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ORLANDO COLLEGE

ORLANDO COLLEGE

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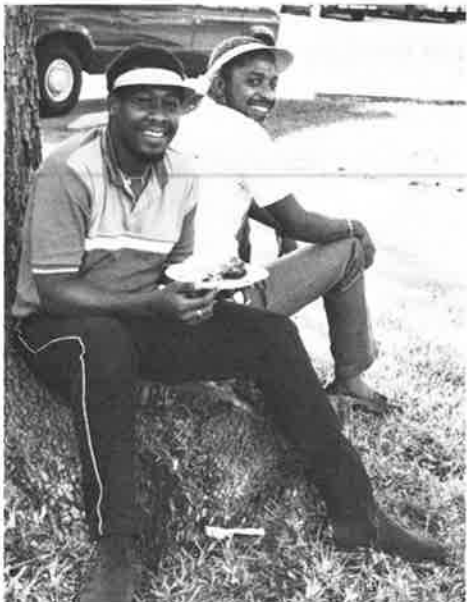
The College does not discriminate on the basis of race, religion, age, sex, handicap, or national and ethnic origin in the administration of its educational and admissions policies, scholarship and loan programs, or other College administered programs.

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GENERAL INFORMATION



ACADEMIC INFORMATION
STUDENT FINANCIAL INFORMATION
ADMISSIONS INFORMATION

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, business administration, medical education, and other career opportunities 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.

Change is always present. 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 their chosen field, assures the continued success and realization of our objectives and philosophy.

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 and by the Council on Postsecondary Accreditation (COPA). The College is listed as an institution of higher education in the Directory of Higher Education.

MEMBERSHIPS, APPROVALS, AND AFFILIATIONS

The College is a non-profit, non-sectarian, coeducational institution chartered by the State of Florida with authority to confer collegiate degrees.

Affiliations

American Registry of Medical Assistants

Approvals

Bureau of Immigration and Naturalization
Florida State Approving Agency for Veterans Training
National Shorthand Reporters Association

Memberships

American Assembly of Collegiate Schools of Business
Florida Association of Student Financial Aid Administrators
Southern Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators
Orlando Advertising Federation
Data Processing Management Association
Southern Association of Collegiate Registrars & Admissions Officers
Florida Association of Collegiate Registrars & Admissions Officers
Greater Orlando Chamber of Commerce
National Association of Legal Assistants
National Association for Foreign Student Advisors
Seminole County Chamber of Commerce
Winter Park Chamber of Commerce
Florida Shorthand Reporters Association
Florida Direct Marketing Association

In addition, qualified fifth-year Accounting graduates are permitted to sit for the Florida State Board of Accountancy Examination. The College is registered with the Florida State Board of Independent Colleges and Universities.

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 businesses 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 and EPCOT Center are now welcoming a million visitors each month and are a continuing source of pleasure and entertainment to visiting students from all countries. Popular attractions include Sea World, Jai Alai, Dog and Harness Racing, and the Citrus Bowl. Orlando is the site of Spring training for the Minnesota Twins and Houston Astros baseball Teams, and of a National Basketball Association franchise for the 1989-90 season and as a result, will launch its new Orlando Magic Basketball Team. 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 Interchange. Tastefully landscaped grounds and parking areas and attractive contemporary buildings make these facilities among Florida's finest. All classroom 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.

The new South Campus near Orange Avenue and Gore Street houses programs in Legal Assisting, Medical Education, and Data Entry, as well as graduate and undergraduate business degree programs. The new facility is completely equipped and modern in every detail.

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

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 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 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 guidance is needed.

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.

STATEMENT OF NON-DISCRIMINATION

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

RESERVATIONS AS TO PROGRAMS AND CHARGES

The College reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may be changed or waived by the Dean of Education, 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 program total are the minimum requirements for completion.

TRANSFER TO OTHER COLLEGES

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

PLACEMENT ASSISTANCE

The College maintains an active placement service and its benefits are available to graduates during their entire lives. Graduates are urged to keep in touch with the College in order to take advantage of the many desirable openings always available.

LIBRARY

The College's library supports the curriculum and provides information for students, faculty, and staff. A professional librarian is available to help students during the College's posted operating hours.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

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

ANNUAL SCHOLARSHIPS FOR ORLANDO COLLEGE STUDENTS

Orlando College annually awards six honor 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 (12.0 credit 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.

UPPER DIVISION SCHOLARSHIPS

In order to encourage the pursuit and completion of a baccalaureate program in business, the College has created a special Upper Division Scholarship for students who have completed two years of education which culminated in the awarding of an associate degree. Eligible to apply are graduates of accredited business and technical schools, community and junior colleges, or four-year colleges or universities, whose students terminate their education at the end of two years with the awarding of an associate degree. This is a tuition scholarship available in the form of a total award of \$450 to be used for the three successive quarters following enrollment and before the student achieves a total of 131 quarter hours of credit. The scholarship is not renewable. The tuition is to be credited at the rate of \$150 per quarter. The Upper Division Scholarship is available only for full-time students (at least 12.0 credit hours per term).

The Upper Division Scholarship is available to students who:

1. Have earned a two-year (associate) degree, and
2. Are transferring or continuing in Orlando College immediately (Summer Quarter excepted) after earning the two-year degree, and
3. Are enrolled as full-time students at Orlando College, and
4. Are pursuing a baccalaureate degree.

Application for admission to the College plus an official supporting transcript will serve as the application for this scholarship.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is 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) test or equivalent. All applicants without prior college credits are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Adult students with a recognized ability to benefit from a postsecondary education who do not possess a high school or GED diploma may also be admitted on the equivalency basis after formally satisfying the assessment test. In addition, this student must be interviewed and counseled before entering class. 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. These courses will be in addition to and may be taught concurrently with the required courses for all programs. 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.

ADMISSIONS FOR RECENT HIGH SCHOOL GRADUATES

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

INTERNATIONAL STUDENTS

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program, and a TOEFL Score of 475 or its equivalent is required for entry into an undergraduate degree or diploma program (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent is required for entry into the graduate program. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of full-time fees and tuition for at least one academic quarter. The international student should first check with the College for approved programs of training since certain short-term programs are not available for foreign students. With these exceptions, the conditions for admission of foreign students are identical to 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 them to those staff and faculty members who will play an important part in the students' academic progress toward a degree goal.

ADVANCED STANDING

In-school residency may be time shortened through transfer credit, exemption examinations, and/or life experience validation, provided that credit has not been previously earned for duplicate course work or accepted in transfer. A student may earn a maximum of 63 credits toward an associate degree or 135 credits toward a baccalaureate degree through these methods. Methods of achieving a time-shortened residency are described in the following four paragraphs:

TRANSFER STUDENTS

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

STANDARDIZED TESTING

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

IN-HOUSE 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.

LIFE EXPERIENCE EVALUATION

Enrolled students may earn credit for life experience through the College Life Experience Program for Advanced Placement. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through life experience are available in the Dean's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Application forms are available from the Dean. A reduced credit fee is charged for life experience credit (see special Life Experience Tuition and Fee Schedule).

Should credit for prior training or experience be granted, tuition and training time will be proportionally reduced with the Veterans Administration and the eligible student will be notified in writing.

INDEPENDENT STUDY

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

AUDITING COURSES

Auditing of courses may be approved in advance on a space-available basis. Approval by the instructor and the Dean is required, in addition to payment of normal course 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 eligible students. The College makes every possible effort to award funds to those students who show financial need in order to complete their college programs. Applicants should apply for financial assistance at the same time they apply for admission to the College in order to receive complete information on all financial assistance programs available.

Based on the information provided, each student's application for financial assistance will be evaluated by a College Financial Aid Officer. If the student is eligible, an appropriate award package will be developed and will normally include a combination of the various types of financial assistance available. Prior to the actual disbursement of any financial assistance, a student may have to complete a verification process which will document certain information provided. Information on the types of documentation required will normally be provided during the student's financial assistance interview. Additionally, a Statement of Educational Purpose, certifying that all funds received under a federally assisted loan, grant, or work-study program will be used only for expenses related to attendance at this College, and a Statement of Registration Status (Selective Service) must be signed.

Students are cautioned that all awards are made based on the availability of program funds to the College and the accuracy of the information provided to determine financial assistance eligibility. Reductions in funding programs, over which the College has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress toward completion of their respective academic programs in order to continue eligibility for financial assistance. (See "Standards of Progress for Undergraduate Students" guidance listed herein.)

No students may receive financial assistance if they owe a refund on any grant, are in default on any loan, or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution or are enrolled in either an elementary or secondary school.

FINANCIAL ASSISTANCE PROGRAMS

PELL GRANT

The Pell Grant is designed to assist needy students in continuing their education beyond high school and also to attempt to provide students with a "floor" of financial assistance to help defray the cost of postsecondary education. The amount of the grant, which need not be repaid, is determined by the students' needs and the cost of attendance at the College. It is not available to students who have received baccalaureate degrees. For students who receive their first Pell Grant awards in the 1987-88 award year or thereafter, the duration of eligibility for a Pell Grant is limited to the following:

- (1) the full-time equivalent of five (5) academic years of study if enrolled in an undergraduate degree or certificate program of four (4) years or less, or
- (2) the full-time equivalent of six (6) academic years if enrolled in an undergraduate program that requires more than four (4) years of study to complete.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

The Supplemental Education Opportunity Grant (SEOG) is available to students with exceptional need who, without the grant, would be unable to continue their education. The amount of the grant and the number of students who may receive the grants depends on the availability of funds from the U.S. Department of Education. In no instance may students receive more than \$4,000 during an academic year under this program. It is not available to students who have received baccalaureate degrees.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

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

GUARANTEED STUDENT LOANS (GSL)

The Guaranteed Student Loan (GSL), available to eligible students, is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association to help pay for the cost of education. Repayment of the GSL generally begins six months after students have graduated, left school, or dropped below half-time status.

Effective for periods of enrollment beginning on or after January 1, 1987, students who are enrolled on at least a half-time basis may borrow the following amounts:

1. Students enrolled in programs which are normally completed in two academic years or less: up to \$2,625 per academic year, regardless of the actual length of time it takes to complete the program.
2. Students whom the College determines have not yet completed the first or second year of an undergraduate program: up to \$2,625 per academic year.
3. Students whom the College determines have successfully completed the first and second year of an undergraduate program, but who have not yet completed the undergraduate program: up to \$4,000 per academic year.

An aggregate maximum amount of \$17,250 may be borrowed by students enrolled in an undergraduate program.

4. Graduate students may borrow up to \$7,500 per academic year, with an aggregate maximum amount of \$54,750, including loans received for study at the undergraduate level.

PERKINS LOAN

Formerly the National Direct Student Loan (NDSL)

The Perkins Loan is another low-interest loan to help pay for the cost of education after high school. Maximum aggregate amounts eligible students may borrow are:

1. \$4,500 for students who have not completed two academic years of study.
2. \$9,000 for students who have completed two academic years of study toward a baccalaureate degree, but have not received the degree.
3. \$18,000 for study toward a graduate degree, including loans borrowed for undergraduate study.

Repayment of the Perkins Loan generally begins six or nine months after students have left school, depending on when students first received the loan.

SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

A new program of Supplemental Loans for Students (SLS) was recently enacted. Under this program, graduate students and independent undergraduate students are eligible to borrow up to \$4,000 per academic year, with an aggregate loan maximum of \$20,000. (Based on documented extenuating circumstances, dependent undergraduate students may borrow under this program.) These loan limits do not include amounts borrowed under the GSL or PLUS programs. Repayment usually begins within 60 days after the loan is disbursed.

PLUS LOAN

Eligibility for a PLUS Loan is limited to parent borrowers. Parents may borrow for either dependent undergraduate or dependent graduate students. The maximum amount a parent may borrow on behalf of each eligible student is \$4,000 per academic year, with an aggregate loan maximum for each eligible student of \$20,000. These loan limits do not include amounts borrowed by a student under the GSL or Supplemental Loans for Students programs. Repayment usually begins within 60 days after the loan is disbursed.

COLLEGE WORK-STUDY PROGRAM (CWSP)

This is a program for eligible students who require employment in order to meet their education-related expenses. Students' work schedules are arranged in conjunction with their class schedules.

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.

INSTITUTIONAL SCHOLARSHIPS

A listing of institutional scholarships can be found elsewhere in this catalog (see Table of Contents).

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 certain approved programs 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. Only programs listed under the heading of Business and Computer Information and the Associate in Science, Court Reporting Program are approved for Veterans Assistance.

WAR ORPHAN EDUCATIONAL ASSISTANCE

This program provides financial assistance for the education of sons and daughters of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Benefits are similar to those of the 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.

TUITION AND FEES

Tuition and Fees for courses offered at the College are stated in separate Supplements to the Catalog.

STUDENT ACCOUNTS

All students' accounts are due and payable 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 students whose accounts are 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. Student withdrawal does not decrease the expenses of the College to any substantial extent. Refund policies have been established appropriate to the program followed. Each program's refund policy is explained in the section of the catalog in which the program appears. Refunds are made in a fair and equitable manner. In all instances, refunds for students who are receiving Title IV Financial Aid will be made according to the following priorities: Perkins, SEOG, GSL, PELL.

ACADEMIC INFORMATION

GRADING SYSTEM AND PROGRESS REPORTS

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

The following grading system is used:

GRADE EVALUATION	GRADE POINTS PER CREDIT HOUR
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal	0
F Failure	0
I Incomplete	0

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

N No Grade not calculated
(An "N" grade may be awarded if a student withdraws from a class under approved mitigating circumstances.)

X Exemption not calculated
U Audit not calculated
Z Directed Study in Progress (Graduate students only) not calculated

REPEATING COURSES

An undergraduate 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; however, the cumulative grade point average will be recomputed to count the last attempt only.

This policy may be used only three times for improving grade point average, either for three separate courses or two times for one course and one time for a second course.

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 or term by the number of credit hours attempted. If, for example, a student earned an A in one 4.5 credit hour class, the student would multiply 4.5 credit 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 credit hour class, the student would multiply 4.5 credit hours times 2 (the grade point total for a C). The grade points for that class would be 9. 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 the 9 credit hours attempted, would result in a grade point average of 3.0.

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.

The College is in session throughout the year except for holidays and vacations as shown in the College Calendar. Summer class offerings are available for students who choose to attend and accelerate their program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

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.

ACADEMIC DEFICIENCIES

Following the conclusion of each grading period, the grades of each student will be audited by the Director or 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 Dean or Director 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 FOR UNDERGRADUATE STUDENTS

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

The student whose cumulative grade point average has fallen below a C (2.0), or the student 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 the grading period of Academic Probation will, regardless of grades received for that grading period, result in the student's 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

The student placed on a status of Academic Suspension may not return for further study for at least one grading period, during which time a written request must be submitted to the Director or Dean. Only upon written confirmation or a re-entry form signed by the Director or the Dean may the student resume training with a status of Final Academic Probation. If otherwise eligible, a re-entered student may receive financial assistance during the Final Academic Probation grading period. If a 2.0 cumulative grade point average is not attained during this grading period, the student will be dismissed. A student dismissed from the College will not be permitted to reenter. 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

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the 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 and 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 reapply in writing for readmission to the College. Should the College have evidence of further misconduct, the right to dismiss the student is reserved.

Dismissal is a terminal action. A student who has been dismissed from the College is not permitted to reenter.

DURATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

A student, either full-time or part-time, will be ineligible to receive Title IV Financial Assistance 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. Interim progress for standard term programs will be measured at the end of each academic year. Progress for non-standard term programs will be measured at the end of each payment period (1/2 the hours in the academic year). At the time of measurement, a student will also lose financial assistance eligibility by failure to satisfactorily complete at least 2/3 of the credit hours attempted.

The student may appeal the reduction or loss of financial assistance as follows:

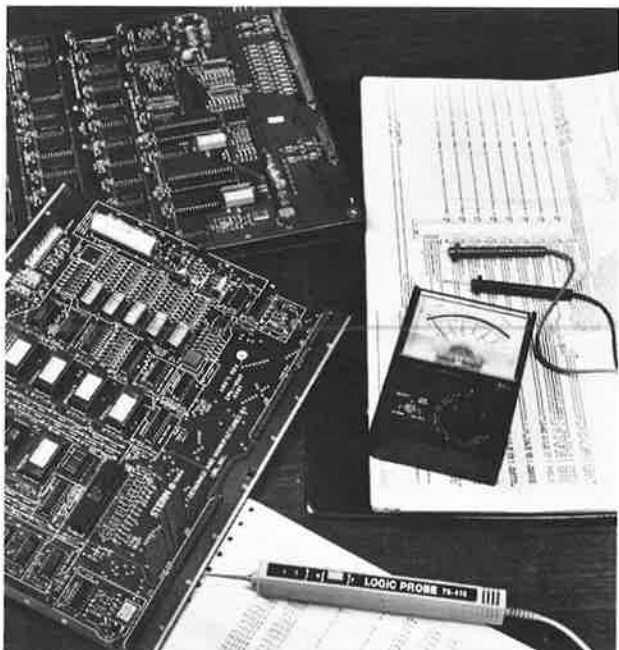
1. If a student feels that there are mitigating circumstances that have impeded academic progress, the student may present these circumstances and appeal the resulting loss of financial assistance eligibility. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by the Academic Committee of the College. If the appeal is approved and all eligibility requirements are met, the student may continue for another grading period and receive financial assistance.
2. If a student feels that there are circumstances that have otherwise resulted in the reduction and/or loss of financial assistance eligibility, the student may present these circumstances and appeal the reduction and/or loss. This appeal, which must be documented and made a matter of record, will be submitted to and reviewed by a Financial Aid Officer of the College. If the appeal is approved and all eligibility requirements are met, the financial aid office will, in accordance with applicable regulations, determine the levels of financial assistance availability. Approval of an appeal does not infer that the experienced reduction and/or loss of financial assistance eligibility will be reinstated.

The current Standards of Satisfactory Progress became 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 the 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 noncompliance or infractions.

ACADEMIC PROGRAMS & LOCATIONS



ACADEMIC PROGRAMS

	TAMPA COLLEGE	ORLANDO COLLEGE
<u>BUSINESS AND COMPUTER INFORMATION</u>		
Master of Business Administration	X	X
Master of Public Administration	X	X
Bachelor of Science Degree		
Accounting Major	X	X
Management/Marketing Major	X	X
Computer Information Science Major	X	X
Business Information Science Major	X	X
Professional Accounting Major (Fifth Year)	X	X
Bachelor of Business Administration	X	X
Associate in Science		
Accounting Major	X	X
Computer Information Science Major	X	X
Management/Marketing Major	X	X
Hotel and Restaurant Administration Major	X	X
Associate in Business Degree	X	X
<u>MEDICAL EDUCATION</u>		
Associate in Science Degree		
Medical Laboratory Technician Major	X	
Diploma Programs		
Pharmacy Technician	X	
Medical Assistant	X	X
Medical Receptionist	X	X
Medical Transcriptionist	X	X
<u>SECRETARIAL SCIENCES AND COURT REPORTING</u>		
Associate in Science Degree		
Court Reporting		X
Legal Assistant		X
Diploma Programs		
Court Reporting		X
Legal Secretary		X
Secretarial/Word Processing Specialist		X
Office Assistant/Word Processing		X
<u>DATA ENTRY</u>		
Data Entry/Word Processing Diploma Program	X	X
Data Entry/Computer Applications Diploma Program	X	X
<u>MEDIA ARTS</u>		
Commercial Art Diploma Program	X	X
<u>ELECTRONICS</u>		
Computer Repair Technician Diploma Program	X	
<u>CHILD CARE STUDIES</u>		
Child Care Diploma Program	X	X
<u>BUSINESS ADMINISTRATION</u>		
Business Administration Diploma	X	X
Associate in Science Degree - Business Administration Major	X	X
<u>MARINE AND INDUSTRIAL DIESEL TECHNOLOGY</u>		
Marine and Industrial Diesel Technology Program	X	

* Please note that all of the Programs listed above may not be offered at all Tampa or Orlando College campus locations.

THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS, INC.

The Summit System of Colleges and Schools, Inc. 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 reside the Business and Computer Information Programs, the Data Entry Programs, the Commercial Art Program, the Child Care Program, the Business Administration Programs, and the Medical Assistant, Medical Receptionist, and Medical Transcriptionist Programs. In addition, Tampa College is the site of the Pharmacy Technician, Medical Laboratory Technician, Computer Repair Technician, and Marine and Industrial Diesel Technology Programs while Orlando College is the site of the Secretarial Sciences and Court Reporting Programs.

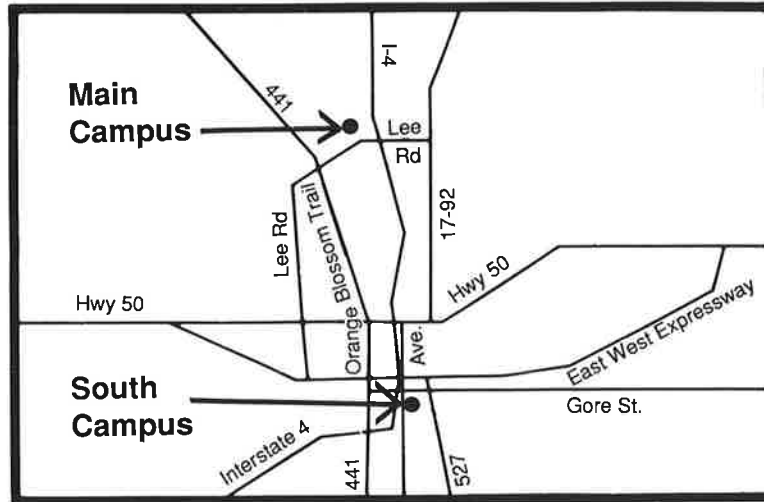
The chart on the following page depicts the programs comprising the Senior Colleges of Business which together form the Summit System of Colleges and Schools, Inc. Listed are the degree and diploma programs offered throughout the System and the locations at which they are available.

FOR ADDITIONAL INFORMATION:

1. Review the program offerings in the following pages to identify your area of interest;
2. Consult the chart on the next page to determine where the program in which you are interested is offered;
3. Visit, call, or write the Admissions Department of 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.

CONVENIENT LOCATIONS

ORLANDO COLLEGE



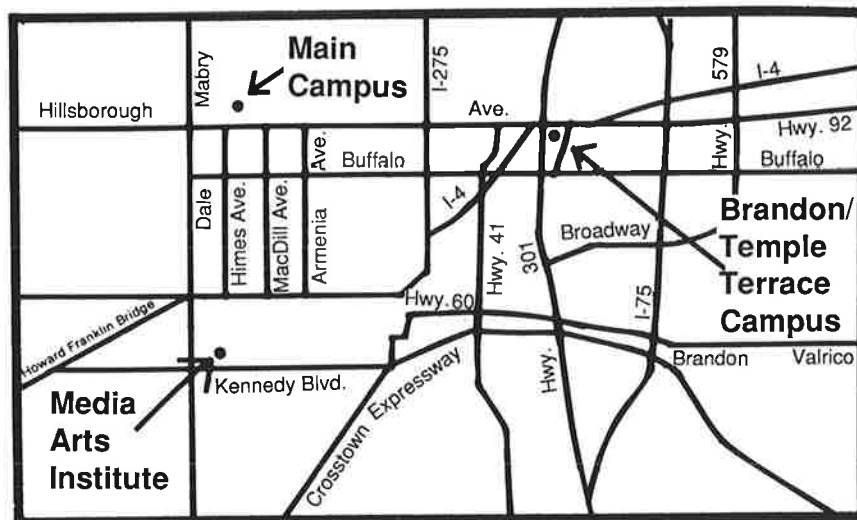
Main Campus

5500 Diplomat Circle, Orlando, FL 32810 (407) 628-5870

South Campus

925 S. Orange Ave., Orlando, FL 32805 (407) 841-1410

TAMPA COLLEGE



Main Campus

3319 W. Hillsborough Ave., Tampa, FL 33614 (813) 879-6000

Media Arts Institute

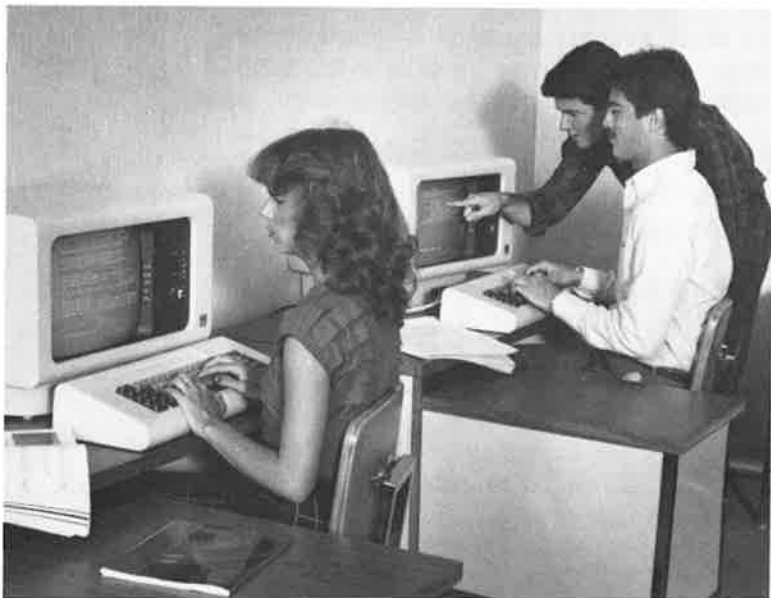
3630 W. Kennedy Blvd., Tampa, FL 33609 (813) 875-6314

Brandon/Temple Terrace Campus

INTERSTATE BUSINESS PARK

4508 Oak Fair Blvd., Suite 104, Tampa, FL 33610 (813) 626-4617

COLLEGIATE PROGRAMS



ASSOCIATE in SCIENCE
BACHELOR of SCIENCE
ASSOCIATE in BUSINESS
BACHELOR of BUSINESS
ADMINISTRATION
PROFESSIONAL ACCOUNTING
FIFTH YEAR
MASTERS DEGREES

ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION GRADUATE PROGRAM

PHILOSOPHY

The graduate programs were developed to enhance the individual's effectiveness in general business. The graduate programs continue to expand the basic philosophy of Orlando 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 programs will emphasize initiative and responsibility on the part of the student.

DEGREES OFFERED

The College offers two graduate degrees, the **Master of Business Administration Degree** and the **Master of Public Administration Degree**.

To qualify for a graduate 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. 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.
3. 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 program of Orlando College. Foreign students desiring admittance must have graduated with a baccalaureate degree from a college or university approved and recognized by the country in which they attended.

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 enroll in the graduate program are listed below:

1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Completed admissions forms must be accompanied by the non-refundable application fee.
3. All foreign students from non-English speaking countries who are entering from institutions other than members of the Summit System of Colleges and Schools must present a TOEFL score of not less than 550 or equivalent evidence of their proficiency in reading, writing, and speaking the English language.

Categories of Enrollment:

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

1. Regular Students

A degree-seeking applicant certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 2.75 for all undergraduate upper level division work; or must score not less than 450 on the Graduate Management Admission Test (GMAT); or score not less than 1000 on the Graduate Record Examination (GRE) in order to become a candidate for a Master's degree.

2. Provisional Students

Any student wishing to become a candidate for a Master's degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either earned a score of not less than 450 on the GMAT or earned a score of 1000 on the GRE and has satisfactorily completed 16 quarter units of graduate course work at the College with a grade point average that meets the minimum standards of progress for the Master's program. Students admitted on a provisional basis will be admitted as degree candidates (Regular Student status) only upon evaluation and favorable action by the Committee on Admissions for the Graduate Program. A student admitted under provisional status acknowledges this status upon admission by executing a "Statement of Acknowledgement" and certifies his or her intention of applying for admission to a degree program following the successful completion of 16 quarter units of graduate course work at the College.

3. Special Students

A student, provided he or she has a baccalaureate degree, who wishes to take graduate level courses may enroll without applying for admission or candidacy to a degree program. Such students will be classified as Special Students. Special Students may wish to take selected courses for personal or professional development or to remedy deficiencies in certain areas of their undergraduate curriculum. These students must meet the same minimum admissions requirements as the Provisional Student unless such requirements are waived by the Committee on Admissions for the Graduate Program. A non-degree-seeking special student applicant certifies that he or she wishes to take courses for reasons other than the pursuit of a degree and that he or she does not anticipate applying for admission to any degree program at the College in the foreseeable future.

PREREQUISITE REQUIREMENTS

All students applying for graduate degree candidacies are required to have, or must be willing to obtain, an appropriate foundation for the graduate curriculum. While a baccalaureate degree in the same or closely related field is desirable, it is not mandatory. Applicants whose undergraduate degrees are in fields other than business are invited to apply, but preparatory work may be required before certain higher level courses may be taken. All students seeking a Master's degree must satisfy or have completed the following prerequisite courses or their equivalent:

Principles of Accounting
Principles of Economics
Principles of Management
Introduction to Marketing

In addition, statistics or another form of abstract mathematics is highly recommended prior to taking QMB 5413, Quantitative Methods.

Students may begin their graduate program prior to meeting all prerequisites and may engage in higher level graduate course work while concurrently completing their preparatory course work. Enough beginning graduate courses (5000 level) are available to allow scheduling graduate course work for students whose undergraduate major was not business.

TRANSFER OF CREDIT

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

ACADEMIC LOAD - GRADUATE STUDENT

A student taking eight or more credit hours toward a Master 's degee will be classified as a full-time student.

STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

A student pursuing a Master's degree must be able to graduate from the program with a 3.0 grade point average. Minimum grade point averages must be maintained at key points designated by quarter hours completed. Failure to meet the minimum grade point average will result in the student's being placed on Final Academic Probation. If otherwise eligible, a student may receive financial assistance during the Final Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the next term will result in academic dismissal. Regardless of the grade point average minimum, two or more grades of F will also result in the academic dismissal of the student. A student will be permitted to complete 16 quarter hours of graduate work before the application of the standards enumerated below. Upon completion of 16 residential hours, the student will have the grade point average calculated using the grades achieved based only upon courses taken at the College.

<u>Quarter Hours Completed</u>	<u>Minimum GPA</u>
16 - 27	2.50
28 - 39	2.70
40 - 49	2.90
50 or more	3.00

In all cases of academic dismissal, the student will be notified by the Coordinator of Graduate Studies.

If extreme mitigating circumstances that may have caused the student's grade point average to fall below the minimum standards above are found to be present, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review and decision, consisting of either a probationary reinstatement or an upholding of the dismissal decision.

TUITION

The tuition for the Master's degree courses is stated in a separate Supplement to the Catalog.

SECOND GRADUATE DEGREE

A student pursuing a second Master's Degree at the College must fulfill all the published requirements for the second degree as listed in the catalog. The GRADUATE CORE COMPONENT (24 credits) taken by all majors will be used as partial fulfillment for the second degree. The student will complete the additional credits required for the new MAJOR COMPONENT of the second degree before the second degree is issued.

The second Master's Degree may be awarded when the following conditions have been met:

- 1) Course requirements for the second degree major have been completed as certified by the appropriate academic credits, and
- 2) A minimum of 30 appropriate credit hours, or 32 appropriate credit hours in lieu of a directed study, have been completed in addition to the requirements of the first degree.

Standards of progress of the second degree require that the cumulative grade point average for the second degree be maintained at least at a 3.0 average. Failure to do so will result in the student being placed on academic probation for the next grading period. Failure to raise the grade point average above the minimum 3.0 required for graduation within the next term will result in the student being placed on Final Academic Probation for the next grading period. If otherwise eligible, a student may receive financial assistance during the Probation and Final Academic Probation grading periods. Failure to raise the grade point average above the cumulative 3.0 average specified within the next term will result in dismissal from the second degree program.

SPECIAL CERTIFICATE PROGRAM

A degree-seeking student enrolled in a Graduate Program will be awarded a **CERTIFICATE IN ADVANCED MANAGEMENT STUDIES** upon completion of 24.0 credit hours in residence with a minimum grade point average of 3.0.

MASTER'S DEGREES

MASTER OF BUSINESS ADMINISTRATION

MASTER OF PUBLIC ADMINISTRATION

Graduate Core Component (To Be Taken By All Majors)		Quarter Credit Hours
COP 5000	Computers and Executive Application	4.0
MAN 5125	Industry, Government and Society	4.0
PSY 5206	Organizational Behavior	4.0
MAN 5311	Management of Human Resources	4.0
QMB 5413	Quantitative Methods	4.0
MAN 5130	Management Communication	4.0
TOTAL CORE COMPONENT		24.0

Major Component

<u>BUSINESS ADMINISTRATION</u>			<u>PUBLIC ADMINISTRATION</u>		
		Quarter Credit Hours			Quarter Credit Hours
ACC 5315	Accounting For Planning and Control	4.0	ACC 5860	Governmental Accounting	4.0
MAN 5428	Financial Management	4.0	PAD 5060	Public Administration Theory and Practice	4.0
ECO 5705	Managerial Economics	4.0	PAD 5410	Labor Relations in the Public Sector	4.0
MAN 5785	Marketing Management	4.0	PAD 5220	Governmental Budgeting and Economics	4.0
MAN 5721	Business Policy and Strategy	4.0	PAD 5930	Issues in Public Administration	4.0
MAN 5900	Directed Study Project	6.0	PAD 5900	Directed Study Project	6.0
	Elective	4.0		Elective	4.0
TOTAL MAJOR COMPONENT		30.0	TOTAL MAJOR COMPONENT		30.0

CREDITS REQUIRED FOR GRADUATION:

	CREDIT HOURS
GRADUATE CORE COMPONENT	24.0
MAJOR COMPONENT	30.0
TOTAL	54.0

ADDITIONAL INFORMATION FOR UNDERGRADUATE STUDENTS ENROLLED IN BUSINESS AND COMPUTER INFORMATION PROGRAMS

APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission to the College with the application fee, which is non-refundable. An application form can be found in the back of the Catalog. 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.

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

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. The refund policy has been established so that the student who withdraws from class will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the following policies:

Refunds of tuition and fees to Undergraduate and Graduate students enrolled in business and information science programs are made in the following manner:

FAILURE TO ENTER - If you do not enter classes, the full amount of any prepaid tuition is refundable. You understand that the Application Fee is not refundable.

WITHDRAWAL - The last date of attendance is considered the date of withdrawal. If you do not complete a course or program, a tuition charge will be made according to the following applicable schedule:

STUDENTS ENROLLED UNDER THE QUARTERLY COLLEGE CALENDAR

- who withdraw within the first five days from the start date as published in the Calendar will be charged 25% of Quarterly Tuition.
- who withdraw from the sixth through the 30th calendar day of the quarter will be charged 75% of the Quarterly Tuition.
- who withdraw after the 30th calendar day of the quarter will be charged 100% of the Quarterly Tuition.

REFUNDS - Refunds of tuition are made within 30 calendar days of the last date of attendance. Refunds to veterans will be made in accordance with current Veterans Administration regulations. Refunds to students attending under government guaranteed loan plans will be in accordance with applicable state and federal regulations.

COLLECTION COSTS - If you do not pay your tuition and fees according to the Enrollment Agreement, the College may incur collection costs. You understand and agree to pay all collection costs, including reasonable attorney's fees, court costs, and interest.

QUARTER HOUR OF CREDIT

A quarter hour of credit is equivalent to approximately 12 class hours of instruction with appropriate out-of-class study.

GRADUATION WITH HONORS

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

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 3.50 and must have been registered for 12 or more credit hours. The President's Honor Roll lists all full-time students who have maintained a 4.00 grade point average during the quarter.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is an academic program for undergraduate students. 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 program 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 point averages are eligible to apply.

COOPERATIVE EDUCATION PLAN

The Cooperative Education Plan offered by the College is a parallel plan designed for students who elect to register for one cooperative education course simultaneously with another on-campus course or courses.

Students who elect to participate in Cooperative Education must obtain academic counseling prior to entering the Plan to assure that their cooperative education courses are properly integrated into their overall academic program of studies.

COOPERATIVE EDUCATION CREDIT

Credit is granted for successful completion of a cooperative education course on the same basis as for any other course. Successful completion of these courses requires the student to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. Successful completion also requires the student to: (a) develop specific on-the-job objectives with a coordinator of 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 cooperative education courses are computed in grade point averages on the same basis as other grades.

Courses taken in cooperative education will be identified on the student's transcript as "Parallel Work."

Credits earned in parallel work courses are applied to the credit requirements for each degree program. Specifically, these credits apply to the Approved Elective Component of the student's academic program of study or as electives in the Major component; however, only 9 quarter hours of parallel work may be applied toward the major area. Tuition for Parallel Work courses is at the same rate as other courses.

PARALLEL WORK COURSES		Credit Hours
COE 2041	Sophomore Parallel Work I	4.5
COE 2042	Sophomore Parallel Work II	4.5
COE 3041	Junior Parallel Work I	4.5
COE 3042	Junior Parallel Work II	4.5
COE 4041	Senior Parallel Work I	4.5
COE 4042	Senior Parallel Work II	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 cooperative education program is designed specifically for him or her, these courses are taken, one per quarter, simultaneously with other on-campus courses.

ACADEMIC LOAD - UNDERGRADUATE STUDENT

A student taking twelve or more credit hours toward the associate or bachelor's degree will be classified as a full-time student.

UNDERGRADUATE 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 baccalaureate degrees may be awarded simultaneously when the following conditions have been met:

1. Course 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 those specifically required for the second degree or major. Scheduling of courses must be done in consultation with the Dean or Registrar.

BACCALAUREATE DEGREE

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

1. Complete a minimum of 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 quarter hour requirements.

Area I - Business Administration Component	45.0 (minimum)
Area II - Major Component	45.0 (minimum)
Area III - General Education Component	54.0 (minimum)
Area IV - Approved Elective Component	36.0 (minimum)

TOTAL QUARTER HOURS REQUIRED	180.0(minimum)
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ASSOCIATE DEGREE

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

1. Complete a minimum of 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 Administration Component	31.5 (minimum)
Area II - Major Component	31.5 (minimum)
Area III - General Education Component	27.0 (minimum)

TOTAL QUARTER HOURS REQUIRED	90.0(minimum)
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All students seeking any of the degrees stated above must 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; and settle all financial obligations to the College prior to graduation.

In addition, all students must 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).

**PROFESSIONAL ACCOUNTING
(Fifth Year)**

This is a special post-baccalaureate (fifth year) second major program for accounting majors who wish to qualify to sit for the Certified Public Accountant Examination.

Accounting Area Component	Quarter Credit Hours
ACC 4050 Accounting Information Systems	4.5
ACC 4860 Governmental Accounting	4.5
ACC 4221 Advanced Accounting II	4.5
ACC 4621 Auditing II	4.5
Total Accounting Area Component Credits	<u>18.0</u>
Approved Elective Component	27.0
To be selected in consultation with the Faculty Advisor, Registrar, or Dean to effectuate a balanced program in Professional Accounting to satisfy C.P.A. examination candidacy requirements.	
Total Approved Elective Component Credit Hours	<u>27.0</u>
Total additional credits needed to qualify for the second degree.	<u>45.0</u>

**Requirements for
THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE
THE ASSOCIATE IN BUSINESS DEGREE**

	Associate Degree	Bachelor Degree
	Quarter	Quarter
Business Administration Component	Credit Hrs.	Credit Hrs.
ACC 2001 Principles of Accounting I	4.5	4.5
ACC 2021 Principles of Accounting II	4.5	4.5
COC 1000 Introduction to Computers	4.5	4.5
MAN 2050 Business Applications on the Microcomputer	4.5	4.5
MAN 2100 Business Law I	4.5	4.5
MAN 2000 Principles of Management	4.5	4.5
MTB 2103 Mathematics for Business	4.5	4.5
FIN 3401 Principles of Finance		4.5
ECO 3013 Principles of Economics I		4.5
ECO 3023 Principles of Economics II		4.5
Total Business Administration Component Credit Hours	31.5	45.0
Major Component	31.5	45.0
Business Electives to be selected in consultation with the Faculty Advisor, Registrar, or Dean from among the Business and Business related courses listed in the Catalog.		
Total Major Component Credit Hours	31.5	45.0
General Education Component		
ENG 1540 English Usage	4.5	4.5
ENC 1312 Written Communications	4.5	4.5
PSY 2012 General Psychology	4.5	4.5
MAC 1132 Fundamentals of College Math I, <u>or</u>		
MAT 2013 College Algebra, <u>or</u>		
STA 3014 Statistics	4.5	4.5
POS 2041 American National Government		4.5
SPC 3010 Effective Speaking		4.5
SPC 3420 Conference and Discussion Techniques		4.5
MAN 3100 Human Relations		4.5
Electives	9.0	18.0
Total General Education Component Credit Hours	27.0	54.0
Approved Elective Component		36.0
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.		
Total Approved Elective Component Credit Hours		36.0
Total Quarter Credit Hours Required for Graduation	90.0	180.0

**Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Accounting Major**

			Associate Degree Quarter Credit Hrs	Bachelor Degree Quarter Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.5	4.5
ACC	2021	Principles of Accounting II	4.5	4.5
COC	1000	Introduction to Computers	4.5	4.5
MAN	2050	Business Applications on the Microcomputer	4.5	4.5
BUL	2100	Business Law I	4.5	4.5
MAN	2000	Principles of Management	4.5	4.5
MTB	2103	Mathematics for Business	4.5	4.5
FIN	3401	Principles of Finance		4.5
ECO	3013	Principles of Economics I		4.5
ECO	3023	Principles of Economics II		4.5
Total Business Administration Component Credit Hours			31.5	45.0
Major Component				
ACC	3300	Cost Accounting I	4.5	4.5
ACC	3401	Cost Accounting II	4.5	4.5
ACC	3101	Intermediate Accounting I	4.5	4.5
ACC	3121	Intermediate Accounting II	4.5	4.5
ACC	3501	Federal Taxation I	4.5	4.5
ACC	4521	Federal Taxation II		4.5
ACC	4201	Advanced Accounting I		4.5
ACC	4601	Auditing I		4.5
		Electives-Business and Business Related	9.0	9.0
Total Major Component Credit Hours			31.5	45.0
General Education Component				
ENG	1540	English Usage	4.5	4.5
ENC	1312	Written Communications	4.5	4.5
PSY	2012	General Psychology	4.5	4.5
MAC	1132	Fundamentals of College Math I, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.5	4.5
POS	2041	American National Government		4.5
SPC	3010	Effective Speaking		4.5
SPC	3420	Conference and Discussion Techniques		4.5
MAN	3100	Human Relations		4.5
		Electives	9.0	18.0
Total General Education Component Credit Hours			27.0	54.0
Approved Elective Component				36.0
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.				
Total Approved Elective Component Credit Hours				36.0
Total Quarter Credit Hours Required for Graduation			90.0	180.0

**Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Computer Information Science Major**

			Associate Degree Quarter Credit Hrs	Bachelor Degree Quarter Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.5	4.5
ACC	2021	Principles of Accounting II	4.5	4.5
COC	1000	Introduction to Computers	4.5	4.5
MAN	2050	Business Applications on the Microcomputer	4.5	4.5
BUL	2100	Business Law I	4.5	4.5
MAN	2000	Principles of Management	4.5	4.5
MTB	2103	Mathematics for Business	4.5	4.5
FIN	3401	Principles of Finance		4.5
ECO	3013	Principles of Economics I		4.5
ECO	3023	Principles of Economics II		4.5
Total Business Administration Component Credit Hours			31.5	45.0
Major Component				
COC	1211	Computer Concepts	4.5	4.5
COP	2100	Computer Programming-BASIC	4.5	4.5
COP	2121	Computer Programming-COBOL	4.5	4.5
COP	3121	Computer Programming-Advanced COBOL	4.5	4.5
CIS	2321	Systems Analysis Methods	4.5	4.5
COC	4998	Any Approved Programming Language		4.5
CIS	3321	Structured Systems Analysis & Design		4.5
COP	3530	Data Base Program Development		4.5
		Electives-Business and Business Related	9.0	9.0
Total Major Component Credit Hours			31.5	45.0
General Education Component				
ENG	1540	English Usage	4.5	4.5
ENC	1312	Written Communications	4.5	4.5
PSY	2012	General Psychology	4.5	4.5
MAT	1132	Fundamentals of College Math I, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.5	4.5
POS	2041	American National Government		4.5
SPC	3010	Effective Speaking		4.5
SPC	3420	Conference and Discussion Techniques		4.5
MAN	3100	Human Relations		4.5
		Electives	9.0	18.0
Total General Education Component Credit Hours			27.0	54.0
Approved Elective Component				36.0
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.				
Total Approved Elective Component Credit Hours				36.0
Total Quarter Credit Hours Required for Graduation			90.0	180.0

**Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Management/Marketing Major**

			Associate Degree Quarter Credit Hrs	Bachelor Degree Quarter Credit Hrs
Business Administration Component				
ACC	2001	Principles of Accounting I	4.5	4.5
ACC	2021	Principles of Accounting II	4.5	4.5
COC	1000	Introduction to Computers	4.5	4.5
MAN	2050	Business Applications on the Microcomputer	4.5	4.5
BUL	2100	Business Law I	4.5	4.5
MAN	2000	Principles of Management	4.5	4.5
MTB	2103	Mathematics for Business	4.5	4.5
FIN	3401	Principles of Finance		4.5
ECO	3013	Principles of Economics I		4.5
ECO	3023	Principles of Economics II		4.5
Total Business Administration Component Credit Hours			31.5	45.0
Major Component				
MAR	1023	Introduction to Marketing	4.5	4.5
ADV	2331	Advertising	4.5	4.5
MAR	3503	Consumer Behavior	4.5	4.5
MAN	3344	Principles of Supervision	4.5	4.5
MAN	3800	Small Business Management	4.5	4.5
MAN	3300	Personnel Management		4.5
MAR	4613	Marketing Research		4.5
MAN	4344	Promotional Policies & Strategy		4.5
MAN	4060	Business Policy and Administration		4.5
		Electives-Business and Business Related	9.0	4.5
Total Major Component Credit Hours			31.5	45.0
General Education Component				
ENG	1540	English Usage	4.5	4.5
ENC	1312	Written Communications	4.5	4.5
PSY	2012	General Psychology	4.5	4.5
MAC	1132	Fundamentals of College Math I, <u>or</u>		
MAT	2013	College Algebra, <u>or</u>		
STA	3014	Statistics	4.5	4.5
POS	2041	American National Government		4.5
SPC	3010	Effective Speaking		4.5
SPC	3420	Conference and Discussion Techniques		4.5
MAN	3100	Human Relations		4.5
		Electives	9.0	18.0
Total General Education Component Credit Hours			27.0	54.0
Approved Elective Component				36.0
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.				
Total Approved Elective Component Credit Hours				36.0
Total Quarter Credit Hours Required for Graduation			90.0	180.0

**Requirements for
THE BACHELOR OF SCIENCE DEGREE
Business Information Science Major**

			Bachelor Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.5
ACC	2021	Principles of Accounting II	4.5
COC	1000	Introduction to Computers	4.5
MAN	2050	Business Applications on the Microcomputer	4.5
BUL	2100	Business Law I	4.5
MAN	2000	Principles of Management	4.5
MTB	2103	Mathematics for Business	4.5
FIN	3401	Principles of Finance	4.5
ECO	3013	Principles of Economics I	4.5
ECO	3023	Principles of Economics II	4.5
Total Business Administration Component Credit Hours			45.0
Major Component			
COC	1211	Computer Concepts	4.5
COP	2121	Computer Programming-COBOL	4.5
CIS	2321	Systems Analysis Methods	4.5
CIS	3321	Structured Systems Analysis and Design	4.5
ACC	3101	Intermediate Accounting I	4.5
ACC	3121	Intermediate Accounting II	4.5
ACC	3300	Cost Accounting I, <u>or</u>	4.5
ACC	3401	Cost Accounting II	4.5
ACC	4050	Accounting Information Systems	4.5
		Electives - Business or Business Related	9.0
Total Major Component Credit Hours			45.0
General Education Component			
ENG	1540	English Usage	4.5
ENC	1312	Written Communications	4.5
POS	2041	American National Government	4.5
PSY	2012	General Psychology	4.5
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.5
SPC	3010	Effective Speaking	4.5
SPC	3420	Conference and Discussion Techniques	4.5
MAN	3100	Human Relations	4.5
		Electives	18.0
Total General Education Component Credit Hours			54.0
Approved Elective Component			36.0
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.			
Total Approved Elective Component Credit Hours			36.0
Total Quarter Credit Hours Required for Graduation			180.0

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Hotel and Restaurant Administration Major**

			Associate Degree Quarter Credit Hours
Business Administration Component			
ACC	2001	Principles of Accounting I	4.5
ACC	2021	Principles of Accounting II	4.5
COC	1000	Introduction to Computers	4.5
MAN	2050	Business Applications on the Microcomputer	4.5
BUL	2100	Business Law I	4.5
MAN	2000	Principles of Management	4.5
MTB	2103	Mathematics for Business	4.5
Total Business Administration Component Credit Hours			31.5
Major Component			
MAR	1023	Introduction to Marketing	4.5
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
		Electives - Business and Business Related	9.0
Total Major Component Credit Hours			31.5
General Education Component			
ENG	1540	English Usage	4.5
ENC	1312	Written Communications	4.5
PSY	2012	General Psychology	4.5
MAC	1132	Fundamentals of College Math I, <u>or</u>	
MAT	2013	College Algebra, <u>or</u>	
STA	3014	Statistics	4.5
		Electives	9.0
Total General Education Component Credit Hours			27.0
Total Quarter Credit Hours Required for Graduation			90.0

COURSE DESCRIPTIONS

BUSINESS

ACCOUNTING

- ACC 2001 Principles of Accounting I** 4.5 Quarter Hours
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.
- ACC 2021 Principles of Accounting II** 4.5 Quarter Hours
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; safe-guarding of cash; notes, acceptances, discounts, capital investments and withdrawals; and the adjusting and closing of books. Prerequisite: ACC 2001.
- ACC 3101 Intermediate Accounting I** 4.5 Quarter Hours
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 2021.
- ACC 3121 Intermediate Accounting II** 4.5 Quarter Hours
A continuation of ACC 3101. Primary emphasis is on accounting for ownership, liabilities, capital, and corporate net worth. Prerequisite: ACC 3101.
- ³⁴¹¹
ACC ~~3300~~ Cost Accounting I 4.5 Quarter Hours
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.
- ³⁴²¹
ACC ~~3401~~ Cost Accounting II 4.5 Quarter Hours
This course includes job order and process cost accounting systems, elements of cost, direct and indirect costs, store 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 ~~2021~~. ³⁴¹¹
- ACC 3501 Federal Taxation I** 4.5 Quarter Hours
A thorough study of federal income tax laws and their application to individual, partnership, and corporate income. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns, particularly individual returns. Prerequisite: Principles of Accounting is strongly recommended.
- ACC 4201 Advanced Accounting I** 4.5 Quarter Hours
Property acquisition, revaluation and retirement, and depreciation principles and practices 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 information from the Securities Exchange Commission and the American Institute of Certified Public Accountants. Prerequisite: ACC 3121.
- ACC 4521 Federal Taxation II** 4.5 Quarter Hours
An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 3501.
- ACC 4601 Auditing I** 4.5 Quarter Hours
A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 3121.

ACC 4998 Selected Topics in Accounting 4.5 Quarter Hours
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, are determined by the course material and instructor.

ACC 4999 Internship In Accounting 4.5 Quarter Hours
As part of the preparation for 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.

POST-BACCALAUREATE AND GRADUATE CLASSES

ACC 4050 or ACC 5050 Accounting Information Systems 4.5 Quarter Hours
4.0 Quarter Hours

This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 3121.

ACC 4221 or ACC 5221 Advanced Accounting II 4.5 Quarter Hours
4.0 Quarter Hours

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.

ACC 4621 or ACC 5621 Auditing II 4.5 Quarter Hours
4.0 Quarter Hours

A continuation of ACC 4601. Emphasis is placed on auditing standards and techniques in various audit situations with special attention given to the auditor's working papers, the report and certificate, and the responsibility for them. Prerequisite: ACC 4601.

ACC 4860 or ACC 5860 Governmental Accounting 4.5 Quarter Hours
4.0 Quarter Hours

Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2021.

ACC 5315 Accounting for Planning and Control 4.0 Quarter Hours
Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data. Prerequisite: ACC 2001.

NOTE: Courses designated by dual-numbers ACC 4000 or ACC 5000 prefix above may be scheduled by either upper division undergraduate students, post-baccalaureate students, or graduate students. Only two such courses may be applied as electives for a Master's degree. Graduate students taking a dual-numbered accounting course as a 5000 level course must do additional research at the Master's level.

ACC 5900 Directed Study Project 6.0 Quarter Hours
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 present to the student at least three hours of formal research methodology before the student begins the directed study project, and the faculty member will act as chairman of a graduate committee to keep informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.)

ACC 6000 Seminar In Accounting 4.0 Quarter Hours
A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

COMPUTER INFORMATION SCIENCE

COC 1000 Introduction to Computers

4.5 Quarter Hours

An overview of computer information systems. This survey course introduces computer hardware - micro, mini, and mainframe; software, procedures, systems, and human resources, and explores their integration and application in business and in other segments of society. Computers as tools in the business environment are surveyed through hands-on experiences with micro computer applications of word processing, spreadsheet analysis, accounting applications, business graphics, and data base management techniques.

COC 1211 Computer Concepts

4.5 Quarter Hours

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.

CAP 1800 Microcomputer Software Applications

1.5 Quarter Hours

This course is designed to provide the student with hands-on training using specific integrated microcomputer state-of-the-art software packages. This course will be sectioned and the different sections will offer training specific to the software package chosen for use in applications such as spreadsheeting, data base management, graphics, word processing, and/or generating reports. The exact topics will depend upon the software used. This course may be repeated using different software packages three times for up to 4.5 credits.

CAP 2000 Advanced Microcomputer Applications

1.5 Quarter Hours

Advanced applications in report generating, word processing, data bases, graphics, and/or spreadsheeting using state-of-the-art software packages. This course may be repeated three times, for up to 4.5 credits, using different software as a basis for each separate topic. Prerequisite: Appropriate CAP1800 topics, MAN2050, or equivalent experience.

COP 2100 Computer Programming - BASIC

4.5 Quarter Hours

A continuation of COC 1211. Emphasis is 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.

COP 2121 Computer Programming - COBOL

4.5 Quarter Hours

Business applications using the COBOL programming language. Indepth 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, table processing, file creation, access and reporting, including data editing and validation. Prerequisite: COC 1211.

COP 2161 Computer Programming - RPG II

4.5 Quarter Hours

Business applications using the RPG II programming language, including problem analysis, input/output requirements design, formatting, coding, compiling, testing, debugging, and implementation of RPG II programs. Prerequisite: COC 1211.

- CIS 2321 Systems Analysis Methods** 4.5 Quarter Hours
 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 or any Computer Language Course.
- COP 3121 Computer Programming - Advanced COBOL** 4.5 Quarter Hours
 This course provides the student with advanced concepts of the COBOL programming language. Topics covered include update programming utilizing sequential, relative, and indexed file organization; access methods; the linkage facility of the COBOL language, as well as the language's sort feature and debug aids. Prerequisite: COP 2121.
- CIS 3321 Structured Systems Analysis and Design** 4.5 Quarter Hours
 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.
- COP 3530 Data Base Program Development** 4.5 Quarter Hours
 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 3121; CIS 3321 is strongly recommended.
- CIS 4000 Advanced Data Base Concepts** 4.5 Quarter Hours
 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.
- CIS 4160 Distributed Data Processing** 4.5 Quarter Hours
 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. Technological 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.
- COC 4170 Applied Software Development Project** 4.5 Quarter Hours
 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: CIS 3321.
- CIS 4300 Office Automation** 4.5 Quarter Hours
 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. Prerequisite: CIS 2321.
- CIC 4360 Data Communications** 4.5 Quarter Hours
 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 2121.

CIS 4810 Management Information Systems 4.5 Quarter Hours
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 1000.

COC 4998 Selected Topics In Data Processing 4.5 Quarter Hours
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 COBOL II, Advanced RPG II/III, PASCAL, PL/I, Data Structures using C 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.

**COC 2999 or
COC 4999 Internship In Data Processing** 4.5 Quarter Hours
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: 3.00 grade point average and departmental approval.

GRADUATE LEVEL

COP 5000 Computers and Executive Application 4.0 Quarter Hours
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.

HOTEL AND RESTAURANT ADMINISTRATION

HFT 1000 Hotel and Restaurant Organization and Management 4.5 Quarter Hours
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.

HFT 1300 Housekeeping, Plant Engineering, and Maintenance 4.5 Quarter Hours
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.

HFT 1510 Marketing, Sales, and Public Relations 4.5 Quarter Hours
A study of sales, promotion, and marketing practices of the hotel and restaurant industry.

FSS 2251 Food and Beverage Management 4.5 Quarter Hours
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.

HFT 2420 Hotel and Restaurant Accounting and Control 4.5 Quarter Hours
A survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Emphasis is placed on practical application.

HFT 2998 Selected Topics In Hotel and Restaurant Administration 4.5 Quarter Hours
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.

HFT 2999 Internship In Hotel and Restaurant Administration 4.5 Quarter Hours
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 organizations 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.

HFT 3603 Laws of Innkeeping 4.5 Quarter Hours
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. Prerequisite: BUL 2100.

HFT 3713 World Tourism 4.5 Quarter Hours
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.

MANAGEMENT/MARKETING

GEB 1012 Introduction to Business Enterprise 4.5 Quarter Hours
A study of the characteristics and functions of business in the free enterprise environment, including opportunities, management, organization, marketing, physical plant, finance, ethics, and law.

MAR 1023 Introduction to Marketing 4.5 Quarter Hours
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

MAN 1800 Topics In Management 1.5 Quarter Hours
This course is designed to provide the student with specific information about certain individual business topics. This study appropriately develops the student's skills in developing his/her management capacity pertinent to the topic studied. Examples of topics include, but are not limited to, leadership, supervision, control, hiring, or any other topic of current interest and relevance to the student pursuing a business major. This course may be repeated three times using different topics for a total of 4.5 credits.

MAN 2000 Principles of Management 4.5 Quarter Hours
An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.

MAN 2050 Business Applications on the Microcomputer 4.5 Quarter Hours
This course introduces the student to the more popular business applications for microcomputers; word processing, electronic spreadsheets, business graphics, and database file management. Through intensive hands-on application drills, the student will learn to put these tools to use in typical business situations.

BUL 2100 Business Law I 4.5 Quarter Hours
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations.

BUL 2122 Business Law II 4.5 Quarter Hours
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, and insurance.

- ADV 2331 Advertising** 4.5 Quarter Hours
 A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally.
- PAD 3000 Public Administration** 4.5 Quarter Hours
 A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policymaking in the modern governmental unit.
 Prerequisite: MAN 2000.
- RMI 3015 Risk and Insurance** 4.5 Quarter Hours
 The basic principles of sound risk management, including risk identification and evaluation are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.
 Prerequisite: MAN 2000.
- MAR 3101 Salesmanship** 4.5 Quarter Hours
 A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
- MAR 3203 Marketing Channels and Distribution** 4.5 Quarter Hours
 An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers.
 Prerequisite: MAR 1023.
- MAN 3300 Personnel Management** 4.5 Quarter Hours
 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.
- MAR 3321 Public Relations** 4.5 Quarter Hours
 A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.
- MAN 3344 Principles of Supervision** 4.5 Quarter Hours
 A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
- FIN 3401 Principles of Finance** 4.5 Quarter Hours
 This course provides an introduction and overview of the acquisition, financing, valuation, and management of business assets. The balance sheet will serve as the foundation for the evaluation of financial decisions and their effect on the firm. Prerequisite: ACC 2021.
- MAR 3503 Consumer Behavior** 4.5 Quarter Hours
 An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 3800 Small Business Management** 4.5 Quarter Hours
 This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
- MAN 4060 Business Policy and Administration** 4.5 Quarter Hours
 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.

- MAR 4344 Promotional Policies and Strategy** 4.5 Quarter Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023, ADV 2331.
- MAN 4410 Labor Relations and Collective Bargaining** 4.5 Quarter Hours
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000.
- MAN 4600 Management of International Business** 4.5 Quarter Hours
A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.
- MAR 4613 Marketing Research** 4.5 Quarter Hours
In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023.
- MAR 4722 Marketing Administration** 4.5 Quarter Hours
Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objectives. Prerequisite: MAR 1023.
- MAN 4998 Selected Topics In Mangement** 4.5 Quarter Hours
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.
- MAR 4998 Selected Topics in Marketing** 4.5 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, in addition to MAR 1023, are determined by the course material and instructor.
- MAN 4999 Internship In Management** 4.5 Quarter Hours
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.
- MAR 4999 Internship In Marketing** 4.5 Quarter Hours
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 organizations 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.

GRADUATE LEVEL

- MAN 5125 Industry, Government and Society** 4.0 Quarter Hours
This course focuses on the legal and ethical environment within which managers must operate in the role of business and industry as it relates to the structure of government and society.
- MAN 5130 Management Communication** 4.0 Quarter Hours
Both oral and written communication techniques are studied for the most effective ways of transferring information within an organizational structure.
- MAN 5311 Management of Human Resources** 4.0 Quarter Hours
This course is a human resource management course, which covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings.

MAN 5428 Financial Management 4.0 Quarter Hours
A study of the capital structure, its cost, availability, and selection. Emphasis is placed on all aspects of cash flows, particularly cash management and distribution.

MAN 5721 Advanced Business Policy and Administration 4.0 Quarter Hours
An advanced study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level. Prerequisite: MAN 2000.

MAN 5785 Marketing Management 4.0 Quarter Hours
Strategy and management of the operation of an organization's marketing activities. Prerequisite: MAR 1023.

MAN 5900 Directed Study Project 6.0 Quarter Hours
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 present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.)

MAN 6000 Seminar In Management 4.0 Quarter Hours
A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

PUBLIC ADMINISTRATION

PAD 5060 Public Administration Theory and Practice 4.0 Quarter Hours
Theory of policy making and bureaucracy problems in public administration, decision-making in government, and the political process.

PAD 5220 Governmental Budgeting and Economics 4.0 Quarter Hours
Governmental spending, taxation, borrowing, and debt management as they impact on the development of budgets; and the methodology in budget creation, maintenance, and analysis.

PAD 5410 Labor Relations In the Public Sector 4.0 Quarter Hours
Important aspects of recruiting, maintaining, and developing personnel in government, including civil service procedures, affirmative action, and organizational development.

PAD 5900 Directed Study Project 4.0 Quarter Hours
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 present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the student's progress toward the chosen goal. All such anticipated projects (thesis or directed study) must have final approval by the Coordinator of the Graduate Department. It is expected that plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.)

PAD 5930 Issues In Public Administration 4.0 Quarter Hours
A capstone, advanced study primarily dealing with issues of contemporary public administration. Case studies and simulations will integrate with other aspects of the program. Prerequisite: PAD 5060.

PAD 6000 Seminar In Public Administration

4.0 Quarter Hours

A special seminar of advanced study consisting of relevant and current public administration problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

OFFICE PRACTICE**SES 1000 Keyboarding**

4.5 Quarter Hours

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.

SES 2160 Word Processing Operations

4.5 Quarter Hours

A course in the basic operations of word processing equipment with emphasis on formatting, editing, proofreading, printing and storing documents, and word processing projects. Prerequisites: SES 1000 or ENC 1312.

ECONOMICS**FIN 3010 Investments**

4.5 Quarter Hours

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. This study may also be applied to other components of a Degree program.

ECO 3013 Principles of Economics I (Macroeconomics)

4.5 Quarter Hours

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, and production control.

ECO 3023 Principles of Economics II (Microeconomics)

4.5 Quarter Hours

This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Prerequisite: ECO 3013.

ECO 4998 Selected Topics In Economics

4.5 Quarter Hours

A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisites, if any, are determined by the course material and instructor.

GRADUATE LEVEL**ECO 5705 Managerial Economics**

4.0 Quarter Hours

Business decision-making based upon the application of economic theory. Prerequisite: ECO 3013.

GENERAL EDUCATION**ENGLISH****ENC 1312 Written Communications**

4.5 Quarter Hours

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.

ENG 1540 English Usage

4.5 Quarter 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.

- SPC 3010 Effective Speaking** 4.5 Quarter Hours
 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.
- SPC 3420 Conference & Discussion Techniques** 4.5 Quarter Hours
 Designed to acquaint students with principles, methods, and theories of discussion and conference planning and to assist them in developing leadership and conference skills.
- ENG 4998 Selected Topics In English** 4.5 Quarter Hours
 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.

- ACC 5900**
MAN 5900 Directed Study Projects 6.0 Quarter Hours
PAD 5900
 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 present to the student at least three hours of formal research methodology before the student begins the directed study project and the faculty member will act as chairman of a graduate committee to keep it informed of the student's 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 plans for the project be begun after the successful completion of 24 credits in the graduate division. (In lieu of the directed study project, the student may elect to take two additional 4 credit hour courses relative to the major field.)

GOVERNMENT/HISTORY

- POS 2041 American National Government** 4.5 Quarter Hours
 A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government.
- AMH 3420 History of Florida** 4.5 Quarter Hours
 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.
- AMH 4998**
POS 4998 Selected Topics In American Government or American History 4.5 Quarter Hours
 A special study of selected topics which are of current interest and relevance to the student in the area of American Government or American History. Prerequisites, if any, are determined by the course material and instructor.

HUMANITIES

- PHI 3600 Ethics** 4.5 Quarter Hours
 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.
- PHI 4100 Logic** 4.5 Quarter Hours
 A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity.

MATHEMATICS

- MAC 1132 Fundamentals of College Mathematics I** 4.5 Quarter 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.
- MTB 2103 Mathematics for Business** 4.5 Quarter Hours
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.
- MAT 2013 College Algebra** 4.5 Quarter Hours
The algebra of sets, linear and quadratic equations, fractioning, proofs, determinants and relations, and functions. Emphasis is placed on understanding the structure of mathematical systems.
- STA 3014 Statistics** 4.5 Quarter Hours
This course introduces the student to statistical techniques utilized in business. Methods of describing, summarizing, and analyzing data are presented.
- QMB 3700 Mathematics of Finance** 4.5 Quarter Hours
A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132

GRADUATE LEVEL

- QMB 5413 Quantitative Methods** 4.0 Quarter Hours
Statistical theory and problems relating to business and industry in supporting administrative decision-making. Prerequisite: STA 3014 or another form of abstract mathematics is highly recommended.

PSYCHOLOGY/SOCIOLOGY

- PSY 2012 General Psychology** 4.5 Quarter Hours
A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of decision-making, the mind-body ecological system, and the emotional self.
- SOC 3000 Principles of Sociology** 4.5 Quarter Hours
A study 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.
- MAN 3100 Human Relations** 4.5 Quarter Hours
A study of the fundamentals of the processes of motivating, communicating, and cooperating with management, co-workers, and the public.
- SOC 3131 Crime and Delinquency** 4.5 Quarter Hours
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.
- SOP 4003 Social Psychology** 4.5 Quarter Hours
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012.
- PSY 4998 or
SOC 4998 Selected Topics In Psychology or Sociology** 4.5 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of psychology or sociology. Prerequisites, if any, are determined by the course material and instructor.

GRADUATE LEVEL

PSY 5206 Organizational Behavior

4.0 Quarter Hours

An analysis of human behavior in organizations with emphasis on leadership, motivation, and group dynamics.

RESEARCH STUDIES

DRS 4900 Directed Study - Senior Research

2.0 Quarter Hours

Open to Senior students with permission from the Dean's office. This research study is done under faculty supervision and must be appropriate to the student's major. This research is available only during the final quarter prior to the student's graduation with a Baccalaureate Degree and may be taken only one time.

STUDENT DEVELOPMENT

STD 1000 College Survival Seminar

4.5 Quarter Hours

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

STD 1100 Interpersonal Relations

4.5 Quarter Hours

The aspects of human interaction are set up and studied by the students with reference to their positions in society as they perceive them. General activities would encompass the students choosing the area for discussion with the instructor directing and moderating the topics chosen.

ENG 0002 Basic English Studies

4.5 Quarter Hours

A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies.

REA 0002 Basic Reading Skills

4.5 Quarter Hours

Intended for students who must develop better reading skills in order to undertake more advanced studies. Concentration is upon the mechanics of reading, vocabulary development, and comprehension.

MAT 0002 Basic Mathematics Studies

4.5 Quarter Hours

A comprehensive review of the skills and concepts of arithmetic intended to strengthen the student's mathematical background and to prepare the student for more advanced studies.

CAREER PROGRAMS



CHILD CARE
BUSINESS ADMINISTRATION
COMMERCIAL ART
DATA ENTRY
SECRETARIAL SCIENCES
LEGAL ASSISTING
COURT REPORTING
MEDICAL

**ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION FOR
STUDENTS ENROLLED IN THE FOLLOWING PROGRAMS:**

**Medical Education
Secretarial Sciences
Legal Assisting and Court Reporting
Data Entry
Media Arts
Business Administration
Child Care Studies**

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:

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES BY THE STUDENT: For those programs listed in this section of the catalog, of more than three (3) months in length and up to one (1) year (12 calendar months), in case of withdrawal after commencement of classes (i.e., the published program start date) 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 the 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 these programs who has attended more than 50% of the stated course length of the 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.

Whenever transfer of credit is applied to a programmatic offering, the refund policy is based on the adjusted course price after transfer of credit is applied, however, it cannot be less than the prevailing credit hour charge times the number of credits completed at the time of withdrawal.

ACADEMIC INFORMATION

CREDIT HOUR DEFINITION

One hour of credit normally is equivalent to 12 to 18 class hours of instruction with appropriate out-of-class study dependent upon the program of study.

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

These programs are offered 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.

PROGRESS RECORDS

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

EXCESSIVE ABSENTEEISM

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

WITHDRAWAL

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

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Students must satisfy all academic and skill requirements set forth by the College for the specific program in which they are enrolled. Specific skill requirements will vary according to the program of study.

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.

GRADUATION WITH HONORS

A final cumulative grade point average above 3.76 in any of these programs will entitle the student to be recognized as an honors graduate.

PROGRAMS OF STUDY

Upon completion of a program of study, graduates will be granted an appropriate degree or diploma which recognizes the completion of the program.

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

1. Complete the Total Credit Hours listed for the program with an average grade of "C" (cumulative Grade Point Average of 2.0) or higher for all work taken in the program of study.
2. 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.
3. 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.

FIELD TRIPS

Field trips are an integral part of the College's programs and are utilized whenever feasible.

ADVISORY COUNCIL

Many programs have advisory councils comprised of professionals in the field. The councils meet twice yearly to review the curriculum and to keep the College informed of current changes in the state of the art. Council members are sometimes called upon to give special lectures or to host field trips to their places of business.

STUDENT ARTWORK-MEDIA ARTS PROGRAMS

Samples of student artwork have great importance to the College. Student artwork samples are used as examples in the teaching of other students and as a permanent display demonstrating the nature of the program to visitors. Student artwork is also used by admissions representatives to show prospective students and counselors examples of students' achievements.

The College reserves the right to make use of student artwork for these purposes and to select and retain one piece of work from each student for its permanent collection. The artwork thus retained by the College will be replaced in the student's portfolio with a full-color photographic reproduction and a statement of the location of the original.

PORTFOLIO REVIEW-MEDIA ARTS PROGRAMS

At graduation, students will possess a well-rounded portfolio of commercial artwork, a resume', business cards incorporating their personal logo, and a set of slides of their portfolio for submission to employers. In addition, local employers will be invited to a portfolio review of graduates' work hosted by the school.

ADD PROGRAM

(ADVANCEMENT - DIPLOMA TO DEGREE)

To enhance the specific career education offered to the student, and to further encourage the student to continue learning, the College has initiated a special studies program which enables the diploma graduate an opportunity to continue forward in earning an Associate degree. A diploma graduate of the College, who has completed one of the career programs listed on the following pages, may apply the credits earned in these programs toward the Associate in Science Degree using the vocational skills acquired as the major study. Appropriate general education and/or business courses of a relevant nature can be added to achieve the total credits necessary for the degree either through resident classes, life experience, or directed independent study. Information about this type of project is available through the College admissions department.

MEDICAL EDUCATION PROGRAMS

MEDICAL RECEPTIONIST

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, and to take temperature, pulse, respiration, and blood pressure.

The student acquires a sound background in the subject areas of medical law and ethics, terminology and basic procedures, anatomy and physiology, and office skills which include microcomputer operation.

DAY PROGRAM

Program Length: 24 Weeks

Credit Hours: 45.0

		<u>Course</u>	<u>Credit Hours</u>
MEA	1300	Orthopedics/Basic Skills	4.5
MEA	1310	Cardiopulmonary/Emergencies	4.5
MEA	1320	Internal Medicine/Office Practice	4.5
MEA	1340	Neurology/Disease Correlation	3.0
MEA	1350	Reproduction/Clinical Assisting	4.5
MEA	1380	Endocrinology/Pharmacology	3.0
SES	1342	Computer Literacy	1.5
MSC	1531	Medical Terminology	1.5
MEA	1360	Office Administration	1.5
MEA	1370	Ethics and Relations	1.5
SES	1344	Office Accounting/Correspondence	3.0
SES	1343	Grammar	1.5
SES	1101A	Typing I	1.5
SES	1101B	Typing II	1.5
SES	1111A	Typing III	1.5
SES	1111B	Typing IV	1.5
SES	1361	Transcription	1.5
SES	1362	Transcription and Forms	1.5
SES	1370	Introduction to Word Processing	1.5
Total Credit Hours			45.0

EVENING PROGRAM

Program Length: 25 Weeks

Credit Hours: 30.0

		<u>Course</u>	<u>Credit Hours</u>
MEA	1200	Orthopedics/Medical Terms	3.0
MEA	1210	Cardiopulmonary/Special Patients	3.0
MEA	1220	Internal Medicine/Basic Skills	3.0
MEA	1230	Collections/Personal Development	1.5
MEA	1240	Neurology/Clinical Assisting	3.0
MEA	1250	Reproduction/Emergencies	3.0
MEA	1270	Office Procedures and Ethics	1.5
SES	1345	Grammar and Correspondence	1.5
SES	1340	Office Accounting	1.5
SES	1346	Computer Literacy/Insurance	1.5
SES	1101A	Typing I	1.5
SES	1101B	Typing II	1.5
SES	1361	Transcription	1.5
SES	1362	Transcription and Forms	1.5
SES	1370	Introduction to Word Processing	1.5
Total Credit Hours			30.0

MEDICAL ASSISTANT

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. The Medical Assistant student receives more intensive training in both the administrative and clinical phases. Physical therapy, injections, nutrition, symptomatology, and pharmacology are several of the additional subject areas taught through this intensive program.

DAY PROGRAM

Program Length: 32 Weeks

Credit Hours: 57.0

		<u>Course</u>	<u>Credit Hours</u>
MEA	1300	Orthopedics/Basic Skills	4.5
MEA	1310	Cardiopulmonary/Emergencies	4.5
MEA	1320	Internal Medicine/Office Practice	4.5
MEA	1330	Endocrinology/Pharmacological Skills	4.5
MEA	1340	Neurology/Disease Correlation	3.0
MEA	1350	Reproduction/Clinical Assisting	4.5
SES	1342	Computer Literacy	1.5
MSC	1531	Medical Terminology	1.5
MEA	1360	Office Administration	1.5
MEA	1370	Ethics and Relations	1.5
SES	1344	Office Accounting/Correspondence	3.0
SES	1343	Grammar	1.5
SES	1101A	Typing I	1.5
SES	1101B	Typing II	1.5
SES	1111A	Typing III	1.5
SES	1111B	Typing IV	1.5
SES	1361	Transcription	1.5
SES	1362	Transcription and Forms	1.5
SES	1370	Introduction to Word Processing	1.5
MLS	2300	Laboratory and Clinical Procedures	6.0
MEA	2930	Medical Assisting Day Externship	4.5
Total Credit Hours			57.0

EVENING PROGRAM

Program Length: 35 Weeks

Credit Hours: 38.0

		<u>Course</u>	<u>Credit Hours</u>
MEA	1200	Orthopedics/Medical Terms	3.0
MEA	1210	Cardiopulmonary/Special Patients	3.0
MEA	1220	Internal Medicine/Basic Skills	3.0
MEA	1230	Collections/Personal Development	1.5
MEA	1240	Neurology/Clinical Assisting	3.0
MEA	1250	Reproduction/Emergencies	3.0
MEA	1270	Office Procedures and Ethics	1.5
SES	1340	Office Accounting	1.5
SES	1345	Grammar and Correspondence	1.5
SES	1346	Computer Literacy/Insurance	1.5
SES	1101A	Typing I	1.5
SES	1101B	Typing II	1.5
SES	1361	Transcription	1.5
SES	1362	Transcription and Forms	1.5
SES	1370	Introduction to Word Processing	1.5
MLS	2300	Laboratory and Clinical Procedures	6.0
MEA	2931	Medical Assisting Evening Externship	2.0
Total Credit Hours			38.0

MEDICAL TRANSCRIPTIONIST

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. Students receive an intense training program in transcribing medical dictation, medical terminology, and knowledge of various report forms. The graduate will have been trained in radiology, pathology, physiotherapy, and surgery report formats.

Program Length: 24 Weeks

Credit Hours: 38.0

		<u>Course</u>	<u>Credit Hours</u>
APB	1201	Orthopedics	1.5
APB	1202	Cardiopulmonary	1.5
APB	1203	Internal Medicine	1.5
APB	1204	Endocrinology	1.5
MEA	1340	Neurology/Disease Correlation	3.0
APB	1206	Reproduction and Development	1.5
SES	1342	Computer Literacy	1.5
MSC	1531	Medical Terminology	1.5
MSC	1532	Histories/Common Terms	1.5
MEA	1370	Ethics and Relations	1.5
SES	1343	Grammar	1.5
SES	1101	Typing	3.0
SES	1111	Typing, Advanced	3.0
SES	1171A	Basic Transcription I	1.0
SES	1171B	Basic Transcription II	1.0
SES	1363	Systems Transcription I	2.0
SES	1364	Systems Transcription II	1.0
SES	1365	Foreign Transcription I	2.0
SES	1366	Foreign Transcription II	1.0
SES	1400	Word Processing	2.0
SES	1367	Internal Medicine Transcription I	1.0
SES	1368	Internal Medicine Transcription II	1.0
SES	1369	General Surgery Transcription	2.0
		Total Credit Hours	38.0

COURSE DESCRIPTIONS

MEDICAL EDUCATION PROGRAMS

- APB 1201 Orthopedics** 1.5 Credit Hours
20 Clock Hours
An introductory study of the skeletal and muscular systems of human anatomy & physiology.
- APB 1202 Cardlopulmonary** 1.5 Credit Hours
20 Clock Hours
This course provides a study of the human anatomy and physiology of the cardiovascular and respiratory systems to include the heart, lungs, vessels, lymphatic system, and blood.
- APB 1203 Internal Medicine** 1.5 Credit Hours
20 Clock Hours
The anatomy, physiology, and disease processes of the human urinary and digestive systems is covered in some detail.
- APB 1204 Endocrinology** 1.5 Credit Hours
20 Clock Hours
In addition to a study of human anatomy & physiology of the endocrine system, this course also provides information on the skin and associated glands.
- APB 1206 Reproduction and Development** 1.5 Credit Hours
20 Clock Hours
This course provides a study of the human male and female reproductive systems as well as normal growth and development of the fetus and the child, and labor and delivery.
- MEA 1200 Orthopedics/Medical Terms** 3.0 Credit Hours
40 Clock Hours
Basic medical terminology, medical abbreviations, and specialties are taught in conjunction with the anatomy and physiology of the skeletal, muscular, and endocrine systems of the human body.
- MEA 1210 Cardlopulmonary/Special Patients** 3.0 Credit Hours
40 Clock Hours
The anatomy & physiology of the circulatory and respiratory systems and associated diseases are discussed. The course also includes a study of capillary puncture techniques, blood typing, microhematocrit testing, and how to deal with the child or the handicapped patient in the office.
- MEA 1220 Internal Medicine/Basic Skills** 3.0 Credit Hours
40 Clock Hours
A study of the urinary and digestive systems of human anatomy and physiology is covered along with pharmacology, blood pressure, height, weight, temperature, pulse, and respiration.
- MEA 1230 Collections/Personal Development** 1.5 Credit Hours
20 Clock Hours
A course that combines a study of resume' writing, interview technique, and other job search skills with billing, collections, and purchasing procedures as performed in a medical office.
- MEA 1240 Neurology/Clinical Assisting** 3.0 Credit Hours
40 Clock Hours
The skills of assisting the physician with physical examinations and minor surgery, including instrumentation and tray set-up, is discussed and practiced. Also includes a study of obtaining patient medical histories and the anatomy and physiology of the nervous and sensory systems of the human body.

- MEA 1250 Reproduction/Emergencles** 3.0 Credit Hours
40 Clock Hours
In addition to the anatomy and physiology of the male and female reproductive systems, this course also includes a study of human growth and development, labor and delivery, fetal development, emergencies, first aid, and cardiopulmonary resuscitation.
- MEA 1270 Office Procedures & Ethlcs** 1.5 Credit Hours
20 Clock Hours
Medical law and ethics of the medical assistant, filing procedures, appointment setting, and telephone techniques are covered and practiced.
- MEA 1300 Orthopedics/Basic Skills** 4.5 Credit Hours
60 Clock Hours
A comprehensive study of the anatomy and physiology of the skeletal and muscular systems, physical therapy, and x-ray as it relates to the Medical Assistant. Also includes basic skills of blood pressure, height, weight, TPR, and insurance claim processing.
- MEA 1310 Cardiopulmonary/Emergencles** 4.5 Credit Hours
60 Clock Hours
This course includes instruction in CPR, proper treatment of emergencies, first aid, and capillary hematology techniques. Also covers common medical terms and anatomy and physiology of the circulatory and respiratory systems.
- MEA 1320 Internal Medicine/Office Practice** 4.5 Credit Hours
60 Clock Hours
In addition to a study of the digestive and urinary systems, this course covers macroscopic urinalysis, proper nutritional aspects of medicine, care of special patients, and obtaining patient histories.
- MEA 1330 Endocrinology/Pharmacological Skills** 4.5 Credit Hours
60 Clock Hours
An in-depth study of solutions and injections to include types, procedures, and dosage calculations. Also includes the anatomy & physiology of the integumentary and endocrine systems and the basics of pharmacology.
- MEA 1340 Neurology/Disease Correlation** 3.0 Credit Hours
40 Clock Hours
The anatomy and physiology of the nervous and sensory systems is covered in some detail along with interpretation and correlation of symptoms and lab results to disease processes.
- MEA 1350 Reproduction/Clinical Assisting** 4.5 Credit Hours
60 Clock Hours
The student will learn and practice clinical assisting skills to include physical exams and positions, minor surgery, and sterilization techniques. The course also covers the anatomy and physiology of the reproductive systems, human growth and development, labor & delivery, medical specialties and abbreviations, and basic job search skills.
- MEA 1360 Office Administration** 1.5 Credit Hours
20 Clock Hours
Basic functions of the front office are covered in some detail to provide the student with such skills as appointment setting, proper telephone etiquette, and filing.
- MEA 1370 Ethlcs & Relations** 1.5 Credit Hours
20 Clock Hours
The student will learn medical ethics, liability, and code of conduct as it relates to the medical assistant. The course also covers the relationship and responsibilities of the medical assistant to the employer and co-workers in the work environment.

- MEA 1380 Endocrinology/Pharmacology** 3.0 Credit Hours
40 Clock Hours
A study of the anatomy and physiology of the endocrine and integumentary systems combined with basic mathematics and pharmacology.
- MEA 2930 Medical Assisting Day Externship** 4.5 Credit Hours
160 Clock Hours
A practical in-service experience in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant.
Prerequisite: All MA Day courses.
- MEA 2931 Medical Assisting Evening Externship** 2.0 Credit Hours
80 Clock Hours
A practical in-service experience in a medical office or clinic where the student has the opportunity to apply learned skills in a work environment.
Prerequisite: All MA Evening courses.
- MLS 2300 Laboratory & Clinical Procedures** 6.0 Credit Hours
80 Clock Hours
A study of laboratory and clinical procedures performed in the medical office to include injections, venipuncture, EKG administration, urinalysis, hematology, and clinical chemistry testing.
Prerequisite: All M.A. courses except MEA 2930, 2931.
- MSC 1531 Medical Terminology** 1.5 Credit Hours
20 Clock Hours
Basic medical terminology is taught by learning the meanings of roots, prefixes, and suffixes, and then combining these elements to form a variety of medical terms which can then be interpreted.
- MSC 1532 Histories/Common Terms** 1.5 Credit Hours
20 Clock Hours
The principles and practice of obtaining a medical history from a patient is studied in combination with common terms utilized in the medical professions.
- SES 1101 Typing** 3.0 Credit Hours
40 Clock Hours
An introductory course expressing keyboard knowledge, touch techniques, and good typing habits that assures competence in basic typing, leading to a concentration on speed building.
- SES 1101A Typing I** 1.5 Credit Hours
20 Clock Hours
This course provides the introductory exposure to keyboard knowledge, touch techniques, and good typing habits.
- SES 1101B Typing II** 1.5 Credit Hours
20 Clock Hours
A continuation of Typing I with a primary emphasis placed on reinforcement of basic knowledge and a concentration on speed building.
Prerequisite: SES 1101A.
- SES 1111 Typing, Advanced** 3.0 Credit Hours
40 Clock Hours
Typing with an exposure to common business applications and increasing emphasis on speed.
Prerequisite: SES 1101.
- SES 1111A Typing III** 1.5 Credit Hours
20 Clock Hours
The student continues to reinforce basic typing skills and apply them to common business applications.
Prerequisite: SES 1101B.

- SES 1111B Typing IV** 1.5 Credit Hours
 20 Clock Hours
 A continuation of Typing III with increased emphasis on speed.
 Prerequisite: SES 1111A.
- SES 1171A Basic Transcription I** 1.0 Credit Hours
 20 Clock Hours
 An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work.
 Prerequisite: SES 1111.
- SES 1171B Basic Transcription II** 1.0 Credit Hours
 20 Clock Hours
 A continuation of Basic Transcription I with increased emphasis on speed and the production of quality work.
 Prerequisite: SES 1171A.
- SES 1340 Office Accounting** 1.5 Credit Hours
 20 Clock Hours
 The technique of pegboard bookkeeping is taught and practiced through a variety of classroom exercises along with computing and writing payroll checks, and maintaining a variety of office accounts.
- SES 1342 Computer Literacy** 1.5 Credit Hours
 20 Clock Hours
 An introduction to computers, computer terminology, and basic operation. In addition, the student will complete a series of operations on a microcomputer utilizing software that directly correlates to the program of study.
- SES 1343 Grammar** 1.5 Credit Hours
 20 Clock Hours
 A review of the basics of proper English usage, spelling, and punctuation.
- SES 1344 Office Accounting/Correspondence** 3.0 Credit Hours
 40 Clock Hours
 The theory and practice of pegboard bookkeeping, payroll, billing, collections, and purchasing procedures is covered in this course. In addition, the student will review proper business letter format and writing skills in compiling various types of business correspondence.
- SES 1345 Grammar & Correspondence** 1.5 Credit Hours
 20 Clock Hours
 The student will review proper English usage, spelling, and punctuation, and then use this knowledge in composing a variety of business letters in various formats.
- SES 1346 Computer Literacy/Insurance** 1.5 Credit Hours
 20 Clock Hours
 A course that teaches the student how to handle a variety of insurance claims to include HMO's, Medicare, Medicaid, Champus, and Workmen's Compensation. The course also includes an introduction to microcomputer operation with exercises having direct application to the student's program of study.
- SES 1361 Transcription** 1.5 Credit Hours
 20 Clock Hours
 An introduction to machine transcription with emphasis placed on methods of transcribing, report formats, and production of quality work.
 Prerequisite: SES 1101B.

- SES 1362 Transcription and Forms** 1.5 Credit Hours
20 Clock Hours
A review of Transcription that also includes a job simulation exposing the student to a variety of front office applications. Prerequisite: SES 1101B.
- SES 1363 Systems Transcription I** 2.0 Credit Hours
40 Clock Hours
Machine transcription of medical reports in a variety of formats by anatomy systems. The course will enhance the students transcription skill and knowledge of medical terms.
Prerequisite: SES 1171B.
- SES 1364 Systems Transcription II** 1.0 Credit Hours
20 Clock Hours
A continuation of Systems Transcription I with an increased emphasis on speed and the production of quality work.
Prerequisite: SES 1363.
- SES 1365 Foreign Transcription I** 2.0 Credit Hours
40 Clock Hours
An introduction to transcription of medical dictation from physicians with a variety of foreign accents. The student will learn to interpret dictation from English as spoken from a variety of foreign countries and transcribe it with accuracy.
Prerequisite: SES 1364.
- SES 1366 Foreign Transcription II** 1.0 Credit Hours
20 Clock Hours
A continuation of Foreign Transcription I with increased emphasis on speed and the production of quality work.
Prerequisite: SES 1365.
- SES 1367 Internal Medicine Transcription I** 1.0 Credit Hours
20 Clock Hours
The student will transcribe patient cases from actual physician dictation in the field of internal medicine. Speed and accuracy will be emphasized.
Prerequisite: SES 1364.
- SES 1368 Internal Medicine Transcription II** 1.0 Credit Hours
20 Clock Hours
A continuation of Internal Medicine Transcription I with increased emphasis on speed and the production of quality work.
Prerequisite: SES 1367.
- SES 1369 General Surgery Transcription** 2.0 Credit Hours
40 Clock Hours
Transcription of patient cases from actual physician dictation in the field of general surgery with emphasis placed on speed and accuracy.
Prerequisite: SES 1364.
- SES 1370 Introduction to Word Processing** 1.5 Credit Hours
20 Clock Hours
A short course in the basic operations of word processing equipment. Through direct application exercises, the student learns basic input, formatting, editing, storing, and printing documents.
Prerequisite: SES 1101B.
- SES 1400 Word Processing** 2.0 Credit Hours
40 Clock Hours
Through direct application exercises, the student will learn input, formatting, proofreading, editing, storing, and printing of documents on word processing equipment.
Prerequisite: SES 1111.

COURT REPORTING

Diploma Program

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 service of the well-trained machine shorthand reporter.

Program Length: 24 Months

Credit Hours: 102.0

	<u>Course</u>	<u>Credit Hours</u>
CR-SES 1221	Machine Shorthand Theory I	8.0
CR-SES 1222	Machine Shorthand Theory II	8.0
CR-SES 1224	Court & Conference Dictation I	8.0
CR-SES 2225	Court & Conference Dictation II	8.0
CR-SES 2226	Court & Conference Dictation III	8.0
CR-SES 2227	Court & Conference Dictation IV	8.0
CR-SES 2228	Court & Conference Dictation V	8.0
CR-SES 2230	Court & Conference Dictation VI	8.0
CR-SES 2231	Computer-Aided Transcription	3.0
CR-SES 1011	Court Reporting Vocabulary	4.0
ENC 1002	English Usage	4.0
COM 1110	Oral Communications	4.0
APB 2248	Anatomy & Medical Terminology	4.0
CR-SES 1436	Law & Legal Terminology	4.0
CR-SES 1140	Typing	4.0
CR-SES 2256	Medical Dictation	4.0
CR-SES 2220	Court Reporting Procedures	4.0
CR-SES 2999	Internship	3.0
	Total Credit Hours	102.0

Requirements for graduation:

- (1) Typing: 60 net words per minute and
- (2) Must pass two 5-Minute tests with 96% accuracy at the following speeds:
 - 225 words per minute -- Q & A
 - 200 words per minute -- Jury Charge
 - 180 words per minute -- Literary
- (3) Complete 40 verified hours of actual writing time during internship training.

Associate in Science Court Reporting

The Degree, Associate in Science Court Reporting, may be awarded after completion of the above program plus the following additional courses and credits in General Education. Tuition for the courses described below is not included in the above program cost. The student will take these courses in college classes at the published business and computer information fees and refund policy.

PSY 2012	General Psychology	4.5
POS 2041	Amerian National Government	4.5
	Elective	4.5
	Total Credit Hours	13.5

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, 90 credits may be applied toward the Bachelor of Business Administration at either Tampa or Orlando Colleges.

ASSOCIATE IN SCIENCE LEGAL ASSISTANT PROGRAM

Legal Assistants, under the direction of a lawyer, use their knowledge of law and legal procedures to assist lawyers, clients, and courts in the areas of interviewing, gathering, reviewing and analyzing fact situations, researching the law, and preparation and interpretation of legal documents. Legal Assistants find employment opportunities in law firms, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

**Program Length: 15 Months, Day Program
24 Months, Evening Program**

Credit Hours: 99.0

MAJOR COMPONENT

		<u>Course</u>	<u>Credit Hours</u>
LEA	1011	Legal Research I	2.0
LEA	1012	Legal Research II	2.0
LEA	2011	Legal Research III	2.0
LEA	2012	Legal Research IV	2.0
LEA	2000	Introduction to Law and Legal Assisting	4.0
LEA	1151	Tort Law and Litigation	4.0
LEA	1230	Civil Practice and Procedure	4.0
LEA	1401	Contract Law and Litigation	4.0
LEA	2210	Wills, Trusts, and Estates	4.0
LEA	2211	Probate Procedure	4.0
LEA	2201	Real Estate Transactions	4.0
LEA	2202	Real Estate Litigation	4.0
LEA	1501	Family Law and Litigation	4.0
LEA	1250	Constitutional Law and Criminal Procedure	4.0
LEA	1301	Bankruptcy/Creditor-Debtor Rights	4.0
LEA	2301	Business Organizations	4.0
LEA	2112	Workers' Compensation/Social Security Law	2.0
STD	1102	Professional Development	2.0
ENC	1003	English Usage	2.0
SES	1337	Legal Correspondence	2.0
SES	1011	Typing I	2.0
SES	1121	Typing II	2.0
SES	1131	Typing III	2.0
SES	1157A	Word Processing Applications	2.0
Total Major Component Credit Hours			72.0

GENERAL EDUCATION COMPONENT

POS	2041	American National Government	4.5
PSY	2012	General Psychology	4.5
ENC	1312	Written Communications	4.5
MAC	1132	Fundamentals of College Math I or	
MAT	2013	College Algebra	4.5
		General Education Electives	9.0
Total General Education Component Credit Hours			27.0
Total Credit Hours Required for Graduation			99.0

Speed requirement for graduation: Typing 50 wpm

LEGAL SECRETARY

The search is over. If you're interested in a secretarial career, and at the same time want to work in a legal profession, then our Legal Secretary Program is the right choice for you!

The Legal Secretary Program is designed for one who wishes to qualify for a secretarial position in a law firm of an attorney's office, corporate legal department, insurance company, government agency, or other business with legal emphasis.

Program Length: 12 Months

Credit Hours: 48.0

	<u>Course</u>	<u>Credit Hours</u>
SES 1100	Typing I	4.0
SES 1110	Typing II	4.0
SES 1120	Typing III	4.0
SES 1130	Typing IV	4.0
SES 1210	Shorthand I	4.0
SES 1211	Shorthand II	4.0
SES 1212	Shorthand III	4.0
SES 2250	Legal Dictation/Transcription	4.0
ENC 1002	English Usage	4.0
ACC 1001	Accounting I	4.0
SES 1156	Word Processing Applications	4.0
CR-SES 1436	Law & Legal Terminology	4.0
	Total Credit Hours	<u>48.0</u>

Speed requirements for graduation: Typing: 60 wpm
Shorthand: 100 wpm

SECRETARIAL/WORD PROCESSING SPECIALIST

The Secretarial/Word Processing Specialist program is designed to prepare students to enter the job market with the skills and knowledge of business necessary to qualify them for responsible and well-paying positions as secretaries and word processing specialists.

Program Length: 9 Months

Credit Hours: 36.0

		<u>Course</u>	<u>Credit Hours</u>
SES	1100	Typing I	4.0
SES	1110	Typing II	4.0
SES	1120	Typing III	4.0
SES	1210	Shorthand I	4.0
SES	1211	Shorthand II	4.0
SES	1212	Shorthand III	4.0
ENC	1002	English Usage	4.0
ACC	1001	Accounting	4.0
SES	1156	Word Processing Applications	4.0
TOTAL			36.0

Speed requirements for graduation: Typing: 60 wpm
Shorthand: 80 wpm

OFFICE ASSISTANT/WORD PROCESSING

The Office Assistant/Word Processing Program provides the student with the skills and knowledge necessary to fill a variety of general clerical employment opportunities. In addition to a heavy emphasis on typing skills, the program also provides word processing, transcription, payroll procedures, and other general office skills.

Program Length: 9 Months

Credit Hours: 46.0

		<u>Course</u>	<u>Credit Hours</u>
SES	1100	Typing I	2.0
SES	1110	Typing II	2.0
SES	1120	Typing III	2.0
SES	1130	Typing IV	2.0
SES	1131	Legal Typing I	2.0
SES	1132	Production Typing I	2.0
SES	1133	Production Typing II	2.0
SES	2150	Office Information Systems	2.0
ENC	1082	Communication Skills	3.0
ENG	1080	Language Skills	3.0
ENG	1081	Business Correspondence	3.0
MAN	1125	Professional Development	3.0
SES	1020	Office Procedures	3.0
SES	1160	Word Processing Operations	3.0
SES	1156	Word Processing Applications	3.0
SES	1171	Introduction to Transcription	3.0
MTB	1123	Payroll Procedures	3.0
SES	1172	Machine Transcription/Word Processing	3.0
Total Credit Hours			46.0

COURSE DESCRIPTIONS

SECRETARIAL SCIENCES

ACC 1001 Accounting I

4.0 Credit Hours

60 Clock Hours

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, and financial statements are included.

ENC 1002 English Usage

4.0 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.

ENC 1082 Communication Skills

3.0 Credit Hours

45 Clock Hours

An activity-oriented course designed to teach basic reading and writing skills with an emphasis on comprehension.

ENG 1080 Language Skills

3.0 Credit Hours

45 Clock Hours

A study of the basic fundamentals of grammar, punctuation, and rules and conventions that govern acceptable and efficient English usage.

MAN 1125 Professional Development

3.0 Credit Hours

45 Clock Hours

Human relations, office protocol, ethics, dress, and grooming are stressed as a part of career development. Resume' writing and interviewing techniques are stressed.

MTB 1123 Payroll Procedures

3.0 Credit Hours

45 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.

SES 1020 Office Procedures

3.0 Credit Hours

45 Clock Hours

Students will develop skills in performing basic office duties, such as answering the telephone, maintaining filing, and mail handling. Establishment of priorities and the meeting of deadlines will be stressed.

SES 1100 Typing I

4.0 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.

SES 1100A Typing I

2.0 Credit Hours

30 Clock Hours

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

SES 1100B Typing II

2.0 Credit Hours

30 Clock Hours

Emphasis is on the development of typing speed and accuracy. Production typing of letter forms, manuscripts, documents, and a variety of business forms is introduced. Prerequisite: SES 1100A.

- SES 1110 Typing II** 4.0 Credit Hours
60 Clock Hours
Emphasis is on the development of typing speed and accuracy. Production typing of letter forms, manuscripts, documents, and a variety of business forms is introduced. Prerequisite: SES 1100.
- SES 1110A Typing III** 2.0 Credit Hours
30 Clock Hours
Basic typing techniques are perfected. Controlled typing speed is emphasized. Advanced business letters and statistical reports are introduced. Prerequisite: SES 1100B.
- SES 1110B Typing IV** 2.0 Credit Hours
30 Clock Hours
This course includes the building of speed and accuracy on business correspondence and straight copy. Prerequisite: SES 1110A.
- SES 1120 Typing III** 4.0 Credit Hours
60 Clock Hours
Basic typing techniques are perfected. Controlled typing speed is emphasized. Advanced business letters, legal and medical documents, and statistical reports are taught in production typing. Prerequisite: SES 1110.
- SES 1130 Typing IV** 4.0 Credit Hours
60 Clock Hours
This course includes building of speed and accuracy on a variety of legal and straight copy material. Emphasis will be given to the preparation of all types of legal documents, correspondence, and forms. Prerequisite: SES 1120.
- SES 1131 Legal Typing I** 2.0 Credit Hours
30 Clock Hours
Emphasis will be given to the preparation of all types of legal documents, correspondence, and forms. Prerequisite: SES 1110B.
- SES 1132 Production Typing I** 2.0 Credit Hours
30 Clock Hours
The typing of advanced business forms, letters, memoranda, and tabulations are taught in production typing. Typewriting speed and accuracy are further developed. Prerequisite: SES 1110B.
- SES 1133 Production Typing II** 2.0 Credit Hours
30 Clock Hours
Office simulated activities, work priorities, machine transcription, and production typing are stressed. Typewriting speed and accuracy are strengthened. Prerequisite: SES 1132.
- SES 1155 Word Processing Applications** 3.0 Credit Hours
45 Clock Hours
This course provides hands-on experience in formatting, editing, proofreading, printing, storage, and retrieval of documents using information processing equipment. Prerequisite: SES 1110.
- SES 1156 Word Processing Applications** 4.0 Credit Hours
60 Clock Hours
This course provides hands-on experience in formatting, editing, proofreading, printing, storage, and retrieval of documents using information processing equipment. Prerequisite: SES 1110.
- SES 1160 Word Processing Operations** 3.0 Credit Hours
45 Clock Hours
A course in the operation of word processing equipment with emphasis on formatting, editing, proofreading, printing, and storing documents, with simulated word processing projects.

- SES 1171 Introduction to Transcription** 3.0 Credit Hours
45 Clock Hours
This course is designed to develop transcription skills. Production of office correspondence is emphasized. Prerequisite: SES 1100B.
- SES 1173 Machine Transcription/Word Processing** 3.0 Credit Hours
45 Clock Hours
Students will develop proficiency in using the capabilities of memory typewriters, word processing, and machine transcribing equipment through a series of "hands-on" exercises. Machine transcription skills will be further developed to enable the students to transcribe business correspondence in mailable form. Prerequisite: SES 1171.
- SES 1210 Shorthand I** 4.0 Credit Hours
60 Clock Hours
This introductory course in alphabetic shorthand is designed to enable the student to learn the principles of shorthand easily and quickly. Pre-transcription techniques stress accuracy and speed development.
- SES 1211 Shorthand II** 4.0 Credit Hours
60 Clock Hours
Shorthand theory is continued with emphasis on accurate reading and writing of notes. Transcription techniques are introduced. Prerequisite: SES 1210.
- SES 1212 Shorthand III** 4.0 Credit Hours
60 Clock Hours
Emphasis is placed on dictation speed and accuracy of transcription. Sustained dictation is introduced. Correct language skills and styles are stressed. Prerequisite: SES 1211.
- SES 1335 Business Correspondence** 3.0 Credit Hours
45 Clock Hours
Effective communication is essential in business today. Students develop and refine their communication skills through practice in composing correspondence and reports.
- SES 2150 Office Information Systems** 2.0 Credit Hours
30 Clock Hours
This course explores various office systems including word processing, data processing, telecommunications, 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.
- SES 2250 Legal Dictation/Transcription** 4.0 Credit Hours
60 Clock Hours
This course enables the student to develop the specialized skills necessary for transcribing complex legal correspondence and documents with a high degree of accuracy. Emphasis will be on using judgment and discretion in transcribing material within given time limits. Prerequisite: SES 1212.

COURT REPORTING

- APB 2248 Anatomy & Medical Terminology** 4.0 Credit Hours
60 Clock Hours
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 other medical specialities.
- COM 1110 Oral Communications** 4.0 Credit Hours
60 Clock Hours
Skill in participating in meetings, discussions, and conferences will be developed. Parliamentary procedures will be introduced as they relate to meetings and conferences.

CR-SES 1011 Court Reporting Vocabulary 4.0 Credit Hours
60 Clock Hours

Vocabulary development (non-legal or medical), spelling, and proofreading of transcripts are stressed. Word division, roots, prefixes, suffixes, and word origins are studied. The fundamental rules of punctuating acceptable syntax and modifications of the rules for verbatim English as found in courtroom transcripts are stressed.

CR-SES 1140 Typing 4.0 Credit Hours
60 Clock Hours

This course is designed to teach the students the keyboard and typing techniques. Simple letter forms, tabulation, and centering skills are introduced. The student attains a proficiency of 60 net words per minute.

CR-SES 1221 Machine Shorthand Theory I 8.0 Credit Hours
240 Clock Hours

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

CR-SES 1222 Machine Shorthand Theory II 8.0 Credit Hours
240 Clock Hours

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 instruction in Q & A and Jury Charge. Students will be expected to attain a Jury Charge speed of 50 words per minute, Literary speed of 60 words per minute, and Q & A speed of 75 words per minute. Prerequisite: CR-SES 1221.

CR-SES 1224 Court & Conference Dictation I 8.0 Credit Hours
240 Clock Hours

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 and students are expected to attain a Jury Charge speed of 75 words per minute, Literary speed of 80 words per minute, and Q & A speed of 100 words per minute. Multi-voice dictation is introduced. Prerequisite: CR-SES 1222.

CR-SES 1436 Law and Legal Terminology 4.0 Credit Hours
60 Clock Hours

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

CR-SES 2220 Court Reporting Procedures 4.0 Credit Hours
60 Clock Hours

The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required. Included in this course: the role of the reporter in trials, depositions and administrative hearings; instruction in the ethics of court reporting; indexing, filing, and storage of notes; increasing notereading ability, voice modulation and when to interrupt the speaker; response to designations of appeal; proper scheduling of work; turnaround schedules, and the NSRA Code of Professional Responsibilities and use of the library and reference materials. 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: CR-SES 1140, CR-SES 2226.

CR-SES 2225 Court & Conference Dictation II 8.0 Credit Hours
240 Clock Hours

This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Continuation of speed improvement through dictation of literary, Congressional Record, Jury Charge and Q & A material. Testing is done at controlled speeds and students are expected to attain a Jury Charge speed of 100 words per minute, Literary speed of 100 words per minute, and Q & A speed of 125 words per minute. Prerequisite: CR-SES 2224.

- CR-SES 2226 Court & Conference Dictation III** 8.0 Credit Hours
240 Clock Hours
A continuation of speed improvement on Jury Charge, Literary, Congressional Record, and Q & A material. Students will be expected to attain a Jury Charge speed of 125 words per minute, Literary speed of 120 words per minute, and Q & A speed of 150 words per minute. Prerequisite: CR-SES 2225.
- CR-SES 2227 Court & Conference Dictation IV** 8.0 Credit Hours
240 Clock Hours
A continuation of Court & Conference Dictation III with increased speed building in Jury Charge, Literary and Q & A categories. Multi-voice dictation is stressed at this level. Students are expected to attain a Jury Charge speed of 150 words per minute, Literary speed of 140 words per minute, and Q & A speed 175 words per minute. Prerequisite: CR-SES 2226.
- CR-SES 2228 Court & Conference Dictation V** 8.0 Credit Hours
240 Clock Hours
A continuation of Court & Conference Dictation IV with increased emphasis on multi-voice dictation and speed building in Literary, Jury Charge, and Q & A material. Student are expected to attain a Jury Charge speed of 175 words per minute, Literary speed of 160 words per minute, and Q & A speed of 200 words per minute. Prerequisdite: CR-SES 2227.
- CR-SES 2230 Court & Conference Dictation VI** 8.0 Credit Hours
240 Clock Hours
A continuation of Court & Conference Dictation V. Students will be expected to attain the following speeds: 180 Literary, 200 Jury Charge, 225 Q & A. Prerequisite: CR-SES 2228.
- CR-SES 2231 Computer-Aided Transcription** 3.0 Credit Hours
45 Clock Hours
An introductory course in the use of the computer to transcribe stenograph notes. The student will develop hands-on skills for use in transcription by computer.
- CR-SES 2256 Medical Dictation** 4.0 Credit Hours
60 Clock Hours
A course designed to familiarize the student with dictation and transcription of material containing medical terminology such as case histories, medical articles, autopsy reports, and medical Q & A. Prerequisite: CR-SES 2226.
- CR-SES 2990 Speed Development I *** 8.0 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.
- CR-SES 2991 Speed Development II *** 8.0 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.

* Special Note:

The student may repeat Speed Development classes, due to the special nature of Court Reporting Graduation Requirements, as long as the student remains within the satisfactory standards of progress as outlined for all students in the College Catalog. Upon achieving the minimal speed for enrollment in the Court and Conference Dictation class, the student will be transferred immediately to the next appropriate Court and Conference class. A successful completion of the entry speed in a Speed Development Class will allow the student to apply the policy for repeating courses as stated in the College Catalog.

CR-SES 2999 Internshlp

3.0 Credit Hours

45 Clock Hours

Students are required to complete an internship of 45 hours of courtroom and free-lance reporting under the supervision of practicing reporters, with appropriate turnaround time. Dress, attitude, and demeanor are emphasized. Prerequisite: CR-SES 2228.

ENC 1002 English Usage

4.0 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.

LEGAL ASSISTANT**ENC 1003 English Usage**

2.0 Credit Hours

24 Clock Hours

Written and oral communications are covered in this course through the use of drills and exercises. Grammar, punctuation, sentence structure, spelling, and vocabulary are emphasized.

LEA 1011 Legal Research I

2.0 Credit Hours

24 Clock Hours

The student is introduced to the law library. Emphasis is on teaching the student the basic techniques of research and primary sources of law including the reporters and the Florida Statutes.

LEA 1012 Legal Research II

2.0 Credit Hours

24 Clock Hours

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Prerequisite: LEA 1011.

LEA 1151 Tort Law and Litigation

4.0 Credit Hours

48 Clock Hours

A general overview of tort law including negligence lawsuits, intentional torts, and product liability actions is covered. Instruction is given on drafting pleadings, motions, and other documents related to negligence lawsuits.

LEA 1230 Civil Practice and Procedure

4.0 Credit Hours

48 Clock Hours

This course covers the procedural rules and filing requirements for civil actions. Emphasis is placed on the provisions of the Florida Rules of Civil Procedure and the drafting of pleadings (complaints, answers), motions, pre-trial discovery documents (interrogatories, subpoenas), and post-trial proceedings.

LEA 1250 Constitutional Law and Criminal Procedure

4.0 Credit Hours

48 Clock Hours

This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings.

LEA 1301 Bankruptcy/Creditor-Debtor Rights

4.0 Credit Hours

48 Clock Hours

This course is designed to familiarize students with federal and state statutes which govern the rights and duties of debtors and creditors and the procedures for filing Chapter 7 and Chapter 13 bankruptcies. Emphasis is on the Federal Bankruptcy Code and the local rules of procedure.

LEA 1401 Contract Law and Litigation

4.0 Credit Hours

48 Clock Hours

This course provides the student with an overview of contract and agency law. Emphasis is on the Uniform Commercial Code requirements, basic contract provisions, and contract drafting techniques.

- LEA 1501 Family Law and Litigation 4.0 Credit Hours**
48 Clock Hours
In this course students are instructed on Florida's laws governing marriage, divorce (dissolutions), property settlements, child custody and support obligations, adoption proceedings, and in drafting the various pleadings and papers.
- LEA 2000 Introduction to Law and Legal Assisting 4.0 Credit Hours**
48 Clock Hours
The student is introduced to the federal and state legal systems including their constitutional foundations, structures, and how they interact with each other. Professional ethics, job qualifications, and employment opportunities of a legal assistant are covered.
- LEA 2011 Legal Research III 2.0 Credit Hours**
24 Clock Hours
This course develops the students' ability to analyze statutes and cases in order to prepare inter-office and legal memoranda. Prerequisite: LEA 1012.
- LEA 2012 Legal Research IV 2.0 Credit Hours**
24 Clock Hours
Independent research on current legal issues is emphasized in this course. Students are instructed in the drafting of legal briefs and are required to submit a formal legal brief. Prerequisite: LEA 2011.
- LEA 2112 Workers' Compensation/Social Security Law 2.0 Credit Hours**
24 Clock Hours
This course covers the federal and state laws governing the filing of workers' compensation and Social Security benefits claims. Emphasis is placed on filling out the appropriate forms and the proper filing procedures.
- LEA 2201 Real Estate Transactions 4.0 Credit Hours**
48 Clock Hours
Emphasis is placed on title search methods and conducting real estate closings and the drafting of documents related to real estate closings (deeds, mortgages, title policies, etc.).
- LEA 2202 Real Estate Litigation 4.0 Credit Hours**
48 Clock Hours
Basic real estate law and litigation are stressed. The course examines the litigation involved with quiet title suit and mortgage foreclosure actions. Students are instructed on how to manage a foreclosure file including drafting the various documents (notice of foreclosure, complaint, certificate of title), attending the sale, and closing the file.
- LEA 2210 Wills, Trusts, and Estates 4.0 Credit Hours**
48 Clock Hours
This is a survey course in probate law including wills and trusts. Instruction is given in the drafting and executing of wills.
- LEA 2211 Probate Procedure 4.0 Credit Hours**
48 Clock Hours
The entire probate procedure from client interview to the distribution of estate assets and closing the estate are covered. Students are familiarized with the necessary tax returns that accompany the probate process. Primary emphasis is on the completion of the probate forms according to the Florida Probate Code.
- LEA 2301 Business Organizations 4.0 Credit Hours**
48 Clock Hours
The statutory requirements for Florida partnerships and corporations including the duties and responsibilities of corporate officers and rights of shareholders are examined in this course. The creation and dissolution of corporations, maintenance of corporate minute books, and the drafting of related documents (articles, by-laws, etc.) is emphasized.

- SES 1011 Typing I** 2.0 Credit Hours
 24 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.
- SES 1121 Typing II** 2.0 Credit Hours
 24 Clock Hours
 Emphasis in this course is on the development of typing speed and accuracy. Production typing of letter forms, manuscripts, documents, and a variety of business forms are introduced. Special attention will be given to the development of superior proofreading skills. Prerequisite: Typing speed of 35 wpm.
- SES 1131 Typing III** 2.0 Credit Hours
 24 Clock Hours
 Basic typing techniques are perfected in this course. Controlled typing speed is emphasized. Advanced business letters, legal and medical documents, and statistical reports are taught in production typing. Prerequisite: SES 1121.
- SES 1157A Word Processing Applications** 2.0 Credit Hours
 24 Clock Hours
 This course provides hands-on experience in formatting, editing, proofreading, printing, storage, and retrieval of documents using information processing equipment. Prerequisite: SES 1121.
- SES 1337 Legal Correspondence** 2.0 Credit Hours
 24 Clock Hours
 This course covers the basic principles of legal letter writing. Emphasis is on the legal and ethical considerations involved when legal assistants write or draft letters containing legal information or advice.
- STD 1102 Professional Development** 2.0 Credit Hours
 24 Clock Hours
 Human relations, office protocol, dress, and grooming are stressed in this course. Resume' writing and interviewing techniques are emphasized.

DATA ENTRY/COMPUTER APPLICATIONS

The Data Entry/Computer Applications Program is designed to prepare the graduate to pursue data entry employment and also give the student the flexibility of being able to offer to the job site knowledge in Word Processing, Spreadsheets, Graphing, and Data Base Systems.

Program Length: 32 Weeks, Day
40 Weeks, Evening **Credit Hours:** 40.0

		<u>Course</u>	<u>Credit Hours</u>
DAE	1020	Introduction to Keyboarding	2.0
DAE	1021	Keyboard Data Entry I	2.0
DAE	1022	Keyboard Data Entry II	2.0
DAE	1023	Keyboard Data Entry III	2.0
DAE	1024	Keyboard Data Entry IV	2.0
DAE	1025	Keyboard Data Entry V	2.0
DAE	1026	Keyboard Data Entry VI	2.0
DAE	1027	Keyboard Data Entry VII	2.0
FIN	1079	Personal Finance	3.0
ENC	1082	Communication Skills	3.0
ENG	1080	Language Skills	3.0
MAN	1125	Professional Development	3.0
SES	1157	Word Processing Applications	3.0
COC	1010	Spreadsheets Systems	3.0
COC	1011	Graphing Systems	3.0
COC	1012	Data Base System	3.0
Total Credit Hours			40.0

DATA ENTRY/WORD PROCESSING

The Data Entry/Word Processing Program is designed to prepare the graduate to be not only a data entry operator but also to expand into word processing operations and applications. The program includes training in supportive skills which allow graduates flexibility in seeking a variety of positions.

Program Length: 32 Weeks, Day
40 Weeks, Evening **Credit Hours:** 40.0

		<u>Course</u>	<u>Credit Hours</u>
DAE	1020	Introduction to Keyboarding	2.0
DAE	1021	Keyboard Data Entry I	2.0
DAE	1022	Keyboard Data Entry II	2.0
DAE	1023	Keyboard Data Entry III	2.0
DAE	1024	Keyboard Data Entry IV	2.0
DAE	1025	Keyboard Data Entry V	2.0
DAE	1026	Keyboard Data Entry VI	2.0
DAE	1027	Keyboard Data Entry VII	2.0
FIN	1079	Personal Finance	3.0
ENC	1082	Communication Skills	3.0
ENG	1080	Language Skills	3.0
MAN	1125	Professional Development	3.0
SES	1020	Office Procedures	3.0
SES	1160	Word Processing Operations	3.0
SES	1157	Word Processing Applications	3.0
SES	1172	Machine Transcription	3.0
Total Credit Hours			40.0

COURSE DESCRIPTIONS

DATA ENTRY

- DAE 1020 Introduction to Keyboarding** 2.0 Credit Hours
40 Clock Hours
This course provides the beginning student with introductory training in keyboarding on the 10-key adding machine, typewriter, and numeric keypad and alphabetic keyboard on the personal computer.
- DAE 1021 Keyboard Data Entry I** 2.0 Credit Hours
40 Clock Hours
This continuation of DAE 1020 provides the student with continued training in keyboarding on the typewriter and the alphabetic keyboard of the personal computer, including keyboard numerals and special symbols on the keyboard. Prerequisite: DAE 1020.
- DAE 1022 Keyboard Data Entry II** 2.0 Credit Hours
40 Clock Hours
A continuation of DAE 1021. Provides the student with exposure to realistic data entry applications while increasing speed and accuracy in keyboarding on the numeric keypad and alphabetic keyboard of the personal computer. Prerequisite: DAE 1021.
- DAE 1023 Keyboard Data Entry III** 2.0 Credit Hours
40 Clock Hours
A continuation of DAE 1022. Prerequisite: DAE 1022.
- DAE 1024 Keyboard Data Entry IV** 2.0 Credit Hours
40 Clock Hours
A continuation of DAE 1023. Prerequisite: DAE 1023.
- DAE 1025 Keyboard Data Entry V** 2.0 Credit Hours
40 Clock Hours
A continuation of DAE 1024. Prerequisite: DAE 1024.
- DAE 1026 Keyboard Data Entry VI** 2.0 Credit Hours
40 Clock Hours
A continuation of DAE 1025. Prerequisite: DAE 1025.
- DAE 1027 Keyboard Data Entry VII** 2.0 Credit Hours
40 Clock Hours
This course is designed to summarize all previous training on data entry devices. Speed and accuracy are maximized and emphasis is placed upon reaching acceptable skill levels for employment in area businesses. Prerequisite: DAE 1026.
- ENG 1080 Language Skills** 3.0 Credit Hours
40 Clock Hours
A study of the basic fundamentals of grammar, punctuation, and rules and conventions that govern acceptable and efficient English usage.
- ENC 1082 Communication Skills** 3.0 Credit Hours
40 Clock Hours
An activity-oriented course designed to teach basic reading and writing skills with an emphasis on comprehension.
- FIN 1079 Personal Finance** 3.0 Credit Hours
40 Clock Hours
A course designed to permit the student to learn and practice basic mathematics functions using a series of personal financial simulations.

- SES 1020 Office Procedures** 3.0 Credit Hours
40 Clock Hours
This is a practical course which integrates the basic office skills of telephone communication, mailing, office technologies, reprographics, planning, filing methods, and general office procedures.
- SES 1157 Word Processing Applications** 3.0 Credit Hours
40 Clock Hours
A course in which the student will learn the basic functions that can be performed on word processing equipment. The student will use business application exercises to learn how to create a document, insert and delete blocks of material, center, store, and print a document.
- SES 1160 Word Processing Operations** 3.0 Credit Hours
40 Clock Hours
Using application exercises, the students will learn the operation of word processing equipment to allow them to create a variety of business letters and reports.
- SES 1172 Machine Transcription** 3.0 Credit Hours
40 Clock Hours
A course designed to develop transcription skills with an emphasis on office correspondence.
- COC 1010 Spreadsheets Systems** 3.0 Credit Hours
40 Clock Hours
In addition to teaching what a spreadsheet is and what it can do, this course will allow the student to create spreadsheets by entering and storing data, programming mathematical formulas, and entering labels and values using business application exercises.
- COC 1011 Graphing Systems** 3.0 Credit Hours
40 Clock Hours
A course that will provide the student with an understanding of basic microcomputer graphing programs used in business. The student will understand how to enter data and labels, display, store, and print bar graphs, stacked bar graphs, and point graphs.
- COC 1012 Database Systems** 3.0 Credit Hours
40 Clock Hours
A review of the use of database systems on microcomputers to store, organize, and retrieve information for a variety of business applications. The student will learn how to enter and label new records, correct existing records, sort, and search the database.
- MAN 1125 Professional Development** 3.0 Credit Hours
40 Clock Hours
This course presents a study of the skills associated with joining the work force and growing with a job. Includes such topics as resume' preparation, interview technique, attire, job sources, and social communications.

COMMERCIAL ART PROGRAM

The Commercial Art Program consists of intensive training for students who have a strong art background. It is designed to prepare students for employment in the print media as production artists, layout artists, graphic designers, and illustrators.

Students will acquire proficiency in such areas as drawing, production art, typography and lettering, graphic design, layout, and illustration. Students will also acquire a sound understanding of printing methods, business practices, and the terminology of the industry.

The instructional program content is based upon an occupational analysis of the commercial art field and years of vocational art instruction experience and is adjusted to reflect employment needs and opportunities as determined by the instructors, administrators, and outside experts within the field.

**Program Length: 10 Months, Day Program
13.5 Months, Evening Program**

**Credit Hours: 38.0, Day Program
36.0, Eve. Program**

		<u>Course</u>	<u>Credit Hours</u>
ART	1300C	Basic Drawing	2.0
ART	1320C	Illustration I	3.0
ART	1212C	Composition I	1.0
ART	1330C	Illustration II	2.0
ART	1340C	Illustration III	3.0
ART	1213C	Composition II	1.0
ART	1221C	Lettering/Typography I	4.0
GRA	1540C	Graphic Design I	2.0
GRA	2233C	Production Art I	1.0
GRA	2541C	Graphic Design II	3.0
GRA	2234C	Production Art II	2.0
GRA	2235C	Production Art III	2.0
GRA	2542C	Graphic Design III	2.0
GRA	2543C	Layout	2.0
GRA	2223C	Lettering/Typography II	2.0
GRA	2190C	Portfolio	4.0
GRA	2999C	Externship (Day Program Only)	2.0
		Total Credit Hours	38.0, Day Program 36.0, Eve. Program

COURSE DESCRIPTIONS

COMMERCIAL ART

- ART 1212C Composition I** 1.0 Credit Hours
18 Clock Hours
A study of the basic elements of good composition including methods for directing the viewer's eye and emotive response.
- ART 1213C Composition II** 1.0 Credit Hour
18 Clock Hours
A further study of the elements of composition as they apply to commercial illustration and design.
- ART 1300C Basic Drawing** 2.0 Credit Hours
36 Clock Hours
The course is designed to develop realistic drawing skills through a series of exercises that develop the student's observation abilities. Basic shapes, shading, texture, tone, and perspective are also covered.
- ART 1320C Illustration I** 3.0 Credit Hours
54 Clock Hours
Includes studies in still life and portraiture, with emphasis on accurate observation to achieve a realistic likeness.
- ART 1330C Illustration II** 2.0 Credit Hours
36 Clock Hours
Instruction in illustration techniques from simple high contrast renderings to more advanced pen and ink techniques. An introduction to color includes instruction in mixing color and painting techniques and how to use color effectively in illustration.
- ART 1340C Illustration III** 3.0 Credit Hours
54 Clock Hours
A continuation of Illustration II with direct application of theory and color and painting techniques.
- GRA 1221C Lettering/Typography I** 4.0 Credit Hours
72 Clock Hours
An introduction to letterforms and typefaces includes instruction in the rendering of letterforms both free-hand and using drafting tools.
- GRA 1540C Graphic Design I** 2.0 Credit Hours
36 Clock Hours
An introduction to the principles and concepts of graphic communication covers methods and procedures for creative problem solving and the preparation of comprehensive design.
- GRA 2190C Portfolio** 4.0 Credit Hours
72 Clock Hours
Preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume' format. Instruction is given in portfolio preparation and presentation. Job interviewing skills are also covered.
- GRA 2223C Lettering/Typography II** 2.0 Credit Hours
36 Clock Hours
Emphasis is placed on the effective use of letterforms in retail layout. Type specifying and copy fitting are also covered.
- GRA 2233C Production Art I** 1.0 Credit Hour
18 Clock Hours
An introduction to the preparation of artwork for one-color printing, includes instruction in the proper use of tools, procedures, techniques, and the specification of ink colors and paper stock.

GRA 2234C Production Art II

2.0 Credit Hours

36 Clock Hours

Instruction in more complicated mechanical assembly of artwork for reproduction. Includes the use of overlays and the preparation of color separated artwork; options such as die-cutting and embossing are also covered. A study of print reproduction methods covers letterpress, offset, gravure, and silk screen and relates them to their specific art requirements.

GRA 2235C Production Art III

2.0 Credit Hour

36 Clock Hours

Continued study in the mechanical assembly of artwork for reproduction, including the preparation of artwork for full-color process printing.

GRA 2541C Graphic Design II

3.0 Credit Hours

54 Clock Hours

Continued study of design principles with an introduction to designing for the printed piece.

GRA 2542C Graphic Design III

2.0 Credit Hour

36 Clock Hours

Continued study of design principles applied to full color printed pieces and the preparation of comprehensive dummies.

GRA 2543C Layout

2.0 Credit Hours

36 Clock Hours

An introduction to the fundamentals of effective retail advertising. Students learn design principles that direct the viewer's eye and emotive responses. Marker rendering techniques are also covered.

GRA 2999C Externship

2.0 Credit Hours

160 Clock Hours

A practical in-service experience that allows the student to apply knowledge and skills in an actual work environment.

BUSINESS ADMINISTRATION

This is a comprehensive program in Business Administration procedures leading to a Diploma or an Associate in Science Degree. The basics of business are well covered. Human development subjects in general education, coupled with computer application, will enable the graduate of this program to be prepared over a broad spectrum of business activities which include management, marketing, computer, records, and interpersonal relationships.

**Program Length: Diploma, 9 Months
Degree, 12 Months**

		<u>Diploma Quarter Credit Hours</u>	<u>Associate Degree Quarter Credit Hours</u>
	<u>Course</u>		
ENC 1081	Communication Skills	6.0	6.0
MAC 1001	Personal Finance	6.0	6.0
COC 1001	Introduction to Computers	6.0	6.0
DAE 1041	Keyboarding for Data Entry	6.0	6.0
MAN 2051	Applications of the Microcomputer	6.0	6.0
MAN 2001	Management Principles	6.0	6.0
MAR 1101	Salesmanship and Professional Development	6.0	6.0
ACC 1011	Business Records and Accounting	6.0	6.0
MAR 1011	Marketing Principles	6.0	6.0
MAN 1801	Small Business Management	6.0	6.0
BUL 2101	Business Law	6.0	6.0
POS 1041	American National Government	6.0	6.0
PSY 2011	Introduction to Psychology		6.0
STD 1101	Interpersonal Relations		6.0
SPC 2001	Speech and Conference Techniques		6.0
MAN 2011	Human Relations in Business		6.0
	Total Credit Hours	<u>72.0</u>	<u>96.0</u>

COURSE DESCRIPTIONS

BUSINESS ADMINISTRATION

ACC 1001 Business Records and Accounting 6.0 Credit Hours
72 Clock Hours

This course introduces the student to business recordkeeping and 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.

BUL 2101 Business Law 6.0 Credit Hours
72 Clock Hours

Law is studied in relation to the proper conduct of business including consideration of the nature and source of law, courts, and courtroom procedure. The course includes an introductory survey of the basic laws concerning contracts, agency, partnerships, corporations, bailments, sales, credit instruments, negotiable instruments, and insurance.

COC 1001 Introduction to Computers 6.0 Credit Hours
72 Clock Hours

An overview of computer information systems. This survey course introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and in other segments of society.

DAE 1041 Keyboarding for Data Entry 6.0 Credit Hours
72 Clock Hours

Techniques and basic skills of keyboarding with emphasis upon formation of correct techniques, mastery of the keyboard, operation and care of the typewriter and computer, and performance of basic keyboarding operations.

ENC 1081 Communication Skills 6.0 Credit Hours
72 Clock Hours

An activity-oriented course designed to teach basic reading and writing skills with an emphasis on comprehension.

MAC 1001 Personal Finance 6.0 Credit Hours
72 Clock Hours

A course designed to permit the student to learn and practice basic mathematics functions using a series of personal financial simulations.

MAN 1801 Small Business Management 6.0 Credit Hours
72 Clock Hours

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.

MAN 2001 Management Principles 6.0 Credit Hours
72 Clock Hours

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

MAN 2011 Human Relations In Business 6.0 Credit Hours
72 Clock Hours

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

MAN 2051 Applications of the Microcomputer 6.0 Credit Hours
72 Clock Hours

This course introduces the student to the more popular business applications for microcomputers: word processing, electronic spreadsheets, business graphics, and database file management. Through hands-on application drills, the student will learn to put these powerful tools to use in typical business situations.

MAR 1011 Marketing Principles 6.0 Credit Hours
72 Clock Hours

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

MAR 1101 Salesmanship and Professional Development 6.0 Credit Hours
72 Clock Hours

A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets. In addition, the student learns basic job search skills to effectively sell him/her self to a potential employer.

POS 1041 American National Government 6.0 Credit Hours
72 Clock Hours

A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government.

PSY 2011 Introduction to Psychology 6.0 Credit Hours
72 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 behavior.

SPC 2001 Speech and Conference Techniques 6.0 Credit Hours
72 Clock Hours

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. The student will also be introduced to the principles, methods, and theories of discussion and conference planning as well as development of leadership and conference skills.

STD 1101 Interpersonal Relations 6.0 Credit Hours
72 Clock Hours

The aspects of human interaction are set up and studied by the students with reference to their positions in society as they perceive them. General activities would encompass the students choosing the area for discussion with the instructor directing and moderating the topics chosen.

CHILD CARE PROGRAM

This program is designed for one of today's fastest growing career opportunities - the child care field. The program leads to a diploma in "Child Care Studies" and prepares the student to become an in-house child care professional.

Program Length: 18 Weeks

Credit Hours: 38.0

	<u>Course</u>	<u>Credit Hours</u>
ENC	1082 Communication Skills	3.0
FIN	1079 Personal Finance	3.0
CHC	1058 Infant and Child Care	6.0
CHC	1059 Child Development	6.0
CHC	1060 Nutrition	3.0
CHC	1061 Discipline	3.0
CHC	1062 Safety	3.0
CHC	1063 Creative Activities	3.0
CHC	1064 Professional Development	3.0
CHC	1065 Nanny Role	3.0
CHC	1999 Field Placement	2.0
	Total Credit Hours	38.0

COURSE DESCRIPTIONS

CHILD CARE

CHC 1058 Infant and Child Care 6.0 Credit Hours
72 Clock Hours

One of two basic subjects that will cover all aspects of daily child care. Special interest will be given to newborns to age five.

CHC 1059 Child Development 6.0 Credit Hours
72 Clock Hours

This subject covers the principles of growth development of children ages newborn to adolescence. Students are familiarized with the development stages and how to recognize any developmental problems.

CHC 1060 Nutrition 3.0 Credit Hours
36 Clock Hours

This subject covers basic nutrition for infants and children. Students will be instructed in the feeding of and cooking for children with respect to nutrition and proper diet plans and/or restrictions, including the allergic and diabetic child.

CHC 1061 Discipline 3.0 Credit Hours
36 Clock Hours

Students will develop proper and legal discipline techniques for children of all ages. This course makes the student aware of the child's needs and limitations and how modern society affects today's child.

CHC 1062 Safety 3.0 Credit Hours
36 Clock Hours

This subject provides the opportunity to develop practical skills in emergency cases and accident prevention. It includes CPR, first aid, water safety, aspects of environmental safety, and the proper care of a sick child. Child abuse, abduction avoidance, and poison control will also be covered.

CHC 1064 Professional Development 3.0 Credit Hours
36 Clock Hours

This subject focuses on the student to help strengthen personal, social, and employability skills. The student will learn to identify the causes of stress and burnout and will be taught the negotiation and execution of employment contracts.

CHC 1065 Nanny Role Within The Family 3.0 Credit Hours
36 Clock Hours

This subject will teach the student to structure daily household activities as a professional. It will include procedures in emergency situations. The student will become aware of the variety of families in the United States. This subject will also include values clarification and nonjudgmental assessments of the American family.

CHC 1063 Creative Activities 3.0 Credit Hours
36 Clock Hours

Hands-on practice with materials to experience art, music, storytelling, dramatics, sports, games, and imagination play all put together to teach the student of this subject to be well-versed in the creative aspect of child development.

CHC 1999 Supervised Field Placement 2.0 Credit Hours
180 Clock Hours

Actual experience in homes with children and in day care centers to provide practical experience for the student.

ENC 1082 Communication Skills

3.0 Credit Hours

36 Clock Hours

An activity-oriented course designed to teach basic reading and writing skills with an emphasis on comprehension.

FIN 1079 Personal Finance

3.0 Credit Hours

36 Clock Hours

A course designed to permit the student to learn and practice basic mathematics functions using a series of personal financial simulations.

THE SUMMIT SYSTEM OF COLLEGES AND SCHOOLS, INC.

CORPORATE OFFICE

7855 126th Avenue North
Largo, FL 34643
Phone (813) 530-3595

TAMPA COLLEGE

Hillsborough Center Campus
3319 West Hillsborough Avenue
Tampa, FL 33614
Phone (813) 879-6000

Pinellas Park Campus
4045 Park Boulevard
Pinellas Park, FL 34665
Phone (813) 541-5502

Kennedy Campus
3630 West Kennedy Boulevard
Tampa, FL 33609
Phone (813) 875-6314

Pinellas Center Campus
15000 U.S. Hwy 19 South
Clearwater, FL 34624
Phone (813) 530-9495

Largo Campus
7855 126th Avenue North
Largo, FL 34643
Phone (813) 530-3595

St. Petersburg Campus
1011 1st Avenue North
St. Petersburg, FL 33705
Phone (813) 894-2439

Brandon Campus
Interstate Business Park
4508 Oak Fair Boulevard, Suite 104
Tampa, FL 33610
Phone (813) 626-4617

ORLANDO COLLEGE

Main Campus
5500 Diplomat Circle
Orlando, FL 32810
(407) 628-5870

South Campus
925 South Orange Avenue
Orlando, FL 32806
(407) 841-1410

BOARD OF TRUSTEES

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Douglas F. Devaux
Summit System of Colleges and Schools
Largo, Florida

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Strayer College
Charleston, South Carolina

The Summit System

HOME OFFICE

MEMORANDUM

Lomy
Euida Kirby

TO: Tampa and Orlando College Staff,
Faculty, and Administration

DATE: June 27, 1988

FROM: Mark Page *MP*

SUBJECT: Child Care Program

Attached is a copy of a supplement to the current 1988-89 catalog providing a description of the revised Child Care Program. Changes include:

1. Deletion of Communication Skills & Personal Finance
2. Professional Development and Nanny Role combined into one course
3. Safety and Discipline combined into one course
4. Reduction from 38 to 30 total credit hours.
5. Tuition reduced from \$3395 to \$2700.00

These cahnges will permit offering the program with day or evening classes as shown below.

Day Program

Program Length = 18 weeks (three 6-week phases)

Classes taught three days per week

Students will attend class from 8:00am - 1:20pm for two of the three phases and 8:00am - 11:30am for one of the three phases.

For example:

(3 days/week)	Phase A	Phase B	Phase C
8am - 9:40am	Nutrition	Prof.Devel/Nanny	Safety & Discipline
9:50 - 11:30am	Child Devel.	Infant & Child Care	Creative Activities
11:40am-1:20pm	Child Devel.	Infant & Child Care	-----

Evening Program

Program Length = 24 weeks (four 6-week phases)

Classes taught three nights per week, 6:00pm - 9:40pm

For Example:

(3 nights/week)	Phase A	Phase B	Phase C	Phase D
6:00 - 7:40 pm	Child Devel.	Nutrition	Inf.& Child Care	Prof.Dev/Nanny Role
8:00 - 9:40 pm	Child Devel.	Creat.Activ.	Inf.& Child Care	Safety & Discipline

The Summit System
of Colleges and Schools



Field placement (supervised on-the-job training in a child care facility) may begin as the student begins the second phase of his/her program. Thus, the day students must attend a minimum of 15 hours of field placement per week through the last two phases. Evening students must attend a minimum of 10 hours per week of field placement during the last three phases. Field placement hours may be scheduled at the convenience of the student and the child care facility but the minimum hours per week should be met in order to complete the field placement by the end of the program. Failure to do so will result in extension of the student's total program length until the required 180 hours of field placement have been completed. In addition, written reports of the student's health screen, fingerprinting, and sheriff's check must be on file at the college before the student may begin field placement. Thus, this work must be completed during the student's first phase in school.

Due to the reduction in total credit hours of the program, the student will not be eligible to receive the full (\$2200) PELL award if he/she is determined to be "full PELL eligible". Presently, the maximum amount of PELL funds that any student could receive for this program (dependent upon the eligibility determination of the financial aid office) would be approximately \$1833.00. If eligible, the student would still be entitled to apply for the maximum amount of a guaranteed student loan however.

Please contact me should any questions arise as a result of the changes described.

cc: Donald Jones
Douglas Devaux
David Zorn
Ouida Kirby
Richard Ashley
Jim Kearns
Richard Washabaugh

Supplement to the Orlando College Catalog
1988 - 1989

CHILD CARE PROGRAM

This program is designed for one of today's fastest growing career opportunities - the child care field. The program leads to a diploma in "Child Care Studies" and prepares the student to become an in-house child care professional.

			Credit Hours
CHC 1058	Infant and Child Care		6
CHC 1059	Child Development		6
CHC 1060	Nutrition		3
CHC 1066	Discipline and Safety		3
CHC 1063	Creative Activities		3
CHC 1067	Prof. Development & Nanny Role		3
CHC 1990	Field Placement		<u>6</u>
Total Credits			30

TUITION: \$2,700

COURSE DESCRIPTION

- CHC 1058 Infant and Child Care** 6.0 Credit Hours
One of two base subjects that will cover all aspects of daily child care. Special interest will be given to newborns to age five (5).
- CHC 1059 Child Development** 6.0 Credit Hours
This subject covers the principles of growth development of children ages newborn to adolescence. Students are familiarized with the development stages and how to recognize any developmental problems.
- CHC 1060 Nutrition** 3.0 Credit Hours
This subject covers basic nutrition for infants and children. Students will be instructed in the feeding and cooking for children with respect to nutrition and proper diet plans and/or restrictions, including the allergic and diabetic child.
- CHC 1066 Discipline and Safety** 3.0 Credit Hours
Students will develop proper and legal discipline techniques for children of all ages. This course makes the student aware of the child's needs and limitations and how modern society affects today's child. The course also provides the opportunity to develop practical skills in emergencies and accident prevention to include CPR, first aid, water safety, environmental safety, and proper care of a sick child. Child abuse, abduction avoidance, and poison control will also be covered.
- CHC 1067 Professional Development and Nanny Role** 3.0 Credit Hours
This subject focuses on the student to help strengthen personal, social and employability skills. The student will learn to identify the causes of stress and burnout and will be taught the negotiation and execution of employment contracts. The student will also learn to structure daily household activities as a professional. The student will become aware of the variety of families in the United States and will study values, clarification and non-judgmental assessments of the American family.
- CHC 1063 Creative Activities** 3.0 Credit Hours
Hands on practice with materials to experience art, music, storytelling, dramatics, sports and games, and imagination play all put together to teach the student of this subject to be well versed in the creative aspect of child development.
- CHC 1990 Supervised Field Placement** 6.0 Credit Hours
Actual experience in homes with child and day care centers to provide practical experience.

TAMPA COLLEGE

MEMO

DATE: May 31, 1988

TO: Tampa & Orlando College
Faculty/Staff/Administration

FROM: Mark Page *MP*

SUBJECT: Catalog Changes

The 1988-89 catalogs should have been distributed to the colleges the week of 5/30/88. A listing of changes in this catalog from the previous edition is shown below for your convenience.

1. The "Associate Degree Scholarship" has been renamed the "Upper Division Scholarship". (Orlando,p.5; Tampa,p.6).
2. General Admissions Requirements were changed. Policy memos have already been distributed regarding current admissions requirements. (Orlando,p.6; Tampa,p.7)
3. Independent Study has been added to the catalogs. (Orlando,p.7; Tampa,p.8).
4. The letter designation for a class audit was changed from a "V" to a "U". Policy statements regarding this change have already been distributed. (Orlando,p.11; Tampa,p.12).

5. Note new programs added and programs deleted from catalog on Academic Programs page (Orlando,p.16; Tampa,p.18).

Master of Public Administration
Pharmacy Technician
Dental Laboratory Technician
AS,Office Management
AS,Professional Legal Secretarial
AS,Legal Assistant
Legal Assistant Diploma
Office Management Diploma
Professional Legal Secretary
Executive Secretarial/WP Specialist
Office Assistant/Word Processing
CDC Programs (NA,DE,OS)
Data Entry/Word Processing Diploma
Data Entry/Computer Applications Diploma
Computer Repair Technician Diploma
Child Care Studies Diploma
Business Administration,Diploma & AS
Marine & Industrial Diesel Technology

added to Tampa & Orlando
deleted from Orlando
deleted from Tampa
deleted from Orlando
deleted from Orlando
added to Orlando
deleted from Orlando
deleted from Orlando
deleted from Orlando
deleted from Orlando
added to Orlando
deleted from Tampa & Orlando
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added to Tampa
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See Table of Contents to find program descriptions and course descriptions of new programs added to the catalogs.



Location Changes:

Orlando: South campus replaces Orange Blossom Trail (Orlando catalog,p.18).

Tampa: Brandon location added (Tampa catalog,p.20).

Kennedy Campus renamed Media Arts Institute (Tampa catalog,p.20).

Largo campus added (Tampa catalog,p.16) (note:this location not operational)

8. Policy for students pursuing a Second Graduate Degree was added. (Orlando,p.23; Tampa,p.25).
9. Refund Policy for Collegiate Students -- this is a major revision -- please read!! (Orlando,p.25; Tampa,p.27).
9. Cooperative Education, "Alternating Plan" deleted. (Orlando,p.26; Tampa,p.28).
0. Parallel Work courses renamed as Sophomore Parallel Work I, II; Junior Parallel Work I,II; and Senior Parallel Work I,II. Alternating Work courses deleted. (Orlando,p.27; Tampa,p.29).
1. Minimum Credit Requirements for Baccalaureate Degree:
Business Administration Component: old catalog read "36" ; now reads "45".
Approved Elective Component: old catalog read "45" ; now reads "36". (Orlando,p.28; Tampa,p.30).
2. Business and Computer Information Programs - changes in course requirements - for the following, refer to pp.30-35 in Orlando Catalog and pp.32-37, Tampa Catalog.
All Majors, Business Administration Component
MAR1023, Introduction to Marketing replaced by MTB2103, Mathematics for Business.
All Majors, General Education Component
 - a) POS2041, American National Government and STA3014, Statistics no longer required for AS.
 - b) Math choices changed to MAC1132, Math I or MAT2013, College Algebra or STA3014, Statistics; and only one Math course required for AS & BS, not two.
 - c) AS degree allowed 9.0 credit hours in electives.
BS degree allowed 18.0 credit hours in electives.Accounting - Major Component
 - a) ACC3300, Managerial Accounting renamed Cost Accounting I, content same.
 - b) ACC3401, Cost Accounting renamed Cost Accounting II, content same.Managemnet/Marketing - Major Component
 - a) MAR1023, Introduction to Marketing added as required to AS & BS.
 - b) ADV3000, Advertising has new course code of ADV2331, course content same.
 - c) MAR4613, Marketing Research no longer required for AS degree.
 - d) Electives allowed for BS degree decreased from 9.0 to 4.5 credits.Business Information Science, BS - Major Component
 - a) COP2100, Computer Programming-BASIC requirement changed to COP2121, Computer Programming-COBOL.
 - b) COP3530, Data Base Program Development no longer a required course.
 - c) Instead of ACC3401, Cost Accounting as required, now a choice of ACC3300, Cost Accounting I or ACC3401, Cost Accounting II.
 - d) ACC4201, Advanced Accounting I no longer required course.
 - e) 9.0 credit hours of electives added.

Hotel and Restaraunt Administration, AS - Major Component

- a) MAR1023, Introduction to Marketing added as a required course.
- b) COC1211, Computer Concepts is no longer a required course.

13. Collegiate Course Descriptions

- a) ACC3300, Managerial Accounting - course title changed to Cost Accounting I, course content remains the same. (Orlando,p.36; Tampa,p.38).
- b) ACC3401, Cost Accounting becomes Cost Accounting II, course content remains the same (Orlando,p.36; Tampa,p.38).
- c) CAP1800, Microcomputer Software Applications and CAP2000, Advanced Micro-computer Applications - new courses added (Orlando,p.38; Tampa,p.40).
- d) MAN1800, Topics in Management - new course added (Orlando,p.41; Tampa,p.43).
- e) ADV3000, Advertising - course code changed to ADV2331, course content remains the same (Orlando,p.42; Tampa,p.44).
- f) PAD3000, Public Administration - new course added (Orlando,p.42; Tampa,p.44).
- g) Graduate-level Public Administration courses added (Orlando,pp.44-45; Tampa,pp.46-47).
- h) FIN3010, Investments - new course added (Orlando,p.45; Tampa,p.47).
- i) MAC1133, Fundamentals of College Math II changed to MTB2103, Mathematics for Business, course content remains the same (Orlando,p.47; Tampa,p.49).
- j) MAT2013, College Algebra - new course added (Orlando,p.47; Tampa,p.49).
- k) DRS4900, Directed Study-Senior Research - new course added (Orlando,p.48; Tampa,p.50).
- l) the following new courses have been added (Orlando,p.48; Tampa,p.50):
 - STD1100, Interpersonal Relations
 - ENG0002, Basic English Studies
 - REA0002, Basic Reading Skills
 - MAT0002, Basic Mathematics Studies

- 14. All programmatic offerings of the Colleges now fall under one set of "Specific Requirements". Read this section of the catalog with the listing of programs to which it pertains (Orlando,pp.50-52; Tampa,pp.52-54).
- 15. Programmatic Refund Policy (Orlando,p.50; Tampa,p.52) reworded for clarification. Refunds for withdrawals calculated on basis of published start date, not the date the student first sits in class. Memo recently distributed in this regard.
- 16. Graduation With Honors for all programmatic students is gpa of 3.76 or higher (Orlando,p.51; Tampa,p.53).
- 17. ADD Program described in Orlando on page 52, in Tampa on page 54.
- 18. Medical Education Programs
 - a) all course codes and course titles of MA,MR,MT, and PT programs were changed but program content and basic structure remains the same (Orlando,pp.53-60; Tampa,pp.55-68).
 - b) Pharmacy Technician Program deleted from Orlando.
 - c) Dental Laboratory Technician Program deleted from Tampa.
- 19. Secretarial/Court Reporting/Legal Assistant Programs - Orlando
drastic revision in terms of deletions and addition of programs; refer to item #5 of this memo and review Orlando Catalog, pp.61-72 thoroughly.

20. Career Development Programs (Data Entry, Office Specialist, Nursing Assistant) deleted from Tampa and Orlando, i.e. the CDC's no longer exist.

However, two new Data Entry Programs have been added:

Data Entry/Computer Applications
Data Entry/Word Processing
(Orlando, pp.73-75; Tampa, pp.69-71).

21. Commercial Art Program (Orlando, pp.76-78; Tampa, pp.72-74).

- a) ART1212C, Composition for 2.0 credits, 36 clock hours was divided into two courses: ART1212C, Composition I and ART1213C, Composition II with each course having 18 clock hours and 1.0 credit.
- b) GRA1221C, Lettering/Typography I for 3.0 credits and 54 clock hours was increased to 4.0 credits and 72 clock hours.
- c) ART1330C, Illustration II for 5.0 credits and 90 clock hours was divided into two courses: ART1330C, Illustration II for 2.0 credits and 36 clock hours and ART1340C, Illustration III for 3.0 credits and 54 clock hours.
- d) GRA1541C, Graphic Design I for 5.0 credits and 90 clock hours was divided into two courses: GRA1540C, Graphic Design I for 2.0 credits and 36 clock hours and GRA2541C, Graphic Design II for 3.0 credits and 54 clock hours.
- e) GRA2542C, Graphic Design II became Graphic Design III and was reduced from 4.0 credits and 72 clock hours to 2.0 credits and 36 clock hours.
- f) GRA2234C, Production Art I and GRA2235C, Production Art II are changed to: GRA2233C, Production Art I for 1.0 credit and 18 clock hours; GRA2234C, Production Art II for 2.0 credits and 36 clock hours; and GRA2235C, Production Art III for 2.0 credits and 36 clock hours.
- g) GRA2190C, Portfolio - new course added.
- h) GRA2999C, Externship - new course added (required in day program and optional in evening program).

22. Business Administration, Diploma and AS, programmatic - new program (Orlando, pp.79-81; Tampa, pp.75-77).

23. Computer Repair Technician Program - Tampa only: program was added to Tampa College Catalog, pp.78-80. Changes from 87-88 supplement:

- a) Professional Development and Computer Concepts III deleted.
- b) all remaining courses increased from 3.0 to 3.5 credits each.

24. Child Care Program - new offering (Orlando, pp.82-84; Tampa, pp.81-83).

25. Marine and Industrial Diesel Technology Program - Tampa only: new offering, not yet operational, Tampa catalog, pp.84-86.

26. Corporate Office Address Change (Orlando, p.85; Tampa, p.87).

27. Campus Changes (Orlando, p.85; Tampa, p.87):

- a) Kennedy Campus of Tampa College became The Media Arts Institute of Tampa College.
- b) Brandon Campus added to Tampa College.
- c) Largo Campus added to Tampa College (not operational at this time).
- d) Orlando's Orangle Blossom Trail location moved to Orange Avenue and redesignated as South Campus.

Orlando College

Faculty - Staff - Administration

Administration

Donald C. Jones	President, Chief Executive Officer
Douglas Devaux	Chairman, Board of Trustees
Ouida Kirby	Vice President, Chief Administrative Officer
Michele McArdle	Dean of Education
Barbara Huybers	Associate Dean/Facility Administrator, South Campus
Marcel Bujarski	Assistant Dean of Education
Jackie Wendt	Registrar
Nancy Rogers	Director of Admissions
Roxann Roberts	Business Office Supervisor
Linda Kaisrlik	Senior Financial Aid Administrator

Main Campus Staff

Lora Dennis, Exec. Secretary to the V.P.
Tony Dalto, Admissions Representative
Marianne Marosan, Admissions/HS Rep.
Jerry Scaccia, Admissions Representative
Aaron Morrison, Admissions/Telemarketing
Sharon Davis, Accts. Receivable Coordinator
Julie Bechtel, Bookstore Manager
Sharon Cundiff, Secretary to the Dean
Carol Taylor, Secretary to the Associate Dean
Georgia Barnett, Financial Aid Officer
Alison Puterbaugh, Financial Aid Officer
Martha Petty, Librarian
Janie King, Placement Coordinator
Bob Herrick, Maintenance Coordinator
Janet French, Receptionist
Lori Olive, Evening Receptionist
Kelli Morrison, Records Clerk
Karen Migetz, Records Clerk

South Campus Staff

Paul Gordon, Lead Admissions Representative
Pat Ogden, Admissions Representative
Luz Diaz, Financial Aid Officer
Evelyn Tracy, Administrative Assistant
Elizabeth Cook, Records Coordinator
Anita Gray, Placement Coordinator

Main Campus Faculty

Blair, Monte
 Boelke, Michael
 Burton, Sonia
 Bujarski, Marcel
 Cloyd, Rose
 Cosgriff, Elaine
 Dalka, Donald
 Duncan, Cliff
 Edwards, Russell
 Fox, Pat
 Getz, Alan
 Gunderson, Randee
 Honold, Nancy
 Hoskins, David
 Jones, Louise
 Keith, Rick
 King, Janie
 LaFace, Darryl
 MacMillan, Sue
 Marchant, Patricia
 Matheny, Brenda
 McLatchey, Russell
 Meadowcroft, Jane
 Osilaja, Pearl
 Pittman, Susan
 Rafferty, John
 Rugh, Kenneth
 Thomas, Rick
 Todd, Shirley
 Valcarcel, Luisa
 Vasek, Scott
 Vernon, Sherril
 Wheeler, William
 Wilson, Barbara

Ph.D., Duke University
 Commercial Art Studies, University of Wisconsin
 J.D., University of Minnesota
 B.S., Orlando College
 B.S., Southern Illinois University
 B.S., State University of New York at Albany
 M.B.A., University of Wisconsin
 M.Ed., Rollins College
 M.B.A., Georgia State University
 Commercial Art Studies, University of Florida
 M.S., Eastern Carolina University
 Diploma, Minnesota School of Business
 B.S., Virginia Polytechnical Institute
 B.S., State University College at Brockport
 Ph.D., Ball State University
 M.S., Florida State University
 M.Ed., Luther Rice Seminary
 M.A., University of Minnesota
 Diploma, Duluth Area Vocational Institute
 B.A., University of South Florida
 B.S., Virginia Commonwealth University
 J.D., Mississippi College School of Law
 M.S., Western Michigan University
 L.P.N., Miami Lake Technical Institute
 M.B.A., University of South Florida
 B.A., Cleveland State University
 M.B.A., University of Pittsburgh
 M.B.A., Nova University
 M.S., Rollins College
 M.B.A., Florida International University
 A.S., Jones College
 B.S., Troy State University
 B.A., University of Central Florida
 B.S., University of Massachusetts

South Campus Faculty

Belbeck, Michael
 Conley, Karen
 Danesh, Shahab
 Driskill, Terri
 Gillespie, Stephen
 Grant, Sally
 Holbrook, Victoria
 Kaigler, Aubrey
 Kessler, Martin
 Litterfield, Josephine
 Moler, Andrew
 Murphy, John
 Nuss, Jean
 Polgar, Julian
 Rea, Clyde
 Rosenberg, Stanley
 Sise, Sandra
 Vasilgh, Bijan
 Whalley, Tina
 Willis, Lori

B.S., Florida State University
 B.A., Indiana University
 M.B.A., Florida Institute of Technology
 B.S., Florida Southern College
 B.A., University of Central Florida
 L.P.N., Orlando Vocational School
 L.P.N., Missionary Baptist School of Nursing
 B.S., University of Southwestern Louisiana
 Ph.D., Heed University
 L.P.N., Florida Hospital School of Nursing
 J.D., Ohio Northern University
 M.Ed., Indiana University
 R.N., Chestnut Hill School of Nursing
 M.S., Columbia University
 B.S., Florida State University
 L.L.B., New York Law School
 B.S., Bethune Cookman College
 Ph.D., State University of New York
 R.M.A., Diploma, Tampa College
 B.A., University of Central Florida

MEDICAL EDUCATION PROGRAMS

MEDICAL RECEPTIONIST

DAY PROGRAM

Program Length: 24 Weeks

Credit Hours: 43.5

	<u>Course</u>	<u>Credit Hours</u>
APB 1100	Anatomy and Physiology I	3.0
APB 1110	Anatomy and Physiology II	3.0
APB 1120	Anatomy and Physiology III	3.0
MEA 1370	Ethics and Relations	1.5
MEA 1400	Medical Insurance	1.5
MEA 1450	Clinical Assisting	3.0
MEA 1460	Office Administration and Management	3.0
MSC 1410	Vital Signs and Emergencies	3.0
MSC 1440	Diagnostics and Special Procedures	3.0
MSC 1531	Medical Terminology	1.5
PHA 1005	Survey of Pharmacology	1.5
SES 1101A	Typing I	1.5
SES 1101B	Typing II	1.5
SES 1111A	Typing III	1.5
SES 1111B	Typing IV	1.5
SES 1341	Professional Development	1.5
SES 1342	Computer Literacy	1.5
SES 1343	Grammar	1.5
SES 1350	Office Finance and Accounting	3.0
SES 1361	Transcription	1.5
SES 1370	Introduction to Word Processing	1.5
Total Credit Hours		43.5

EVENING PROGRAM

Program Length: 30 Weeks

Credit Hours: 30.0

	<u>Course</u>	<u>Credit Hours</u>
APB 1201	Orthopedics	1.5
APB 1202	Cardiopulmonary	1.5
APB 1203	Internal Medicine	1.5
APB 1205	Neurology	1.5
APB 1206	Reproduction and Development	1.5
MEA 1231	Personal Development	1.5
MEA 1241	Clinical Assisting Procedures	1.5
MEA 1251	Emergencies	1.5
MEA 1271	Office Procedures	1.5
MSC 1220	Vital Signs	1.5
MSC 1531	Medical Terminology	1.5
PHA 1005	Survey of Pharmacology	1.5
SES 1101A	Typing I	1.5
SES 1101B	Typing II	1.5
SES 1340	Office Accounting	1.5
SES 1342	Computer Literacy	1.5
SES 1343	Grammar	1.5
SES 1347	Insurance and Billing	1.5
SES 1361	Transcription	1.5
SES 1370	Introduction to Word Processing	1.5
Total Credit Hours		30.0

MEDICAL ASSISTANT

DAY PROGRAM

Program Length: 34 Weeks

Credit Hours: 54.5

		<u>Course</u>	<u>Credit Hours</u>
APB	1100	Anatomy and Physiology I	3.0
APB	1110	Anatomy and Physiology II	3.0
APB	1120	Anatomy and Physiology III	3.0
MEA	1370	Ethics and Relations	1.5
MEA	1400	Medical Insurance	1.5
MEA	1450	Clinical Assisting	3.0
MEA	1460	Office Administration and Management	3.0
MEA	2930	Medical Assisting Day Externship	5.0
MLS	2300	Laboratory and Clinical Procedures	6.0
MSC	1410	Vital Signs and Emergencies	3.0
MSC	1440	Diagnostics and Special Procedures	3.0
MSC	1531	Medical Terminology	1.5
PHA	1005	Survey of Pharmacology	1.5
SES	1101A	Typing I	1.5
SES	1101B	Typing II	1.5
SES	1111A	Typing III	1.5
SES	1111B	Typing IV	1.5
SES	1341	Professional Development	1.5
SES	1342	Computer Literacy	1.5
SES	1343	Grammar	1.5
SES	1350	Office Finance and Accounting	3.0
SES	1361	Transcription	1.5
SES	1370	Introduction to Word Processing	1.5

Total Credit Hours

54.5

EVENING PROGRAM

Program Length: 40 Weeks

Credit Hours: 38.0

		<u>Course</u>	<u>Credit Hours</u>
APB	1201	Orthopedics	1.5
APB	1202	Cardiopulmonary	1.5
APB	1203	Internal Medicine	1.5
APB	1205	Neurology	1.5
APB	1206	Reproduction and Development	1.5
MEA	1231	Personal Development	1.5
MEA	1241	Clinical Assisting Procedures	1.5
MEA	1251	Emergencies	1.5
MEA	1271	Office Procedures	1.5
MEA	2931	Medical Assisting Evening Externship	2.0
MSC	1220	Vital Signs	1.5
MLS	2300	Laboratory and Clinical Procedures	6.0
MSC	1531	Medical Terminology	1.5
PHA	1005	Survey of Pharmacology	1.5
SES	1101A	Typing I	1.5
SES	1101B	Typing II	1.5
SES	1340	Office Accounting	1.5
SES	1342	Computer Literacy	1.5
SES	1343	Grammar	1.5
SES	1347	Insurance and Billing	1.5
SES	1361	Transcription	1.5
SES	1370	Introduction to Word Processing	1.5

Total Credit Hours

38.0

MEDICAL TRANSCRIPTIONIST

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. Students receive an intense training program in transcribing medical dictation, medical terminology, and knowledge of various report forms. The graduate will have been trained in radiology, pathology, physiotherapy, and surgery report formats.

Program Length: 24 Weeks

Credit Hours: 36.0

		<u>Course</u>	<u>Credit Hours</u>
APB	1100	Anatomy and Physiology I	3.0
APB	1110	Anatomy and Physiology II	3.0
APB	1120	Anatomy and Physiology III	3.0
MEA	1370	Ethics and Relations	1.5
MSC	1440	Diagnostics and Special Procedures	3.0
MSC	1531	Medical Terminology	1.5
SES	1101	Typing	3.0
SES	1111	Typing, Advanced	3.0
SES	1161	Basic Transcription	2.0
SES	1343	Grammar	1.5
SES	1363	Systems Transcription	2.0
SES	1365	Foreign Transcription	2.0
SES	1369	General Surgery Transcription	2.0
SES	1370	Introduction to Word Processing	1.5
SES	1377	Internal Medicine Transcription	2.0
SES	1378	Advanced Transcription	2.0
		Total Credit Hours	36.0

NEW COURSES TO BE ADDED

- APB1100 Anatomy and Physiology I** 3.0 credit hours
40 clock hours
A study of the structure and function of the skeletal, muscular, circulatory, and respiratory systems of the human body.
- APB1110 Anatomy and Physiology II** 3.0 credit hours
40 clock hours
The reproductive, digestive, and urinary systems of the human body are studied in some detail. The course also includes a study of fetal development and labor and delivery.
- APB1120 Anatomy and Physiology III** 3.0 credit hours
40 clock hours
Structure and function of the human integumentary, endocrine, nervous, and sensory systems is covered. Also includes discussion of associated diseases and impairments.
- MSC1440 Diagnostics and Special Procedure** 3.0 credit hours
40 clock hours
A valuable study to any allied health professional of the diagnostic aids available in medical care. The course correlates disease symptoms, clinical laboratory tests, radiology procedures, and physical and respiratory therapy procedures to the diagnosis and treatment of disease.
- MSC1410 Vital Signs and Emergencies** 3.0 credit hours
40 clock hours
The allied health student acquires the aptitude and skill necessary to perform blood pressure, height, weight, temperature, pulse, respiration, basic first aid, and cardiopulmonary resuscitation on both children and adults.
- MEA1450 Clinical Assisting** 3.0 credit hours
40 clock hours
A study of the basic skills and procedures used when assisting the physician. The student will learn physical exams and positions, minor surgery assistance, surgical instruments, examination instruments, and aseptic technique. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced.
- MEA1400 Medical Insurance** 1.5 credit hours
20 clock hours
A study of the types of insurance plans available in the United States to include HMO, Workmen's compensation, Medicare, Medicaid, Champus, and various private plans. The student will learn the process of completion and submission of claim forms, reimbursement, and standard diagnostic code sources.

- PHA1005 Survey of Pharmacology** 1.5 credit hours
 20 clock hours
 The basics of pharmacology are introduced to the allied health professional. The course covers basic drug classification systems, pharmacology abbreviations, basic routes of administration, and governmental regulatory control of narcotics. The types of injections and basic injection technique is also introduced.
- MEA1460 Office Administration and Management** 3.0 credit hours
 40 clock hours
 A course that introduces the student to the basic operations of the administrative or "front" office of the physician's office or clinic. The course includes a discussion of appointment scheduling, telephone technique, records management, obtaining patient history, handling mail, and providing service to the handicapped or pediatric patient in the office.
- SES1350 Office Finance and Accounting** 3.0 credit hours
 40 clock hours
 The theory and practice of the pegboard bookkeeping system is covered in detail. Also includes a review of basic mathematics, billing, collections, payroll, and purchasing procedures as performed in the medical office.
- MEA1231 Personal Development** 1.5 credit hours
 20 clock hours
 The responsibilities of the health care worker as a professional are discussed to include proper dress, mannerism, etiquette, etc. The course also covers the basic job search skills of resume' preparation, interview technique, thank you letters, and cover letters.
- MEA1241 Clinical Assisting Procedures** 1.5 credit hours
 20 clock hours
 An introduction to the Medical Assistant's role in assisting the physician with minor surgery as well as a variety of routine physical examinations. Includes discussion and practice of tray set-ups, instruments, aseptic technique, associated medical specialties, and patient positioning.
- MEA1251 Emergencies** 1.5 credit hours
 20 clock hours
 A course in basic first aid and emergency treatment that includes cardiopulmonary resuscitation and recognition and response in emergency situations.
- MEA1271 Administrative Office Procedures** 1.5 credit hours
 20 clock hours
 The operation and control of the "front desk" in a medical office or clinic is discussed. Includes appointment setting, telephone etiquette, handling mail, filing, and records management.
- SES1347 Insurance and Billing** 1.5 credit hours
 20 clock hours
 A concise coverage of patient billing and collections procedures that includes insurance claim processing. The course will also introduce the student to the various types of medical insurance available in the United States.

PHA1004 OTC Drugs and Supplies 3.0 credit hours
40 clock hours
A study of common over-the-counter medications and supplies available to the consumer. The student will learn basic patient assessment techniques as well as classification, contraindications, dosage, and interactions of OTC products.

REWRITES OF EXISTING COURSES

PHA1000 Pharmacology I 1.5 credit hours
20 clock hours
A study of vitamins, minerals, skin medications, anti-infective drugs, eye medications, and common drugs of the urinary and gastrointestinal systems to include classifications, uses, side effects, contraindications, and interactions.

PHA1001 Pharmacology II 1.5 credit hours
20 clock hours
Antineoplastic drugs, autonomic nervous system drugs, analgesics, sedatives, hypnotics, psychotropic medications, musculoskeletal drugs, and anticonvulsants are studied. Each major class of drugs is discussed as to its usage, side effects, contraindications, and interactions.

PHA1002 Pharmacology III 1.5 credit hours
20 clock hours
A study of the usage, side effects, contraindications, and interactions of drugs of the endocrine, reproductive, cardiovascular, and respiratory systems as well as antihistamines and local anesthetics.

Orlando College

Faculty - Staff - Administration

Administration

Donald C. Jones
Douglas Devaux
Ouida Kirby
Michele McArdle
Barbara Huybers
Marcel Bujarski
Jackie Wendt
Nancy Rogers
Roxann Roberts
Linda Kaisrlik

President, Chief Executive Officer
Chairman, Board of Trustees
Vice President, Chief Administrative Officer
Dean of Education
Associate Dean/Facility Administrator, South Campus
Assistant Dean of Education
Registrar
Director of Admissions
Business Office Supervisor
Senior Financial Aid Administrator

Main Campus Staff

Lora Dennis, Exec. Secretary to the V.P.
Tony Dalto, Admissions Representative
Marianne Marosan, Admissions/HS Rep.
Jerry Scaccia, Admissions Representative
Aaron Morrison, Admissions/Telemarketing
Sharon Davis, Accts. Receivable Coordinator
Julie Bechtel, Bookstore Manager
Sharon Cundiff, Secretary to the Dean
Carol Taylor, Secretary to the Associate Dean
Georgia Barnett, Financial Aid Officer
Alison Puterbaugh, Financial Aid Officer
Martha Petty, Librarian
Janie King, Placement Coordinator
Bob Herrick, Maintenance Coordinator
Janet French, Receptionist
Lori Olive, Evening Receptionist
Kelli Morrison, Records Clerk
Karen Migetz, Records Clerk

South Campus Staff

Paul Gordon, Lead Admissions Representative
Pat Ogden, Admissions Representative
Luz Diaz, Financial Aid Officer
Evelyn Tracy, Administrative Assistant
Elizabeth Cook, Records Coordinator
Anita Gray, Placement Coordinator

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Boelke, Michael	Commercial Art Studies, University of Wisconsin
Burton, Sonia	J.D., University of Minnesota
Bujarski, Marcel	B.S., Orlando College
Cloyd, Rose	B.S., Southern Illinois University
Cosgriff, Elaine	B.S., State University of New York at Albany
Dalka, Donald	M.B.A., University of Wisconsin
Duncan, Cliff	M.Ed., Rollins College
Edwards, Russell	M.B.A., Georgia State University
Fox, Pat	Commercial Art Studies, University of Florida
Getz, Alan	M.S., Eastern Carolina University
Gunderson, Randee	Diploma, Minnesota School of Business
Honold, Nancy	B.S., Virginia Polytechnical Institute
Hoskins, David	B.S., State University College at Brockport
Jones, Louise	Ph.D., Ball State University
Keith, Rick	M.S., Florida State University
King, Janie	M.Ed., Luther Rice Seminary
LaFace, Darryl	M.A., University of Minnesota
MacMillan, Sue	Diploma, Duluth Area Vocational Institute
Marchant, Patricia	B.A., University of South Florida
Matheny, Brenda	B.S., Virginia Commonwealth University
McLatchey, Russell	J.D., Mississippi College School of Law
Meadowcroft, Jane	M.S., Western Michigan University
Osilaja, Pearl	L.P.N., Miami Lake Technical Institute
Pittman, Susan	M.B.A., University of South Florida
Rafferty, John	B.A., Cleveland State University
Rugh, Kenneth	M.B.A., University of Pittsburgh
Thomas, Rick	M.B.A., Nova University
Todd, Shirley	M.S., Rollins College
Valcarcel, Luisa	M.B.A., Florida International University
Vasek, Scott	A.S., Jones College
Vernon, Sherri	B.S., Troy State University
Wheeler, William	B.A., University of Central Florida
Wilson, Barbara	B.S., University of Massachusetts

South Campus Faculty

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Conley, Karen	B.A., Indiana University
Danesh, Shahab	M.B.A., Florida Institute of Technology
Driskill, Terri	B.S., Florida Southern College
Gillespie, Stephen	B.A., University of Central Florida
Grant, Sally	L.P.N., Orlando Vocational School
Holbrook, Victoria	L.P.N., Missionary Baptist School of Nursing
Kaigler, Aubrey	B.S., University of Southwestern Louisiana
Kessler, Martin	Ph.D., Heed University
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Moler, Andrew	J.D., Ohio Northern University
Murphy, John	M.Ed., Indiana University
Nuss, Jean	R.N., Chestnut Hill School of Nursing
Polgar, Julian	M.S., Columbia University
Rea, Clyde	B.S., Florida State University
Rosenberg, Stanley	L.L.B., New York Law School
Sise, Sandra	B.S., Bethune Cookman College
Vasigh, Bijan	Ph.D., State University of New York
Whatley, Tina	R.M.A., Diploma, Tampa College
Willis, Lori	B.A., University of Central Florida

