

ORLANDO COLLEGE

(Established 1953)

1990-91 CATALOG

ORLANDO COLLEGE -- NORTH CAMPUS

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Orlando, Florida 32810
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ORLANDO COLLEGE -- SOUTH CAMPUS

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Orlando, Florida 32806
(407) 841-1410

ORLANDO COLLEGE -- CENTRAL PARK

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Orlando College does not discriminate on the basis of race, religion, age, sex, handicap, or national or ethical 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

STATEMENTS OF PHILOSOPHY AND OBJECTIVES

Mission Statement

Orlando College is a private, career-oriented institution that believes the basic purpose of education is to prepare one for the highest degree of self-realization through the attainment of useful skills and training necessary to enrich one's life.

The ultimate goal of the institution lies in its responsibility to provide educational opportunities through specific and practical career training designed to prepare the student for entry into the workplace while serving the needs of the business community.

Statement of Purpose

In keeping with the needs of the students and the ever-changing business community the College serves, the faculty and administration are dedicated to the accomplishments of the following objectives:

- To provide educational services at the collegiate level by offering career skills in the associate, baccalaureate, and graduate programs
- To offer -- through a sincere concern on the part of the educated, dedicated, and qualified instructors -- the necessary tools of learning that will help ensure each student's future success
- To assure all students, from the first introduction to graduation, that the relationship with all college personnel will meet the highest standards of professional ethics
- To provide the business community with qualified and productive graduates who are capable of assuming a useful place in society and perform well in that place.

HISTORY

Orlando College traces its roots to Jacksonville, Florida where it was founded as Jones College in 1918. In 1947 the College was chartered by the State of Florida as a non-profit degree-granting institution. 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. In April 1989, Orlando College was acquired by Phillips Colleges, Inc., a Gulfport, Mississippi based company and owner of the largest group of privately-held career colleges in the United States.

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.

The College is registered with the Florida State Licensure Board of Independent Colleges and Universities.

MEMBERSHIPS, APPROVALS, AND AFFILIATIONS

The College is a 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

College Placement Council, Inc.
Data Processing Management Association
Florida Association of Accredited Private Schools
Florida Association of Student Financial Aid Administrators
Florida Direct Marketing Association
Florida Motion Picture and Television Association
Florida Shorthand Reporters Association
Greater Orlando Chamber of Commerce
Kissimmee Chamber of Commerce
National Association for Foreign Student Advisors
National Association of Legal Assistants
National Association of Student Financial Aid Administrators
Orlando Advertising Federation
Orlando Legal Assistants
Seminole County Chamber of Commerce
Southeastern Association of Private Colleges & Schools
Southern Association of Collegiate Registrars & Admissions Officers
Southern Association of Student Financial Aid Administrators
St. Cloud Chamber of Commerce
Winter Park Chamber of Commerce

ORLANDO: THE CITY BEAUTIFUL

Central Florida continues to be 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 over 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. Two movie studios, Disney MGM and Universal, have built sound stages in Orlando thereby creating additional career opportunities for residents. Orlando is the site of Spring training for the Houston Astros baseball team, and the Orlando Magic NBA 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 three locations of Orlando College are designed to provide excellent learning environments, comfortable atmospheres, and convenience and accessibility.

All classrooms and offices are completely weather conditioned for every season. Comfortable, colorful classrooms and labs are carpeted and contain modern functional furnishings and teaching equipment. There is adequate lighted parking for students at each location. Administrative offices are easily accessible to students for assistance and service.

Each location of the college provides the commuting student easy accessibility to major thoroughfares.

North campus operates in a modern office park near the Lee Road and I-4 interchange. South Campus is located near downtown Orlando on Orange Avenue near Gore Street. The Central Park location is easily accessible in the Central Park area of South Orlando at Lancaster Avenue and Highway 441.

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.

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.

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.

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 to assist graduates in locating entry-level career opportunities. The Career Planning and Placement Office works closely with business and industry to assist in each student's access to the marketplace and, as a by-product of this endeavor, assists employers in meeting their employment needs. This is accomplished not only by presentation of graduates as potential career professionals to industry, but also through aiding in the graduates' development of a positive self-image, and in assessing competencies, strengths and career expectations. In essence, it is the goal of the Career Planning and Placement Office to help every student realize a high degree of personal and professional development and successful employment.

LIBRARY

The College libraries support 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 credit hours or more).

The scholarships are as follows:

Sophomore Honor Scholarship (Must have completed 48 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 96 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 144 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 terms following enrollment and before the student achieves a total of 144 hours of credit. The scholarship is not renewable. The tuition is to be credited at the rate of \$150 per term. 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 Term 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 undergraduate applicants are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. 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 FOR HIGH SCHOOL GRADUATES

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

INTERNATIONAL STUDENTS

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program, and a TOEFL Score of 475 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent is required for entry into the graduate program. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of full-time fees and tuition for at least one academic term. American students.

ORIENTATION

New students, prior to attending classes, as well as those returning to the College after a term 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 48 credits toward an associate degree or 144 credits toward a baccalaureate degree through these methods. Methods of achieving a time-shortened residency are described in the following four paragraphs:

Transfer Students

Students with earned college credit from another college or university may apply for credit transfer to the 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 (see fee schedule).

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 Coordinator 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.

TUITION AND FEES

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

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.

BOOK LOANER PROGRAM

All new and re-entry undergraduate students will be issued loaner textbooks. Students failing to return loaned textbooks will be charged for the replacement of the loaned textbooks. Students wishing to purchase their loaner books may do so in the bookstore.

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, a Statement of Selective Service Registration Status, and an anti-drug abuse statement 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 and "Duration of Eligibility For Financial Assistance" information 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 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.

Stafford Student Loan Program Formerly Guaranteed Student Loan (GSL)

The Stafford Student Loan, 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 loan 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)

Under this program, a student must be a high school graduate or have a GED to be eligible to participate. 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 Stafford 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 Stafford 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.

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

War Orphan Educational Assistance

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

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:

<u>Grade Evaluation</u>	<u>Grade Points Per Credit Hour</u>
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
W Withdrawal, Penalty	0
F Failure	0
I Incomplete	0

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

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

E Exemption not calculated
U Audit not calculated
Z Directed Study in Progress 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 term by the number of credit hours attempted. If, for example, a student earned an A in one 4.0 credit hour class, the student would multiply 4.0 credit hours times 4 (the grade point total for an A). The grade points for that class would be 16. If the student earned a C for a second 4.0 credit hour class, the student would multiply 4.0 credit hours times 2 (the grade point total for a C). The grade points for that class would be 8. Adding the total number of grade points, 16 and 8, the student would have 24 grade points. The student attempted 8 credits. The grade points of 24, divided by the 8 credit hours attempted, would result in a grade point average of 3.0.

ATTENDANCE POLICY

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

Students are required to attend on a full-time basis and to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences may cause the student to be withdrawn from the class. The actual last date of attendance will be used in reporting the student's final attendance date.

12-Week Terms -- Day/Evening

Any student who is absent for five (5) consecutive days and/or nights or ten (10) cumulative days and/or nights may be placed on attendance probation for a period of one (1) week. While on attendance probation, any student who is absent for two (2) days and/or nights (consecutive or cumulative) will be suspended for non-attendance.

6-Week Mini Terms -- Day/Evening

Any student who is absent for three (3) consecutive days and/or nights or five (5) cumulative days and/or nights may be placed on attendance probation for a period of one (1) week. While on attendance probation, any student who is absent for one (1) day and/or night will be suspended for non-attendance.

Deviations from this policy because of mitigating circumstances must have the approval of the Dean of Education and must be evidenced by a doctor's excuse, copy of military or work hours, conflict, etc. Students will be notified in writing of attendance probation and/or suspension.

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

RE-ENTRY POLICY

Students whose enrollment is interrupted may be permitted to re-enter one time upon request. Thereafter, one additional re-entry may be permitted with approved and documented mitigating circumstances.

DURATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

Federal, State and College regulations require that a student maintain satisfactory academic progress in order to receive financial assistance.

A student is expected to earn a degree within a specified period of time and is only eligible for financial aid during this period of time. A student 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. At the time of measurement, a student will also lose financial assistance eligibility by failure to satisfactorily complete at least 60% of the credit hours attempted.

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

If a student feels that there are mitigating circumstances that have 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 the Financial Aid Committee 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.

STUDENT CONDUCT AND GRIEVANCE POLICY

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 re-enter.

Students who feel their rights have been violated are entitled to due process in the form of a hearing by an Appeals Committee appointed by the College Director. A student wishing to request such a hearing should contact the Dean.

ACADEMIC DEFICIENCIES

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS

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

Students must maintain a grade point average of C (2.0). A student failing to achieve a C (2.0) cumulative grade point average will be placed on Academic Probation for one academic term.

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 Academic Suspension. A suspended student may not enroll at the College for one term following suspension.

Students must meet other eligibility requirements imposed while enrolled at the College. To remain eligible, the student must complete the total credit hours of the stated program objective within 150% of the minimum total credit hours required for the program.

A student may not receive Title IV funds for more than 1.5 times the standard program length. For example:

<u>Standard Program Length</u>	<u>Maximum Length</u>
192 Credit Hours	288 Credit Hours
108 Credit Hours	162 Credit Hours
96 Credit Hours	144 Credit Hours

At the end of each academic year, the student must have satisfactorily completed at least 60% of the credit hours attempted. Students failing to meet these standards are ineligible for continued matriculation at the institution, unless mitigating circumstances are acknowledged and documented on a case-by-case basis by the Dean of Education.

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 Academic Probation. If otherwise eligible, a re-entered student may receive financial assistance only when he or she has again attained satisfactory academic progress.

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 re-enter. Actions of Academic Suspension or Dismissal may also be taken if, in the judgment of the Director or Dean, the student's continuance in a program of study is resulting in no advantage to the student or the College.

GRADUATION

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

All graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted.

Degrees may be awarded in absentia only after Commencement Exercises are held.

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 toward an Associate degree. A graduate of the College who has completed one of the diploma programs prior to those listed in the 1989-90 Catalog, 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.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

Possession of these substances on campus may be cause for dismissal.

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

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.

ACADEMIC PROGRAMS

	LOCATIONS		
	<u>North</u>	<u>South</u>	<u>Central Park</u>
Master of Business Administration Degree	X	X	X
Master of Public Administration Degree	X	X	X
Bachelor of Science Degrees			
• Accounting Major	X	X	X
• Computer Information Science Major	X	X	X
• Criminal Justice Major		X	X
• Management/Marketing Major	X	X	X
• Professional Accounting Major (Fifth Year)	X		
Bachelor of Business Administration Degree	X	X	X
Associate in Business Degree	X	X	X
Associate in Science Degrees			
• Accounting Major	X	X	X
• Commercial Art Major	X		
• Computer-Aided Design Major			X
• Computer Applications Major	X	X	
• Computer Information Science Major	X	X	X
• Court Reporting Major	X		
• Criminal Justice Major		X	X
• Management/Marketing Major	X	X	X
• Medical Assistant Major		X	
• Paralegal Major	X	X	X
• Video and Film Production Major	X		

Note: Students may not be able to complete all programs in their entirety at all locations.

ADDITIONAL SPECIFIC REQUIREMENTS AND INFORMATION

GRADUATE PROGRAM

PHILOSOPHY

The graduate programs were developed to enhance the individual's effectiveness in 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.

In addition, the graduate program will emphasize ethics, use of information systems, international business, and effective oral and written communications in each course presented.

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 credit 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 credit 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 term.

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a baccalaureate degree is a prerequisite for admission to the graduate program 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. Provide completed admissions forms.
3. All foreign students from non-English speaking countries who are entering from institutions other than a member institution must present a TOEFL score of not less than 550 or equivalent as evidence of their proficiency in reading, writing, and speaking the English language.

Categories of Enrollment:

A student applying to the graduate program may be classified in one of 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 achieve a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a Master degree.

2. Provisional Students

Any student wishing to become a candidate for a Master degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has either earned a score of not less than 450 on the GMAT or earned a comparable score on the GRE and has satisfactorily completed 16 credits of graduate course work at the College with a grade point average that meets the minimum standards of progress for the Graduate program. Students admitted on a provisional basis will be admitted as degree candidates (Regular Student status) only upon evaluation and favorable action by the Committee on Admissions for the Graduate Program. Upon admittance under provisional status, a "Statement of Acknowledgement" is executed by the student who certifies successful completion of 16 credits 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 degrees must satisfy or have completed the following prerequisite courses or their equivalent:

- Principles of Accounting
- Principles of Economics
- Statistics

The College offers special short-term preparation courses which, if successfully completed, may be substituted for the prerequisites listed above. These preparation courses are:

- ACC 4900 Accounting Fundamentals
- ECO 4900 Microeconomic Concepts
- QMB 4900 Introductory 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.

STANDARDS OF PROGRESS FOR GRADUATE PROGRAMS

A student pursuing a Master 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 credit hours completed. Failure to meet the minimum grade point average will result in the student being placed on Academic Probation. If otherwise eligible, a student may receive financial assistance during the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the 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 credit 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>Credit Hours Completed</u>	<u>Minimum GPA</u>
16 - 27	2.50
28 - 39	2.70
40 - 49	2.90
50 or more	3.00

At the end of each academic year, the student must have satisfactorily completed at least 60% of the credit hours attempted.

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 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.

TRANSFER OF CREDIT

Students transferring graduate level courses from other institutions must provide evidence that the courses are comparable in content to the program of study at the College. No more than 16 hours may be accepted in transfer, and no courses will be transferred that show a grade below a "B."

ACADEMIC LOAD - GRADUATE STUDENT

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

TUITION

The tuition for the Graduate program courses is stated in a separate Supplement to the Catalog. (See insert).

REFUND POLICY

The tuition refund policy for students enrolled in the graduate program is the same as stated for the undergraduate program, page 24 of the Catalog.

SECOND GRADUATE DEGREE

A student pursuing a second Master 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 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 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.

**Requirements for
THE MASTER OF BUSINESS ADMINISTRATION DEGREE
AND THE MASTER OF PUBLIC ADMINISTRATION DEGREE
Suggested Curriculum**

MASTER OF BUSINESS ADMINISTRATION

MASTER OF PUBLIC ADMINISTRATION

GRADUATE CORE COMPONENT

(To be Taken by All Majors)

Credit Hours

COP 5000	Computers and Executive Application	4.0
ECO 5410	Labor Economics - Public and Private	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 Communications	<u>4.0</u>

TOTAL CORE COMPONENT 24.0

MAJOR COMPONENT

BUSINESS ADMINISTRATION

PUBLIC ADMINISTRATION

ACC 5320	Managerial Accounting	4.0	FIN 5429	Government Finance	4.0
MAN 5428	Financial Management	4.0	PAD 5060	Public Administration	
MAN 5785	Marketing Management	4.0		Theory and Practice	4.0
MAN 5721	Advanced Business		PAD 5221	Public Law and Regulation	4.0
	Policy and Strategy	4.0	PAD 5931	Public Policy and Strategy	4.0
MAN 5900	Directed Study	6.0	PAD 5900	Directed Study	6.0
	Elective	4.0		Elective	4.0
	Elective	<u>4.0</u>		Elective	<u>4.0</u>

TOTAL MAJOR COMPONENT 30.0

TOTAL MAJOR COMPONENT 30.0

CREDITS REQUIRED FOR GRADUATION:

Credit Hours

GRADUATE CORE COMPONENT	24.0
MAJOR COMPONENT	<u>30.0</u>
TOTAL	54.0

ADDITIONAL INFORMATION FOR UNDERGRADUATE STUDENTS

APPLICATION PROCEDURE

Qualified applicants must submit a completed Application for Admission to the College with the application fee, which is non-refundable. A high school transcript of work completed through date of application is also required. High school officials should be requested to mail transcripts directly to the College. If a transcript is not available at the time of application, the College will make every effort to assist the applicant in obtaining one.

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

DEFINITION OF CREDIT

An hour of credit is equivalent to a minimum of 10 class hours of instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship.

ACADEMIC LOAD - UNDERGRADUATE STUDENT

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

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 Dean, students are expected to increase their knowledge and competency in courses required in their academic programs. A secondary purpose of the program is to present students to employers in a way which will increase their post-graduation employment potential.

Degree-seeking students who have completed at least two terms 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 at least two other courses, either in residence or through independent study.

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

Cooperative Education Credit

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

Grades earned in cooperative education courses are computed in grade point averages on the same basis as other grades.

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

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

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

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

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 HONOR ROLL AND ACADEMIC ACHIEVEMENT AWARD

To recognize and encourage outstanding scholastic performance, a Dean's Honor Roll is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of at least 3.50 and must have been registered for 12 or more credit hours. The Academic Achievement Award lists all full-time students who have maintained a 4.00 grade point average during the term.

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 are made in the following manner:

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

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

If the student's last date of class attendance is:

- During the first week of classes, the institution may retain 10% of the program price applicable to the academic year.
- During the second through the fourth week of classes, the institution may retain 20% of the program price applicable to the academic year.
- During the fifth week and up to the first 25% of the student's academic year, the institution may retain 45% of the program price applicable to the academic year.
- During the second 25% of the student's academic year, the institution may retain 70% of the program price applicable to the academic year.
- During the latter 50% of the student's academic year, the institution may retain 100% of the program price applicable to the academic year.

For programs longer than one academic year (9 calendar months) in length, 100% of stated program costs attributable to future years will be refunded when a student withdraws during the prior period.

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 for students who are receiving Title IV financial aid will be made in accordance to the following priorities: Perkins, Stafford (GSL), SLS/PLUS, SEOG, and PELL.

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.

UNDERGRADUATE DEGREE PROGRAMS

All students seeking any of the degrees stated herein 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.

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.

TWO MAJORS

Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 48 appropriate credit 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 48 appropriate credit 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.

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

Area I - Business Administration Component	40.0 (minimum)
Area II - Major Component	56.0 (minimum)
Area III - General Education Component	56.0 (minimum)
Area IV - Approved Elective Component	40.0 (minimum)
TOTAL CREDIT HOURS REQUIRED	192.0 (minimum)

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

Area I - Business Administration Component	28.0 (minimum)
Area II - Major Component	44.0 (minimum)
Area III - General Education Component	24.0 (minimum)
TOTAL CREDIT HOURS REQUIRED	96.0 (minimum)

Requirements for 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. Graduates of Orlando College's Professional Accounting program are eligible to sit for the CPA examination.

<u>Accounting Area Component</u>	<u>Credit Hours</u>
ACC 4050 Accounting Information Systems	4.0
ACC 4860 Governmental Accounting	4.0
ACC 4221 Advanced Accounting II	4.0
ACC 4621 Auditing II	4.0
ACC 4531 Tax Research and Planning	4.0
Total Accounting Area Component Credit Hours	20.0

Approved Elective Component

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	28.0
Total Approved Elective Component Credit Hours	28.0
Total Additional Credits Needed to Qualify for the Second Degree	48.0

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

<u>Business Administration Component</u>	<u>Associate Degree Credit Hrs</u>	<u>Bachelor Degree Credit Hrs</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
FIN 3401 Principles of Finance		4.0
Electives		8.0
Total Business Administration Component Credit Hours	24.0	36.0
 <u>Major Component</u>		
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.	48.0	60.0
Total Major Component Credit Hours	48.0	60.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
Electives	12.0	40.0
Total General Education Component Credit Hours	24.0	56.0
 <u>Approved Elective Component</u>		
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		40.0
Total Approved Elective Component Credit Hours		40.0
 Total Credit Hours Required for Graduation	 96.0	 192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Credit Hours</u>	<u>Bachelor Degree Credit Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
FIN 3401 Principles of Finance		4.0
MAN 2050 Business Applications on the Microcomputer Electives	4.0	4.0 8.0
Total Business Administration Component Credit Hours	24.0	36.0
 <u>Major Component</u>		
ACC 3101 Intermediate Accounting I	4.0	4.0
ACC 3121 Intermediate Accounting II	4.0	4.0
ACC 3131 Intermediate Accounting III	4.0	4.0
ACC 3411 Cost Accounting I	4.0	4.0
ACC 3412 Cost Accounting II <u>or</u>		4.0
ACC 3501 Federal Taxation I	4.0	4.0
ACC 4521 Federal Taxation II		4.0
ACC 4201 Advanced Accounting I		4.0
ACC 4601 Auditing I		4.0
Electives-Business and Business Related	28.0	24.0
Total Major Component Credit Hours	48.0	60.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
Electives	12.0	40.0
Total General Education Component Credit Hours	24.0	56.0
 <u>Approved Elective Component</u>		
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.		40.0
Total Approved Elective Component Credit Hours		40.0
Total Credit Hours Required for Graduation	96.0	192.0

**Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Computer Information Science Degree
Suggested Curriculum**

<u>Business Administration Component</u>	<u>Associate Degree Credit Hours</u>	<u>Bachelor Degree Credit Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
FIN 3401 Principles of Finance	4.0	4.0
MAN 2050 Business Applications on the Microcomputer Electives	4.0	8.0
Total Business Administration Component Credit Hours	24.0	36.0
 <u>Major Component</u>		
CIS 2321 Systems Analysis Methods	4.0	4.0
COC 1212 Programming Logic	4.0	4.0
COC 4998 Any Approved Programming Language	4.0	4.0
COP 2100 Computer Programming - BASIC	4.0	4.0
COP 2121 Computer Programming - COBOL	4.0	4.0
COP 3121 Computer Programming - Advanced COBOL	4.0	4.0
COP 3530 Data Base Program Development Electives - Business and Business Related	28.0	32.0
Total Major Component Credit Hours	48.0	60.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
SPC 3010 Effective Speaking	4.0	4.0
Electives	12.0	40.0
Total General Education Component Credit Hours	24.0	56.0
 <u>Approved Elective Component</u>		
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		40.0
Total Approved Elective Component		40.0
 Total Credit Hours Required for Graduation	 96.0	 192.0

**Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Criminal Justice Major
Suggested Curriculum**

<u>Business Administration Component</u>	<u>Associate Degree Credit Hours</u>	<u>Bachelor Degree Credit Hours</u>
BUL 2100 Business Law I	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
MAN 2000 Principles of Management		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
Electives	12.0	24.0
Total Business Administration Component Credit Hours	24.0	40.0
 <u>Major Component</u>		
CCJ 1101 Introduction to Criminal Justice	4.0	4.0
CCJ 2230 Criminal Evidence	4.0	4.0
CCJ 1502 Constitutional Law and Legal Procedures	4.0	4.0
CCJ 2500 Juvenile Delinquency	4.0	4.0
CCJ 1010 Criminology	4.0	4.0
CCJ 1800 Criminal Investigation & Police Procedures	4.0	4.0
CCJ 3300 Probation & Parole		4.0
CCJ 3310 Loss Prevention and Surveillance Technique		4.0
CCJ 4640 Organized Crime		4.0
CCJ 4452 Criminal Justice Management		4.0
LEA 2303 Criminal Procedure	4.0	4.0
PHA 2010 Pharmacology/First Aid	4.0	4.0
Electives	16.0	8.0
Total Major Component Credit Hours	48.0	56.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
Electives	12.0	40.0
Total General Education Component Credit Hours	24.0	56.0
 <u>Approved Elective Component</u>		
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		40.0
Total Approved Elective Component Credit Hours		40.0
 Total Credit Hours Required for Graduation	 96.0	 192.0

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

<u>Business Administration Component</u>	<u>Associate Degree Credit Hours</u>	<u>Bachelor Degree Credit Hours</u>
ACC 2001 Principles of Accounting I	4.0	4.0
ACC 2021 Principles of Accounting II	4.0	4.0
ACC 2031 Principles of Accounting III	4.0	4.0
BUL 2100 Business Law I	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
FIN 3401 Principles of Finance		4.0
MAN 2050 Business Applications on the Microcomputer Electives	4.0	4.0 8.0
Total Business Administration Component Credit Hours	24.0	36.0
 <u>Major Component</u>		
ADV 2331 Advertising	4.0	4.0
MAN 2000 Principles of Management	4.0	4.0
MAN 3300 Personnel Management		4.0
MAN 3344 Principles of Supervision	4.0	4.0
MAN 3800 Small Business Management	4.0	4.0
MAN 4344 Promotional Policies & Strategy		4.0
MAR 1023 Introduction to Marketing	4.0	4.0
MAR 3503 Consumer Behavior	4.0	4.0
MAR 4613 Marketing Research		4.0
Electives - Business and Business Related	24.0	24.0
Total Major Component Credit Hours	48.0	60.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
Electives	12.0	40.0
Total General Education Component Credit hours	24.0	56.0
 <u>Approved Elective Component</u>		
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		40.0
Total Approved Elective Component Credit Hours		40.0
 Total Credit Hours Required for Graduation	 96.0	 192.0

**Requirements for
THE BACHELOR OF SCIENCE
AND THE ASSOCIATE IN SCIENCE DEGREE
Paralegal Major
Suggested Curriculum**

<u>Business Administration Component</u>	<u>Associate Degree Credit Hours</u>	<u>Bachelor Degree Credit Hours</u>
BUL 2100 Business Law I	4.0	4.0
COC 1000 Introduction to Computers	4.0	4.0
MAN 2000 Principles of Management		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
Electives	12.0	24.0
Total Business Administration Component Credit Hours	24.0	40.0
 <u>Major Component</u>		
LEA 1015 Legal Research I	4.0	4.0
LEA 2015 Legal Research II	4.0	4.0
LEA 1232 Civil Litigation	4.0	4.0
LEA 1403 Business Organizations/Bankruptcy	4.0	4.0
LEA 1503 Family Law	4.0	4.0
LEA 2002 Introduction to Legal Assisting	4.0	4.0
LEA 2204 Real Estate	4.0	4.0
LEA 2222 Probate Procedure	4.0	4.0
LEA 2303 Criminal Procedure	4.0	4.0
LEA 2997 Paralegal Externship	4.0	4.0
MLS 1531 Medical Terminology, Medical Law & Ethics	4.0	4.0
SES 1100 Typing	4.0	4.0
Electives		8.0
Total Major Component Credit Hours	48.0	56.0
 <u>General Education Component</u>		
ENG 1540 English Usage	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
SPC 3010 Effective Speaking		4.0
Select one Math from among courses with MAC, MAT, or STA prefixes	4.0	4.0
Electives	12.0	40.0
Total General Education Component Credit Hours	24.0	56.0
 <u>Approved Elective Component</u>		
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		40.0
Total Approved Elective Component Credit Hours		40.0
 Total Credit Hours Required for Graduation	 96.0	 192.0

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Commercial Art Major
Suggested Curriculum**

<u>Business Administration Component</u>	<u>Associate Degree Credit Hours</u>
BUL 2100 Business Law I	4.0
COC 1000 Introduction to Computers	4.0
MAN 2050 Business Applications on the Microcomputer	4.0
Electives	12.0
Total Business Administration Component Credit Hours	24.0
 <u>Major Component</u>	
ART 1301 Drawing and Illustration	8.0
ART 1421 Advanced Illustration and Composition	8.0
ART 1531 Design/Typography	8.0
GRA 2301 Advertising Layout	8.0
GRA 2421 Graphic Design	4.0
GRA 2531 Production Art	4.0
GRA 2641 Advanced Production Art	4.0
Elective (Choose one from ART 2751 or GRA 2999)	4.0
Total Major Component Credit Hours	48.0
 <u>General Education Component</u>	
ENG 1540 English Usage	4.0
ENC 1312 Written Communications	4.0
Choose one Math from among courses with MAC, MAT, or STA prefixes	4.0
Electives	12.0
Total General Education Component Credit Hours	24.0
 Total Credit Hours Required for Graduation	 96.0

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Computer-Aided Design Major
Suggested Curriculum**

<u>Business Administration Component</u>			<u>Associate Degree Credit Hours</u>	
BUL	2100	Business Law I	4.0	
COC	1000	Introduction to Computers	4.0	
MAN	2050	Business Applications on the Microcomputer	4.0	
		Electives	8.0	
Total Business Administration Component Credit Hours				24.0
 <u>Major Component</u>				
ARC	1015	Site Technology	4.0	
ARC	2001	Residential Design I	4.0	
ARC	2010	Residential Design II	4.0	
ARC	2020	Commercial Design I	4.0	
ARC	2030	Commercial Design	4.0	
ARC	1030	Structural Design I	4.0	
ARC	2050	Structural Design II	4.0	
ARC	2700	Building Service System	4.0	
EGN	1000	Engineering Drawing	4.0	
ETD	1030	Introduction to Computer-Aided Drafting	4.0	
ETD	2510	Computer Aided Drafting I	4.0	
ETD	2520	Computer Aided Drafting II	4.0	
Total Major Component Credit Hours				48.0
 <u>General Education Component</u>				
ENG	1540	English Usage	4.0	
ENC	1312	Written Communications	4.0	
MAT	2013	College Algebra	4.0	
		Electives	12.0	
Total General Education Component Credit Hours				24.0
Total Credit Hours Required for Graduation				96.0

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Computer Applications Major
Suggested Curriculum**

<u>Business Administration Component</u>			<u>Associate Degree Credit Hours</u>
ACC	2001	Principles of Accounting I	4.0
ACC	2021	Principles of Accounting II	4.0
ACC	2031	Principles of Accounting III	4.0
BUL	2100	Business Law I	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
Total Business Administration Component Credit Hours			24.0
 <u>Major Component</u>			
CAP	2060	Word Processing (Word Perfect)	4.0
CAP	2070	Spreadsheets (Lotus 1-2-3)	4.0
CAP	2080	Data Base (dBase III Plus)	4.0
COP	1050	Disk Operating System (IBM-PC DOS)	4.0
SES	1000	Keyboarding	4.0
SES	2100	Advanced Keyboarding	4.0
		Electives - Business or Business Related	24.0
Total Major Component Credit Hours			48.0
 <u>General Education Component</u>			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
		Choose from one Math from among courses with MAC, MAT, or STA prefixes	4.0
		Electives	12.0
Total General Education Component Credit Hours			24.0
 Total Credit Hours Required for Graduation			 96.0

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Court Reporting Major
Suggested Curriculum**

<u>Major Component</u>	<u>Associate Degree Credit Hours</u>
SES 1100 Typing	4.0
SES 1110 Intermediate Typing	2.0
SES 1225 Machine Theory I	8.0
SES 1326 Machine Theory II	8.0
SES 2237 Computer-Aided Transcription	4.0
SES 1436 Law and Legal Terminology	4.0
SES 2998 Internship (60 hours)	2.0
CR-SES 2110 Court & Conference Dictation I	8.0
CR-SES 2120 Court & Conference Dictation II	8.0
CR-SES 2130 Court & Conference Dictation III	8.0
CR-SES 2140 Court & Conference Dictation IV	8.0
CR-SES 2150 Court & Conference Dictation V	8.0
CR-SES 2160 Court & Conference Dictation VI	8.0
CR-SES 2220 Court Reporting Procedures	4.0
Total Major Component Credit Hours	84.0
 <u>General Education Component</u>	
APB 2248 Anatomy and Medical Terminology	4.0
ENG 1540 English Usage I	4.0
ENC 1550 English Usage II	4.0
STD 1100 Interpersonal Relations	4.0
Electives	8.0
Total General Education Component Credit Hours	24.0
 Total Credit Hours Required for Graduation	 108.0

Requirements for Graduation:

1. Typing: 60 net words per minute and
2. Must pass two five 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 - Literacy
3. Complete 64 verified hours of actual writing time during internship training.

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Medical Assistant Major
Suggested Curriculum**

<u>Business Administration Component</u>			<u>Associate Degree Credit Hours</u>
BUL	2100	Business Law I	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
		Electives	12.0
Total Business Administration Component Credit Hours			24.0
 <u>Major Component</u>			
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
MEA	1461	Office Administration and Finance	4.0
MEA	2930	Medical Assistant Externship	4.0
MLS	1440	Diagnostics and Special Procedures I	4.0
MLS	1441	Diagnostics and Special Procedures II	4.0
MLS	1532	Medical Terminology, Medical Law and Ethics	4.0
MLS	2300	Laboratory Procedures I	4.0
MLS	2301	Laboratory Procedures II	4.0
SES	1100	Typing	4.0
PHA	2010	Pharmacology/First Aid	4.0
		Elective	4.0
Total Major Component Credit Hours			48.0
 <u>General Education Component</u>			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
		Select one Math from among courses with MAC, MAT, or STA prefixes	4.0
		Electives	12.0
Total General Education Component Credit Hours			24.0
 Total Credit Hours Required for Graduation			 96.0

**Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Video and Film Production Major
Suggested Curriculum**

<u>Business Administration Component</u>			<u>Associate Degree Credit Hours</u>
BUL	2100	Business Law I	4.0
COC	1000	Introduction to Computers	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
		Electives	12.0
Total Business Administration Component Credit Hours			24.0
 <u>Major Component</u>			
FIL	1000	Evolution of Film	4.0
FIL	1020	Evolution of Television	4.0
FIL	1100	Video Production I	4.0
FIL	1120	Video Production II	4.0
FIL	1130	Video Production III	4.0
FIL	1200	Script Development	2.0
FIL	2000	Computer Graphics I	2.0
FIL	2020	Computer Graphics II	4.0
FIL	2100	Camera Operation	4.0
FIL	2200	Sound and Lighting	4.0
FIL	2300	Acting and Directing	4.0
FIL	2400	Make-up and Wardrobe	2.0
FIL	2500	Video Management	2.0
FIL	2600	Remote Production	4.0
Total Major Component Credit Hours			48.0
 <u>General Education Component</u>			
ENG	1540	English Usage	4.0
ENC	1312	Written Communications	4.0
		Choose from one Math from among courses with MAC, MAT, or STA prefixes	4.0
		Electives	12.0
Total General Education Component Credit Hours			24.0
 Total Credit Hours Required for Graduation			 96.0

COURSE DESCRIPTIONS

BUSINESS

ACCOUNTING

ACC 2001 Principles of Accounting I 4.0 Credit Hours
This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to sole proprietorships in both manual and computerized systems.

ACC 2021 Principles of Accounting II 4.0 Credit Hours
This course is a continuation of ACC 2001 with application to more complex business transactions. The accounting cycle is reexamined as it applies to partnerships and corporations in both manual and computerized systems. Prerequisite: ACC 2001.

ACC 2031 Principles of Accounting III 4.0 Credit Hours
This course is an introduction to managerial and cost accounting. Concepts and principles are presented in a manner to emphasize accounting as it is applied to serving management needs. Prerequisite: ACC 2021.

ACC 2998 Topics in Accounting 2.0 Credit Hours
This course is designed to provide the student with specific information about certain individual accounting topics. This study appropriately develops the student's skills in developing his/her accounting capacity pertinent to the topic studied. This course may be repeated two times using different topics for a total of 4.0 credits.

ACC 3101 Intermediate Accounting I 4.0 Credit Hours
A comprehensive study of financial accounting theory. Primary emphasis is on financial accounting functions and basic theory and on accounting for current assets and liabilities. Prerequisite: ACC 2031.

ACC 3121 Intermediate Accounting II 4.0 Credit Hours
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for long-term assets and liabilities, stockholders' equity, and investments. Prerequisite: ACC 3101.

ACC 3131 Intermediate Accounting III 4.0 Credit Hours
A continuation of the study of financial accounting theory. Primary emphasis is on accounting for issues related to income measurement and the preparation and analysis of financial statements. Prerequisite: ACC 3121.

ACC 3411 Cost Accounting I 4.0 Credit Hours
This course examines the development and operation of cost accounting systems that provide information to management, and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACC 2031.

ACC 3412 Cost Accounting II 4.0 Credit Hours
A continuation of the study of managerial applications of accounting information for decision making and the uses of more sophisticated quantitative modeling methods for this purpose. Prerequisite: ACC 3411.

ACC 3501 Federal Taxation I 4.0 Credit 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 4.0 Credit Hours
A study of advanced accounting subjects including real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACC 3131.

ACC 4521 Federal Taxation II 4.0 Credit Hours
An advanced study of the principles of taxation applied to corporations, estates, and trusts. Prerequisite: ACC 3501.

ACC 4601 Auditing I 4.0 Credit Hours
A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related matters of professional importance are studied. Prerequisite: ACC 3131.

ACC 4900 Accounting Fundamentals 1.0 Credit Hour
Through a series of lectures, discussions, and demonstrations of basic accounting principles and procedures, this course will provide a better appreciation of, and familiarity with, the use of accounting information by business managers.

ACC 4998 Selected Topics in Accounting 4.0 Credit Hours
A special study of selected topics 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 4.0 Credit 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 4.0 Credit Hours
This course introduces the student to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: ACC 3131.

ACC 4221 or ACC 5221 Advanced Accounting II 4.0 Credit Hours
A continuation of the study of advanced accounting subjects including accounting for combined economic entities, consolidations and currency conversions for foreign operations. Prerequisite: ACC 4201.

ACC 4531 or ACC 5531 Tax Research and Planning 4.0 Credit Hours
Tax law and its implications in business. A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions. Students will do directed (independent) research of relevant tax issues and prepare well-documented reports for each of the assigned case studies. Prerequisite: ACC 4521.

**ACC 4621 or
ACC 5621 Auditing II** 4.0 Credit 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** 4.0 Credit Hours
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 2021.

ACC 5320 Managerial Accounting 4.0 Credit Hours
Decision-making and financial planning through the use of accounting systems by the interpretation, use, and analysis of accounting data. Prerequisite: ACC 2001 or ACC 4900.

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 Credit 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 direct 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 Credit Hours
A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

COMPUTER-AIDED DESIGN

EGN 1000 Engineering Drawing 4.0 Credit Hours
A presentation of the basics of technical drawing, symbols, terminology, professional practices, lettering, and planning.

ARC 1015 Site Technology 4.0 Credit Hours
Principles needed to prepare drawings showing elevations, drainage, and overall site considerations are covered.

ARC 1030 Structural Design I 4.0 Credit Hours
This course familiarizes the student with various building materials and introduces structural design allocations.

ETD 1030 Introduction to Computer-Aided Drafting 4.0 Credit Hours
This course teaches the student how the computer is used in the development of computer-aided drawing. Data input, display, editing, and storage are taught. Input equipment such as the digitizer, curser, and mouse are included.

- ARC 2001 Residential Design I** 4.0 Credit Hours
The planning of residential building structures with special emphasis on development of design concepts including form, function, aesthetic massing and structural integrity.
- ARC 2010 Residential Design II** 4.0 Credit Hours
Residential design including site topography and undering. Functional design is stressed. Prerequisite: ARC 2001.
- ARC 2020 Commercial Design I** 4.0 Credit Hours
This course introduces the student to the design concepts and planning involved in the development of commercial projects, with emphasis on function. The application of building codes to commercial projects is covered.
- ARC 2030 Commercial Design II** 4.0 Credit Hours
Commercial design of a building including structural notes, details, and site development. Code review to determine compliance with codes and ordinances. Prerequisite: ARC 2020.
- ARC 2050 Structural Design II** 4.0 Credit Hours
Study of framing plans, foundations, column and beam details as well as connection and fabrication details. Prerequisite: ARC 1030.
- ARC 2700 Building Service Systems** 4.0 Credit Hours
Survey of the design and installations of various mechanical and electrical systems used in buildings.
- ETD 2510 Computer-Aided Drafting I** 4.0 Credit Hours
This course shows the student how the computer and digitizer are used to put dimensions on drawings. Configuring the computer for various types of dimensions are included.
- ETD 2520 Computer-Aided Drafting II** 4.0 Credit Hours
Provides the student with the opportunity to approach detailed drafting and design problems from a computer perspective. Prerequisite: ETD 2510.

COMPUTER INFORMATION SCIENCE

- COC 1000 Introduction to Computers** 4.0 Credit 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.
- COP 1050 Disk Operating System (IBM-PC DOS)** 4.0 Credit Hours
An in-depth analysis of the Personal Computer Disk Operating System. Internal and external commands, batch files, EDLIN, Debug, directories, wild cards, ramdisk, utilities, disk layout strategies, and menu options will be examined. Intensive hands-on training will be utilized to reinforce classroom discussions and demonstrations. Prerequisite: COC 1000.
- COC 1212 Programming Logic** 4.0 Credit 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 microcomputer system are provided.

- CAP 2000 Advanced Microcomputer Applications** 2.0 Credit 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: CAP 2070, CAP 2080, MAN 2050, or equivalent experience.
- CAP 2060 Word Processing - WordPerfect** 4.0 Credit Hours
Using WordPerfect software, students will learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents; use special textual effects including multi-page document handling and mail merge; and learn how to boilerplate forms as well as standard business word processing applications. Prerequisite: COP 1050 and MAN 2050.
- CAP 2061 Word Processing Operations** 4.0 Credit Hours
A continuation of CAP 2060 with hands-on applications related to the students' occupational objectives. Prerequisite: CAP 2060.
- CAP 2070 Spreadsheets** 4.0 Credit Hours
Using a popular spreadsheet software, students will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, how to computerize standard business forms, and how to design and build practical business spreadsheets such as profit/loss statements and sales projections. Prerequisite: MAN 2050.
- CAP 2080 Database - dBase III** 4.0 Credit Hours
A course designed to teach the basics of programming and database functions and operations with hands-on training on the microcomputer using dBase III or dBase III+ software. Students learn database and programming terminology, database programming, database functions and operations, and how to design and build databases with operations menus tailored to specific business applications such as name and address files and inventory files. Prerequisite: MAN 2050.
- COP 2100 Computer Programming - BASIC** 4.0 Credit Hours
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 1212.
- COP 2121 Computer Programming - COBOL** 4.0 Credit Hours
Business applications using the COBOL programming language. In depth 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 1212.
- COP 2161 Computer Programming - RPG II** 4.0 Credit 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 1212.
- CIS 2321 Systems Analysis Methods** 4.0 Credit 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 1212 or any Computer Language Course.

- COP 3121 Computer Programming - Advanced COBOL** 4.0 Credit 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** 4.0 Credit 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** 4.0 Credit 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. Prerequisites: CIS 3121; CIS 3321 is strongly recommended.
- CIS 4000 Advanced Data Base Concepts** 4.0 Credit 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** 4.0 Credit 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** 4.0 Credit 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** 4.0 Credit 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** 4.0 Credit 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** 4.0 Credit 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 4.0 Credit Hours
A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. 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.

CAP 4900 Microcomputer Software Applications 1.0 Credit 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.

**COC 2999 or
COC 4999 Internship in Data Processing 4.0 Credit 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 Applications 4.0 Credit 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.

COMMERCIAL ART

ART 1301 Drawing and Illustration 8.0 Credit Hours
The course is designed to develop realistic drawing skills through a series of exercises that develop the students observation abilities. The basic elements of good composition including methods for directing the viewer's eye and emotive response are covered, as well as basic shapes, shading, texture, tone, and perspective in studies in still life and portraiture.

ART 1421 Advanced Illustration and Composition 8.0 Credit Hours
A further study of the elements of composition and illustration as they apply to commercial illustration and design. Instruction in various illustration techniques and media with direct application of theory and color. Prerequisite: ART 1301.

ART 1531 Design/Typography 8.0 Credit Hours
An introduction to the principles and concepts of graphic communication and instruction in the rendering of letter forms. This course covers the methods and procedures for creative problem solving using the disciplines necessary in the preparation of comprehensive commercial design. Prerequisite: ART 1421.

GRA 2301 Advertising Layout 8.0 Credit Hours
An introduction to the fundamentals of effective retail advertising. This course develops the design principles that are necessary for the artist to produce comprehensive layouts. Included are the effective use of letter forms in retail layout, type specifying, copy fitting, and an introduction to preparation of artwork for one-color printing. Emphasis is placed on use of tools, techniques, procedures and technical aspects of print media. Prerequisite: ART 1531.

GRA 2421 Graphic Design 4.0 Credit Hours
Continued studies of design principles with introduction to designing for the printed piece as applied to full color printing and the preparation of comprehensive dummies. Instruction includes more complicated mechanical assembly of artwork for reproduction. Including use of overlays and the preparation of separated artwork with a study of print production methods as they relate to their specific art requirements. Prerequisite: GRA 2301.

GRA 2531 Production Art 4.0 Credit Hours
Continued study in the mechanical assembly of artwork for reproduction including the preparation of artwork for full-color process printing. This course also develops the preparation for entry into the job market including the design and mechanical preparation of a personal logo, business card, and resume. Instruction is also given in portfolio preparation and presentation as it applies to job interviewing skills. Prerequisite: GRA 2421.

GRA 2641 Advanced Production Art 4.0 Credit Hours
Continued studies in the development of skills in preparation of mechanical art for print production. Emphasis is on current procedures, methods and technical language, and project development including the entire procedure from initial design to final printed piece. Prerequisite: GRA 2531.

GRA 2999 Commercial Art Externship 4.0 Credit Hours
A practical in-service allowing the student to apply knowledge and skills in the actual work environment. Prerequisite: GRA 2641.

ART 2751 Life Drawing 4.0 Credit Hours
This course includes in-class and outside assignments that emphasize the thematic concerns of drawing. The course includes self-portraits, interiors and exterior studies as well as study of the human form from a live model. The assignments are developed to allow the student to pursue their own drawing aesthetic. Prerequisite: GRA 2641.

COURT REPORTING

SES 1225 Machine Theory I 8.0 Credit Hours
An introduction to computer-compatible machine shorthand theory, phonetics, symbols, finger position, brief forms and phrases, and reading habits.

SES 1326 Machine Theory II 8.0 Credit Hours
A review of the basic principles of machine shorthand. New brief forms and phrases are introduced. At this point students begin to work on writing stamina and speed building. Reporting techniques, including Q & A and Jury Charge is stressed. Prerequisite: SES 1225.

SES 1436 Law and Legal Terminology 4.0 Credit Hours
An introductory course in both civil and criminal law. Sources of law are examined, and the student is introduced to the legislative process and the functions and operation of administrative and regulatory agencies. The course covers all aspects of the judiciary system, including discovery, trial, and appellate process. The student is introduced to Latin & legal terminologies.

CR-SES 2220 Court Reporting Procedures 4.0 Credit Hours
The transcription of machine shorthand notes with emphasis on form, accuracy, and proofreading. Preparation of a complete trial transcript in deliverable form is required. Included in this course: The role of the reporter in trials, depositions and administrative 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 system, word processing system and video application for the court reporter. Prerequisite: SES 1110, and CR-SES 2130.

CR-SES 2110 Court and Conference Dictation I 8.0 Credit 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 1226.

CR-SES 2120 Court and Conference Dictation II 8.0 Credit Hours
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Continuation of speed improvement through dictation of literary, Congressional Record, Jury Charge and Q & A material. Testing is 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 2110.

CR-SES 2130 Court and Conference Dictation III 8.0 Credit 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 2120.

CR-SES 2140 Court and Conference Dictation IV 8.0 Credit Hours
A continuation of Court and 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 of 175 words per minute. Prerequisite: CR-SES 2130.

CR-SES 2150 Court and Conference Dictation V 8.0 Credit 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. Students 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. Prerequisite: CR-SES 2140.

CR-SES 2160 Court and Conference Dictation VI 8.0 Credit Hours
A continuation of Court and Conference Dictation V. Students will be expected to attain the following speeds: 180 Literary, 200 Jury Charge, 225 Q & A. Prerequisite: CR-SES 2150.

SES 2237 Computer-Aided Transcription 4.0 Credit 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. Prerequisite: CR-SES 2120.

SES 2998 Internship 2.0 Credit Hours
Students are required to complete an internship of 60 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 2140.

CRIMINAL JUSTICE

CCJ 1010 Criminology 4.0 Credit Hours
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior and the rationale of crime-centered treatment..

CCJ 1101 Introduction to Criminal Justice 4.0 Credit Hours
Introductory course dealing with the Criminal Justice System in the United States. Includes discussion of the court systems, correctional organizations and law enforcement agencies.

CCJ 1800 Criminal Investigation and Police Procedures 4.0 Credit Hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. Overview of police procedures.

CCJ 1502 Constitutional Law and Legal Procedures 4.0 Credit Hours
Policy of the Constitution and the Supreme Court in law enforcement. The Florida Constitution is also studied in its relationship to law enforcement.

CCJ 2230 Criminal Evidence 4.0 Credit Hours
This course considers the rules of evidence and rule of exclusion. Rules of evidence as they pertain to a suspect's rights and covers the procedures for gathering evidence within the realm of legally admissible evidence rules.

CCJ 2500 Juvenile Delinquency 4.0 Credit Hours
Examination of programs and institutions including juvenile court process, intake services and remedial procedures and practices.

CCJ 3300 Probation and Parole
Overview of contemporary methods of correction and alternative methods of correction in use by the judicial system. Emphasis will be placed on the role and responsibilities of the criminal justice professional.

CCJ 3310 Loss Prevention and Surveillance 4.0 Credit Hours
A thorough study in risk management, development of systems and procedures to prevent loss shrinkage and surveillance technique.

CCJ 4452 Criminal Justice Management 4.0 Credit Hours
Elements of first-line supervision and executive development. Administrative leadership, its nature, methods and traits. Recent theories and research in leadership.

CCJ 4640 Organized Crime 4.0 Credit Hours
An examination of organized crime including structures, history and activities, and of issues surrounding efforts to define and control it.

ECONOMICS

FIN 3010 Investments 4.0 Credit 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.

ECO 3013 Macroeconomics 4.0 Credit 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 Microeconomics 4.0 Credit Hours
This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution.

ECO 4900 Microeconomic Concepts 1.0 Credit Hour
This course is an introduction to fundamental economic concepts including market structures, elasticity, labor structures, governmental regulation, international economics, resource markets, and production costs and revenue analysis of firms under perfect and imperfect competition.

ECO 4998 Selected Topics in Economics 4.0 Credit 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.

ECO 4998 Selected Topics in Economics

4.0 Credit 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 5410 Labor Economics, Public and Private

4.0 Credit Hours

A detailed survey of the labor movement in the United States. The study includes history, laws and regulation, procedures, and relations. An emphasis will be placed on ethics. Prerequisite: ECO 3013 or ECO 4900.

MANAGEMENT/MARKETING

HFT 1000 Hotel and Restaurant Organization and Management

4.0 Credit 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.

GEB 1012 Introduction to Business Enterprise

4.0 Credit Hours

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

MAR 1023 Introduction to Marketing

4.0 Credit Hours

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

MAN 1800 Topics In Management

2.0 Credit 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 two times using different topics for a total of 4.0 credits.

MAN 2000 Principles of Management

4.0 Credit 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

4.0 Credit 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

4.0 Credit Hours

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

BUL 2122 Business Law II

4.0 Credit Hours

A study of the basic laws concerning agencies, business organization, securities regulation, monopolies, trade practices, labor management relations, EEO, environmental law, and international trade law.

- ADV 2331 Advertising** 4.0 Credit Hours
 A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally.
- PAD 3000 Public Administration** 4.0 Credit 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** 4.0 Credit Hours
 The basic principles of sound risk management, including risk identification and evaluation are studied. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included. Prerequisite: MAN 2000.
- MAR 3101 Salesmanship** 4.0 Credit Hours
 A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets.
- MAR 3203 Marketing Channels and Distribution** 4.0 Credit Hours
 An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1023.
- MAN 3300 Personnel Management** 4.0 Credit 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** 4.0 Credit Hours
 A study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved are examined and discussed.
- MAN 3344 Principles of Supervision** 4.0 Credit 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** 4.0 Credit Hours
 This course examines the financial decisions that impact management personnel and corporate financial officers. A study of debt and equity financing, retirement plans, insurance, profit-sharing and other investment opportunities. No prerequisites.
- MAR 3503 Consumer Behavior** 4.0 Credit Hours
 An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions.
- MAN 3800 Small Business Management** 4.0 Credit Hours
 This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
- MAN 4060 Business Strategy and Administration** 4.0 Credit 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 4.0 Credit Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1023 or ADV 2331.

MAN 4410 Labor Relations and Collective Bargaining 4.0 Credit Hours
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2000.

MAN 4600 Management of International Business 4.0 Credit Hours
A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.

MAR 4613 Marketing Research 4.0 Credit Hours
In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1023.

MAR 4722 Marketing Administration 4.0 Credit Hours
Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objectives. Prerequisite: MAR 1023.

MAN 4998 Selected Topics in Management 4.0 Credit 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 4.0 Credit Hours
A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Prerequisites, in addition to MAR 1023, are determined by the course material and instructor.

MAN 4999 Internship in Management 4.0 Credit 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 4.0 Credit 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 Credit 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 Credit 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 Credit 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 Credit 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. Prerequisites: ECO 3013 or ECO 4900.
- FIN 5429 Government Finance** 4.0 Credit Hours
 A study of government appropriation and taxation, borrowing and debt management. The course will include an examination of the total budgeting process from preparation to approval. There will be a study of the public acquisition process and the included ethical considerations. Prerequisites: ECO 3013 or ECO 4900.
- FIN 5430 Investment Analysis and Portfolio Management** 4.0 Credit Hours
 Designed to present investments in a framework this is organized by a central core of fundamental principles without unnecessary mathematical or technical detail. Examines financial environment, optimal portfolio selection, rates of return, risk, options, and convertibles. The ethics of investment will be studied.
- MAN 5720 Cases in Advanced Management** 4.0 Credit Hours
 A study of management techniques using case analysis as the primary vehicle. Examination will be human resources and organizational behavior oriented. Prerequisite: MAN 2000.
- MAN 5721 Advanced Business Policy and Strategy** 4.0 Credit 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. Prerequisites: MAN 5311, MAN 5428, MAN 5785.
- MAN 5785 Marketing Management** 4.0 Credit Hours
 Strategy and management of the operation of an organization's marketing activities. Prerequisite: MAR 1023.
- MAN 5787 Logistics Management, Public and Private** 4.0 Credit Hours
 An examination of the complexities of logistics management through study of its separate operations such as purchasing, inventory management, customer service, and transportation. A study of how these elements are efficiently coordinated through logistics information systems. Ethics will be discussed throughout the course.
- MAN 5900 Directed Study Project** 6.0 Credit 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 Credit Hours
 A special seminar in advanced study consisting of relevant and current management problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

MEDICAL ASSISTANT

- APB 1100 Anatomy and Physiology I** 4.0 Credit Hours
Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems.
- APB 1110 Anatomy and Physiology II** 4.0 Credit Hours
A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered.
- MLS 1440 Diagnostics and Special Procedures I** 4.0 Credit 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, physical and respiratory therapy procedures to the diagnosis and treatment of disease. This course also includes types of procedures, exams and patient histories.
- MLS 1441 Diagnostics and Special Procedures II** 4.0 Credit Hours
A course that teaches normal growth and development of children (infant to 18 years) includes illness, discipline, and child abuse. This course includes facts about normal aging, physical changes, social, emotional and intellectual changes of the aged. Basic human needs and working with the family are reviewed. Further studies in this course relate to Oncology-Etiology of cancer, local and systematic manifestations of cancer and treatment.
- MLS 1532 Medical Terminology, Medical Law and Ethics** 4.0 Credit Hours
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes) and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are discussed. Also included in this course is medical jurisprudence and medical ethics.
- PHA 2010 Pharmacology and First Aid** 4.0 Credit Hours
A study of basic pharmacology, drugs and society, signs and symptoms of drug abuse, emergencies, first aid, and CPR. An introduction to vital sign techniques is covered in this course.
- MEA 1461 Office Administration and Finance** 4.0 Credit Hours
A course that introduces the student to the basic operations of the administrative or "front office" of the physician's office or clinic. This course includes a discussion of appointment scheduling, telephone technique, records management, handling mail, and providing service to the handicapped, pediatric and geriatric patients in the office. This course also includes the pegboard bookkeeping system, review of basic math, billing and collecting, payroll, filing and insurance.
- MLS 2300 Laboratory Procedures I** 4.0 Credit Hours
A study of laboratory and clinical procedures in the medical office to include venipuncture, urinalysis, hematology, chemical chemistry testing, physical examinations, types of instruments used in examinations and positions. Prerequisite: APB 1100, APB 1110, MLS 1440, MLS 1441, MLS 1532, PHA 2010, MEA 1461.
- MLS 2301 Laboratory Procedures II** 4.0 Credit Hours
A study of dosage calculations, injection technique, prescription writing, review of vital signs, electrocardiography, aseptic technique, minor surgery and surgical instruments. Prerequisites: APB 1100, APB 1110, MOS 1440, MLS 1532, PHA 2010, MEA 1461.
- MEA 2930 Medical Assistant Externship** 4.0 Credit Hours
A 120-hour course of practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. The first two days of externship will be an in-residence class and the last day also will be in-residence. Prerequisite: MLS 2300, MLS 2301.

PARALEGAL

- LEA 1015 Legal Research I** 4.0 Credit 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 1232 Civil Litigation** 4.0 Credit 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. A general review of tort law including negligence lawsuits, intentional torts, and product liability actions is provided.
- LEA 1403 Business Organizations/Bankruptcy** 4.0 Credit Hours
This course provides the student with an overview of contract law. Students are instructed in basic contract provisions and drafting techniques. The organization and operation of various business entities, including partnerships and corporations, is also addressed. Additionally, students receive instruction in federal bankruptcy procedures regarding Chapter 7 and Chapter 13 filings.
- LEA 1503 Family Law** 4.0 Credit Hours
In this course, students are instructed in Florida Law governing marriage, divorce (dissolution), property settlement, child custody and support obligations, adoption proceedings, and in drafting the various pleadings and papers. Additionally, federal and state laws governing the filing of Worker's Compensation and Social Security benefits are covered.
- LEA 2002 Introduction to Legal Assisting** 4.0 Credit Hours
Professional ethics, job qualifications, professional responsibilities, and employment opportunities of a legal assistant are covered. The basic principles of legal writing including the ethical and legal considerations involved when legal assistants draft letters.
- LEA 2015 Legal Research II** 4.0 Credit 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 1015.
- LEA 2204 Real Estate** 4.0 Credit Hours
Emphasis is placed on title search methods and conducting real estate closings (deeds, mortgages, title policies, etc.). Basic real estate law and litigation are stressed. The course examines the litigation involved with quiet title suits and mortgage foreclosure actions.
- LEA 2222 Probate Procedure** 4.0 Credit Hours
Instruction is given in the drafting and executing of wills. The entire probate procedure from client interview to the distribution of estate assets and closing of the estate is covered. Primary emphasis is on the completion of the probate forms according to Florida Probate Code.
- LEA 2303 Criminal Procedure** 4.0 Credit Hours
This course focuses on the constitutional provisions affecting the criminal process and the Florida Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings.
- LEA 2610 Sports and Entertainment Law** 4.0 Credit Hours
This course will examine many of the aspects of sports and entertainment contracts. Students will be provided with the legal aspects of production and promotion of the film, video and sports industries.

LEA 2997 Paralegal Externship 4.0 Credit Hours
A practical in-service experience in a law office or other suitable location in which the student practices direct application of learned skills in a work environment.

PUBLIC ADMINISTRATION

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

PAD 5221 Government Law and Regulation 4.0 Credit Hours
An examination of the laws and regulations in the public sector as they affect equal opportunity, environmental protection, energy conservation, occupation safety and health, public acquisition, and other subjects. Ethical practices in government will be discussed.

PAD 5410 Labor Relations in the Public Sector 4.0 Credit 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 Credit 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 Credit 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 5931 Public Policy and Strategy 4.0 Credit Hours
An advanced study primarily concerned with the analysis of the decision-making process and the use of managerial decision techniques as they are used in the public and non-profit sector. Prerequisite: PAD 5060, MAN 5429, PAD 5221.

PAD 6000 Seminar in Public Administration 4.0 Credit Hours
A special seminar of advanced study consisting of relevant and current public administration problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.

VIDEO AND FILM PRODUCTION

FIL 1000 The Evolution of Film 4.0 Credit Hours
Historical and critical survey of the motion picture, tracing the roots of current cinema. Films are screened on a weekly basis, followed by lecture devoted to placing the film in its historical context, and analysis of the films structural elements; styles of editing and different uses of color, sound, and camera movement. This course will also offer an introduction into the industry, utilizing field trips and guest speakers.

- FIL 1020 Evolution of Television** 4.0 Credit Hours
 Historical and critical survey of the television and broadcast industry from the early live television to the current cable networks. To introduce the student to broadcast news, commercial application, public and entertainment production; taught through lecture, field trips and guest lecture.
- FIL 1100 Video Production I** 4.0 Credit Hours
 This course is designed to demonstrate the role of video as a tool for the industry. The course provides an introduction to video production and post-production functions, dealing with storyboard concepts, casting and the use of lighting, camera and sound equipment.
- FIL 1120 Video Production II** 4.0 Credit Hours
 This is a high energy course designed to perfect the skills introduced in Video Production I, involving professionals in sound, lighting, and editing. Students will be taught the techniques of remote video production. Prerequisite: FIL 1100.
- FIL 1130 Video Production III** 4.0 Credit Hours
 This course is designed to teach the student to perfect the skills learned in Video Production I and II emphasizing techniques utilized in location production and relevant post-production. Prerequisite: FIL 1120.
- FIL 1200 Script Development** 2.0 Credit Hours
 This course examines the writing of a script for commercials, television, as well as film screen play from original story line, or client concept, to final shooting scripts. This course conveys the importance of well developed scripts to every member of the production team.
- FIL 2000 Computer Graphics I** 2.0 Credit Hours
 A production course in the methods and techniques of computer generated graphics and special effects applied to video production. Introducing the student to the Amiga System through lecture, practical demonstration, and hands-on experience.
- FIL 2020 Computer Graphics II** 4.0 Credit Hours
 An advanced production class emphasizing the use of still photography, video footage, and computer graphics to develop a dramatic story or commercial production students illustrate their own concept utilizing all applications for transfer to video with music and special effects Prerequisite: FIL 2000.
- FIL 2100 Camera Operation** 4.0 Credit Hours
 This course is designed to provide practical application and workshop instruction in the use of various cameras for film, television, and video. Students will have the opportunity to learn skills and tools of broadcast and non-broadcast camera operations.
- FIL 2200 Sound and Lighting** 4.0 Credit Hours
 The student is taught the fundamentals of location and studio lighting, the use of filters and gels, and the proper handling of lighting units. Methods and techniques of recording for film and video are also taught emphasizing instruction in automated dialogue replacement - APR (voice-over), Mix to Pix (music transfer to video), and microphone placement. Teaching is done through lecture, practical demonstration, and hands-on experience.
- FIL 2310 Acting and Directing** 4.0 Credit Hours
 A workshop in the fundamentals of directing, exploring various acting techniques and the relationship among actor, director, and script through actual production situations.

FIL 2400 Make-Up and Wardrobe 2.0 Credit Hours

This course deals with the fundamentals of make-up and its techniques for film and video and workshop class in special effects make-up. Wardrobing based on script and image the director is portrayed. Students will learn to interpret the script and the director's concepts as they relate to wardrobing.

FIL 2500 Video Management 2.0 Credit Hours

This is a workshop course covering pre-production and production needs, including set design and property, proper procedures for permits, releases, and the production budget. Fundamental business aspects of the video and film industry are emphasized.

FIL 2600 Remote Production 4.0 Credit Hours

A production course designed for advanced students. This course deals with the special techniques and equipment used for the location shoot and teaches the student to adjust to variable situations that will be encountered in uncontrolled environments.

GENERAL EDUCATION

APPLIED BIOLOGY

APB 1100 Anatomy and Physiology I 4.0 Credit Hours

Various aspects of the human skeletal, muscular, circulatory, respiratory, digestive, and urinary systems are studied. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems.

APB 1110 Anatomy and Physiology II 4.0 Credit Hours

A study of the various aspects of the human endocrine, integumentary, nervous, sensory, and reproductive systems. The course includes an analysis of the structure, function, chemistry, and disease processes of the systems. The normal growth and development of the fetus, labor and delivery, and various disorders of pregnancy are also covered.

APB 2248 Anatomy and Medical Terminology 4.0 Credit 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 specialties.

ENGLISH

ENC 1312 Written Communications 4.0 Credit 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 4.0 Credit 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.

ENG 1550 English Usage II 4.0 Credit Hours

This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading. Punctuation used in the transcription of verbatim English, as found in courtroom transcripts, will be stressed.

SPC 3010 Effective Speaking 4.0 Credit 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 4.0 Credit 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 4.0 Credit 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 Credit 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 4.0 Credit Hours
A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government.

AMH 3420 History of Florida 4.0 Credit 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 4.0 Credit 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 4.0 Credit 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 4.0 Credit Hours
A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity.

MATHEMATICS

MAC 1132 Fundamentals of College Mathematics I 4.0 Credit 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 4.0 Credit 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 4.0 Credit 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 4.0 Credit 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 4.0 Credit Hours
A study of simple and compound interest, ordinary annuities, other annuities, investment bonds, depreciation and depletion, perpetuity and capitalization, life annuities, and life insurance. Various sources of corporate funds are also studied. Prerequisite: MAC 1132.

QMB 4900 Introductory Quantitative Methods 1.0 Credit Hour
This introductory and preparatory course provides a thorough review of topics from elementary algebra to derivatives.

Graduate Level

QMB 5413 Quantitative Methods 4.0 Credit Hours
Statistical theory and problems relating to business and industry in supporting administrative decision-making. Prerequisite: STA 3014, QMB 4900, or another form of abstract mathematics is highly recommended.

PSYCHOLOGY/SOCIOLOGY

PSY 2012 General Psychology 4.0 Credit Hours
A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of decision-making, the mind-body ecological system, and the emotional self.

SOC 2995 Life History 4.0 Credit Hours
The student taking this course will study Life's Choice and in addition will review his or her background for basic learning experiences that can qualify for educational credit that may result in advanced placement for the student. Under careful tutelage, the student will evaluate his or her background and will learn the proper method of organizing and describing these experiences into portfolios for evaluation for advanced college credit recognition.

PSY 2998 Topics in Psychology
SOC 2998 Topics in Sociology 2.0 Credit 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 the instructor.

SOC 3000 Principles of Sociology 4.0 Credit 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 4.0 Credit 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 4.0 Credit Hours
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.

SOP 4003 Social Psychology 4.0 Credit Hours
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012.

**PSY 4998 or
SOC 4998 Selected Topics in Psychology or Sociology** 4.0 Credit 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 Credit Hours
An analysis of human behavior in organizations with emphasis on leadership, motivation, and group dynamics.

RESEARCH STUDIES

RES 2000 Elements of Research 1.0 Credit Hour
A study of research methods designed to aid the student in obtaining information applicable to the major field of study. This research project includes an indoctrination in the use of library systems.

DRS 2900 Directed Study - Sophomore Research
DRS 4900 Directed Study - Senior Research 2.0 Credit Hours
Open to Senior or Sophomore 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 or Associate Degree and may be taken only one time.

STUDENT DEVELOPMENT

STD 1100 Interpersonal Relations 4.0 Credit 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 1000 Basic English Studies 4.0 Credit Hours

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

REA 1000 Basic Reading Skills 4.0 Credit 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 1000 Basic Mathematics Studies 4.0 Credit Hours

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

STD 2082 Career Strategy 4.0 Credit Hours

A course designed to assist the student with personal and professional development for successful employment with concentration on developing a positive self-image, assessing competitiveness strengths and career expectations, and learning job search techniques.

OFFICE PRACTICE

SES 1000 Keyboarding 4.0 Credit Hours

A first course designed so students attain complete mastery of the alphanumeric keyboard and the numeric keypad of a computer keyboard. Emphasis is placed on correct stroking, posture, and basic keyboarding techniques.

SES 1100 Typing 4.0 Credit Hours

Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the typewriter, the performance of basic typing operations, typing accuracy, and the attainment of speed.

SES 1110 Intermediate Typing 4.0 Credit Hours

A continuation of SES 1100 with emphasis placed on the development of speed and accuracy. Prerequisite: SES 1100.

SES 1120 Advanced Typing 4.0 Credit Hours

A continuation of SES 1110 with emphasis placed on increasing speed and accuracy. This course will provide learning activities simulating the office environment. Prerequisite: SES 1110.

SES 1158 Word Processing Applications 4.0 Credit Hours

This course provides hands-on experience in formatting, editing, proofreading, printing, storage, and retrieval of documents using information processing equipment.

SES 1360 Transcription 4.0 Credit Hours

An introductory course in machine transcription that includes a study of report formats, methods of transcribing, and production of quality work. Prerequisite: SES 1100 or SES 1000.

SES 1361 Transcription II

4.0 Credit Hours

A continuation of SES 1360. Emphasis is placed on the production of typed mailable copy from machine dictation. Prerequisite: SES 1360.

SES 2100 Advanced Keyboarding

4.0 Credit Hours

A continuation of SES 1000 with special emphasis placed on increasing speed and accuracy. Prerequisite: SES 1000.

SES 2200 Expert Keyboarding

4.0 Credit Hours

A continuation of SES 2100 in which the student is given various business applications and drills to further increase speed and accuracy to levels acceptable for employment as a data entry operator. Prerequisite: SES 2100.

ORLANDO COLLEGE

Orlando College is owned by Phillips Colleges, Inc., Gulfport, Mississippi

Corporate Officers

Phillips, Gerald C. Chairman of the Board
Adams, Gerald D. President
Wasson, J. L. Senior Vice President of Southeastern Area
Stanley, James R. Senior Vice President of Administration

NORTH CAMPUS

Administrative Staff

Kirby, Ouida College Director
Heilman, Portia College Business Manager
Mallett, Jacqueline Dean of Education
Bujarski, Marcel Assistant Dean
Rogers, Nancy Director of Adult Admissions
Wendt, Jacqueline Registrar
Kaisrlik, Linda Director of Financial Aid
Marosan, Marianne Director of High School Admissions
Barnes, Janice Placement Director
Petty, Martha Librarian
Dennis, Lora Executive Administrative Assistant
Abell, Charity Admissions Officer
Birkelbach, Sandra Admissions Officer
Cold, Cathy Admissions Officer
Dalto, Tony Admissions Officer
Prackup, William Admissions Officer
Renner, Scott Admissions Officer
Reynolds, Stan Admissions Officer
Ruse, William Admissions Officer
Stack, Peter Admissions Officer
Yarborough, Carole Admissions Officer
Tracey, Ronald Admissions Recruiter
Gillmor, William Telemarketer
McLain, Jodie Admissions Secretary
Twitchell, Connie Receptionist
Krivan, Virginia Receptionist
Cariglio, Julie Assistant Financial Aid Director
Cable, Terri Financial Aid Officer
Sanford, Cynthia Financial Aid Officer
Thomas, Shellie Financial Aid Officer
Buschke, Katherine Financial Aid Officer
Davis, Sharon Accounts Receivable Coordinator
Bauske, Belinda Accounts Receivable Clerk
Norton, Susan Bookstore/Accounts Payable Coordinator
Hellenschmidt, Tamara Secretary to the Dean
Jackson, Virginia Records Assistant
Taylor, Carol Records Assistant
Herrick, Bob Custodian

Academic Program Coordinators

Boelke, Michael	Coordinator, Commercial Art Program
Cowlshaw, Bonnie	Coordinator, Video & Film Production Program
Getz, Alan	Coordinator, Computer Information Programs
Goins-Bryant, Mary Frances	Coordinator, General Studies Program
Gunderson, Randee	Coordinator, Court Reporting Program
Keith, Rick	Coordinator, Independent Studies Program
Malone, John	Coordinator, Graduate Studies Program
Merchant, Jane	Coordinator, Management/Marketing Program

Faculty

Arsenis, Jennifer A.	English, Math	B.S., Mercy College
Barncord, Greta A.	Accounting	B.S., Orlando College
Boelke, Michael R.	Commercial Art	Commercial Art, University of Wisconsin
Bonus, Phillip F.	Marketing	J.D., University of Florida
Bujarski, Marcel J.	Computer Information	B.S., Orlando College
Bunsa, James K.	Business Law	M.S., M.B.A., Florida Int'l College
Cantrell, Eric W.	English	B.A., Capital University
Cappetta, Susan B.	Computer Information	M.Ed., Nova University
Cosgriff, Elaine M.	Court Reporting	B.S., University of New York
Cowlshaw, Bonnie C.	Video and Film	Drama Studies, Valley Media Arts
Dagon, Alfred J.	Graduate Studies	M.B.A., Kent State University
Davison, Dennis W.	Commercial Art	B.F.A., University of Texas
Dixon, Sheryl J.	Court Reporting	Diploma, Jones College
Elliott, C. Robert	Business Administration	M.B.A., Rollins College
Farinas, Carlos	Computer Information	B.S., Orlando College
Fox, Pat L.	Commercial Art	Commercial Art, Florida State University
Gamson, Sarah	Commercial Art	A.S., Art Institute of Ft. Lauderdale
Getz, Alan	Computer Information	M.S., East Carolina University
Goins-Bryant Mary F.	English, Math	M.A., Mary Grove College
Gunderson, Randee J.	Court Reporting	Diploma, Minnesota School of Business
Harper, Robert J.	Graduate Studies	M.A., University of Alabama
Johnson, Tesla F.	Graduate Studies	Ph.D., Walden University
Keith, Rick S.	English, Math	M.S., Florida State University
Keresty, Joseph S. III	Graduate Studies	M.B.A., Nova University
Lines, Shelly B.	General Education	B.A., Montana State University
Malone, John F.	Graduate Studies	M.S., Florida Institute of Technology
McNearney, Karen	Court Reporting	A.S., Jones College
Merchant, Jane	Management/Marketing	M.A., Western Michigan University
O'Hara, Shellie H.	Business Law	J.D., Cumberland School of Law
Reed, James J.	Accounting	B.S., LaSalle University
Schreiber, Barry R.	Business Administration	B.A., Hofstra University
Smith, Dawn J.	Court Reporting	Diploma, Jones College
Soldinger, Craig A.	Video and Film	A.A., Valencia Community College
Travis, Judy T.	Commercial Art	M.F.A., University of Florida
Warner, A. Mace	Commercial Art	B.F.A., Miami University
Wilson, Barbara J.	Computer Information	B.S., University of Massachusetts

SOUTH CAMPUS AND CENTRAL PARK

Administrative Staff

Huybers, Barbara	College Director
Ballard, Jon	Dean of Education
Seda, Luz	College Business Manager
Robertson, J. Michael	Director of Admissions
Ferrell, Kimolyn	Director of Financial Aid
Williams, Sherri	Central Park Campus Facility Administrator
Koch, Kristin	High School Coordinator
Sutton, Gail	Director, Career Planning
Jordan, Patricia	Administrative Assistant to the Director
Chewning, Susan	Records Coordinator
Redmond, Karen	Student Accounts Coordinator
Drake, Donald	Admissions Officer
Kennert, Karen	Admissions Officer
Rosasco, Sally	Admissions Officer
Strobehn, Melissa	Admissions Officer
Webb, Karol	Admissions Officer
Prince, Al	Admissions Officer
Livingston, Robert	Field Representative
Jones, Deanna	Senior Financial Aid Officer
Blevins, Angela	Financial Aid Officer
Crews, Cindy	Financial Aid Officer
Fricke, Dianne	Secretary to the Dean
Severino, Corinna	Receptionist
Seda, Albert	Maintenance

Academic Program Coordinators

Driskill, Terrie	Coordinator, Medical Education Program
Fischer, Mark	Coordinator, Independent Studies Coordinator
Prince, Steve	Coordinator, Legal Studies Program
Schaffer, John	Coordinator, Computer Information Science Program

Faculty

Altman, Carole	Management	M.B.A., Mercer University
Baez, Aida	Paralegal	B.A., University of Central Florida
Ballard, Jon	Accounting	M.B.A., Orlando College
Barksdale, Rebecca	Accounting	M.B.A., Rollins College
Brooks III, Anderson	Computer Information	M.B.A., Orlando College
Browning, Linda	Economics	M.A., University of Central Florida
Cross, Jeffrey	Accounting	M.B.A., University of Central Florida
Dade-Moseley, Patricia	Medical Assisting	M.B.A., Orlando College
Ellsworth, Amy	Medical Assisting	B.S., Florida State University
Gillespie, Stephen	Paralegal, Gen'l Studies	B.A., University of Central Florida
Grant, Sally	Medical Assisting	L.P.N., Orlando Vocational
Haley, Susan	Management	M.H.A., St. Joseph University
Harper, Robert	Graduate Studies	Ed.D. Florida Atlantic University
Latto, Heidi	Accounting	C.P.A., M.B.A., Nova University
Littlefield, Josephine	Medical Assisting	L.P.N., Florida Hospital
Lyons, Christie	General Education	B.S., Ball State University
Mathews, Marcie	Accounting	M.P.A., Florida State University
McCarty, Lynn	Management	M.B.A., University of Central Florida
Phillips, Brenda	Data Entry	B.S., Kent State University
Tibbitts, Dawn	Paralegal	B.A., University of Central Florida

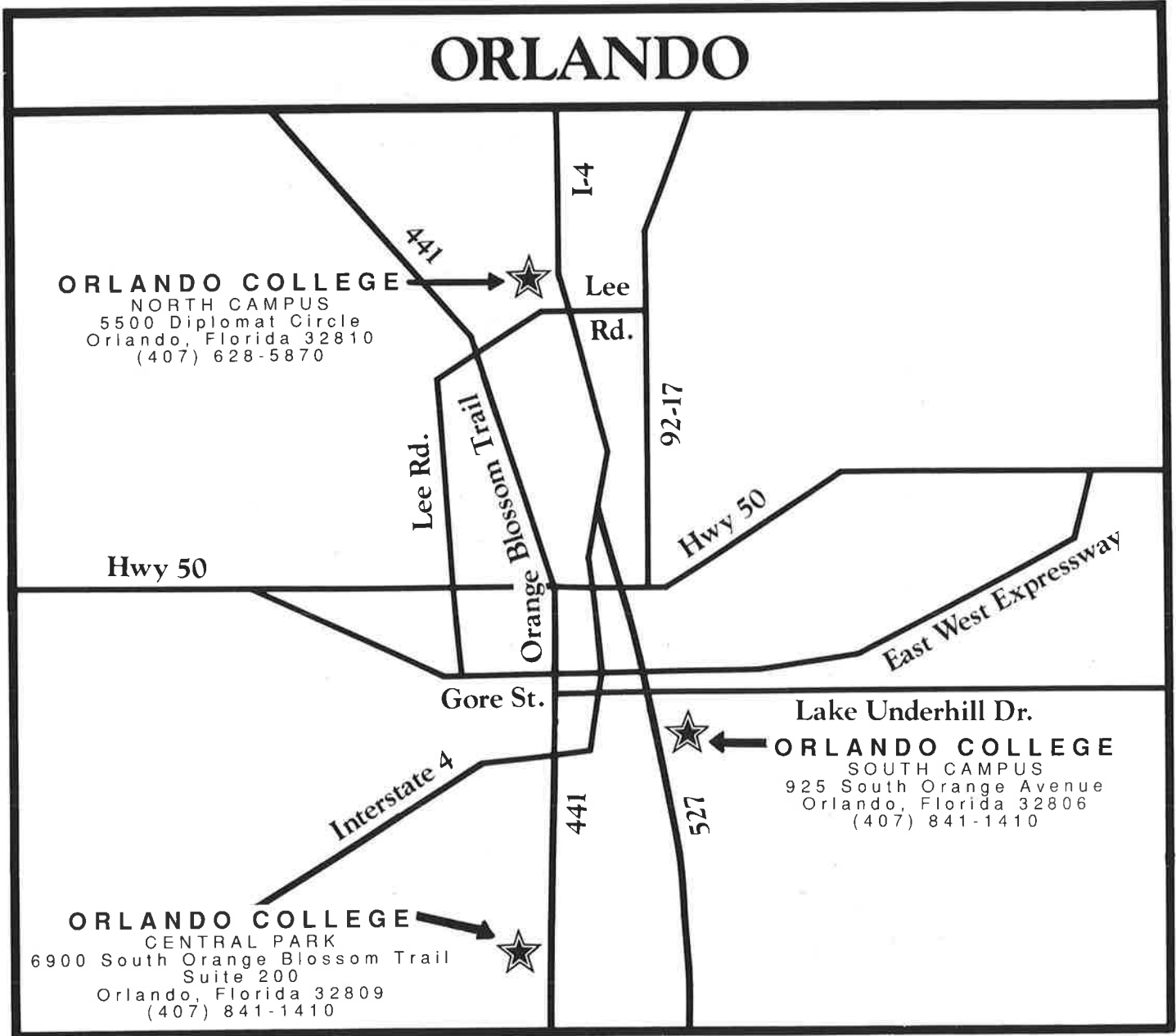
1990 ACADEMIC CALENDAR

January 2	Classes Resume
January 12	Fall Term Ends
January 15	Martin Luther King Jr.'s B-Day Holiday
January 16	Winter Term Starts
February 19	Washington's Birthday Holiday
February 26	Mini Term Starts
March 19-23	Spring Vacation
April 13	Winter Term Ends
April 16	Spring Term Starts
May 28	Memorial Day Holiday
May 29	Mini Term Starts
July 4	Independence Day Holiday
July 6	Spring Term Ends
July 9	Summer Term Starts
July 14	Commencement
July 30-August 4	Summer Vacation
August 27	Mini Term Starts
September 3	Labor Day Holiday
October 5	Summer Term Ends
October 8	Fall Term Starts
November 12	Veterans Day Holiday
November 19	Mini Term Starts
November 22-23	Thanksgiving Holiday
December 17 - January 6, 1991	Christmas Holidays
January 7, 1991	Classes Resume
January 18, 1991	Fall Term Ends

1991 ACADEMIC CALENDAR

January 7	Classes Resume
January 18	Fall Term Ends
January 21	Martin Luther King Jr.'s Birthday Holiday
January 22	Winter Term Starts
February 18	Washington's Birthday Holiday
March 3	Mini Term Starts
April 1-5	Spring Vacation
April 19	Winter Term Ends
April 22	Spring Term Starts
May 27	Memorial Day Holiday
June 3	Mini Term Starts
July 4	Independence Day Holiday
July 12	Spring Term Ends
July 15	Summer Term Starts
July 29-August 2	Summer Vacation
September 2	Labor Day Holiday
September 3	Mini Term Starts
October 10	Summer Term Ends
October 14	Fall Term Starts
November 11	Veterans Day Holiday
November 25	Mini Term Starts
November 28 - December 1	Thanksgiving Day Holiday
December 23 - January 5, 1992	Christmas Holidays
January 6, 1992	Classes Resume
January 17, 1992	Fall Term Ends

ORLANDO



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