards of Satisfactory Progress will become effective at the beginning of the first payment period subsequent to January 1, 1984.

FAMILIARITY WITH COLLEGE REGULATIONS

On or before entrance, each student is given a College Catalog and various brochures and other publications which set forth the policies and regulations under which the College 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 non-compliance or infractions.

RESERVATIONS AS TO PROGRAMS AND CHARGES

The College reserves the right to modify its tuition and fees; add to or withdraw members from its faculty and staff; 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 Dean of the College, or by the Director of the Medical Career Center, upon written request and for reasonable cause. Course substitutions may be made only by the Dean or by the College Academic Committee. The total hours specified in each area of the degree or the diploma program total are the minimum requirements for completion.

COOPERATIVE EDUCATION PROGRAM (ORLANDO ONLY)

Cooperative Education is an Academic Program. Its purpose is to provide students with practical, prearranged and preapproved 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 College Coordinator of Cooperative Education, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the programs is to present students to employers in a way which will increase their post-graduation employment potential.

Degree seeking students who have completed at least two quarters at the College and have maintained satisfactory grade averages are eligible to apply.

COOPERATIVE EDUCATION PLANS

Two basic non-mandatory Cooperative Education Plans are offered by the College:

1. The Parallel Plan
2. The Alternating Plan

The Parallel Plan is designed for students who elect to register for one Cooperative Education course simultaneously with other courses.

The Alternating Plan is designed for students who elect to register for on-campus courses one quarter and register for one Cooperative Education course the following quarter. In other words, these students alternate quarters of on-campus study with off-campus Cooperative Education study.

Students who elect to participate in either plan must obtain academic counseling prior to entering either plan to assure that their Cooperative Education courses are properly integrated into their over-all academic program of studies. The plan selected will be determined by the needs of the individual student and the participating employer.

COOPERATIVE EDUCATION CREDIT

Credit is granted for successful completion of a Co-op 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 the instructor. Successful completion also requires the student to: (a)

develop specific on-the-job objectives with the Coordinator of the Cooperative Education 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 quarter.

Grades earned in Co-op courses are computed in grade point averages, on the same basis as other grades.

Credits earned in Co-op 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. Tuition for Co-op courses is the same rate as other courses.

COOPERATIVE EDUCATION COURSES

		Quarter Hours
PARALLEL PLAN COURSES		
COE2041	PARALLEL WORK I	4.5
COE2042	PARALLEL WORK II	4.5
COE3041	PARALLEL WORK III	4.5
COE3042	PARALLEL WORK IV	4.5
COE4041	PARALLEL WORK V	4.5
COE4042	PARALLEL WORK VI	4.5

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 Co-op program is designed specifically for him, these courses are taken, one per quarter, simultaneously with other on-campus courses.

ALTERNATING PLAN COURSES

COE3061	ALTERNATING WORK I	6
COE3062	ALTERNATING WORK II	6
COE4061	ALTERNATING WORK III	6
COE4062	ALTERNATING WORK IV	6

The above four courses are designed for students who alternate a quarter of full-time, on-campus study with a quarter of full-time employment in a job which is related to the Student's academic program and/or career objectives. This plan is reserved for students pursuing a Bachelor's Degree.

DEGREE PROGRAMS

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 45 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.

Two Degrees

Two Bachelors degrees may be awarded simultaneously when the following conditions have been met:

1. Requirements for two majors have been completed as certified by the appropriate academic credits.

2. A minimum of 45 appropriate quarter hours 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 unit subjects specifically required for the second degree or major. Each quarter of scheduling courses must be done in consultation with the Dean.

THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS

The Summit System of Colleges and Schools was founded in 1981 as a direct result of the Board of Trustees' recognition that certain common bonds were shared by the member institutions comprising the Summit System. These member institutions are Orlando College and Tampa College. Under these Senior Colleges of Business, also may reside Medical Education Centers, Court Reporting, Secretarial and Special Computer Divisions.

The chart on Page 17 depicts the group of Senior Colleges of Business which together form the Summit System of Colleges and Schools. Listed are the Degree and Diploma Programs offered throughout the System, and the locations at which they are available.

FOR ADDITIONAL INFORMATION

1. Review the program offerings in the following pages to identify your area of interest;
2. Consult the chart on Page 17 to determine where the program in which you are interested is offered;
3. Visit, call or write the Director of Admissions at the College you wish to attend requesting more information about the College, the program in which you are interested, and the career employment possibilities available to you as a graduate.

**THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS
ACADEMIC PROGRAMS**

Programs and Locations
O = Orlando and T = Tampa

MASTER'S DEGREE

Business Administration - T
Business Information Science - T
Professional Accounting - T
(request special bulletin)

BACHELOR OF SCIENCE DEGREE

Accounting Major - O, T
Information Science and
Computer Programming Major - O, T
International Business Major - T
Management Major - O, T
Marketing Major - O, T

ASSOCIATE IN SCIENCE DEGREE

Accounting Major - O, T
Court Reporting Major - O
Computer Programming Major - O, T
Hotel and Restaurant Administration - O, T
Management Major - O, T
Marketing Major - O, T
Medical Lab Technician Major - T

ASSOCIATE IN DENTAL TECHNOLOGY - T

BACHELOR OF BUSINESS ADMINISTRATION DEGREE - O, T

ASSOCIATE IN BUSINESS DEGREE - O, T

DIPLOMA PROGRAMS

Computer Programming - O, T
Dental Technology - T
Medical Assisting - O, T
Medical Office Assisting - O, T
Medical Receptionist - O, T
Medical Office Receptionist - O, T
Medical Transcriptionist - O, T
Nurses Assistant/Patient Care Attendant - O, T
Executive Secretarial - O

COOPERATIVE EDUCATION PROGRAM - O

COLLEGE OF BUSINESS

PROGRAMS

**THE MASTER'S PROGRAM
(TAMPA COLLEGE ONLY)**

Philosophy

The graduate program was developed to enhance the individual's effectiveness in general business. The graduate program continues to expand the basic philosophy of Tampa College, 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. The graduate program will emphasize initiative and responsibility on the part of the student.

To qualify for the Master's Degree, students are required to accomplish the following:

1. Complete a minimum of 54 quarter hours 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 36 quarter hours must be completed at the college.
2. Meet specified graduation requirements, including the following Area Credit Hour requirements.

		Quarter Hours
Area I -	Graduate Business Component	28 (minimum)
Area II -	Major Component	<u>26 (minimum)</u>
	TOTAL QUARTER HOURS REQUIRED	54 (minimum)

3. Abide by all College 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 College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the College 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 quarter. (Summer Quarter excepted.)

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a Baccalaureate Degree is a prerequisite for admission to the graduate division of Tampa College. Foreign students desiring admittance must have graduated with a Baccalaureate Degree from an approved and recognized college or university by the country in which they attended such institution.

Certain undergraduate 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 matriculate in the Master's Program are listed below:

1. Official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Three letters of recommendation indicating the student's ability to do graduate work. These letters are to be addressed to The Chairman, Graduate Studies Department, Tampa College, 3319 West Hillsborough Ave., Tampa, FL 33614.
3. Completed admissions forms must be accompanied by a \$50 non-refundable application fee.
4. Applicants must demonstrate satisfactory performance in at least one of the following areas:
 - a. A minimum score on the Graduate Management Admissions Test (GMAT) of 450.
 - b. A minimum score on the Graduate Record Exam (GRE) of 1000.
 - c. A 2.75 undergraduate grade point average on a scale of 4.0 on the last two years of undergraduate education submitted.
5. In addition, foreign students from non-English speaking countries who are entering from institutions other than Tampa College, must present a TOEFL score of 550

TRANSFER OF CREDIT

Students wishing to transfer graduate level courses from other institutions must provide evidence that the course is comparable in content to the program of study at Tampa College. No more than 18 quarter hour units may be accepted in transfer, and no courses will be accepted below a "C" grade.

TUITION

The tuition for the Master of Business Administration courses is \$85.00 per credit hour.

THE MASTER'S PROGRAM (TAMPA COLLEGE ONLY)

AREA I -	GRADUATE BUSINESS COMPONENT	Quarter Hours
MAN 5010	Industry, Government and Society	4
PSY 5020	Organizational Behavior	4
MAN 5030	Personnel Administration	4
STA 5040	Quantitative Methods	4
ECO 5050	Managerial Economics	4
ACC 5060	Managerial Accounting	4
COP 5070	Computers and Executive Application	4
TOTAL GRADUATE BUSINESS COMPONENT		28

Major Component (Chosen from one of the following Majors)

AREA II -	BUSINESS ADMINISTRATION COMPONENT	
MAN 5050	Management Communication	4
MAN 5060	Business Policy and Strategy	4
MAR 5070	Marketing Management	4
MAN 5080	Financial Management	4
MAN 5900	Directed Study Project	6
	Elective - to be chosen from courses in the 5000 series	4
TOTAL MAJOR COMPONENT		26

OR

MASTER OF BUSINESS INFORMATION SCIENCE

CIS 5160	Distributed Data Processing	4
COC 5170	Applied Software Development	4
CIS 5300	Office Automation	4
MAN 5800	Management Information Systems (CIS)	4
COC 5900	Directed Study Project	6
	Elective	4
TOTAL MAJOR COMPONENT		26

OR

MASTER OF PROFESSIONAL ACCOUNTING

ACC 5400	Advanced Managerial/Cost Accounting	4
ACC 5600	Advanced Auditing	4
ACC 5700	Accounting Theory	4
MAN 5800	Management Information Science (ACC)	4
ACC 5900	Directed Study Project	6
	Elective	4
TOTAL MAJOR COMPONENT		26

**TOTAL MINIMUM QUARTER HOURS
REQUIRED FOR GRADUATION** **54**

BACHELOR OF SCIENCE DEGREE

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

1. Complete a minimum of 180 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 63 Quarter Hours in the 3000 and 4000 series or higher. The final 45 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements.

Area I -	Business Administration	
	Component	36 (minimum)
Area II -	Major Component	45 (minimum)
Area III -	General Education Component	54 (minimum)
Area IV -	Approved Elective Component	45 (minimum)
	TOTAL QUARTER HOURS REQUIRED	180 (minimum)

3. Abide by all College 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 College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the College 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 quarter. (Summer Quarter excepted.)

**THE BACHELOR OF SCIENCE DEGREE
ACCOUNTING**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
AREA I - COMPONENT TOTAL		36.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
ACC 2101	Intermediate Accounting I	4.5
ACC 2121	Intermediate Accounting II	4.5
ACC 3401	Cost Accounting I	4.5
ACC 3501	Federal Taxation I	4.5
ACC 4201	Advanced Accounting I	4.5
ACC 4601	Auditing I	4.5
BUL 2122	Business Law II	4.5
CORE TOTAL		31.5
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
ELECTIVE TOTAL		13.5
AREA II - COMPONENT TOTAL		45.0

AREA III -		General Education Component (Required for all Majors)	Quarter Hours
A. Required Core			
ECO	1013	Principles of Economics I	4.5
ECO	1023	Principles of Economics II	4.5
POS	2041	American National Government	4.5
PSY	2012	General Psychology	4.5
ENG	1540	English Usage	4.5
ENC	1312	Written Communications	4.5
SPC	2010	Effective Speaking (Select Two Math)	4.5
MAC	1132	Fundamentals of College Mathematics I,	
MAC	1133	Fundamentals of College Mathematics II, or	
MAT	2013	College Algebra	9.0
STA	3014	Statistics	4.5
CORE TOTAL			45.0
B. General Education Electives			
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.			
ELECTIVE TOTAL			9.0
AREA III - COMPONENT TOTAL			54.0
AREA IV -		Approved Elective Component	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
AREA IV - COMPONENT TOTAL			45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION			180

**THE BACHELOR OF SCIENCE DEGREE
INFORMATION SCIENCE AND COMPUTER PROGRAMMING**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
AREA I - COMPONENT TOTAL		36.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
COC 1211	Computer Concepts	4.5
COP 2100	Computer Programming-Basic	4.5
COP 2120	Computer Programming-COBOL	4.5
COP 2160	Computer Programming-RPG II	4.5
CIS 2321	Systems Analysis Methods	4.5
COP 3121	Computer Programming-COBOL, Adv.	4.5
COP 3530	Data Base Program Development	4.5
MAN 4810	Management Information Systems	4.5
CORE TOTAL		36.0
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA II - COMPONENT TOTAL		45.0

AREA III -	General Education Component (Required for all Majors)	Quarter Hours
A. Required Core		
ECO	1013 Principles of Economics I	4.5
ECO	1023 Principles of Economics II	4.5
POS	2041 American National Government	4.5
PSY	2012 General Psychology	4.5
ENG	1540 English Usage	4.5
ENC	1312 Written Communications	4.5
SPC	2010 Effective Speaking (Select Two Math)	4.5
MAC	1132 Fundamentals of College Mathematics I,	
MAC	1133 Fundamentals of College Mathematics II, or	
MAT	2013 College Algebra	9.0
STA	3014 Statistics	4.5
CORE TOTAL		45.0
B. General Education Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA III - COMPONENT TOTAL		54.0
AREA IV - Approved Elective Component		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
AREA IV - COMPONENT TOTAL		45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		180

**THE BACHELOR OF SCIENCE DEGREE
INTERNATIONAL BUSINESS**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
AREA I - COMPONENT TOTAL		36.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
ECS 3003	Comparative Economic Systems	4.5
MAN 3300	Personnel Management	4.5
MAN 4060	Business Policy and Admin.	4.5
MAN 4600	Management of International Business	4.5
ECO 4702	Principles of International Economics	4.5
MAN 4998	Selected Topics in Management	4.5
CORE TOTAL		27.0
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
ELECTIVE TOTAL		18.0
AREA II - COMPONENT TOTAL		45.0

AREA III	General Education Component (Required for all Majors)	Quarter Hours
A. Required Core		
ECO 1013	Principles of Economics I	4.5
ECO 1023	Principles of Economics II	4.5
POS 2041	American National Government	4.5
PSY 2012	General Psychology	4.5
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II, or	
MAT 2013	College Algebra	9.0
STA 3014	Statistics	4.5
CORE TOTAL		45.0
B. General Education Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA III - COMPONENT TOTAL		54.0
AREA IV - Approved Elective Component		
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
AREA IV - COMPONENT TOTAL		45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		180

**THE BACHELOR OF SCIENCE DEGREE
MANAGEMENT**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
AREA I - COMPONENT TOTAL		36.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
BUL 2122	Business Law II	4.5
MAN 2800	Small Business Management	4.5
MAN 3300	Personnel Management	4.5
RMI 3015	Risk and Insurance	4.5
MAN 4410	Labor Relations and Collective Bargaining	4.5
MAN 4060	Business Policy and Administration	4.5
CORE TOTAL		27.0
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
ELECTIVE TOTAL		18.0
AREA II - COMPONENT TOTAL		45.0

AREA III -	General Education Component (Required for all Majors)	Quarter Hours
A. Required Core		
ECO 1013	Principles of Economics I	4.5
ECO 1023	Principles of Economics II	4.5
POS 2041	American National Government	4.5
PSY 2012	General Psychology	4.5
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II, or	
MAT 2013	College Algebra	9.0
STA 3014	Statistics	4.5
CORE TOTAL		45.0
B. General Education Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA III - COMPONENT TOTAL		54.0
AREA IV -	Approved Elective Component	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
AREA IV - COMPONENT TOTAL		45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		180

**THE BACHELOR OF SCIENCE DEGREE
MARKETING**

AREA I -	Business Administration Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
COC 1000	Introduction to Computer Based Systems	4.5
GEB 1012	Introduction to Business Enterprise	4.5
MAN 2000	Principles of Management	4.5
BUL 2100	Business Law I	4.5
MAR 1023	Introduction to Marketing	4.5
AREA I - COMPONENT TOTAL		36.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
MAR 1101	Salesmanship	4.5
ADV 2000	Advertising	4.5
MAR 3203	Marketing Channels and Distribution	4.5
MAR 3344	Promotion Policies and Strategy	4.5
MAR 4613	Marketing Research	4.5
MAR 4722	Marketing Administration	4.5
CORE TOTAL		27.0
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
ELECTIVE TOTAL		18.0
AREA II - COMPONENT TOTAL		45.0

AREA III -	General Education Component (Required for all Majors)	Quarter Hours
A. Required Core		
ECO	1013 Principles of Economics I	4.5
ECO	1023 Principles of Economics II	4.5
POS	2041 American National Government	4.5
PSY	2012 General Psychology	4.5
ENG	1540 English Usage	4.5
ENC	1312 Written Communications	4.5
SPC	2010 Effective Speaking (Select Two Math)	4.5
MAC	1132 Fundamentals of College Mathematics I,	
MAC	1133 Fundamentals of College Mathematics II, or	
MAT	2013 College Algebra	9.0
STA	3014 Statistics	4.5
CORE TOTAL		40.5
B. General Education Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the General Education courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA III - COMPONENT TOTAL		54.0
AREA IV -	Approved Elective Component	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
AREA IV - COMPONENT TOTAL		45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		180

THE ASSOCIATE IN SCIENCE DEGREE

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

1. Complete a minimum of 90 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 27 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements, 31.5 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 -	Business Component	27 (minimum)
Area II -	Major Component	36 (minimum)
Area III -	General Educational Component	27 (minimum)

TOTAL QUARTER HOURS REQUIRED	90 (minimum)
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3. Abide by all College 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 College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the College 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 quarter. (Summer Quarter excepted.)

**THE ASSOCIATE IN SCIENCE DEGREE
ACCOUNTING**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
AREA I - COMPONENT TOTAL		27.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
ACC 2050	Accounting for the Microcomputer	4.5
ACC 2101	Intermediate Accounting I	4.5
ACC 2121	Intermediate Accounting II	4.5
BUL 2122	Business Law II	4.5
MAN 2000	Principles of Management	4.5
ACC 3501	Federal Taxation I	4.5
CORE TOTAL		27.0
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA II - COMPONENT TOTAL		36.0
AREA III -	General Education Component (Required for all Majors)	Quarter Hours
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
AREA III - COMPONENT TOTAL		27.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		90.0

**THE ASSOCIATE IN SCIENCE DEGREE
COMPUTER PROGRAMMING**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
AREA I - COMPONENT TOTAL		27.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
COC 1211	Computer Concepts	4.5
CIS 2321	Systems Analysis and Methods	4.5
COP 2100	Computer Programming-BASIC	4.5
COP 2120	Computer Programming-COBOL	4.5
COP 2160	Computer Programming-RPG II	4.5
COP 3121	Computer Programming-COBOL, Adv.	4.5
CORE TOTAL		27.0
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. It is recommended that COC 2999, Internship, be taken to enhance the student's employment opportunities.		
ELECTIVE TOTAL		9.0
AREA II - COMPONENT TOTAL		36.0
AREA III	General Education Component (Required for all Majors)	Quarter Hours
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
AREA III - COMPONENT TOTAL		27.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		90.0

**THE ASSOCIATE IN SCIENCE DEGREE
HOTEL AND RESTAURANT ADMINISTRATION**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
AREA I - COMPONENT TOTAL		27.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
HFT 1000	Hotel and Restaurant Organization and Management	4.5
HFT 1510	Marketing, Sales and Public Relations	4.5
HFT 2420	Hotel and Restaurant Accounting and Control	4.5
HFT 2999	Internship in Hotel and Restaurant Administration	4.5
COC 1211	Computer Concepts	4.5
CORE TOTAL		22.5
B. Major Electives	To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
ELECTIVE TOTAL		13.5
AREA II - COMPONENT TOTAL		36.0
AREA III -	General Education Component (Required for all Majors)	Quarter Hours
A. Required Core		
ENG 1540	English Usage	4.5
ENG 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
AREA III - COMPONENT TOTAL		27.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		90.0

**THE ASSOCIATE IN SCIENCE DEGREE
MANAGEMENT**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
AREA I - COMPONENT TOTAL		27.0
AREA II -	Major Component	Quarter Hours
A. Required Core		
MAN 2000	Principles of Management	4.5
MAN 1344	Principles of Supervision	4.5
BUL 2122	Business Law II	4.5
MAN 2800	Small Business Management	4.5
MAR 1023	Introduction to Marketing	4.5
ACC 3501	Federal Taxation I	4.5
CORE TOTAL		27.0
B. Major Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.		
ELECTIVE TOTAL		9.0
AREA II - COMPONENT TOTAL		36.0
AREA III -	General Education Component (Required for all Majors)	Quarter Hours
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
AREA III - COMPONENT TOTAL		27.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		90.0

**THE ASSOCIATE IN SCIENCE DEGREE
MARKETING**

AREA I -	Business Component (Required for all Majors)	Quarter Hours
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
AREA I - COMPONENT TOTAL		27.0
AREA II -	Major Component	Quarter Hours
A.	Required Core	
MAR 1023	Introduction to Marketing	4.5
MAR 1101	Salesmanship	4.5
MAR 2151	Retailing	4.5
ADV 2000	Advertising	4.5
BUL 2122	Business Law II	4.5
MAN 2000	Principles of Management	4.5
CORE TOTAL		27.0
B.	Major Electives To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog.	
ELECTIVE TOTAL		9.0
AREA II - COMPONENT TOTAL		36.0
AREA III -	General Education Component (Required for all Majors)	Quarter Hours
ENG 1540	English Usage	4.5
ENC 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
AREA III - COMPONENT TOTAL		27.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		90.0

**ASSOCIATE IN SCIENCE DEGREE
COURT REPORTING
(ORLANDO ONLY)**

	Quarter Hours
BUSINESS COMPONENT (All required)	
A. Required Core	
CR-SES 1221 Machine Shorthand Theory I	6.0
CR-SES 1222 Machine Shorthand Theory II	6.0
CR-SES 1224 Court & Conference Dictation I	6.0
CR-SES 2225 Court & Conference Dictation II	6.0
CR-SES 2226 Court & Conference Dictation III	6.0
CR-SES 2227 Court & Conference Dictation IV	6.0
CR-SES 2228 Court & Conference Dictation V	6.0
CR-SES 2230 Court & Conference Dictation VI	6.0
SES 1100 Introductory Typing	4.5
SES 1110 Intermediate Typing	4.5
SES 1120 Advanced Typing	4.5
CR-SES 1436 The Law & Legal Terminology	4.5
SES 2248 Anatomy & Medical Terminology	4.5
CR-SES 2256 Medical Dictation	3.0
CR-SES 2220 Court Reporting & Transcription Preparation	4.5
CR-SES 2998 General Reporting Terminology	4.5
CR-SES 2999 Court Reporting Testimony (Internship)	1.5
CR-SES 2150 Office Information Systems	4.5
TOTAL BUSINESS COMPONENT	88.5
B. General Education Component	
ENG 1540 English Usage	4.5
SPC 2010 Effective Speaking	4.5
ENC 1312 Written Communication	4.5
PSY 2012 General Psychology	4.5
Choice of General Education Electives	9.0
COMPONENT TOTAL	27.0
MINIMUM TOTAL HOURS REQUIRED FOR GRADUATION	115.5

BUSINESS ADMINISTRATION PROGRAMS

The College has for many years specialized in Business Administration Programs, both Bachelor and Associate Degrees. On the following pages, the requirements for these programs are listed. A student may choose a sequence of business courses that are particularly adaptable to the chosen career goal. In conjunction with the Dean and Faculty Advisor, the student will train in a broad area of subjects pointing toward a strong education in preparation for an executive position.

The requirements for Bachelor of Business Administration are described on pages 41, 42, while the Associate in Business is described on pages 43, 44.

THE BACHELOR OF BUSINESS ADMINISTRATION

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

1. Complete a minimum of 180 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 63 Quarter Hours in the 3000 and 4000 series or higher. The final 45 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements:

	Quarter Hours
Area I - Business Administration Component	81 (minimum)
Area II - General Education Component	54 (minimum)
Area III - Approved Elective Component	45 (minimum)
TOTAL QUARTER HOURS REQUIRED	180 (minimum)

3. Abide by all College 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 College prior to Graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the College catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full academic quarter. (Summer Quarter excepted)

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

AREA I -	Business Administration Component	Quarter Hours
A. Required Core		
ACC	2001 Principles of Accounting I	4.5
ACC	2021 Principles of Accounting II	4.5
ACC	2041 Principles of Accounting III	4.5
COC	1000 Introduction to Computer Based Systems	4.5
GEB	1012 Introduction to Business Enterprise	4.5
MAN	2000 Principles of Management	4.5
BUL	2100 Business Law I	4.5
MAR	1023 Introduction to Marketing	4.5
CORE TOTAL		36.0
B. Business Electives		
To be selected in consultation with the Faculty Advisor, Registrar or Dean from among the Business Courses listed in the catalog. At least 27 Quarter hours must be from courses in the 3000 or 4000 series.		
ELECTIVE TOTAL		45.0
AREA I - COMPONENT TOTAL		81.0

AREA II -		General Education Component	Quarter Hours
A.		Required Core	
ECO	1013	Principles of Economics I	4.5
ECO	1023	Principles of Economics II	4.5
POS	2041	American National Government	4.5
PSY	2012	General Psychology	4.5
ENG	1540	English Usage	4.5
ENC	1312	Written Communication	4.5
SPC	2010	Effective Speaking (Select two Math)	4.5
MAC	1132	Fundamentals of College Mathematics I,	
MAC	1133	Fundamentals of College Mathematics II, or	
MAT	2013	College Algebra	9.0
STA	3014	Statistics	4.5
CORE TOTAL			45.0
B.		General Education Electives	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a General Education Courses listed in the catalog.			
ELECTIVE TOTAL			9.0
AREA II - COMPONENT TOTAL			54.0
AREA III		Approved Elective Component	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
AREA III - COMPONENT TOTAL			45.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION			180.0

THE ASSOCIATE IN BUSINESS DEGREE

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

1. Complete a minimum of 90 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 27 Quarter Hours must be completed at the College.
2. Meet the specified graduation requirements, including the following Area Credit Hour requirements, 31.5 of which must be in 2000 or above level. Upper Division courses may be used to satisfy the requirements if approved by the Dean.

		Quarter Hours
Area I -	Business Component	45 (minimum)
Area II -	General Education Component	27 (minimum)
Area III -	Approved Elective Component	18 (minimum)
TOTAL QUARTER HOURS REQUIRED		90 (minimum)

3. Abide by all College 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 College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the College 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 quarter. (Summer Quarter excepted)

THE ASSOCIATE IN BUSINESS DEGREE

AREA I -	Business Component	Quarter Hours
A. Required Core		
GEB 1012	Introduction to Business Enterprise	4.5
BUL 2100	Business Law I	4.5
COC 1000	Introduction to Computer Based Systems	4.5
ACC 2001	Principles of Accounting I	4.5
ACC 2021	Principles of Accounting II	4.5
ACC 2041	Principles of Accounting III	4.5
CORE TOTAL		27.0
B. Business Electives		
To be selected in consultation with the Faculty Advisor or Dean from among the Business courses listed in the catalog.		
ELECTIVE TOTAL		18.0
AREA I - COMPONENT TOTAL		45.0
AREA II -	General Education Component	Quarter Hours
Required Core:		
ENG 1540	English Usage I	4.5
ENG 1312	Written Communications	4.5
SPC 2010	Effective Speaking (Select Two Math)	4.5
MAC 1132	Fundamentals of College Mathematics I,	
MAC 1133	Fundamentals of College Mathematics II,	
MAT 2013	College Algebra, or	
STA 3014	Statistics (Recommended for all Majors)	9.0
PSY 2012	General Psychology	4.5
AREA II - COMPONENT TOTAL		27.0
AREA III	Approved Elective Component	
To be selected in consultation with the Faculty Advisor, Registrar or Dean to effectuate a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
AREA III - COMPONENT TOTAL		18.0
MINIMUM TOTAL QUARTER HOURS REQUIRED FOR GRADUATION		90.0

COMPUTER PROGRAMMING DIPLOMA PROGRAM

The purpose of the program is to prepare the student with the requisite theoretical, technical and practical knowledge for a professional career in various computer or computer related fields. The program is designed to serve the needs of students preparing to enter a computer profession in business or industry and who do not desire a degree.

Courses Offered		Credit Hours
COC 1000	Introduction to Computer Based Systems	4.5
COC 1211	Computer Concepts	4.5
ACC 2001	Principles of Accounting I	4.5
MAC 1132	Fundamentals of College Math I	4.5
COP 2100	Computer Programming - BASIC	4.5
COP 2120	Computer Programming - COBOL	4.5
ENG 1540	English Usage	4.5
MAC 1133	Fundamentals of College Math II	4.5
ACC 2021	Principles of Accounting II	4.5
SPC 2010	Effective Speaking	4.5
COP 3121	Computer Programming - Advanced COBOL	4.5
COP 2160	Computer Programming - RPG II	4.5
ENC 1312	Written Communication	4.5
CIS 2321	Systems Analysis Methods	4.5
	Major Elective	4.5
TOTAL		67.5

EXECUTIVE SECRETARIAL DIPLOMA PROGRAM
(Orlando Only)

The secretarial program offers a concentrated field of study in professional career skills for those who aspire to executive level secretarial positions in private enterprise, government and professional fields. Word Processing is taught in depth.

Program Length: 9 months
59 Credit Hours
Lab Fee: \$15 per month

		Credit Hours	
ENG	1540	English Usage	4.5
ENG	1312	Written Communications	4.5
SPC	2010	Effective Speaking	4.5
SES	1101	Typing I	5.0
SES	1111	Typing II	5.0
SES	1121	Typing III	5.0
SES	1210	Shorthand I	4.5
SES	1213	Shorthand II	5.0
SES	1214	Shorthand III	5.0
SES	1350	Office Procedures I	3.0
SES	1351	Office Procedures II	5.0
SES	2160	Word Processing Operations	3.0
SES	2999	Internship	<u>5.0</u>
TOTAL			59.0

COURSE DESCRIPTIONS

BUSINESS

ACCOUNTING

ACC 2001 - Principles of Accounting I

This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, and the opening and closing of books are included.

4.5 Quarter Hours

ACC 2021 - Principles of Accounting II

This course is a continuation of ACC 2001 with application to more advanced transactions. Emphasis is placed on the opening of the books, classification and control of accounts, safeguarding of cash; notes, acceptances, discounts, capital investments and withdrawals, and the adjusting and closing of books. Prerequisite: ACC 2001.

4.5 Quarter Hours

ACC 2041 - Principles of Accounting III

A continuation of ACC 2001 and 2021 with application to accounting for corporations and manufacturing operations. It covers the opening, adjusting and closing of corporation accounts and books, describes manufacturing and cost accounting systems, classification of accounts, budgeting, internal reporting and the analysis of financial statements. Prerequisite: ACC 2021

4.5 Quarter Hours

ACC 2050 - Accounting for the Microcomputer

This course introduces four major integrated accounting systems commonly found in computerized accounting departments. These systems: General Ledger, Accounts Receivable, Accounts Payable and Payroll, are presented in such a way as to require no prior knowledge of computers or computerized accounting. The student will gain understanding and confidence in the use of automated accounting through hands-on application drills on the microcomputer. Prerequisites: ACC 2001; COC 1000

4.5 Quarter Hours

ACC 2101 - Intermediate Accounting I

A comprehensive study of accounting theory above the level of basic accounting principles. Primary emphasis is on accounting for assets, income and expenses. Prerequisite: ACC 2041.

4.5 Quarter Hours

ACC 2121 - Intermediate Accounting II

A continuation of ACC 2101. Primary emphasis is on accounting for ownership; liabilities, capital and corporate net worth.

4.5 Quarter Hours

ACC 3300 - Managerial Accounting

This course stresses the use of accounting for managerial planning and control and emphasizes the role of accounting in decision-making. It covers retailing, wholesaling, manufacturing and administrative operations. Prerequisite: ACC 2021.

4.5 Quarter Hours

ACC 3401 - Cost Accounting I

An introductory course which includes job order and process cost accounting systems, elements of cost, direct and indirect costs, stores ledger and control, work in process and finished

goods inventories, valuation of materials, accounting for labor, monthly closing entries, analytical statements and comparative statements. Prerequisite: ACC 2041.

4.5 Quarter Hours

ACC 3421 - Cost Accounting II

A further study of cost data for planning, control and decision-making purposes. Prerequisite: ACC 3401.

4.5 Quarter Hours

ACC 3501 - Federal Taxation I

A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. What constitutes incomes and deductible expenditures is given special emphasis. Specimen returns and problems are used in the development of skills in preparation of tax returns, particularly individual returns.

4.5 Quarter Hours

ACC 3521 - Federal Taxation II

An advanced study of the principles of taxation applied to corporations, estates and trusts. Prerequisite: ACC 3501.

4.5 Quarter Hours

ACC 3860 - Government Accounting

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2041.

4.5 Quarter Hours

ACC 4201 - Advanced Accounting I

Property acquisition, revaluation and retirement, and depreciation principles and practice are studied in greater depth. Intangible assets, current and long term debt, pension plans, corporation formation and capital stock transactions are covered. Financial statement analysis, funds flow and related statements are given a thorough treatment. Frequent reference is made to pronouncements by the Securities Exchange Commission and the American Institute of Certified Public Accounts. Prerequisite: ACC 2121.

4.5 Quarter Hours

ACC 4221 - Advanced Accounting II

Accounting theory and current practices are studied in depth with emphasis on the concepts and standards prevailing in the accounting profession. Coverage is afforded such topics as partnership formation, dissolution and liquidation, installment and consignment sales, home office and branch accounting and consolidations. Prerequisite: ACC 4201.

4.5 Quarter Hours

ACC 4601 - Auditing I

An introductory course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 2121.

4.5 Quarter Hours

ACC 4621 - Auditing II

A continuation of ACC 4601, which is prerequisite. Stress 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, the responsibility for them, and the duty in testifying in connection with them in court. Prerequisite: ACC 4601.

4.5 Quarter Hours

ACC 4998 - Selected Topics in Accounting

A special study of selected topics which are of current interest and relevance to the student preparing for a career in accounting. Prerequisites, if any, determined by the course material and instructor.

4.5 Quarter Hours

ACC 4999 - Internship in Accounting

As part of the preparation of a career in accounting, the student is permitted to serve an internship in public accounting firms, accounting departments of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

4.5 Quarter Hours

ACC 5060 - Managerial Accounting

Decision-making and financial planning through the use of accounting systems. Budgeting, management, evaluation and control are emphasized. Prerequisite: Accounting Principles.

4.0 Quarter Hours

ACC 5400 - Advanced Managerial/Cost Accounting

Measurement, interpretation, planning and control of costs by means of mathematical and statistical techniques are integrated into this study. Prerequisite: Cost Accounting.

4.0 Quarter Hours

ACC 5600 - Advanced Auditing

This course explains the procedures and preferred practices for controlling computer operations and auditing a computer data base system. Prerequisite: Auditing and Data Base Course.

4.0 Quarter Hours

ACC 5700 - Accounting Theory

A study of the development and evaluation of current account theory and measurement concepts. Prerequisite: Intermediate Accounting.

4.0 Quarter Hours

ACC 5800 - Information Systems

General system theory and total system concepts are studied along with internal control problems in computer based accounting systems. Prerequisite: Intermediate Accounting and Introduction to Computer Based Systems.

4.0 Quarter Hours

ACC 6000 - Seminar in Accounting

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.

4.0 Quarter Hours

**INFORMATION SCIENCE AND
COMPUTER PROGRAMMING***

*Class time will not be used for lab time.

COC 1000 - Introduction to Computer Based Systems

An overview of computer information systems. This survey course introduces computer hardwares - micro, mini and mainframe; software, procedures, systems and human resources and

explores their integration and application in business and in other segments of society. Computers as tools in the business environment are surveyed through hands-on experiences with micro-computer applications of word processing, spread sheet analysis, accounting applications, business graphics, and data base management techniques.

4.5 Quarter Hours

COC 1211 - Computer Concepts

This course provides the student with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. The methodologies used are varied and include flowcharting, hierarchy charts, decision tables, and numbering systems. In addition new techniques will be discussed when they become available. Hands on experiences on an IBM minicomputer system are provided.

4.5 Quarter Hours

COP 2100 - Computer Programming - BASIC

A continuation of COC 1211. Emphasis on structured methodology of program design, development, testing, implementation and documentation of common business oriented applications using BASIC. The student will be required to design, program, code and test realistic business type programs that illustrate arithmetic operations, basic report formatting, accumulation of intermediate and final totals, program decision making, multiple-page reports, control break logic, multi-dimension table processing methods, extract and reporting, and sequential, indexed, and direct file creation and updating. Prerequisite: COC 1211.

4.5 Quarter Hours

COP 2120 - Computer Programming - COBOL

This course provides a foundation for the use of COBOL. Emphasis on the fundamentals of structured program design, development, testing, implementation and documentation of common business-oriented applications using the COBOL programming language. Coverage of language syntax, basic input/output operation, arithmetic operations, report formatting, accumulation of intermediate and final totals, report editing, program decision making, multiple page reports, control break logic (single and multiple), table processing, file creation, access and reporting including data editing and validation. Prerequisite: COP 2100

4.5 Quarter Hours

COP 2160 - Computer Programming - RPG II

This course provides a foundation for the use of RPG (Report Program Generator) as a computing language. The student is expected to learn and apply the basic facilities of this language utilizing sequential access methods. Prerequisite: COC 1211 (COP 2100 recommended).

4.5 Quarter Hours

CIS 2321 - Systems Analysis Methods

Overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prerequisite: COC 1211.

4.5 Quarter Hours

COP 3121 - Computer Programming - Advanced COBOL

This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative and indexed sequential file organization, access methods, the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2120.

4.5 Quarter Hours

COP 3171 - Computer Programming - Advanced BASIC

Continuation of COP 2100. The student will be required to design and implement BASIC programs and systems of programs that utilize advanced features of the language. Emphasis will be on the flow of data and the relation of one program to another. The information system will be provided, the student is expected to develop the specific design and code all programs, subroutines, and subprograms. The programs are to be individually developed, however, the team design concept may be used, which will include peer review of program design, systems design, and coding. Prerequisite: COP 2100.

4.5 Quarter Hours

CIS 3321 - Structural Systems Analysis and Design

Advanced study of structured systems development. Emphasis on strategies and techniques and structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: CIS 2321 and COP 2120.

4.5 Quarter Hours

COP 3530 - Data Base Program Development

Introduction to application program development in a database environment with an emphasis on loading, modifying and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network and relational. Discussion of storage devices, data administration and data analysis, design and implementation. Prerequisite: CIS 3321.

4.5 Quarter Hours

CIS 4000 - Advanced Data Base Concepts

Investigation and application of advanced database concepts including database administration, database technology, and selection and acquisition of database management systems. In-depth practicum in data modeling and system development in a database environment. Overview of future trends in data management. Prerequisite: COP 3530.

4.5 Quarter Hours

CIC 4360 - Data Communications

Data communications (tele-processing), batch, remote job entry, on-line realtime and interactive operation, communications resources (types and grades of transmission facilities) and terminal hardware concepts. Prerequisite: COP 2100 or COP 2120.

4.5 Quarter Hours

CIC 4370 - Software and Hardware Concepts

A survey of technical topics related to computer systems with emphasis on the relationship between hardware architecture, system software, and applications software. The common features of microcomputers, mini-computers, and mainframe computers will be examined. Technical concepts will be related to the problem-solving needs of the information system specialist. Although not a programming course, programming assignments will be used to illustrate such concepts as data representation, addressing modes, subroutines with arguments, program and copy libraries, dump analysis and file concepts. Prerequisite: COP 3121.

4.5 Quarter Hours

CIS 4601 - EDP Audit and Controls

An introduction to the fundamentals of Electronic Data Processing auditing. Emphasis on EDP controls, types of EDP audits, and concepts and techniques used in EDP audits. Exposure to risk assessment and professional standards in the field of EDP auditing. Prerequisite: Departmental Approval.

4.5 Quarter Hours

MAN 4810 - Management Information Systems

An introduction to the financial, technical and strategic information systems planning processes. Emphasis on the relationship of the information systems planning process to the overall business goals, policies, plans, management style and industry condition. Emphasis on the means of selecting large systems projects; assessing the installation's current state; determining processing, staffing, software, hardware and financing approaches. Review of hardware, software and services information sources. Prerequisite: COC 1211.

4.5 Quarter Hours

COC 4998 - 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 programming. Such languages as Assembler, Fortran, Advanced RPG II/III, PASCAL, PL/I or ADA may also be taught under this title if enough students show interest and software is available. Prerequisites, if any, are determined by the course material and the instructor.

4.5 Quarter Hours

COC 2999

COC 4999 - Internship in Data Processing

As part of the preparation for a career in data processing, the student is permitted to serve an internship in the data processing departments of financial, business and industrial organizations or government agencies acceptable to the College at either a Sophomore or Senior level. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer. Prerequisite: 3.0 GPA and departmental approval.

4.5 Quarter Hours

COP 5070 - Computers and Executive Application

A non-technical course designed to familiarize business leaders and other executives with the types of computers and computer packages available. How to use these tools within the business and how to apply computer systems to best advantage.

4.0 Quarter Hours

CIS 5160 - Distributed Data Processing

The features of centralized, decentralized and distributed systems will be examined. The impact of distributed systems on the business enterprise will be exposed via the medium of case studies. Technology implications of computer hardware, software and communications are discussed as they relate to the design, development and implementation of distributed data processing systems. Prerequisite: COP 3530 Database Program Development.

4.0 Quarter Hours

COC 5170 - Applied Software Development Project

Application of computer programming and system development concepts, principles and practices to a comprehensive system development project. A team or individual approach is used to analyze, design and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations and group dynamics in the solution of information systems problems. Prerequisite: CIC 3321.

4.0 Quarter Hours

CIS 5300 - Office Automation

Office information and decision support systems are examined as emerging and critical elements in business data and information systems. Emphasis is given to information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro and reprographics, and (tele-) communications. The course includes discussion of

person/machine interfaces and appraisals of current and future technological trends and their impacts on data processing and on the office environment. Prerequisite: CIS 2321 Systems Analysis Methods.

4.0 Quarter Hours

CIS 5800 - Information Systems

An introduction to the financial, technical and strategic information systems planning processes. Emphasis on developing an understanding of alternate methods of developing or acquiring hardware, software and human resources to meet company information needs, to acquire practice in researching and configuring a computer system and in presenting written and oral reports, justifications and recommendations. Prerequisite: COP 5170.

4.0 Quarter Hours

CIS 6000 - Seminar in Information Resource Management

A seminar course providing a broad overview of the information systems management function. Course emphasis is on planning, organizing, and controlling user services and managing the computer information systems development process. The student should gain useful insights for relating the activities of programming and systems analysis and design to a set of management requirements. Prerequisite: COP 5170.

4.0 Quarter Hours

COURT REPORTING

CR-SES 1221 - Machine Shorthand Theory I

An introduction to computer-compatible machine shorthand theory, phonetics, and symbols. Finger position, brief forms and phrases and reading habits are stressed.

6.0 Quarter Hours

CR-SES 1222 - Machine Shorthand Theory II

A completion and review of the basic principles of machine shorthand. New brief forms and phrases are introduced, as well as the beginning of court reporting techniques on the machine, and some Q & A. Students will be expected to attain a speed of 80 words a minute on basic material. Prerequisite: Machine Shorthand Theory I.

6.0 Quarter Hours

CR-SES 1224 - Court and Conference Dictation I

A course which develops the skills learned in Machine Shorthand Theory I and II, and emphasizes the attainment of speed on more difficult materials. Testing is done at controlled speeds up to 80 words a minute and students are expected to attain a speed of 100 words a minute. Prerequisite: 60 words a minute.

6.0 Quarter Hours

CR-SES 1436 - The Law and Legal Terminology

An introductory course in both civil and criminal law. Sources of the law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course also covers all aspects of the judicial system, including discovery, trial, and the appellate processes.

Legal terminology is presented, together with the utilization of the terms, and the student is required to attain an understanding of the meaning and the use of the legal terms. No Prerequisite.

4.5 Quarter Hours

CR-SES 2220 - Court Reporting Procedures and Transcription Preparation

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 hearings; instruction in the ethics of court reporting; indexing, filing and storage of notes; structure of courts locally, statewide; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround time schedules.

Included also is an overview in reporter-related technology, concepts, and vocabulary, which cover computer-aided transcription systems, word processing systems and video application for the court reporter.

4.5 Quarter Hours

CR-SES 2225 - Court and Conference Dictation II

This course emphasizes clarity of notes and more difficult dictating material for complete utilization of theory. Dictation of literary matter, some jury charge, Congressional Record, and Q & A material at increasing rates of speed occurs in Court and conference Dictation II through IV. Speeds up to 125 words a minute are attained in this course. Prerequisite: Minimum 90 words a minute.

6.0 Quarter Hours

CR-SES 2226 - Court and Conference Dictation III

A continuation of Court and Conference Dictation II. Specialized vocabulary is emphasized, as well as literary, Congressional material, and Q & A. Speed of 150 words a minute is attained in this course.

The National Shorthand Reporters Association series of textbooks is used to study court reporting punctuation, grammar and English. Varied multi-voice material, including courtroom testimony, depositions, statements, commission hearings, evidentiary hearings, etc., are dictated in class and transcribed. Prerequisite: Minimum 120 words a minute.

6.0 Quarter Hours

CR-SES 2227 - Court and Conference Dictation IV

A continuation of Court and Conference Dictation III. Speed of 175 words a minute will be developed. Multi-voice testimony is emphasized. Practice in writing notes for a notereader. Dictation includes motions, evidentiary hearings, depositions, with technical specialized material emphasized. Salable transcripts are produced. Prerequisite: Minimum 150 words a minute.

6.0 Quarter Hours

CR-SES 2228 - Court and Conference Dictation V

A continuation of Court and Conference Dictation IV. Speeds of 200 words a minute will be developed. Prerequisite: Minimum 170 words a minute.

6.0 Quarter Hours

CR-SES 2230 - Court and Conference Dictation VI

A continuation of Court and Conference Dictation V. A speed of 225 words a minute will be developed. A study of Court Reporting as a profession; the role of the Court Reporter as a professional. Dictation, transcription, and presentation of daily copy, arbitrations, and grievance hearings. Prerequisite: 200 words a minute.

6.0 Quarter Hours

CR-SES 2256 - Medical Dictation

A course designed to familiarize the student with the dictation and transcription of material containing medical terminology such as case histories, operation and x-ray reports, and medical articles. Prerequisite: CR-SES 2227.

3.0 Quarter Hours

CR-SES 2990 - Speed Development I

A course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6.0 Quarter Hours

CR-SES 2991 - Speed Development II

A second level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6.0 Quarter Hours

CR-SES 2992 - Speed Development III

A third level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6.0 Quarter Hours

CR-SES 2993 - Speed Development IV

A fourth level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6.0 Quarter Hours

CR-SES 2994 - Speed Development V

A fifth level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

6.0 Quarter Hours

CR-SES 2998 - General Reporting Terminology

Vocabulary development (non-legal or medical), spelling, proofreading of transcripts, overcoming transcription stumbling blocks. Prerequisite: CR-SES 2225.

4.5 Quarter Hours

CR-SES 2999 - Court Reporting Testimony (Internship)

Students are required to complete an internship of 50 hours of courtroom and/or free-lance reporting under the supervision of practicing court reporters. Excerpts of each day's notes dictated and typed by the students, with appropriate turnaround time. Dress, attitude and demeanor are also graded. Prerequisite: 200 words a minute in Q & A and permission of Dean.

1.5 Quarter Hours

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 - Hotel and Restaurant Organization and Management

An introduction to the hotel and restaurant industry with emphasis on organization and management. Analysis of typical internal organizational structures in the industry and of the various levels of management roles and function.

4.5 Quarter Hours

HFT 1300 - Housekeeping, Plant Engineering and Maintenance

A study of the organization, duties and management functions associated with institutional housekeeping, maintenance and plant engineering. Layouts, work-flow, and the writing of specifications are covered.

4.5 Quarter Hours

HFT 1510 - Marketing, Sales, and Public Relations

A study of sales, promotion and marketing practices of the hotel and restaurant industry.

4.5 Quarter Hours

FSS 2251 - Food and Beverage Management

A study of the basic principles of food and beverage management with emphasis on purchasing, storage, production, and volume service. This course includes non-laboratory studies of food and beverage technology, menu selection, preparation and format, formal dining styles, and wine studies.

4.5 Quarter Hours

HFT 2420 - Hotel and Restaurant Accounting and Control

A survey of accounting methods, controls and practices commonly found in hotels, motels, restaurants, clubs and institutions. Emphasis is placed on practical application.

4.5 Quarter Hours

HFT 3603 - Laws of Innkeeping

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. Prerequisite: BUL 2100.

4.5 Quarter Hours

HFT 3713 - World Tourism

The historical growth of the domestic and worldwide tourist industry and its importance to related areas. Study of the development of travel for pleasure and business. The economic, psychological and social impact of the travel and tourist trade.

4.5 Quarter Hours

HFT 2998 - Selected Topics in Hotel and Restaurant Administration

A Special Study of selected topics which are of current interest and relevance to the student preparing for a career in hotel and restaurant administration. Prerequisites, if any, are determined by the course material and the instructor.

Variable Credit

HFT 2999 - Internship in Hotel and Restaurant Administration

As part of the preparation for a career in hotel and restaurant administration, the student is permitted to serve an internship in motels, hotels, restaurants, or other organization acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor and the employer.

4.5 Quarter Hours

MANAGEMENT

GEB 1012 - Introduction to Business Enterprise

A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, finance, ethics and law.

4.5 Quarter Hours

MAN 1344 - Principles of Supervision

A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.

4.5 Quarter Hours

MAN 2000 - Principles of Management

An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources and organizational structure are introduced.

4.5 Quarter Hours

BUL 2100 - Business Law I

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.

4.5 Quarter Hours

BUL 2101 - Legal Environment of Business

Analysis of the laws as a dynamic social and political institution in the business environment.

4.5 Quarter Hours

BUL 2122 - Business Law II

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments and insurance.

4.5 Quarter Hours

MAR 2763 - Credits and Collections

A study of the management of the credit and collection activities of business organizations, including economic and social implications, specific types of available credit, and management and analysis of consumer and commercial credit.

4.5 Quarter Hours

MAN 2800 - Small Business Management

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.

4.5 Quarter Hours

PAD 3000 - Public Administration

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 2000.

4.5 Quarter Hours

RMI 3015 - Risk and Insurance

The basic principles of sound risk management including risk identification and evaluation. Insurance as a risk management tool; its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2000.

4.5 Quarter Hours

MAN 3300 - Personnel Management

An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2000.

4.5 Quarter Hours

TRA 4010 - Transportation

The role of the different modes of transportation (rail, motor, air, water and pipelines) analyzed in terms of economic characteristics and services rendered in relation to the management of the business entity. Prerequisite: MAN 2000.

4.5 Quarter Hours

MAN 4060 - Business Policy and Administration

A study of production and operations management, primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000.

4.5 Quarter Hours

MAN 4410 - Labor Relations and Collective Bargaining

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 2000.

4.5 Quarter Hours

MAN 4600 - Management of International Business

A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.

4.5 Quarter Hours

MAN 4998 - Selected Topics in Management

A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Prerequisites, if any, are determined by the course material and instructor.

Variable Credit

MAN 4999 - Internship in Management

As part of the preparation for a career in management, the student is permitted to serve an internship in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

4.5 Quarter Hours

MAN 5010 - Industry, Government and Society

This course focuses on the legal environment within which managers must operate. It is a description and analysis of the interface between business and government in a democratic society.

4.0 Quarter Hours

MAN 5030 - Personnel Administration

This course is a human resource management topics course, which covers recruitment, management and control of personnel with a case study approach to ideas prevalent in the United States and other nations.

4.0 Quarter Hours

MAN 5050 - Management Communication

Both oral and written communication techniques are studied for the most effective ways of transferring information within an organizational structure.

4.0 Quarter Hours

MAN 5060 - Business Policy and Administration

An advance study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level. Prerequisite: Principles of Management.

4.0 Quarter Hours

MAN 5070 - Marketing Management

Planning, integrating and managing the total operation of an organizations marketing function. Prerequisite: Introduction to Marketing.

4.0 Quarter Hours

MAN 5080 - Financial Mangement

A study of the capital structure, its cost, and rate of return, the selection of assets, how to build capital and how to distribute earnings in the corporate society. Prerequisite: Business Policy and Administration.

4.0 Quarter Hours

MAN 6000 - Seminar in Management

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.

4.0 Quarter Hours

MARKETING

MAR 1023 - Introduction to Marketing

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.

4.5 Quarter Hours

MAR 1101 Salesmanship

A study of the basic principles and techniques of selling. Development of effective presentations and communciations in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.

4.5 Quarter Hours

ADV 2000 Advertising

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.

4.5 Quarter Hours

MAR 2151 - Retailing

A survey of the basic principles and techniques of retailing. Emphasis is placed on the fundamentals of merchandising, sales, stock turnover, inventory and profitability. Pricing for competitive retailing and markup strategy are included.

4.5 Quarter Hours

MAR 2503 - Consumer Behavior

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.

4.5 Quarter Hours

MAR 3203 - Marketing Channels and Distribution

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 1023.

4.5 Quarter Hours

MAR 3321 - Public Relations

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.

4.5 Quarter Hours

MAR 3343 - Marketing Communications

A study of the principles and applications of communications as a force for effective marketing strategy. Included is an in-depth study of the various communication channels that are vital to the marketing systems. Prerequisite: MAR 1023.

4.5 Quarter Hours

MAR 3344 - Promotional Policies and Strategy

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. Prerequisite: MAR 1023; ADV 2000.

4.5 Quarter Hours

MAR 4613 - Marketing Research

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 1023.

4.5 Quarter Hours

MAR 4722 - Marketing Administration

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 objectives. Prerequisite: MAR 1023

4.5 Quarter Hours

MAR 4998 - Selected Topics in Marketing

A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, if any, are determined by the course material and instructor. Prerequisite: MAR 1023

Variable Credit

MAR 4999 - Internship in Marketing

As part of the preparation for a career in marketing, the student is permitted to serve an internship in retail, wholesale, and service firms and industrial organization acceptable to the College. Arrangements for the internship training provided for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

4.5 Quarter Hours

OFFICE PRACTICE

SES 1300 - Records Management

An introduction to the use and management of the various records that a secretary will encounter in a functioning business office.

3.0 Quarter Hours

SES 1340 - Business Office Procedures

This course provides thorough exposure to such business office procedures as handling of incoming and outgoing mail; use of commonly used office equipment such as postage meters, duplicators and copiers, and various types of adding machines and calculators; other routine functions normally performed by office employees.

3.0 Quarter Hours

SES 1350 - Office Procedures I

This course will stress development of skills in filing, business records, telephone techniques, and mail handling. Establishment of priorities, meeting deadlines and organization of materials will be discussed. Prerequisite: Typing and Shorthand I.

3.0 Quarter Hours

SES 1351 - Office Procedures II

Independent work projects will simulate an office situation. Machine transcription, travel arrangements, job interview techniques are topics to be covered. All secretarial skills will be utilized in this course. Prerequisite: Office Procedures I.

5.0 Quarter Hours

SES 1360 - Machine Transcription

This course provides training in the use of modern dictating equipment, including development of transcription, listening and retention skills and the ability to follow oral instruction. The production of typed mailable copy from machine dictation is stressed.

3.0 Quarter Hours

SES 1363 - Professional Machine Transcription

An expansion and refinement of SES 1360. Emphasis is on the development of speed and accuracy in transcribing a variety of office documents and communications related substantially to the student's occupational objectives.

- A. Legal Emphasis
- B. Medical Emphasis

2.0 Quarter Hours

SES 2150 - Office Information Systems

This course explores various office systems including word processing, data processing, tele-communication, and the way they are integrated in the business office. Word processing is covered in detail and the students have the opportunity to become familiar with word processing and data processing equipment and its capabilities.

4.5 Quarter Hours

SES 2160 - Word Processing Operations

A course in the basic operations of word processing equipment with emphasis on formatting, editing, proofreading, printing and storing documents and simulated word processing projects. Prerequisite: Typing II and Written Communications.

3.0 Quarter Hours

SES 2341 - Professional Secretarial Practices

A course to develop the skills and knowledge essential to success in a secretarial position, development of a work system, receiving visitors, scheduling appointments, making travel

arrangements, planning meetings, and other duties and correct office procedures required by an efficient business enterprise including the basic principles, procedures, and systems of filing and records management.

- A. Legal Emphasis
- B. Medical Emphasis

3.0 Quarter Hours

SES 2999 - Office Internship and Work Experience

As part of the preparation for a career in the secretarial field, students are permitted to serve internships in secretarial positions in their area of specialization in professional, financial, business, and industrial offices acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.

5.0 Quarter Hours

REAL ESTATE

REE 1001 - Introduction to Real Estate

This course is intended to provide the student with a broad understanding of real estate activities and acquaint him with the breadth and depth of the field. Included are such topics as property descriptions and deeds, mortgages and other financing, contracts and closing statements, homesteads, business enterprises and other relationships.

4.5 Quarter Hours

REE 3040 - Real Estate Principles and Practices I

This courses presents a comprehensive study of real estate principles and practices, and licensing law to meet the educational requirements of the Florida Real Estate Commission for real estate salesmen. The course deals with such topics as real estate ownership and interest, contracts, surveying and property description, transfers, mortgages, deeds, leases, title closing, real estate financing and investments, and other subjects.

6.0 Quarter Hours

REE 3041 - Real Estate Principles and Practices II

This course presents a comprehensive study of real estate principles and practices to meet the educational requirements of the Florida Real Estate Commission for real estate brokers. The course deals with such topics as real estate appraising, finance, investment analysis, and management.

6.0 Quarter Hours

SHORTHAND

SES 1210 - Shorthand I

The course covers the basic principles of Gregg Theory. Pretranscription techniques are introduced with emphasis on accuracy and speed development. Minimum speed requirement is 40 words per minute with 95% accuracy-3 minute takes. Prerequisite: None

4.5 Quarter Hours

SES 1213 - Shorthand II

Continuation of Gregg theory principles with emphasis on speed and accuracy development. Transcript skills are emphasized. Additional 5 hours per week of supervised transcription is necessary to complete assigned dictation. Minimum speed requirement is 60 words per minute with 95% accuracy - 3 minute takes. Prerequisite: Shorthand I.

5.0 Quarter Hours

SES 1214 - Shorthand III

Continuation of Shorthand II. The student develops the ability to take sustained dictation and transcribe the dictation into mailable business communications. Exposure to business vocabularies is provided. Additional 5 hours per week of supervised transcription is necessary to complete assigned dictation. Minimum speed requirement is 80 words per minute with 95% accuracy - minute takes. Prerequisite: Shorthand II.

5.0 Quarter Hours

SES 1248 - Professional Dictation and Transcription

The course is designed to train the professional secretary to attain expert speeds in dictation and transcription. Numerous business letter shortcuts and speed pointers are employed. Transcription of office style dictation and extended dictation sessions are included. Credit is given when the student passes a comprehensive test and demonstrates the ability to take technical and other unfamiliar dictation at 100-120 wpm and transcribe that dictation at 25-20 wpm. Prerequisite: SES 1212.

- A. Legal Emphasis
- B. Medical Emphasis

3.0 Quarter Hours

SES 1271 - Alphabetic Shorthand Theory

This is a course in an alphabetic rather than a symbol system of shorthand and is especially popular with those persons interested in obtaining maximum dictation speed in a minimum period of time. Transcription is required. Qualified students may progress into appropriate dictation classes.

4.5 Quarter Hours

TYPEWRITING

SES 1100 - Introductory Typing

Techniques and basic skills of typing, with emphasis upon formation of correct typewriting techniques, mastery of the keyboard, operation and care of the typewriter, and performance of basic typing operations. Credit is given when the student passes a comprehensive test and demonstrates ability to type at 35-45 wpm.

4.5 Quarter Hours

SES 1101 - Typing I (Executive Secretarial)

The course covers mastery of the keyboard to produce typewritten material with speed and accuracy. The student will learn operation and care of the typewriter. Additional 5 hours per week lab time is necessary to complete assigned projects. Minimum speed requirement is 40 words per minute, 5 errors - 5 minutes. Prerequisite: None.

5.0 Quarter Hours

SES 1110 - Intermediate Typing

A continuation of SES 1100 with emphasis on speed, accuracy, and rhythm. Emphasis is on the development of skills in typing a variety of office documents, and on the production of mailable copy. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 45-55 wpm.

4.5 Quarter Hours

SES 1111 - Typing II (Executive Secretarial)

Speed and accuracy are further developed. Typing of business letters, tabulations, rough drafts, and business forms are covered. Additional 5 hours per week lab time is necessary to complete assigned projects. Minimum speed requirement is 60 words per minute with 5 errors - 5 minutes. Prerequisite: Typing I.

5.0 Quarter Hours

SES 1120 - Advanced Typing

Development of advanced techniques with preparation of correspondence, tabulated reports, manuscripts, legal papers, and a variety of business forms and documents. Credit is given when the student passes at 55-60 wpm. Prerequisite: SES 1110.

4.5 Quarter Hours

SES 1121 - Typing III (Executive Secretarial)

Preparation of expense accounts, itineraries, news releases and business reports are covered. The student increases his/her speed and accuracy on timed writings and production typing. Additional 5 hours per week lab time is necessary to complete assigned projects. Minimum speed requirement is 70 words per minute with 5 errors - 5 minutes. Prerequisite: Typing II.

5.0 Quarter Hours

SES 2130 - Professional Typing Applications

Emphasizes the development of decision-making skills and completing documents, preparing typed letters, reports, tabulations, handwritten drafts, and in transcribing machine dictation. Maintenance of professional habits and production levels is stressed. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

- A. Legal Emphasis
- B. Medical Emphasis

4.5 Quarter Hours

SES 2140 - Production Typing

Emphasizes the production of mailable office documents originating in office style. By work on office routines and use of the best methods to increase typing production, the student is taught how to produce mailable letters, bills, statements, invoices, and a wide variety of other documents in volume. Credit is given when the student passes a comprehensive test and demonstrates the ability to type accurately at 60 wpm (net). Prerequisite: SES 1120.

4.5 Quarter Hours

GENERAL EDUCATION

ECONOMICS

ECO 1013 - Principles of Economics I (Macroeconomics)

A basic study of economics and cultural changes with research into the economic system; its development by free competition under the capitalistic system; the nature and evolution of money; the banking system; price determination and wages; a consideration of monopoly; the laws of supply and demand; production control.

4.5 Quarter Hours

ECO 1023 - Principles of Economics II (Microeconomics)

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. Prerequisite: ECO 1013.

4.5 Quarter Hours

ECP 3001 - Current Issues in Economics

A study of the underlying causes and available solutions to unemployment, inflation, monopolies, poverty, and income distribution. Government economic policies as related to these and other problems are examined.

4.5 Quarter Hours

ECS 3003 Comparative Economic Systems

A description analysis, and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECO 1023

4.5 Quarter Hours

FIN 3010 - Investments

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.

4.5 Quarter Hours

ECO 3223 - Money and Banking

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.

4.5 Quarter Hours

ECO 4504 - Public Finance

A study of the principles of public finance; consideration of classical and modern attitudes toward government revenues and expenditures; problems related to public debt and budget making; and the evaluation of fiscal policy as an instrument of control. Prerequisite: ECO 1023.

4.5 Quarter Hours

ECO 4702 - Principles of International Economics

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 1023.

4.5 Quarter Hours

ECO 5050 - Managerial Economics

Business Decision making based upon the application of economic theory. Prerequisite: Economic Principles.

4.0 Quarter Hours

ENGLISH

REA 0002 Developmental Reading I

This course will offer a systematic procedure for developing reading comprehension and speed skills to assist students in functioning more efficiently in their college work. Emphasis is upon reading comprehension and speed, vocabulary, listening skills, and basic sentence functions. In addition, the students will receive instruction concerning the skills of studying, classroom notetaking, and test-taking.

4.5 Quarter Hours

REA 0005 - Developmental Reading II

This course is designed to develop further proficiency in reading comprehension and speed. In addition, the following concepts will be stressed: basic composition skills, in-depth grammar, writing skills, textbook utilization, word etymology, and library and dictionary skills. Prerequisite: REA 0002.

4.5 Quarter Hours

ENC 1311 - English Structures and Writing

A course designed to strengthen the student's writing skills. A review of grammar, spelling, capitalization, punctuation, and sentence structure. Practical exercises in sentence construction

and paragraph development are provided. The course is designed to prepare the student for successful completion of ENC 1312 and to develop confidence and competence in written communications.

4.5 Quarter Hours

ENC 1312 - Written Communications

Practical application of the principles of composition to effective written communication, including basic types of correspondence and written reports. Particular attention is devoted to the development of distinctive style and vocabulary.

4.5 Quarter Hours

ENG 1540 - English Usage

A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.

4.5 Quarter Hours

SPC 2010 - Effective Speaking

This course develops the ability to speak clearly and effectively before an audience; to develop the ability to think and express ideas effectively; and to plan, compose, and deliver speeches and talks of various kinds.

4.5 Quarter Hours

ENC 2102 - English Composition

A course designed to expand the student's abilities in written communications. Principles of composition are developed through writing and revising communications of various types. Emphasis is placed upon sentence and paragraph construction, correctness in English fundamentals, exactness and concreteness of statement; dictionary and library practice. May be used as a substitute for ENG 1540.

4.5 Quarter Hours

ENG 3230 - The Short Story

The development of the short story from its origins to present day masters of the form.

4.5 Quarter Hours

ENC 3352 - Professional Report Writing

Emphasis on clear expository writing of memoranda, reports and articles in the student's particular field.

4.5 Quarter Hours

SPC 3420 - Conference & Discussion Techniques

Designed to acquaint the student with principles, methods and theories of discussion and conference planning, and to assist him in developing leadership and conference skills.

4.5 Quarter Hours

ENG 4998 - Selected Topics in English

A special study of selected topics which are of current interest and relevance to the student preparing for a career in business. Prerequisites, if any, are determined by the course material and instructor.

Variable Credit

**ACC 5900,
COC 5900 or
MAN 5900 - Directed Study Projects**

Each student may prepare either a dissertation in the form of a thesis or an approved directed study project whose hypothesis may already have been determined. Either project

Selected must contain both research and writing activities. An appointed faculty member will act as chairman of a graduate committee to keep it informed of the students progress toward the chosen goal. All such anticipated projects (Thesis or directed study) must have final approval by the Chairman of the Graduate Department. It is expected that intitial plans for the project be completed before the end of the first quarter of attendance. (In lieu of the directed study project, the student may elect to take two additional 4 Credit Hour courses relative to the major field.)

6.0 Quarter Hours

GOVERNMENT

POS 2041 - American National Government

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.

4.5 Quarter Hours

POT 4064 - Contemporary Political Thought

An examination of various normative and empirical approaches to the study of political science, stressing contemporary thinking and developments in the field.

4.5 Quarter Hours

HISTORY

EUH 1001 - History of Modern Western Civilization

A study of the development of Western Civilization from the Renaissance to the present. Included is a scrutiny of the influence of liberalism, nationalism, and modern industrialism upon political, social, economic, and intellectual life.

4.5 Quarter Hours

AMH 2010 - History of the United States to 1877

An examination of United States history from the discovery of North America through the American Civil War and Reconstruction. Emphasis is placed on the Revolutionary Period, Western Expansion, and the developments which led to the American Civil War.

4.5 Quarter Hours

AMH 2020 - History of the United States 1877 to Present

A study of the history of the United States from Reconstruction to the present. Emphasis is placed on the changing structure of American society and the emergence of the United States as a world power.

4.5 Quarter Hours

AMH 2570 - Black American History

This course is designed to acquaint the student with and stimulate interest in the life and history of the Black American with emphasis on his origins, enslavement, subculture; his struggle for civil rights and human dignity; and his influences and contributions.

4.5 Quarter Hours

AMH 3420 - 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.

4.5 Quarter Hours

HUMANITIES

SPN 1100 - Conversational Spanish

A basic course for students who wish to develop the ability to speak and understand the Spanish language; emphasis is placed on phrasing, idioms, and everyday vocabulary.

4.5 Quarter Hours

HUM 1230 - Survey of Contemporary Western Culture

A study of native culture areas and advanced civilizations. Metropolitan cultures and the meshing of cultural differences in selected and geographically varied nation-states, and selected urban and agrarian subcultures.

4.5 Quarter Hours

PHI 2010 - Philosophy

This course acquaints the student with the most significant directions of philosophical thought to the end that the student may be enabled to formulate his own questions, arrive at reasonable answers, and evaluate those of others.

4.5 Quarter Hours

PHI 3600 - Ethics

Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. Investigation is made of the bearing of ethical theory upon problems connected with industry, civil society, and the typical American community.

4.5 Quarter Hours

PHI 4100 - Logic

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.

4.5 Quarter Hours

MATHEMATICS

MAT 0002 - Developmental Math I

This course is designed to assist the student in increasing the efficiency of his computational skills in basic mathematics. Concepts covered can include whole numbers; primes; order of operations; fractions; decimals; ratios proportion and percent; and English/Metric conversion.

4.5 Quarter Hours

MAT 0005 - Developmental Math II

This course is designed to further develop principles and concepts for those students who need additional exposure to, and work with basic Mathematics. No Prerequisite.

4.5 Quarter Hours

MAC 1132 - Fundamentals of College Mathematics I

This course is designed to prepare the student for MAC 1133, and to bridge the gap between arithmetic and beginning Algebra. Concepts covered include number operation, informal geometry, Algebra, modern mathematics and its notation and scientific notation.

4.5 Quarter Hours

MAC 1133 - Fundamentals of College Mathematics II

This course deals with the following topics: Percentage in business, bank and sales records, financial charge, payroll and taxes, inventory, depreciation, business finance and compound interest. Prerequisite: MAC 1132.

4.5 Quarter Hours

MAT 2013 - College Algebra

The algebra of sets, linear and quadratic equations, factoring, proofs, determinants and relations and functions. Emphasis is placed on understanding the structure of mathematical systems.

4.5 Quarter Hours

STA 3014 - Statistics

This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing and analyzing data are presented. Prerequisite: MAC 1132 or MAT 2013.

4.5 Quarter Hours

QMB 3700 - Mathematics of Finance

A study of simple and compound interest, ordinary annuities, other annuities certain, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

4.5 Quarter Hours

STA 5040 - Quantitative Methods

Sampling, forecasting and simulation are studied in relation to the managerial application and the application of computers, if appropriate. Expected values and the theory of probability will also be topics of discussion. Prerequisite: Statistics.

4.0 Quarter Hours

PSYCHOLOGY

PSY 2012 - General Psychology

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.

4.5 Quarter Hours

MAN 3100 - Human Relations

A study of the fundamentals of the processes of motivating, communicating and cooperating with management, co-workers, and the public.

4.5 Quarter Hours

CLP 3144 - Abnormal Psychology

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 disorder of mood and emotion. Prerequisite: PSY 2012.

4.5 Quarter Hours

DEP 3401 - Adult Psychology

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. Prerequisite: PSY 2012.

4.5 Quarter Hours

SOP 4003 - Social Psychology

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 2012.

4.5 Quarter Hours

PSY 5020 - Organizational Behavior

A graduate approach to organization and management with an in-depth study of human behavior in the work environment.

4.0 Quarter Hours

SCIENCES

APB 1200 - Anatomy and Physiology

This general course deals with the fundamental terminology of anatomy and physiology, the structure, function, and chemistry of the human body, including the skeletal, muscular, endocrine, circulatory and reproductive systems.

4.5 Quarter Hours

EVR 2011 - Man and Environment

This course explores man's interdependence with his environment and his responsibility for it. Many aspects of our environmental crises, such as pollution, urbanization, population trends and changes in life styles, are investigated, along with present and projected solutions to current problems.

4.5 Quarter Hours

SES 2248 - Anatomy and Medical Terminology

A study of human anatomy including the functions of the major systems of the body. An emphasis on the correct spelling, pronunciation, and meaning of terms relating to anatomy and anatomical disorders as well as terms relating to Anesthesiology and other medical specialities.

4.5 Quarter Hours

SOCIOLOGY

SOC 2000 - Principles of Sociology

Study is made of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.

4.5 Quarter Hours

SOC 3131 - Crime and Delinquency

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance and poverty, with particular reference to the juvenile population. Prerequisite: SOC 2000.

4.5 Quarter Hours

MAF 3501 - Marriage and Family

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment.

4.5 Quarter Hours

SOC 4740 - Minorities and American Society

A study of the ethnic, racial and religious minorities as focal points of social friction and disorder, including the function of the minority group in society. Prerequisite: SOC 2000.

4.5 Quarter Hours

STUDENT DEVELOPMENT

STD 1000 College Survival Seminar

Through discussion and application, this seminar is designed to promote proper study habits and skills which should enable the student to successfully compete in the higher education environment

1.5 Quarter Hours

SCHOOL OF ALLIED HEALTH PROGRAMS

MEDICAL ASSISTANT

MEDICAL RECEPTIONIST

MEDICAL OFFICE ASSISTANT

MEDICAL OFFICE RECEPTIONIST

NURSE'S ASSISTANT/PATIENT CARE ATTENDANT

DENTAL TECHNOLOGY

MEDICAL LABORATORY TECHNICIAN

MEDICAL TRANSCRIPTIONIST

GENERAL INFORMATION MEDICAL EDUCATION CENTERS

FACILITIES

The College Career Education Centers are located in modern, air-conditioned facilities designed for specific training. There are approximately 4500 square feet of floor space in each location, which includes classrooms, laboratories, instructor's offices, student lounges and public areas. Parking is provided for students and visitors. The Centers are fully-equipped with learning laboratories, typewriters, computers and other office equipment, as well as modern classroom training aids which include computer terminals, printers, laboratory equipment, transcribing equipment and overhead projectors.

HISTORY OF THE CAREER EDUCATION CENTERS

The Centers were founded in St. Petersburg, Florida on September 11, 1972. These Centers became part of the Colleges on November 20, 1975 and are part of the Summit System of Colleges and Schools. The College is a non-profit, non-sectarian, co-educational institution, chartered by the State of Florida. Facilities have been expanded and are presently located at Tampa, Pinellas Park, Clearwater and Orlando.

PHILOSOPHY AND OBJECTIVES

The Center through medical and dental programs equips students with the many skills necessary to secure a successful and financially rewarding career in a doctor's office, clinic, hospital, dental office, nursing home or laboratory.

The fundamental purpose, development of the individual, enables the graduate of the Career Center to achieve self-fulfillment within the chosen profession and an opportunity to grow and succeed. Professional behavior and moral responsibility are basic tenets.

Change is always present in these fields. Faculty and administration work closely with the individual student. The ongoing success of our educational process, evidenced by our many graduates who are now employed in the medical field, assures the continued success and realization of our objectives and philosophy.

ADDITIONAL ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission. It is not necessary for applicants to have had prior specific training in high school or college. The Center's programs are designed to provide quality training regardless of previous educational experience.

ADMISSIONS PROCEDURE

The admissions procedure is dependent upon a free exchange of information between the applicant and the Center. The Center maintains a staff of representatives responsible for this liaison. High schools are visited to provide information about the Center to prospective students. Our representatives conduct personal interviews with prospective applicants before any

decision is made to submit an application for training. During the interview, the representatives will discuss the Center's programs in relation to the applicant's career preferences, training needs and individual motivations.

Students in need of tuition financing must submit an appropriate application as early as possible prior to entry.

TUITION AND FEES

Tuition will be charged according to the price stated at the top of each program listing.

FEES:

An Application Fee of \$25 (non-refundable) must accompany an Application for Admission. A Re-Entry Fee of \$10.00 is required for students who interrupt their training and subsequently apply for re-entry.

A non-refundable one-time Registration Fee of \$50 shall be paid immediately upon acceptance of the Application for Admission. A student may not start classes unless the Registration Fee is paid.

A Graduation Fee of \$35 shall be paid by graduating students prior to commencement.

The College charges no fee for scheduled tests or final examinations. Students who are unable to take a test or final examination when scheduled may take it at a later date, however, a fee of \$10.00 per examination may be charged. Only 10 days will be allowed from the original test date.

A fee of \$10 will be paid for each examination taken to establish credit by examination, and an Academic Credit Fee of \$20 per quarter hour will be paid for each course for which academic credit is established by special proficiency examination.

A laboratory fee of \$300 will be paid by each student enrolled in the Dental Technology Program. This laboratory fee will include books and dental lab supplies, however it does not include dental lab tools. This fee is non-refundable after final class change date.

A laboratory fee of \$100 will be paid by each student enrolled in the Medical Assistant and in the Medical Office Assistant programs. This fee is non-refundable after final class change date.

A laboratory fee of \$600 will be paid by each student enrolled in the Medical Laboratory Technician Program. This fee is non-refundable after final class change date.

REFUND POLICY

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES BY THE STUDENT: For programs, listed in this section of the catalog, of more than three months in length and up to one year (12 calendar months), in case of withdrawal after commencement of classes by the student, the following refund policy will be applicable:

During the first day of classes, the institution
may retain 0% of stated course price.

During the next two weeks of classes, the institution
may retain 10% of stated course price; thereafter,

During the next two weeks of classes, the institution
may retain 20% of the stated course price; thereafter,

During the first 25% of the course, the institution may retain 45% of the stated course price; thereafter, During the second 25% of the course, the institution may retain 70% of the stated course price; thereafter, The institution may retain 100% of the stated course price.

A student enrolled in the Center who has attended more than 50% of the stated course length of that program will receive no tuition adjustment if changing to a shorter course.

In transferring from a shorter course to a longer course, the difference between the stated prices for each course is charged.

Appropriate academic credit will be granted if applicable to the new course chosen.

CAREER CENTER ACADEMIC INFORMATION

CREDIT HOUR DEFINITION

One hour of credit normally requires between 12 and 14 hours of work in class.

Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per credit hour, depending on the particular circumstances.

A standard class hour is 50 minutes.

CLASS SCHEDULES AND CALENDAR

The Center offers learning on a continuous year-round basis. Potential students will be advised of all class schedules before enrollment and all students are expected to adhere to their schedules.

GRADING SYSTEM - PROGRESS REPORTS

Grade reports are given to the student at the end of each term. The following grading system is used:

GRADE EVALUATION	GRADE POINT
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal	0
F Failure	0
N No Grade	Not Calculated
X Exemption	Not Calculated

The manner of calculating grade point average and progress regulations may be found in the current College Catalog. "C" average required for graduation.

ATTENDANCE

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class in which the absences occur.

EXCESSIVE ABSENTEEISM

If a student accumulates more than four days of unexcused absences in any calendar month, the student may be interrupted from school.

LEAVE OF ABSENCE

A leave of absence (LOA) may be obtained by a student upon approval of the Administrator. A student must state in writing the reason for the LOA, the date for the LOA, and the expected date of return.

WITHDRAWAL

If a student wishes to withdraw from school, it is the student's responsibility to notify the school of such withdrawal in writing.

REGULATIONS GOVERNING STUDENT CONDUCT

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the Center and of the student body. The Center reserves the right to dismiss from the Center any student at any time when such action is deemed to be in the best interest of the student, the student body, or the Center, and to do so without setting forth the cause for such action.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Students must satisfy all academic and skill requirements set forth by the Center for the specific program in which they are enrolled. Specific skill requirements will vary according to the program of study. A list of specific skill requirements will be presented at orientation. All students must complete a specific number of clock hours (according to their course) of internship arranged by the Center.

GRADUATION WITH HONORS

A final cumulative grade point average above 3.76 in any allied health program will entitle the student to be recognized as an honors graduate.

PROGRESS RECORDS

The Center maintains Student Permanent Records on each student enrolled. Grades are given to the student by the instructors upon completion of major tests.

PROGRAMS OF STUDY

Upon completion of a program of study offered by the Career Education Center, graduates will be granted an appropriate diploma which recognizes the completion of the program.

To qualify for the appropriate program diploma, students are required to accomplish the following:

1. Complete the Total Quarter Hours listed for each program with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the Center.

Abide by all College 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 Center prior to graduation.

Participate in the first College commencement exercises following completion of all program requirements.

The student is responsible for meeting the requirements of the 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 grading period.

MEDICAL ASSISTANT PROGRAM

57 Credit Hours

Program Length: 32 weeks

860 Clock Hours

Tuition: \$2850

Laboratory Fee: \$100

The Medical Assistant Program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. Students learn both the administrative phase of managing a physician's office and the clinical phase of assisting with patients and basic laboratory procedures. Class size is limited. Students gain training and experience in clinical office procedures, medical office laboratory procedures and administrative office skills. Each student will be familiarized with micro-computer operation.

	COURSE TITLE	CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MLS 1000	Clinical Procedures	6
MEA 1302	Medical Office Practice	6
MEA 1340	Medical Office Procedures	3
MSC 1531	Medical Terminology	6
SES 1341	Professional Development	3
SES 1100	Typing I	3
SES 1110	Typing II	3
SES 1361	Transcription I	3
SES 1362	Transcription II	3
MLS 2300	Laboratory Procedures	3
MEA 2820	Medical Assisting Techniques	4.5
MEA 2930	Medical Assisting Externship	<u>4.5</u>
	TOTAL	57

MEDICAL RECEPTIONIST PROGRAM

45 Credit Hours

Program Length: 24 weeks

600 Clock Hours

Tuition: \$2250

The Medical Receptionist Program is designed to prepare the students to assume the responsibility of "Front Office," or administrative functions of a physician's office. Students will also be prepared to assist the physician with patient examinations; to position patients for examinations, take temperatures, pulse, respiration, and blood pressure.

The student acquires a sound background in the subject areas of medical law and ethics, terminology and basic procedures, an orientation to anatomy and physiology, and office skills which include micro-computer operation.

	COURSE TITLE	CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MLS 1000	Clinical Procedures	6
MEA 1302	Medical Office Practice	6
MEA 1240	Medical Office Procedures	3
MSC 1531	Medical Terminology	6
SES 1341	Professional Development	3
SES 1100	Typing I	3
SES 1110	Typing II	3
SES 1361	Transcription I	3
SES 1362	Transcription II	<u>3</u>
	TOTAL	45

MEDICAL OFFICE ASSISTANT PROGRAM

36 Credit Hours

Program Length: 33 weeks

480 Clock Hours

Tuition: \$2050

Laboratory Fee: \$100

The Medical Office Assistant Program is designed to provide students with both "Back Office" and "Front Office" instruction which will develop skills utilized in the physician's office. Students are instructed in the clinical phase of assisting with patients as well as business office functions. The result is a versatile employee able to perform at several work stations in the small or large office.

	COURSE TITLE	CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MLS 1001	Clinical Procedures	4.5
MEA 1301	Medical Office Skills	3
MEA 1350	Medical Office Assisting Procedures	6
MEA 1300	Medical Office Practice	6
SES 1100	Typing I	3
SES 1360	Transcription and Forms	<u>4.5</u>
	TOTAL	36

MEDICAL OFFICE RECEPTIONIST PROGRAM

30 Credit Hours

Program Length: 28 weeks

400 Clock Hours

Tuition: \$1710

The Medical Office Receptionist Program is designed to prepare the students to assume the responsibility of "Front Office," or administrative functions of a physician's office.

	COURSE TITLE	CREDIT HOURS
APB 1200	Anatomy and Physiology	9
MLS 1001	Clinical Procedures	4.5
MEA 1301	Medical Office Skills	3
MEA 1300	Medical Office Practice	6
SES 1100	Typing I	3
SES 1360	Transcription and Forms	<u>4.5</u>
	TOTAL	30

NURSE'S ASSISTANT/PATIENT CARE ATTENDANT

24 Credit Hours
Program Length: 25 1/2 weeks
410 Clock Hours
Tuition: \$1200

The Nurse's Assistant Program is designed to prepare graduates as allied members of the health care team in (non-critical) patient care in hospitals, nursing homes, and health care agencies, under the direction of the nursing and medical staff. Upon completion the student is awarded a diploma.

Although the high school diploma or equivalency is highly desirable as an admission requirement for the Nursing Assistant Program, exception may be made in the admissions process for this specialized vocational skill. A satisfactory score on your Personnel Survey plus a recommendation, after interview at Medical Education Center may be substituted.

	COURSE TITLE	CREDIT HOURS
NUA 0010	Orientation to Health Care Institute	4
NUA 0020	Practical Care of Patients	3
NUA 0030	Anatomy and Physiology and Related Procedures	6
NUA 0040	Medical Basics	5
NUA 0050	Specialized Nursing Skills	3
NUA 0060	Professional Preparation	<u>3</u>
	TOTAL	24

DENTAL TECHNOLOGY PROGRAM

97.5 Credit Hours

Program Length: 15 Months

1800 Clock Hours

Tuition @ \$60 Quarter Hour - \$5,850

Laboratory Fee: \$300

Diploma Program

	COURSE TITLE	CREDIT HOURS
DTE 1000	Introduction to Dental Technology	1
DTE 1010	Dental Anatomy	2
DTE 1020	Dental Anatomy and Occlusion I	7
DTE 1030	Dental Anatomy and Occlusion II	7
DTE 1100	Dental Materials	3
DTE 1110	Complete Dentures I	8
DTE 1120	Complete Dentures II	8
MAC 1131	Fundamentals of College Math I	4.5
DTE 1130	Removable Partial Dentures I	8
DTE 1140	Removable Partial Dentures II	7
ENC 1312	Written Communications	4.5
DTE 2010	Orthodontic Devices	1
GEB 1012	Introduction to Business	4.5
DTE 2150	Fixed Restorative Prosthetics I	8
DTE 2160	Fixed Restorative Prosthetics II	8
DTE 2170	Ceramics I	8
DTE 2180	Ceramics II	<u>8</u>
	TOTAL	97.5

Associate in Dental Technology

The Degree, Associate in Dental Technology, may be awarded after completion of the above program plus the following additional courses and credits in General Education:

ENG 1540	English Usage	4.5
SPC 2010	Effective Speech	4.5
PSY 2012	General Psychology	4.5
MAC 1133	Fundamentals of College Math II	4.5
	TOTAL	18.0

This Degree is a terminal degree and in no way implies transfer or acceptance of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 63 credits may be applied toward the Bachelor of Business Administration at either Tampa or Orlando Colleges.

**ASSOCIATE IN SCIENCE
MEDICAL LABORATORY TECHNICIAN PROGRAM**

Tampa College Only
99 Credit Hours
Program Length: 70 weeks
1880 Clock Hours
Tuition: \$5,610
Laboratory Fee: \$600

A program designed to train men and women to become Medical Laboratory Technicians. Students are trained to render skilled technical services to physicians, hospitals, medical colleges, insurance companies, clinical laboratories or other institutions offering or requiring laboratory services. The trend toward specialization has brought about the establishment of many more clinics as well as the expansion of existing medical facilities. The medical laboratory field offers financial rewards, interesting work and opportunities for advancement.

	COURSE TITLE	CREDIT HOURS
ENG 1540	English Usage	4.5
MAC 1132	Fundamentals of College Math I	4.5
CHM 1000	Introduction to Chemistry	4.5
MLS 1001	Laboratory Orientation	4.5
PSY 2012	Introduction to Psychology	4.5
ENG 2312	Career Communications	4.5
APB 1200	Anatomy and Physiology	4.5
APB 1201	Medical Terminology	4.5
MLS 1300	Hematology I	4.0
MLS 1301	Hematology II	4.0
MLS 1302	Hematology III	3.0
MLS 1610	Clinical Chemistry I	4.0
MLS 1611	Clinical Chemistry II	4.0
MLS 2620	Clinical Chemistry III	3.0
MLS 1400	Parasitology I	3.0
MLS 1401	Parasitology II	3.0
MLS 2500	Serology I	3.0
MLS 2501	Serology II	3.0
MLS 1549	Blood Banking I	3.0
MLS 1550	Blood Banking II	3.0
MLS 1540	Urinalysis I	3.0
MLS 1541	Urinalysis II	3.0
MLS 2401	Microbiology I	4.0
MLS 2402	Microbiology II	3.0
MLS 2403	Microbiology III	3.0
MLS 2400	Mycology and Virology	1.0
MLS 3999	Clinical Internship	<u>6.0</u>
	TOTAL	99.0

This program is primarily designed as a terminal program and in no way implies transfer of credit from this program to other college or university programs of a similar nature. As presently constituted, however, after completion, 63 credits may be applied toward the Bachelor of Business Administration at Tampa or Orlando Colleges.

MEDICAL TRANSCRIPTIONIST PROGRAM

24 Credit Hours

Program Length: *

400 Clock Hours

Tuition: \$1,200

The Medical Transcriptionist Program is designed to prepare graduates in performance of high speed skills for medical transcription in special departments of Hospitals, Professional Corporations, Multi-Specialty Clinics, Health Maintenance Organizations, Nursing Homes, and Medical Transcription Companies. A knowledge of typing is a prerequisite to this program.

	COURSE TITLE	CREDIT HOURS
MSC 1531	Medical Terminology	6
SES 1110	Typing	3
SES 1111	Typing, Advanced	3
SES 1362L	Transcription	6
SES 1363L	Advanced Transcription	<u>6</u>
	TOTAL	24

* Orlando College presents this program 5 hours/day - four days per week - total weeks - 20.

Tampa College presents this program 5 hours/day - five days per week - total weeks - 16.

COURSE DESCRIPTIONS

MEDICAL ASSISTANT PROGRAM MEDICAL RECEPTIONIST PROGRAM

COURSE TITLE	CREDIT HOURS
APB 1200 ANATOMY AND PHYSIOLOGY, 120 Clock Hours. Major systems of the human body including skeletal, muscular, circulatory, nervous, digestive and respiratory systems.	9.0
MLS 1000 CLINICAL PROCEDURES, 80 Clock Hours. Inner office procedures; height, weight, temperature, blood pressure, cardiopulmonary resuscitation, and patient histories.	6.0
MEA 1302 MEDICAL OFFICE PRACTICES, 80 Clock Hours. Office procedures including bookkeeping, insurance, filing, billing, purchasing, and office communications.	6.0
MEA 1340 MEDICAL OFFICE PROCEDURES, 40 Clock Hours. Examining procedures, instruments and equipment, emergencies, first aid and nutrition.	3.0
MSC 1531 MEDICAL TERMINOLOGY, 80 Clock Hours. A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.	6.0
SES 1341 PROFESSIONAL DEVELOPMENT, 40 Clock Hours. Office decorum, human relations, personal appearance, telephone techniques, the maintenance of an appointment system and jurisprudence.	3.0
SES 1100 TYPING I, 40 Clock Hours. An introductory course expressing keyboard knowledge, touch techniques and good typing habits.	3.0
SES 1110 TYPING II, 40 Clock Hours. A combination of Typing I with an increased emphasis on speed.	3.0
SES 1361 TRANSCRIPTION I, 40 Clock Hours. Machine transcription with emphasis placed on methods of transcribing and production of quality work.	3.0
SES 1362 TRANSCRIPTION II, 40 Clock Hours. A continuation of Transcription I with emphasis placed on speed.	3.0

MLS 2300 LABORATORY PROCEDURES, 40 Clock Hours. Basic Laboratory procedures and functions.	3.0
MEA 2820 MEDICAL ASSISTING TECHNIQUES, 60 Clock Hours. Basic clinical procedures including injections, venipunctures and EKG administration.	4.5
MEA 2930 MEDICAL ASSISTING EXTERNSHIP, 160 Clock Hours. A four week, practical, in-service experience in a physician's office or hospital.	4.5

**MEDICAL OFFICE ASSISTANT PROGRAM
MEDICAL OFFICE RECEPTIONIST PROGRAM**

COURSE TITLE	CREDIT HOURS
APB 1200 ANATOMY AND PHYSIOLOGY, 120 Clock Hours. An introductory study of the main systems of the human body, including the skeletal, muscular, nervous, digestive, urinary, reproductive, circulatory and respiratory.	9.0
MLS 1001 CLINICAL PROCEDURES, 60 Clock Hours. An introduction to basic clinical procedures including among others, the measurement of blood pressure and temperature.	4.5
MEA 1300 MEDICAL OFFICE PRACTICE, 80 Clock Hours. An introduction to the "front-office" functions of a medical office. Students are introduced to such topics as bookkeeping, insurance, filing and billing.	6.0
MEA 1301 MEDICAL OFFICE SKILLS, 40 Clock Hours. A course designed to develop the basic language and office skills required of individuals employed to work in a "front-office" capacity in a medical office. Included are such topics as Medical Vocabulary and Telephone Techniques.	3.0
MEA 1350 MEDICAL ASSISTING PROCEDURES, 80 Clock Hours. An introductory study of the "back-office" functions of the medical office. Included are such topics as Hematology and Urinalysis.	6.0
SES 1100 TYPING I, 40 Clock Hours. An introductory course expressing keyboard knowledge, touch techniques and good typing habits.	3.0
SES 1360 TRANSCRIPTION AND FORMS, 60 Clock Hours. An introduction to machine transcription and medical forms with emphasis placed on methods of transcribing and the production of quality work.	4.5

**NURSE'S ASSISTANT/PATIENT CARE
ATTENDANT PROGRAM**

COURSE TITLE	CREDIT HOURS
NUA 0010 ORIENTATION TO HEALTH CARE INSTITUTE, 60 Clock Hours. Introduction to health care institution, ethics, jurisprudence, observations, reporting, communication, personal development, terminology and patient hygiene.	4.0
NUA 0020 PRACTICAL CARE OF PATIENTS, 45 Clock Hours. Basic nursing procedures and vital signs, safety and working conditions, infection control, isolation techniques, medical terminology and patient admission, discharge and transfer.	3.0
NUA 0030 ANATOMY & PHYSIOLOGY AND RELATED PROCEDURES, 90 Clock Hours. Special patient care, R O M exercises, I & O, specimen collection and Anatomy and Physiology.	6.0
NUA 0040 MEDICAL BASICS, 75 Clock Hours. First aid, CPR/basic life support, psycho-social care of patient, death & dying, pre and post operative and warm/cold applications.	5.0
NUA 0050 SPECIALIZED NURSING SKILLS, 45 Clock Hours. Pediatric nursing, home health care, medical terminology/diagnostic terms and geriatric nursing.	3.0
NUA 0060 PROFESSIONAL PREPARATION, 95 Clock Hours. Resume preparation/interviewing, employer/employee relationship and supervised externship.	3.0

MEDICAL LABORATORY TECHNICIAN PROGRAM

COURSE TITLE	CREDIT HOURS
ENG 1540 ENGLISH USAGE, 50 Clock Hours. A systematic study of English fundamentals: grammar, punctuation, mechanics, sentence structure, vocabulary, rules and conventions that govern acceptable and efficient English usage, with explanations, examples, and drill in language operations.	4.5
MAC 1132 FUNDAMENTALS OF COLLEGE MATH I, 50 Clock Hours. This course is designed to bridge the gap between arithmetic and beginning algebra. Concepts covered include number operation, informal geometry, algebra, modern mathematics and its notation, and scientific notation.	4.5
PSY 2012 INTRODUCTION TO PSYCHOLOGY, 50 Clock Hours. A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day to day behavior.	4.5

- CHM 1000 INTRODUCTION TO CHEMISTRY,** 4.5
50 Clock Hours.
Fundamentals of basic Inorganic, Organic, and Biochemistry for the Health Science student. Includes an introduction to the metric system, the periodic chart, the elements, chemical bonding, molecular formulas, chemical equations, oxidation-reduction, acids-bases and organic compounds.
- ENC 2312 CAREER COMMUNICATIONS,** 4.5
50 Clock Hours.
This course will help the student analyze and organize a communication problem. Students use these principles plus rhetorical devices to improve skills in writing themes, letters, memos and short reports. In addition, some of the communicative techniques of oral presentation are studied.
- MLS 1001 LABORATORY ORIENTATION,** 4.5
50 Clock Hours.
An introduction to laboratory organization, lab safety, basic lab procedures, functions, equipment and handling.
- APB 1200 ANATOMY AND PHYSIOLOGY,** 4.5
50 Clock Hours.
This course deals with the structure, function and chemistry of the human body. Covers the skeletal, muscular, circulatory, digestive, endocrine, respiratory and reproductive systems.
- APB 1201 MEDICAL TERMINOLOGY,** 4.5
50 Clock Hours.
Emphasis on correct spelling, pronunciation, and meaning of terms relating to anatomy, physiology and health sciences. Structured as a study of root words, suffices, prefixes, word combinations and short forms unique to the medical sciences.
- MLS 1300 HEMATOLOGY I,** 4.0
75 Clock Hours.
Fundamentals of the science of Hematology. Includes blood collection, preservation and storage. Also emphasizes developmental aspects of hematopoiesis of the erythroid cell system. Includes introduction to the problem of anemia, bone marrow failure, function and disorders of heme synthesis, megaloblastic anemias, injuries at the red cell membrane, defects in red blood cell metabolism and other properties of hemoglobin and disorders of hemoglobin synthesis.
- MLS 1301 HEMATOLOGY II,** 4.0
75 Clock Hours.
A continuation of Hematology I. Major topics include: White Blood Cells: structure, kinetics, function and hematopoiesis. Also includes discussion of leukemias, myeloproliferative syndromes, lymphoproliferative diseases, with emphasis on laboratory diagnosis and normal values.
- MLS 1302 HEMATOLOGY III,** 3.0
50 Clock Hours.
An introduction to hemostasis: normal mechanisms and a diagnostic approach to disorders of hemostasis. Course material also covers vascular defects, platelet disorders and other disorders of coagulation.
- MLS 1610 CLINICAL CHEMISTRY I,** 4.0
75 Clock Hours.
Fundamentals of Clinical Chemistry: interpretations and techniques. Course discussions include general clinical chemistry laboratory information, laboratory instruments, photometry, electrodes and electrophoresis, electrolytes, pH, blood gases, carbohydrate metabolism, mineral metabolism and normal values.

- MLS 1611 CLINICAL CHEMISTRY II,** 4.0
75 Clock Hours.
A continuation of Clinical Chemistry I. Course topics include: proteins in body fluids, laboratory tests for renal function, quality control, precision and accuracy and normal values.
- MLS 2620 CLINICAL CHEMISTRY III,** 3.0
50 Clock Hours.
A continuation of Clinical Chemistry II. Course topics include: the liver and tests for hepatic function, enzymes and their diagnostic usage, lipid metabolism, thyroid hormones and normal values.
- MLS 1400 PARASITOLOGY I,** 3.0
50 Clock Hours.
Introduction to fecal examination. Course discussions limited to pathogenic protozoans: pathogenesis, techniques, procedures, life-cycles and identification of obligate parasitic protozoans.
- MLS 1401 PARASITOLOGY II,** 3.0
50 Clock Hours.
A continuation of Parasitology I. Parasitic disease resulting from infestation of parasitic worms: pathogenesis, techniques, procedures, life-cycles and identification of pathogenic nematodes and helminths.
- MLS 2500 SEROLOGY I,** 3.0
50 Clock Hours.
Introduction to the study of sera; antigen-antibody reactions and interactions, immunity and allergic responses. Emphasis on humoral responses to invasion by foreign material in the body. The student will describe principles of precipitation, agglutination, complement fixation, neutralization, immunofluorescence and titration test principles. Laboratory section includes: syphilis serology, C-reactive protein, rheumatoid arthritis testing and heterophile antibodies in infectious mononucleosis.
- MLS 2501 SEROLOGY II,** 3.0
50 Clock Hours.
A continuation of Serology I. Major topics to be discussed will include: antibody responses to bacterial and viral infections, Streptococcus MC, Antistreptolysin O, agglutination tests for febrile diseases, influenza infections and the hemagglutination inhibition reaction, antinuclear factors in lupus erythematosus, serological tests for pregnancy and human serum complement levels.
- MLS 1549 BLOODBANKING I,** 3.0
50 Clock Hours.
An introduction to bloodbanking including the screening of donors and preparation of recipients. Lecture emphasis placed on the ABO and Rh systems with respect to human genetics and laboratory emphasis placed on ABO and Rh testing and the preparation and use of blood and blood components.
- MLS 1550 BLOODBANKING II,** 3.0
50 Clock Hours.
A continuation of Bloodbanking I. Lecture discussion will include all other major blood group systems with laboratory emphasis being placed on antibody screening and identification, compatibility testing and special tests encountered in identification procedures.

MLS 1540 URINALYSIS I, 50 Clock Hours.	3.0
Introduction to the analysis of routine urine specimens; specimen collection, gross examination and physical examination, and chemical examination of the urine are stressed. Lecture emphasis is placed on the anatomy and physiology of the urinary system and the formation of urine.	
MLS 1541 URINALYSIS II, 50 Clock Hours.	3.0
A continuation of Urinalysis I. Laboratory instruction covers the microscopic examination of urine sediment: techniques and interpretation. Lecture emphasis is placed on special urine analysis including VMA, drug analysis, heavy metals poisoning and renal calculi analysis.	
MLS 2401 MICROBIOLOGY I, 75 Clock Hours.	4.0
Fundamentals of Microbiology. This course is designed to present the basic concepts of microbiology as well as the role of microorganisms in human disease. Major emphasis is placed on bacterial morphology of gram positive procaryotic cells and clinical techniques of isolation and identification.	
MLS 2402 MICROBIOLOGY II, 50 Clock Hours.	3.0
A continuation of Microbiology I. Major emphasis will be placed on gram negative procaryotic organisms, bacterial metabolism, and techniques for isolation and identification of enteric and systemic gram negative pathogens.	
MLS 2403 MICROBIOLOGY III, 50 Clock Hours.	3.0
A continuation of Microbiology II. Major topics for discussion include: anaerobic bacteria and metabolism as well as acid-fast organisms. Lab procedures stress isolation and identification techniques.	
MLS 2400 MYCOLOGY AND VIROLOGY, 25 Clock Hours.	1.0
An introduction to the isolation, identification, and pathogenesis of eucaryotic fungi and viruses.	
MLS 3999 CLINICAL INTERNSHIP, 480 Clock Hours.	6.0
This course is designed to allow the student to apply technical knowledge and skills learned within the college facility in selected clinical laboratories in the community. The student will practice laboratory techniques in the major disciplines. Emphasis will also be placed on workload organization, interrelationships with other members of the Allied Health team within the facility and in gaining the self-confidence and experience necessary to become an effective employee.	

MEDICAL TRANSCRIPTIONIST PROGRAM

COURSE TITLE	CREDIT HOURS
MSC 1531 MEDICAL TERMINOLOGY, 80 Clock Hours.	6.0
A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.	

SES 1110 TYPING, 40 Clock Hours. Typing with an increased emphasis on speed to a minimum of 40 words per minute.	3.0
SES 1111 TYPING, ADVANCED, 40 Clock Hours. Typing with an increasing emphasis on speed to a minimum of 50 words per minute.	3.0
SES 1362L TRANSCRIPTION, 120 Clock Hours. Machine Transcription with emphasis placed on methods of transcribing and production of quality work.	6.0
SES 1363L ADVANCED TRANSCRIPTION, 120 Clock Hours. Introduction to word processing with hands-on training of an appropriate level of performance with the main emphasis on high-speed, accurate medical transcription. The student is required to transcribe 25 lines of medical material in fifteen minutes.	6.0

DENTAL TECHNOLOGY PROGRAM

COURSE TITLE	CREDIT HOURS
DTE 1000 INTRODUCTION TO DENTAL TECHNOLOGY, 20 Clock Hours. A history of dentistry, dental technology and national and state dental laboratory organizations. A comprehensive study of the Code of Ethics, trade laws and other legal aspects of the State Dental Practice Act. Also covered are the job entry specifications and occupational opportunities in the field of dental technology.	1.0
DTE 1010 DENTAL ANATOMY, 40 Clock Hours. A study of the anatomy of the head including the bones and muscles of mastication and facial expression. This course also includes the relationship of the tooth to its supporting structure, classification of occlusion and articulation of the teeth.	2.0
DTE 1020 DENTAL ANATOMY AND OCCLUSION I, 140 Clock Hours. This course teaches the components of dental anatomy and occlusion through the carving of each tooth, labeling its anatomical landmarks and demonstrating the relationship of each tooth to its antagonist. Prerequisite: Dental Anatomy DTE 1010.	7.0
DTE 1030 DENTAL ANATOMY AND OCCLUSION II, 140 Clock Hours. A continuation of DTE 1020. The student will refine wax carving techniques and understanding of occlusal morphology through the carving of full coverage wax patterns to opposing models.	7.0
DTE 1100 DENTAL MATERIALS, 60 Clock Hours. An introduction to dental materials, gypsum products, impression materials, waxes, denture base resins, separators, dental porcelain, abrasives and polishing agents. A study of the physical properties and chemical symbols of metals and alloys will be introduced. An analysis of the composition of materials common to the dental profession, together with techniques in handling, preparation and storage.	3.0

- DTE 1110 COMPLETE DENTURES I,** 8.0
 160 Clock Hours.
 The student will have knowledge in performing basic laboratory procedures of pouring casts, fabricating custom impression trays, trial baseplates and occlusal rims. An introduction to articulation vertical dimension and angle classification.
- DTE 1120 COMPLETE DENTURES II,** 8.0
 160 Clock Hours.
 The arrangement of artificial teeth according to angle classification and contouring of gingival areas for proper esthetics in wax. The dentures are processed, finished and polished. The repair and relining of dentures is also instructed. Prerequisite: Complete Dentures I DTE 1110.
- MAC 1132 FUNDAMENTALS OF COLLEGE MATH,** 4.5
 40 Clock Hours.
 A comprehensive review of the skills and concepts of general mathematics intended to strengthen the student's mathematical background.
- DTE 1130 REMOVABLE PARTIAL DENTURES I,** 8.0
 160 Clock Hours.
 This course is an introduction to removable partial denture construction. The fundamentals of survey and design, waxing, investing, casting and metal finishing will be learned through the fabrication of removable partial denture frameworks.
- DTE 1140 REMOVABLE PARTIAL DENTURES II,** 7.0
 140 Clock Hours.
 The arrangements of teeth for partial dentures, as well as investing, processing and finishing partial denture bases will be introduced. Repair of the partial denture framework by electro soldering and torch soldering will also be discussed. Prerequisite: Removable Partial Dentures I DTE 1130.
- ENC 1312 WRITTEN COMMUNICATIONS,** 4.5
 40 Clock Hours.
 A review of the fundamentals of sound writing grammar and punctuation are emphasized. Types of writing covered range from the business memo to longer analytical reports.
- DTE 2010 ORTHODONTIC DEVICES,** 1.0
 20 Clock Hours.
 The student will learn the fundamentals of orthodontics through the construction of simple orthodontic devices.
- GEB 1012 INTRODUCTION TO BUSINESS,** 4.5
 40 Clock Hours.
 A general survey of organization and management of business and industrial structures within the United States
- DTE 2150 FIXED RESTORATIVE PROSTHETICS I,** 8.0
 160 Clock Hours.
 An introduction to fixed restorations including inlays, onlays, post crowns and simple bridges. Preparation of models and dies, forming the wax pattern, investing, casting and finishing will be presented. Prerequisite: Dental Anatomy DTE 1010.

DTE 2160 FIXED RESTORATIVE PROSTHETICS II,

8.0

160 Clock Hours.

A continuation of DTE 2150 with emphasis on metal design for crowns and bridges including semi-precision attachments. Fabrication procedures for resin veneering will be presented.

Prerequisite: DTE 2150.

DTE 2170 CERAMICS I,

8.0

160 Clock Hours.

A study of techniques for fabricating porcelain to metal restorations, including metal design, preparation and the fusing of porcelain to metal. Prerequisite: Fixed Restorative Prosthetics II

DTE 2160.

DTE 2180 CERAMICS II,

8.0

160 Clock Hours.

A continuation of DTE 2170 with emphasis on multiple unit bridges. Introduction to the porcelain jacket crown and the staining of ceramic restorations. Prerequisite: Ceramics I DTE 2170.

**MEDICAL ASSISTANT - MEDICAL RECEPTIONIST -
 * MEDICAL LABORATORY TECHNICIAN -
 MEDICAL OFFICE ASSISTANT - NURSES ASSISTANT -
 MEDICAL OFFICE RECEPTIONIST - MEDICAL TRANSCRIPTIONIST**

Days
 * September 4, 1984
 October 3, 1984
 * November 5, 1984
 December 10, 1984
 * January 16, 1985
 February 18, 1985
 * March 18, 1985
 April 16, 1985
 * May 16, 1985
 June 17, 1985
 * July 17, 1985
 August 14, 1985
 * September 16, 1985
 October 14, 1985
 * November 11, 1985
 December 11, 1985

Evenings
 September 18, 1984
 October 25, 1984
 December 5, 1984
 January 21, 1985
 February 27, 1985
 April 3, 1985
 May 8, 1985
 June 19, 1985
 July 29, 1985
 September 3, 1985
 October 14, 1985
 November 13, 1985
 January 2, 1986

DENTAL TECHNOLOGY

September 12, 1984
 December 10, 1984
 March 18, 1985

June 17, 1985
 September 16, 1985
 December 11, 1985

STUDENT HOLIDAYS

Labor Day
 Faculty In-Service
 Thanksgiving Holiday
 Christmas and
 New Year's Vacation
 Faculty In-Service
 Easter Holiday
 Faculty In-Service
 Memorial Day
 Independence Day
 Faculty In-Service
 Labor Day
 Faculty In-Service
 Thanksgiving Holiday
 Christmas and
 New Year's Vacation

September 3, 1984
 November 2, 1984
 November 22-25, 1984
 December 24, 1984
 January 1, 1985
 February 14-15, 1985
 April 5-7, 1985
 May 14-15, 1985
 May 27, 1985
 July 4, 1985
 July 5, 1985
 September 2, 1985
 September 12-13, 1985
 November 28-29, 1985
 December 24, 1985
 January 1, 1986

1984 - 1985 CALENDAR

FALL QUARTER, 1984

Registration and Orientation	Monday - Saturday	September 17 - 22
Classes Begin	Monday	September 24
Last Day to Enter Classes	Tuesday	October 2
Begin Six - Week Mini Quarter	Thursday	November 1
Thanksgiving Vacation	Thursday - Sunday	November 22 - 25
End of Fall Quarter and Six Week Mini Quarter	Friday	December 14

WINTER QUARTER, 1984 - 1985

Christmas and New Years Vacation	Saturday - Tuesday	December 15 January 1
Registration and Orientation	Thursday - Monday	December 27 - 31
Classes Begin	Wednesday	January 2
Last Day to Enter Classes	Wednesday	January 9
Begin Six - Week Mini Quarter	Wednesday	February 6
End Winter Quarter and Six - Week Mini Quarter	Wednesday	March 20

SPRING QUARTER, 1985

Registration and Orientation	Friday - Tuesday	March 22 - 26
Classes Begin	Wednesday	March 27
Last Day to Enter Classes	Wednesday	April 3
Easter Holiday	Friday - Sunday	April 5 - 7
Begin Six - Week Mini Quarter	Monday	May 6
Memorial Day Holiday	Monday	May 27
End of Spring Quarter and Six - Week Mini Quarter	Friday	June 14

SUMMER QUARTER, 1985

Registration and Orientation	Wednesday - Friday	June 19 - 21
Classes Begin	Monday	June 24
Last Day to Enter Classes	Tuesday	July 2
Independence Day Holiday	Thursday	July 4
Begin Six - Week Mini Quarter	Monday	August 5
Labor Day Holiday	Monday	September 2
End of Summer Quarter and Six Week Mini Quarter	Friday	September 13

FALL QUARTER, 1985

Registration and Orientation

**Monday -
Saturday**

September 16 - 21

Classes Begin

Monday

September 23

Last Day to Enter Classes

Tuesday

October 1

Begin Six - Week Mini Quarter

Monday

November 4

Thanksgiving Vacation

Thursday -

November 28 -

Sunday

December 1

End of Fall Quarter and

Tuesday

December 17

Six - Week Mini Quarter

BOARD OF TRUSTEES

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Douglas Devaux
Summit System of Colleges and Schools
Clearwater, Florida

Robert E. Cobb
Attorney at Law
Ft. Lauderdale, Florida

Dr. Stanley J. Drake
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Donald C. Jones
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David MacNamara,
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St. Petersburg, Florida

Terry McMahan
Attorney at Law
Zimmer Corporation
Pompano, Florida,

Dr. Charles E. Palmer
Chairman of the Board
Strayer College
Charleston, South Carolina

THE COLLEGIATE FACULTY

Atterbury, Fred	B.A., University of South Florida M.C.S., Rollins College
Barber, G. Elliott	B.S., Florida Southern M.B.A., Rollins College
Beckerink, Brenda Blau, Susan	B.A., University of South Florida B.S., Western Connecticut State M.S., Western Connecticut State
Christiana, Joseph Combs, Patricia	B.A., University of Central Florida B.S., Samford University M.S., University of Alabama
Daneshtazehbie, Shahabdeen Diconsiglio, Robert	B.S., University of Southwestern Louisiana M.S., Florida Institute of Technology B.A., Seton Hall University M.A., Seton Hall University J.D., New York Law School
Dix, Debra Evans, Robert T.	A.S., Waukesha County Technical Institute A.S., N. Y. Community College B.B.A., Baruch College M.S., Lehman College
Fenton, Art	B.S., Rollins College M.S.M., Rollins College
Gerrity, Michael	B.E.E., City College of New York M.C.S., Rollins College
Gluzinski, George Griffin, Michael Helliard, Peter Henderson, Hale Henson, Virginia Holland, Kathie	B.S., Florida Southern B.S., University of Central Florida B.S., South Wales Institute of Tech. B.S., Rollins College B.A., Roosevelt University B.S., University of Central Florida M.B.A., University of Central Florida
Holzhauser, Louise Howell, Sandra	B.A., DePauw University B.S., University of North Alabama M.A., University of North Alabama
Huybers, Barbara	B.S., Butler University M.S., Butler University
Hyres, Robert	B.S., Rollins College M.S., Rollins College
Jennings, Sandra	B.S., Florida State University M.Ed., University of Florida Ed.S., George State University Webster Adult Education
Johnson, Kathleen Keith, Rick	B.S., Florida State University M.S., Florida State University
King, Janie Latto, Heidrun Matheny, Brenda	M.Ed., Luther Rice Seminary Intl. B.S., Orlando College A.S., Virginia Commonwealth University B.S., Virginia Commonwealth University
McNamara, Carol	B.A., University of Miami Ph.D., University of Miami
McNearney, Karen Nichols, Ralph	Court Reporting Diploma, Jones College A.S., Dean Junior College B.S., California State University M.P.A., California State University

Nielson, Otto	B.A., Rollins College M.S., Rollins College
Plamer, Charlotte	Certificate, Stetson University
Piazza, Michael	B.B.A., University of Mississippi M.A., University of Mississippi M.B.A., Texas A & M University
Raymond, Barbara	B.S., Southern Illinois University M.S., Southern Illinois University
Robertson, Phillip	B.A., University of California M.A., Biola College
Smisson, Clarine	B.S., Ohio State University M.B.A., University of Kansas J.D., University of Kansas
Todd, Shirley	B.A., University of North Carolina M.S.M., Rollins College
Welles, Robert	B.S., Jones College
Wills, David	B.A., University of Maryland M.A.T., Rollins College
Wilson, Barbara	B.S., University of Massachusetts

THE MEDICAL EDUCATION CENTER FACULTY

Baker, Sandra	A.A., Valencia Community College R.N., Hurley Hospital School of Nursing
Breed, Cynthia	L.P.N., Seminole Community College
Brown, Mary	B.S.N., St. Joseph's College
Campfield, Mary	L.P.N., Seminole Community College
Forthman, Alice	A.D., Florida Southern College R.N., Valencia Community College L.P.N., Florida Hospital School of Nursing
Hathaway, William	A.S., Orlando College
Keefer, Robert	D.C., Palmer College of Chiropractic
Littlefield, Josephine	L.P.N., Florida Hospital School of Nursing
Lizardi, Joyce	R.N. University of Rochester
Maxin, Kathleen	B.S.N., Penn State University
Nuss, Jean	R.N., Chestnut Hill Hospital
Rohrbaugh, Rita	B.S., West Virginia Wesleyan
Seyler, Nancy	L.P.N., Ocean County Vocat. School
Stopford, Phyllis	Valencia Community College
Waldrop, Monte	L.P.N., Seminole Community College

THE COLLEGIATE STAFF

Donald C. Jones	President and Chief Executive Officer
Ouida B. Kirby	Vice President and Chief Administrative Officer
D. Sue Cooper	Dean of Instruction
Richard Brannon	Assistant Dean
Ann Fleming	Registrar
Portia Heilman	Business Officer
George Simon	Director of Admissions
Susan Bain	Secretary, Cooperative Education
Renee Barker	Assistant, Registrar's Department
Cynthia Bonavia	Executive Secretary to the Vice President
Paul Bouchard	Supervisor, Custodial Services

Sue Burkhardt	Evening Secretary, Dean's Office
Laura Chattam	Cashier, Bookstore
Tammy Childs	Clerk/Typist, Registrar's Office
Kathryn Colley	Secretary, Dean's Office
Kim Cornelius	Admissions Representative
Valerie Derrickson	Coordinator, Accounts Receivable
Helen Johnston	Receptionist
Cecilia Kreager	Senior Financial Aid Officer
Larry McKenna	Admissions Representative
Karen Mellow	Financial Aid Officer
Karen Migetz	Financial Aid Officer
John Murphy	Librarian
Sara Parker	Administrative Assistant, Dean's Office
Nancy Rogers	Admissions Representative
Nicole Solomon	Evening Receptionist
Donald Schenck	Administrative Coordinator, Data Services
Brenda Selby	Custodian
Annette Wilson	Secretary, Admissions Department

THE MEDICAL EDUCATION CENTER STAFF

Barbara Pfeffer	Director
Jean Nuss	Lead Instructor
Mary Colbert	Admissions Representative
Dianne Fitzpatrick	Secretary
Gaines Lyles	Custodian

NOTES



APPLICATION FOR ADMISSION
ORLANDO COLLEGE



5500-5800 Diplomat Circle, Orlando, Fl. 32810

(A Recent Photograph and \$25 Application Processing Fee Must Accompany Application)

I hereby apply for enrollment in the College subject to the provisions of its current catalog and understand that the information submitted herewith is material representation and any inaccuracy or false statement will entitle the College to deny admission to me. I HAVE READ THE COLLEGE CATALOG AND DO UNDERSTAND ITS CONTENTS AND REQUIREMENTS.

PERSONAL INFORMATION (Please Print)

Last or Married Name		First Name		Middle Name		Maiden Name		Residence Phone () --				
Mailing Address: Street			City		State		County		Zip Code		Business Phone () --	
Social Security Number		Birth Place			Birth Date (Mo. Day Year)			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE				
RACE: <input type="checkbox"/> Black Non-Hispanic		<input type="checkbox"/> American Indian or		<input type="checkbox"/> Asian or Pacific Islander		<input type="checkbox"/> Hispanic		CODE: _____				
(Civil Rights Ethnic Origin)		<input type="checkbox"/> Alaskan Native		<input type="checkbox"/> Non-Resident Alien		<input type="checkbox"/> White Non-Hispanic						
Applicant's Employer						If married, wife or husband's name						
Full Name of Parent, Legal Guardian, or Next of Kin other than spouse (For Emergency Contact)						Relationship		Telephone Number				
Legal Address of Above Person: Street				City		State		County		Zip Code		

PREVIOUS EDUCATION

Name of Last High School Attended		City		State		County		Zip Code		Year of Graduation	
Equivalency Diploma or G. E. D. <input type="checkbox"/>		Date of Issue _____				Where Issued _____					
List Colleges attended (You must request official transcripts from each)						or		<input type="checkbox"/> No Prior College			
Name		City & State			From (Mo. & Yr.)		To (Mo. & Yr.)				

ENROLLMENT DATA

Referred By:			
Educational Program in which I wish to enroll		I will Attend: <input type="checkbox"/> Day Classes <input type="checkbox"/> Night Classes <input type="checkbox"/> Alternate Credit Hours: _____	
<input type="checkbox"/> I plan to attend beginning with quarter and year indicated:		<input type="checkbox"/> I will need assistance with housing <input type="checkbox"/> I will need financial assistance	
<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Year: 19____		Eligible For Veteran's Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Start Month _____, Year _____		If yes, VA Claim No.:	
REMARKS:			

FOR OFFICE USE ONLY

If accepted, I agree to abide by the policies of the College and authorize the use for public relations purposes any photograph in which I may appear:		Recommended by	
Signature of Applicant _____ Date _____		Admissions Representative _____ Date _____	
This Application for Admission of the above applicant to the College is submitted with my consent and approval. (Required if Applicant is under 18 years of age.)		Approved by Admissions Committee	
Signature of Parent or Guardian _____ Date _____		Chairman _____ Date _____	

The College does not discriminate on the basis of age, race, color, national and ethnic origin, sex, or handicap in the administration of educational policies, admission policies, financial aid, employment, or any other College program or activity.

White - Student File
Yellow - Accounting
Pink - Admissions
Goldenrod - Applicant

**SUPPLEMENT TO CATALOG
ORLANDO COLLEGE - 1984-1985**

ORLANDO COLLEGE

5500-5800 Diplomat Circle
Orlando, Florida 32810

Telephone (305) 628-5870

PURPOSE

Orlando College has broadened its scope of educational programs and is offering diploma programs that offer excellent employment opportunities. These programs are vocationally oriented in scope and philosophy:

COURT REPORTING

SECRETARIAL/WORD PROCESSING SPECIALIST

ADMINISTRATIVE ASSISTANT/BOOKKEEPER

These programs are designed to also provide instruction in appropriate support areas, thereby enhancing the graduate's employability and promotability. All topics covered in the college catalog not addressed in this supplement shall be governed by the catalog statement.

It is the policy of the college that there shall be no discrimination on the basis of handicap, race, creed, color, sex, national or ethnic origin or religion as to the admission or other treatment of its students, prospective students, employees or prospective employees.

ACADEMIC CALENDAR

PROGRAM START DATES AND HOLIDAYS

Court Reporting
Secretarial/Word Processing Specialist
Administrative Assistant/Bookkeeper

START DATES

Classes Begin	Classes End
February 25, 1985	May 20, 1985
May 28, 1985	August 21, 1985
September 3, 1985	November 27, 1985
December 5, 1985	March 11, 1986
March 17, 1986	June 10, 1986
June 23, 1986	September 16, 1986
September 24, 1986	December 19, 1986

HOLIDAYS

Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving

April 5, 1985
May 27, 1985
July 4 - 5, 1985
September 2, 1985
November 28 -
December 1, 1985

Christmas and New Years

Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas and New Years

December 21, 1985 -
January 1, 1986
March 28, 1986
May 26, 1986
July 4, 1986
September 1, 1986
November 27 - 28, 1986
December 20, 1986 -
January 5, 1987

PROGRAMS OF STUDY

Upon completion of each program of study offered by Orlando College, graduates will be granted a diploma which recognizes the completion of the program in which the student was enrolled.

The College is open from 8:00 a.m. through 5:00 p.m., Monday through Friday. Classes are in session from 8:00 a.m. through 1:20 p.m. or 9:00 a.m. through 2:20 p.m., Monday through Friday.

Program length, as described below, is an estimate only. Program length may be determined by such factors as withdrawal, attendance, and failure of one or more classes.

COURT REPORTING

Program Length: 24 Months (98 Weeks)
163 Credit Hours
2445 Clock Hours

Court reporting is an honored profession with excellent employment opportunities. The work is interesting and the salary compares very favorably with that of other careers. The growth of our court system and governmental agencies and the expansion of business activities all contribute to the ever-increasing demand for the services of the well-trained machine shorthand reporter.

	<u>SUBJECTS</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
CR-SES 1220	Machine Theory	300	20
CR-SES 1221	Speed Building I	240	16
CR-SES 1222	Speed Building II	240	16
CR-SES 1223	Speed Building III	240	16
CR-SES 1224	Speed Building IV	240	16
CR-SES 1225	Speed Building V	240	16
CR-SES 1226	Speed Building VI	240	16
CR-SES 1227	Speed Building VII	240	16
ENC 1002	English	60	4
CR-ENG 1010	Vocabulary	60	4
COM 1110	Oral Communications	30	2

CR-SES 2438	Parliamentary Procedures	15	1
CR-SES 2248	Medical Terminology	60	4
CR-SES 1436	Legal Terminology	60	4
CR-SES 1130	Typing	60	4
CR-SES 2140	Court Reporter Transcription	60	4
CR-SES 2998	Pre-Internship	15	1
CR-SES 2999	Internship	<u>45</u>	<u>3</u>
		2445	163

Speed requirements for graduation: Q&A at 225 wpm; Jury Charge at 200 wpm; Literary at 180 wpm; Medical Q&A at 180 wpm.
(wpm = words per minute)

Required typing speed for graduation: 60 correct words per minute.

ADMINISTRATIVE ASSISTANT/BOOKKEEPER

Program Length: 6 Months (24 Weeks)

40 Credit Hours

600 Clock Hours

Students in the Administrative Assistant/Bookkeeper program will be prepared, through a heavy concentration in accounting concepts, principles and procedures, as well as basic office skills & procedures, to enter the business world as competent bookkeepers and administrative assistants.

Individuals with a combination of these skills should find themselves in great demand in today's business environment.

	<u>SUBJECTS</u>	<u>CLOCK HOURS</u>	<u>CREDIT HOURS</u>
<u>REQUIRED:</u>			
ACC 1001	Accounting I	120	8
ANC 1002	English	60	4
SES 1100	Typing I	60	4
MTB 1103	Business Math	60	4
SES 1335	Business Communications	60	4
MTB 1123	Payroll Procedures	60	4
SES 1110	Typing II	60	4
CAP 1060	Microcomputer Augmented Accounting	30	2
STD 1101	Professional Development	30	2
SES 1402	Office Procedures	60	4

CR-ENG 1010 Vocabulary
60 Clock Hours

4 Credit Hours

This course has been designed to emphasize the importance of and to expand the student's vocabulary and word usage skills. Word division, roots, prefixes, suffixes and word origins are studied.
PREREQUISITE: None

CR-SES 1130 Typing
60 Clock Hours

4 Credit Hours

This course in typing is designed to teach the student the keyboard and typing techniques. Simple letter forms, tabulation, and centering skills are introduced. The student attains a proficiency of 60 words per minute.
PREREQUISITE: None

CR-SES 1220 Machine Theory
300 Clock Hours

20 Credit Hours

Total keyboard immersion helps the student learn the principles of phonetic writing, the stenotype alphabet, beginning abbreviations, simple vocabulary and letters. The student achieves a speed of 80 words per minute.
PREREQUISITE: None

CR-SES 1221 Speed Building I
240 Clock Hours

16 Credit Hours

Review of the machine as more difficult vocabulary is presented. Emphasis is on accuracy of touch, clean notes and accuracy of readback. Dictation drills are given. The student achieves a speed of 100 words per minute.
PREREQUISITE: Machine Theory

CR-SES 1222 Speed Building II 16 Credit Hours
240 Clock Hours

Continued drills, including briefs, on general material. Vocabulary and syllabic density become progressively more intense. The student achieves a speed of 120 words per minute.
PREREQUISITE: Speed Building I

CR-SES 1223 Speed Building III 16 Credit Hours
240 Clock Hours

Continued drills, additional abbreviation principles. Heavy literary concentration. Overcoming multi-syllabic word hesitation. The student achieves a speed of 140 words per minute.
PREREQUISITE: Speed Building II

CR-SES 1224 Speed Building IV 16 Credit Hours
240 Clock Hours

Drills and dictation of literary material for long periods. Simple two-voice testimony is given. Vocabulary drills. The student achieves a speed of 160 words per minute.
PREREQUISITE: Speed Building III

CR-SES 1225 Speed Building V 16 Credit Hours
240 Clock Hours

Continued dictation of literary material and introduction of Jury Charges and legal Opinions. More difficult two-voice testimony dictation. The student achieves a speed of 180 words per minute.
PREREQUISITE: Speed Building IV

CR-SES 1226 Speed Building VI 16 Credit Hours
240 Clock Hours

Continued drills and dictation of literary material. Introduction to medical dictation. Two-and four-voice dictation. More difficult Jury Charges and Legal Opinion. The student achieves a speed of 200 words per minute.

PREREQUISITE: Speed Building V

CR-SES 1227 Speed Building VII 16 Credit Hours
240 Clock Hours

Concentrated effort for students to achieve a speed of 225 words per minute on the stenograph machine with maximum accuracy of transcription to meet National Shorthand Reporters Association's requirements for graduation.

PREREQUISITE: Speed Building VI

CR-SES 1436 Legal Terminology 4 Credit Hours
60 Clock Hours

This course teaches the structure of state and federal court systems and the history of English and American Law. Legal terms are broken down into prefixes, roots, and suffixes for better understanding of their foreign origin. Basic criminal and civil law as it relates to the average citizen are included.

PREREQUISITE: None

CR-SES 1928 Skill Development I 16 Credit Hours
240 Clock Hours

A course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

PREREQUISITE: None

**CR-SES 2140 Court Reporting Procedures
and Transcription Preparation 4 Credit Hours**
60 Clock Hours

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript of at least ten (10) typed pages taken from two (2) hours or less of courtroom or simulated testimony with 95% accuracy, is required.

Included in this course: the role of the reporter in trials, depositions, and administrative hearings; instruction in the ethics of court reporting; indexing, filing and storage of notes; structure of courts locally, statewide; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround time schedules.

Included also is an overview in reporter-related technology, concepts, and vocabulary, which cover computer-aided transcription systems, word processing systems and video application for the court reporter.

PREREQUISITE: Machine Theory

CR-SES 2248 Medical Terminology 4 Credit Hours
60 Clock Hours

Basic medical terminology and anatomy are taught by body systems and function. Emphasis is on learning and understanding the formation of medical terms by adding prefixes and suffixes to root words. Medical specialties, laboratory tests, and medical abbreviations are also discussed.

PREREQUISITE: None

CR-SES 2438 Parliamentary Procedures 1 Credit Hour
15 Clock Hours

This course presents Parliamentary Procedures as they relate to meetings and conferences. Professionalism in dress, conduct, demeanor, ethics, proper readback in court and decorum are stressed.

PREREQUISITE: None

CR-SES 2929 Skill Development II 16 Credit Hours
240 Clock Hours

A second level course designed to accelerate the student's progress toward the attainment of specified speed levels. A student will be scheduled for this course when academic credit has been earned but speed levels have not been advanced.

PREREQUISITE: None

CR-SES 2998 Pre-Internship 1 Credit Hour
15 Clock Hours

This course is designed to teach students the applied art of court reporting. Video tape depositions are explained and samples from actual cases may be used. Sharpening the student's ability to proofread is emphasized so that he/she can catch his/her mishearings and misstrokes. This course also includes correct billing and accounting procedures for the court reporter.

PREREQUISITE: None

CR-SES 2999 Internship 3 Credit Hours
45 Clock Hours

Students are required to complete an internship of forty (40) verified hours of actual courtroom and/or free-lance writing under the supervision of practicing court reporters. A minimum of twenty (20) pages of deliverable transcript is required. The student has an opportunity to observe firsthand what working as a court reporter means and how to handle typical work situations that a court reporter may encounter from day to day.

PREREQUISITE: Attainment of 225 words per minute and all other course requirements

ENC 1002 **English** 4 Credit Hours
60 Clock Hours

This course is designed as a review of the parts of speech, sentence structure, and punctuation. Its objective is to enable the student to communicate clearly and effectively through emphasis on grammar, punctuation skills and vocabulary.

PREREQUISITE: None

MTB 1103 **Business Math** 4 Credit Hours
60 Clock Hours

This course is designed to develop the mathematical skills required by business and industry. Through the touch system of operating an electronic calculator, students will gain speed in making basic calculations by applying the correct mathematical principle.

PREREQUISITE: None

MTB 1123 **Payroll Procedures** 4 Credit Hours
60 Clock Hours

This course is designed to teach the student methods of computing wages and salaries, methods of keeping records, and preparation of government reports.

PREREQUISITE: None

SES 1100 **Typing I** 4 Credit Hours
60 Clock Hours

This introductory course in typing is designed to teach the student the keyboard and typing techniques. Simple letter forms, tabulation, and centering skills are introduced.

PREREQUISITE: None

SES 1300 Introduction to Records Management 4 Credit Hours
60 Clock Hours

This course provides a general overview of records management from the entry level position, enabling the student to develop skills in manual filing systems and procedures, the creation and organization of files, as well as scheduling, maintaining, storing and retrieving records.

PREREQUISITE: None

SES 1335 Business Communications 4 Credit Hours
60 Clock Hours

Effective communication is essential in business today. Students develop and refine their communication skills through practice in composing correspondence and reports.

PREREQUISITE: None

SES 1402 Office Procedures 4 Credit Hours
60 Clock Hours

Basic topics, such as filing, telephone techniques, and travel arrangements are covered. Through the use of office simulations, students develop the competencies necessary for carrying out administrative office duties.

PREREQUISITE: None

SES 1913 Shorthand Skill Development I 2 Credit Hours
30 Clock Hours

Individualized programmed instruction is given to develop speed and accuracy in reading and writing notes. Transcription skills are emphasized.

PREREQUISITE: Enrollment in Shorthand I

SES 1914 Shorthand Skill Development II 2 Credit Hours
30 Clock Hours

Individualized programmed instruction continues to develop speed and accuracy in transcription.

PREREQUISITE: Enrollment in Shorthand II

STD 1101 Professional Development 2 Credit Hours
30 Clock Hours

Human relations, office protocol, ethics, dress and grooming are stressed as a part of career development.

PREREQUISITE: None

ACADEMIC INFORMATION

GRADING SYSTEM

Academic subjects are graded according to the following grading system:

100 - 94	A	Excellent	4.0
93 - 86	B	Above Average	3.0
85 - 76	C	Average (Satisfactory)	2.0
75 - 70	D	Unsatisfactory (Conditional)	1.0
69 - 0	F	Failure	0
		Incomplete	0
		Withdrawal	0

COURT REPORTING THEORY AND SPEED BUILDING:

Accuracy of transcription grades:

100% - 99% = A 98% = B 97% = C

Two tests are required at each speed. Two tests must be passed with 97% accuracy in order for the student to be passed to the next higher speed level.

CLOCK HOUR/CREDIT HOUR DEFINITION

A standard clock hour class period is 50 minutes.

One hour of credit normally requires 15 clock hours of classroom study.

TUITION/FEES

NAME OF COURSE	TUITION
Court Reporting 24 months 98 weeks	\$7,300.00
Secretarial/Word Processing Specialist 9 months 36 weeks	\$3,000.00
Administrative Assistant/ Bookkeeper 6 months 24 weeks	\$2,375.00

FEES

Application Fee	\$25.00 (non-refundable)
Registration Fee	\$75.00 (non-refundable)

REFUND POLICY

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES BY THE STUDENT: For programs, listed in this section of the catalog, of more than three months in length and up to one year (12 calendar months), in case of withdrawal after commencement of classes by the student, the following refund policy will be applicable:

- During the first day of classes, the institution may retain 0% of stated course price.
- During the next two weeks of classes, the institution, may retain 10% of stated course price; thereafter,
- During the next two weeks of classes, the institution may retain 20% of the stated course price; thereafter,
- During the first 25% of the course, the institution may retain 45% of the stated course price; thereafter,
- During the second 25% of the course, the institution may retain 70% of the stated course price; thereafter,
- The institution may retain 100% of the stated course price.

In case of programs of more than twelve (12) months in length, 100% of the stated tuition attributable to the period beyond the year will be refunded when the student withdraws during the prior period. Refunds for the second calendar year of a two year program will be made under the same policy applied to the first calendar year of attendance.

