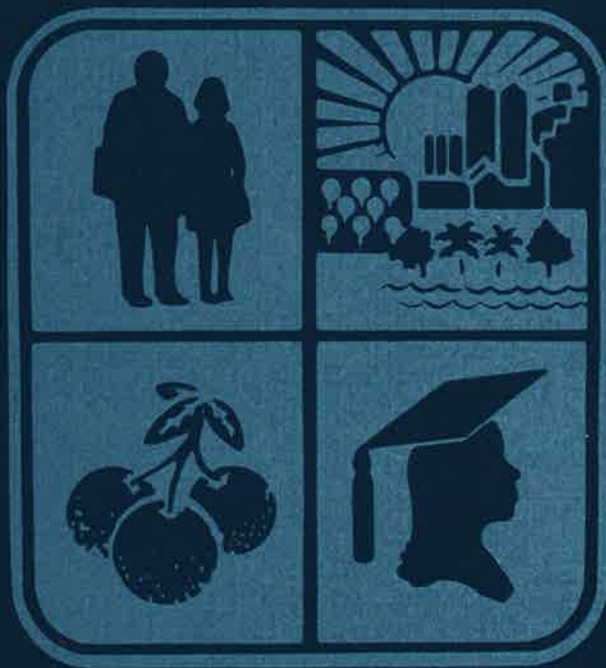


ORLANDO COLLEGE



Since 1953

1994 - 1995 Catalog

(Established 1953)

ORLANDO COLLEGE

1994-95 CATALOG



ORLANDO COLLEGE - NORTH CAMPUS

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

ORLANDO COLLEGE - SOUTH CAMPUS

2411 Sand Lake Road
Orlando, Florida 32809
(407) 852-2525

ORLANDO COLLEGE - EAST CAMPUS

2401 North Harbor City Blvd,
Melbourne, Florida 32935
(407) 254-6459

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

Effective January 1, 1994 - December 31, 1995

GENERAL INFORMATION

STATEMENT OF MISSION

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.

COLLEGE OBJECTIVES

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 performing 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 Council for Independent Colleges and Schools which has been designated as a nationally recognized professional accrediting agency by the United States Office of Education. The College is listed as an institution of higher education in the Directory of Higher Education. The College is registered with the Florida State Board of Independent Colleges and Universities and is exempt from licensing requirements by virtue of its accreditation. Further information may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399; telephone (904) 488-8695.

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 therein creating additional career opportunities for residents. Orlando is the site of the Orlando Magic NBA basketball team, and Spring training for the Houston Astros baseball 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 FACILITIES

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 in a new facility in the Central Park area in southwest Orlando.

The East Campus in Melbourne overlooks the lush and tropical Indian River in the heart of Florida's Space Coast.

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, telephones, 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.

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.

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

GRADUATION WITH HONORS

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

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 are 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 of Education for appropriate counseling and community services referral.

STUDENT CONDUCT

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

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

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

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

DRESS

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

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.

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. Undergraduate applicants are required to satisfy a nationally recognized assessment test to determine their potential success in college level studies. Transfer students who are high school graduates or GED holders and who can submit proof of successfully completing an Associate degree at an accredited postsecondary institution (with at least a 2.0 cumulative grade point average), may be admitted to any program without testing.

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

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. A TOEFL Score of 450 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A TOEFL Score of 550 or its equivalent is required for entry into the graduate program. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

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 prior to beginning classes. 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:

CLASS AUDIT REFRESHER EDUCATION (CARE) PROGRAM

Methods, applications, and even principles change and professional business persons need to remain abreast of the latest means of meeting the demands of their careers. Graduate Alumni not currently enrolled may audit any course previously taken and passed, on a space-available basis without any cost other than textbooks, supplies, and lab fees, if applicable.

All applicants must be in good standing with the College and all financial accounts must be current in order to be considered. The Dean of Education will make the assignment to classes based on a space available basis, three (3) days prior to the beginning of any term. All bookstore purchases will be on a cash basis.

CARE audit classes cannot be taken under the G.I. Bill and no attendance follow-up will be made. CARE students will receive a grade of U (Audit).

TUITION AND FEES

Tuition and Fees for courses offered at the College are stated in a separate Supplement to the Catalog (see insert).

ELIGIBILITY

Specific information relating to an individual's eligibility for financial aid is stated in consumer information above.

Aid from most of the Federal student aid programs - except the Federal Supplemental Loan for Students (SLS) and the Federal Parent Loan for Students (PLUS) - is awarded on the basis of financial need.

The application process to determine financial need entails the completion of the Free Application for Federal Student Aid (FAFSA). The information provided on the FAFSA application will be evaluated by a College Financial Aid Officer using an approved needs analysis system which calculates the Cost of Education from which the Family Contribution is subtracted to arrive at a student's financial need. 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, or changes in enrollment status, may amend initial awards. Students must maintain satisfactory academic progress toward completion of their respective 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.)

Students may not 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.

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 quarter hours of the stated program objective within 150% of the minimum total quarter 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 quarter 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.

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.

Federal Stafford Student Loan Programs - Subsidized and Unsubsidized Formerly Guaranteed Student Loan (GSL)

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. The interest rate varies and is determined by the student's classification as either a new borrower or a continuing borrower.

Students may qualify for a "subsidized" Federal Stafford Loan, which is based on financial needs as calculated by the school using a formula established by Congress. Students can also apply for an "unsubsidized" Federal Stafford Loan regardless of their financial need. Students may have both a "subsidized" and an "unsubsidized" Stafford Loan, restricted to the loan limits listed.

Repayment of these loans generally begins six months after students have graduated, left school, or dropped below half-time status. On the "subsidized" Stafford Loan, there are no payments of principal or interest during the six month grace period. On and "unsubsidized" Stafford Loan, payments are due on the interest while attending and during the six month grace period.

1. A **dependent undergraduate** student can borrow up to -
 - (A) \$2,625, if he/she is a first-year student enrolled in a program of study that is a full academic year.
 - (B) \$3,500, if he/she has completed his/her first year of study, and the remainder of his/her program is a full academic year.
 - (C) \$5,500 a year, if he/she completed two years of study, and the remainder of his/her program is at least one academic year.

The total Federal Stafford Loan Dept the student can have outstanding as a dependent undergraduate is \$23,000.

2. An **independent undergraduate** can borrow up to -
 - (A) \$6,625. of he/she has completed his/her first year of study, and the remainder of his/her program is a full academic year. (At least \$4,000 of this amount must be in "unsubsidized" Stafford Loans.)
 - (B) \$7,500, if he/she has completed his/her first year of study, and the remainder of his/her program is a full academic year. (At least \$4,000 of this amount must be in "unsubsidized" Stafford Loans.)
 - (C) \$10,500 a year, if he/she has completed two years of study, and the remainder of his/her program is at least one academic year. (At least \$5,000 of this amount must be in "unsubsidized" Stafford Loans.)

The total Federal Stafford Loan debt the student can have outstanding as an independent undergraduate is \$46,000.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Perkins Loan, Federal Stafford Loan (GSL), and/or Federal SLS be notified concerning their loans. The college counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding payment.

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

FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Stafford and SLS funds cannot be released nor can a PLUS loan application be certified until financial aid transcripts have been received from all colleges the applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid at the prior institution(s).

TUITION CHARGES

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

Specific charges for each program may be reviewed in the enclosed addendum which is a part of this catalog.

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.

WEEKS ATTENDED

MINI TERM-30 WEEK ACADEMIC YEAR

01	=	100%	refund of tuition charge for the academic year
02 - 03	=	90%	refund of tuition charge for the academic year
04 - 06	=	80%	refund of tuition charge for the academic year
07 - 09	=	70%	refund of tuition charge for the academic year
10 - 12	=	60%	refund of tuition charge for the academic year
13 - 15	=	50%	refund of tuition charge for the academic year
16 - 18	=	40%	refund of tuition charge for the academic year
19 - 30	=	0%	refund of tuition charge for the academic year

Refunds of tuition and fees to students, subsequent to the first academic year of the first period of enrollment are made in the following manner shown below:

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

<u>For Withdrawal During</u>	<u>Refunded</u>	<u>Amount Retained</u>
•1st Week of Academic Year	100% Tuition	None
•2nd - 4th Weeks of Academic Year	80% Tuition	20% Tuition
•5th Week & Up to First 25% of Academic year	55% Tuition	45% Tuition
•Second 25% of Academic Year	30% Tuition	70% Tuition
•Remaining 50% of Academic Year	None	All

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.

REFUND DISTRIBUTION POLICY

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

1. FFEL:
 - SLS
 - unsubsidized Stafford
 - subsidized Stafford
 - PLUS
2. Federal Direct Loans:
 - Stafford
 - PLUS
3. Federal Perkins Loan
4. Federal PELL Grant
5. Federal Supplemental Education Opportunity Grant (FSEOG)
6. Other Title IV, HEA Programs
7. Other Federal, State, private, or institutional aid
8. The Student

If the student has more than one loan and the refund would greatly reduce or pay completely one of the loans, the refund is paid to that loan. The amount refunded to any program may not be greater than the amount the student received from that fund.

CALCULATION OF GRADE POINT AVERAGE

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

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. Student attendance must be separately tracked and recorded by class hours for each class in which the student is enrolled. While absences may be classified as excused or unexcused for purposes of allowing make-up work, all absences, regardless of the reasons, must be considered in applying the attendance policy. Excessive absences will cause the student to be withdrawn from the class(es). The actual last date of attendance will be used in reporting the student's final attendance date.

Total (Cumulative) Hours Absent - Students must be withdrawn from any class in which their total hours of absence equal a predetermined limit as noted in the chart below. Students must be withdrawn from the college when their total hours of absence equal the limit in all classes in which they are enrolled.

Consecutive Hours Absent - Students must be withdrawn from any class in which their consecutive hours of absence equal the limits noted below. Students must be withdrawn from the college when their consecutive hours of absence in all classes in which they are enrolled equal the limit noted below.

NUMBER OF CLASS HOURS OF ABSENCE GENERATING WITHDRAWAL

Total (cumulative) Hours Absence Limit [in courses with 1000-2000 level prefixes]	Not more than 12 hours
Total (cumulative) Hours Absence Limit [in courses with 3000-6000 level prefixes]	Not more than 16 hours
Consecutive Hours Absence Limit [all classes]	Not more than 8 hours

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

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

**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:

**SATISFACTORY PROGRESS STANDARDS
UNDERGRADUATE DEGREES - QUARTER CREDITS**

Total Number of Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Suspension if % of credits completed of credits attempted is below
1 - 16	1.50	N/A	N/A
17 - 32	1.50	1.00	N/A
33 - 48	1.50	1.20	50%
49 - 60	1.65	1.30	60%
61 - 71	1.80	1.50	65%
72 - 95	2.00	1.75	67%
96 - 288	2.20	2.00	67%

• **Maximum Time In Which to Complete**

A student cannot attempt more than 1.5 times the number of credits in his/her program of study.

The maximum credits that may be attempted by a student in a 96 credit associate degree program are 144 (1.5 times 96), The maximum in a 124 credit associate degree program are 186 (1.5 times 124). The maximum in a 192 credit bachelors degree program are 288 (1.5 times 192).

• **Academic Probation**

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

• **Academic Suspension**

A student on academic probation whose CGPA falls into the suspension range specified above, is considered not to be making satisfactory progress, is placed on **ACADEMIC SUSPENSION**, and may be withdrawn from the College.

• **Readmittance Following Suspension**

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy found in the Academic Information section of the catalog. Students readmitted at this point are considered to be on probation but must bring their CGPA into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student's CGPA to improve into the probation range by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student's CGPA to improve into the probation range, the student may not be readmitted as a Regular Student.

- 4) During the non-regular status, the student is not eligible for federal financial aid and will be charged tuition and fees.
- 5) During the non-regular status, the student is expected to re-take courses previously as a means of correcting academic deficiencies.
- 6) The student will be required to seek counseling with the Dean following each grading period and will be permitted to register for classes only with the recommendation of the department chairperson.
- 7) A non-regular student on Probation after Readmittance Following Dismissal must raise his/her academic and successful course completion standards at the applicable evaluation points as listed on page 23. If, by the end of the maximum period of time allowed for non-regular status the student has not met these standards, he/she will be academically dismissed and will not be considered for readmission.

A student is limited to only one readmittance on Probation Following Dismissal.

• Appeals Procedures

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by requesting in writing a review of their situation. Such a review shall be conducted by the Academic Dean and or the College President or an appeal committee appointed by the College Director or President. Should the appeal be granted, the student will receive one additional academic term in which to regain satisfactory progress. Any decision resulting from that review is final and is not appealable.

PROGRESSION TOWARD COMPLETION REQUIREMENTS

• Percentage Successfully Completed

In addition to CPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be maintaining satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of the academic term. These percentage requirements are noted in the tables on the preceding page along with CGPA requirements. As with the determination of CGPA, the percentage requirements will be reviewed at the end of each academic quarter to determine if the student is progressing satisfactorily.

For determining progression toward completion, grades of F(failure) and W(withdrawal penalty) are counted as hours attempted but are not counted as hours successfully completed. Grades of "I" (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the CGPA and satisfactory progress determination will be recalculated based on that letter grade.

• Academic Suspension

Students whose percentage completion falls below the requirements specified on the previous page will be placed on ACADEMIC SUSPENSION. It is important to note that this alone can result in being placed on ACADEMIC SUSPENSION, even if the CGPA is above the suspension level.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS:

Students must maintain a cumulative grade point average of C (2.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a C (2.0) cumulative grade point average for any term will be placed on probation for the next academic term.

Failure to achieve a C (2.0) cumulative grade point average during the next 2 consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

Students re-entering on Non-Regular status must consult with the Veterans Administration regarding of VA benefits prior to enrollment.

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 Dean. Only upon written confirmation or a re-entry form signed by the Dean may the student resume training with a status of Academic Probation. If otherwise eligible, a student re-entering may receive financial assistance only when he or she has again attained satisfactory academic progress.

If satisfactory progress is not attained during this grading period, the student will be dismissed. Actions of Academic Suspension or Dismissal may also be taken if, in the judgment of the Dean, the student's continuance in a program of study is resulting in no advantage to the student or the College. A student dismissed from the College will be permitted to re-enter only through the appeals process or following an absence of a calendar year from the date of dismissal.

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subject is permitted. In addition to the requirement of a baccalaureate degree, admissions requirements for the student wishing to enroll in the graduate program are listed below:

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

Categories of Enrollment:

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

1. Regular Students

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

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 coursework at the College.

PREREQUISITE REQUIREMENTS

All students applying for graduate degree candidacies are required to satisfy 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 foundational work may be required before certain higher level courses may be taken. All students pursuing a Master degree must satisfy or have completed the following prerequisite courses or their equivalents:

- ACC 5010 Financial Accounting
- ECO 5010 Economic Analysis of the Firm
- QMB 5010 Statistics for Managers

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.

GRADING SYSTEM AND PROGRESS REPORTS: GRADUATE PROGRAM

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

The following grading system is used:

<u>Grade Evaluation</u>	<u>Grade Points Per Quarter Hour</u>
A Excellent	4
B Above Average	3
C Average	2
D Below Average	1
* W Withdrawal	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 Mitigating Circumstances Not calculated

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

DA Drop/Add	Not calculated
E Exemption	Not calculated
U Audit	Not calculated
* WL Leave of Absence	Not calculated
X Transfer of Credit	Not calculated
Z Directed Study in Progress	Not calculated

Note: A "Z" grade automatically changes to "F" if course requirements are not completed by the end of two consecutive quarters.

A student who wishes to appeal a grade must do so by the end of the term following the one in which the grade was earned.

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

TRANSFER OF CREDIT

Students transferring graduate level courses from other institutions must provide evidence that the courses are comparable in content to the program of study at the 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 quarter hours in the graduate program is defined as a full-time student.

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

CORE REQUIREMENTS (to be taken by all students)

			<u>Quarter Hours</u>
COP	5020	Management Information Systems	4.0
ECO	5420	Managerial Economics	4.0
MAN	5130	Management Communication	4.0
MAN	5311	Management of Human Resources	4.0
PSY	5206	Organizational Behavior	4.0
QMB	5413	Quantitative Methods	<u>4.0</u>
			24.0

STUDENTS MUST PARTICIPATE IN ONE OF THE FOUR CONCENTRATIONS AVAILABLE UNDER THE MASTER OF BUSINESS ADMINISTRATION PROGRAM.

MANAGEMENT ANALYSIS CONCENTRATION REQUIREMENTS

ACC	5320	Managerial Accounting	4.0
FIN	5428	Financial Management	4.0
MAR	5786	Marketing Management	4.0
MAN	5721	Advanced Policy and Strategy	4.0
		Approved Elective	4.0
		Approved Elective	4.0
MAN	5900	Graduate Research Practicum*	<u>6.0</u>
			30.0

PROFESSIONAL ACCOUNTING CONCENTRATION REQUIREMENTS

ACC	5221	Advanced Accounting II	4.0
ACC	5621	Auditing II	4.0
FIN	5428	Financial Management	4.0
MAN	5721	Advanced Policy and Strategy	4.0
		Approved Elective	4.0
		Approved Elective	4.0
MAN	5900	Graduate Research Practicum*	<u>6.0</u>
			30.0

INFORMATION SYSTEMS CONCENTRATION REQUIREMENTS

ACC	5050	Accounting Information Systems	4.0
FIN	5428	Financial Management	4.0
COP	6020	Advanced Management Information Systems	4.0
MAN	5721	Advanced Policy and Strategy	4.0
		Approved Elective	4.0
		Approved Elective	4.0
COP	5900	Graduate Research Practicum*	<u>6.0</u>
			30.0

**Requirements for
THE MASTER OF PUBLIC ADMINISTRATION DEGREE**

CORE REQUIREMENTS

			<u>Quarter Hours</u>
COP	5020	Management Information Systems	4.0
ECO	5420	Managerial Economics	4.0
PSY	5206	Organizational Behavior	4.0
MAN	5311	Management of Human Behavior	4.0
QMB	5413	Quantitative Methods	4.0
MAN	5130	Management Communication	<u>4.0</u>
			24.0

PUBLIC MANAGEMENT CONCENTRATION REQUIREMENTS

ACC	5860	Governmental Accounting	4.0
PAD	5060	Public Administration - Theory & Practice	4.0
PAD	5221	Public Law and Regulation	4.0
PAD	5900	Graduate Research Practicum*	6.0
PAD	5931	Public Policy and Strategy	4.0
			4.0
			<u>4.0</u>
			30.0

* STUDENTS MAY ELECT TO COMPLETE TWO ADDITIONAL GRADUATE COURSES IN A DESIGNATED CONCENTRATION AREA IN LIEU OF PARTICIPATING IN THE GRADUATE RESEARCH PRACTICUM.

MASTER DEGREE GRADUATION REQUIREMENTS:

Core Requirements	24.0
Concentration Requirements	<u>30.0</u>
TOTAL GRADUATION REQUIREMENTS	54.0

Cooperative Education Credit

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

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

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

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

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

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 quarter hours in addition to the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

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

This course of study teaches the student the necessary skills for entry into the business world. The courses include human relations, general business, or organizational structure, communication, economical perspectives or the student may major in specific business concentrations such as accounting, computer science, or managerial/marketing.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hrs</u>	<u>Bachelor Degree Quarter 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
FIN 1100 Introduction to Finance	4.0	4.0
FIN 3450 Business Finance		4.0
STD 2082 Career Strategy	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter 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 Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1101 English Composition I	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 Quarter 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 Quarter Hours		40.0
 Total Quarter Hours Required for Graduation	 96.0	 192.0

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

Graduates of this program may be employed as an entry level system analyst, programmer, or management information specialist in the business community. The courses offer the opportunity to receive instruction in standard computer languages, managerial information systems, and managerial application.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter 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
FIN 1100 Introduction to Finance	4.0	4.0
FIN 3450 Business Finance		4.0
STD 2082 Career Strategy	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
CIS 2321 Systems Analysis Methods	4.0	4.0
CIS 3100 Objective Oriented Programming Methodology		4.0
CIS 3321 Structured Systems Design		4.0
COC 1000 Introduction to Computers	4.0	4.0
COC 1212 Programming Logic	4.0	4.0
COP 1100 Microcomputer Operating System	4.0	4.0
COP 1300 Intro to Programming	4.0	4.0
COP 2121 Computer Programming - COBOL	4.0	4.0
COP 2600 Computer Programming -"C"	4.0	4.0
COP 3121 Computer Programming - Advanced COBOL		4.0
COP 3530 Data Base Program Development		4.0
COP 4000 Computer Programming - Advanced "C"		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
Electives - Approved Programming Language or Business-Related	16.0	8.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1101 English Composition I	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
MAC 1133 College Mathematics	4.0	4.0
STA 3014 Statistics		4.0
Electives	12.0	40.0
Total General Education Component Quarter 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 Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

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

The degree in management/marketing is intended to prepare students for entry level positions in advertising, marketing research, retail and wholesale management, professional sales, human resources, organizational management, and labor relations. Course offerings are designed to show how the framework of decision-making and the human contributions have an impact in productivity and effectiveness to the organization.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter 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
COC	1000	Introduction to Computers	4.0	4.0
FIN	3450	Business Finance		4.0
FIN	1100	Introduction of Finance	4.0	4.0
STD	2082	Career Strategy	4.0	4.0
		Electives		8.0
Total Business Administration Component Quarter Hours			24.0	36.0
 <u>Major Component</u>				
ADV	2331	Advertising	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management	4.0	4.0
MAN	2050	Business Application on the Microcomputer	4.0	4.0
MAN	3344	Principles of Supervision	4.0	4.0
MAN	3800	Small Business Management	4.0	4.0
MAN	4311	Management of Human Resources		4.0
MAR	1023	Introduction to Marketing	4.0	4.0
MAR	3503	Consumer Behavior	4.0	4.0
MAR	3600	Global Marketing	4.0	4.0
MAR	4344	Promotional Policies & Strategy		4.0
MAR	4613	Marketing Research		4.0
		Electives - Business and Business Related	12.0	12.0
Total Major Component Quarter Hours			48.0	60.0
 <u>General Education Component</u>				
ENC	1101	English Composition I	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 Quarter 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 Quarter Hours				40.0
Total Quarter Hours Required for Graduation			96.0	192.0

Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Computer Applications Major

This program prepares graduates to pursue entry-level careers in data-entry, word processing, and database system utilization on microcomputers.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0
ACC 2021 Principles of Accounting II	4.0
BUL 2100 Business Law I	4.0
FIN 1100 Introduction to Finance	4.0
MAN 2050 Business Applications on the Microcomputer	4.0
STD 2082 Career Strategy	4.0
Total Business Administration Component Quarter Hours	24.0
 <u>Major Component</u>	
CAP 2060 Word Processing	4.0
CAP 2070 Spreadsheets	4.0
CAP 2080 Data Base	4.0
COC 1000 Introduction to Computers	4.0
COP 1100 Microcomputer Operating System	4.0
SES 1010 Keyboarding	2.0
SES 1160 Word Processing Applications	2.0
SES 2110 Advanced Keyboarding	2.0
SES 2210 Expert Keyboarding	2.0
Electives (Computer or Business Related)	20.0
Total Major Component Quarter Hours	48.0
 <u>General Education Component</u>	
ENC 1101 English Composition I	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 Quarter Hours	24.0
 Total Quarter Hours Required for Graduation	 96.0

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

This degree prepares the graduate to be an entry-level paraprofessional in medical offices, clinics and associated medical facilities.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>
BUL	2100	Business Law I	4.0
CAP	2060	Word Processing	4.0
FIN	1100	Introduction to Finance	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
STD	2082	Career Strategy	4.0
		Electives	4.0
Total Business Administration Component Quarter Hours			24.0
 <u>Major Component</u>			
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
MEA	2501	Business Management for Medical Assistant	4.0
MEA	2930	Medical Assistant Externship	4.0
MLS	1445	Clinical Procedures	4.0
MLS	1446	Special Patient Care	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	1101	Typing	2.0
SES	1160	Word Processing Application	2.0
PHA	2010	Pharmacology/First Aid	4.0
MLS	2601	Basic Principles of X-Ray	4.0
Total Major Component Quarter Hours			48.0
 <u>General Education Component</u>			
ENC	1101	English Composition I	4.0
ENC	1312	Written Communications	4.0
MAC	1133	College Mathematics	4.0
		Electives	12.0
Total General Education Component Quarter Hours			24.0
 Total Quarter Hours Required for Graduation			 96.0

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**A Future
Of Commitment**



- ACC 5651 Operational Auditing** 4.0 Quarter Hours
Case study analysis of advanced operational auditing issues. Examination includes issues in production and production control, marketing and advertising, credit operations, and warehousing and receiving operations. Prerequisite: ACC 4601 or departmental approval.
- ACC 5740 International Accounting** 4.0 Quarter Hours
Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. Prerequisite: ACC 3131 or equivalent.
- ACC 5860 Governmental Accounting** 4.0 Quarter Hours
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 3131 or ACC 5010.
- ACC 5900 Graduate Research Practicum** 6.0 Quarter Hours
Participants prepare a dissertation in the form of thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. The Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the research practicum. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Graduate students are also prohibited from participating in the Graduate Research Practicum prior to the successful completion of appropriate prerequisites. Prerequisites: QMB 5413, ECO 5420, PSY 5206, MAN 5311, MAN 5130, COP 5020, and departmental approval.
- ACC 6000 Seminar in Accounting** 4.0 Quarter Hours
A special seminar in advanced study consisting of relevant and current accounting problems and practices particular to the student and the time. Prerequisite: Determined by the material and the instructor.
- ACC 6330 Financial Statement Analysis** 4.0 Quarter Hours
Comprehensive examination of financial statement ratios and other quantitative and qualitative data used in analysis of financial statements. Prerequisite: ACC 5010 or equivalent.
- ACC 6340 Budget Administration** 4.0 Quarter Hours
Comprehensive identification and examination of master budget and subordinate budget preparation techniques. Emphasis on preparation, implementation and evaluation of budget data. Prerequisite: ACC 5320 or equivalent.

FIN 5428 Financial Management 4.0 Quarter Hours
A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flows, particularly cash management and distribution. Prerequisite(s): ECO 5010 and ACC 5010 or equivalent.

FIN 5430 Investment Analysis and Portfolio Management 4.0 Quarter Hours
Designed to present investments in a framework that is organized by a central core of fundamental principles without unnecessary mathematical or technical detail. Examines financial environment, optimal portfolio selection, rates of return, risk, options, and convertibles. The ethics of investment will be studied. Prerequisite: FIN 5428 or equivalent.

FIN 5636 International Finance 4.0 Quarter Hours
A comparative study of institutional characteristics and internal efficiency of developed and underdeveloped countries.

MANAGEMENT/MARKETING

BUL 5132 Advanced Business Law 4.0 Quarter Hours
Substantive examination and analysis of contract and tort law and relevant provisions of the Uniform Commercial Code. Prerequisite: BUL 2100 or equivalent. (Credit is not allowed for BUL 4132 and BUL 5132.)

MAN 5125 Industry, Government and Society 4.0 Quarter Hours
This course focuses on the legal and ethical environment within which managers must operate in the role of business and industry as it relates to the structure of government and society.

MAN 5130 Management Communication 4.0 Quarter Hours
Both oral and written communication techniques are studied for the most effective ways of transferring information within an organizational structure.

MAN 5311 Management of Human Resources 4.0 Quarter Hours
This course in human resource management covers recruitment, planning, supervision, training, promotion, management, and control of personnel in organizational settings.

MAN 5600 Management of International Business 4.0 Quarter Hours
A study of the managerial requirements for establishing and conducting multi-national business operations.

MAN 5721 Advanced Business Policy and Strategy 4.0 Quarter Hours
An advanced study primarily concerned with the analysis of the decision-making process and the use of managerial decision-making techniques at the executive level. Prerequisites: MAN 2000, MAN 5311, MAR 5786, ECO 5420, FIN 5428, ACC 5320, and QMB 5423.

MAN 5787 Logistics Management, Public and Private 4.0 Quarter 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.

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

MAR 6020 International Marketing 4.0 Quarter Hours
An intense look at economic issues affecting the current and future structure of markets and economics, including development of government policies that define the business environment.

QMB 5010 Statistics for Managers 4.0 Quarter Hours
A comprehensive introduction to statistical and quantitative business methods in decision making.

QMB 5413 Quantitative Methods 4.0 Quarter Hours
Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMB 5010 or equivalent.

PUBLIC ADMINISTRATION

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

PAD 5221 Government Law and Regulation 4.0 Quarter 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 Quarter Hours
Important aspects of recruiting, maintaining, and developing personnel in government, including civil service procedures, affirmative action, and organizational development.

PAD 5900 Graduate Research Practicum 6.0 Quarter Hours
Participants prepare a dissertation in the form of a thesis or an approved directed research proposal whose hypothesis may already have been determined. Either project selected must contain applied research, professional/technical writing, and oral communication activities. The Graduate Department Chair (or appointed faculty member) will present to the participant at least three hours of formal research methodology before the participant attempts the research practicum. Submission and subsequent acceptance of a thesis or directed research proposal is subject to the final approval of the Graduate Department Chair. Participation in the research practical is restricted to two consecutive quarters and may not be attempted during the final term of graduate course work. Graduate Students are also prohibited from participating in the Graduate Research Practicum prior to the successful completion of appropriate prerequisites. Prerequisites: QMB 5413, ECO 5420, PSY 5206, MAN 5311, MAN 5130, COP 5020, and departmental approval.

COURSE DESCRIPTIONS
UNDERGRADUATE PROGRAM

ACCOUNTING

- ACC 2001 Principles of Accounting I** 4.0 Quarter 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. Prerequisite: Any college-level mathematics course with a minimum grade of "C".
- ACC 2021 Principles of Accounting II** 4.0 Quarter 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 Quarter 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 3101 Intermediate Accounting I** 4.0 Quarter 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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 4740 International Accounting 4.0 Quarter Hours
Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. Prerequisite: ACC 3131 or equivalent.

ACC 4860 Governmental Accounting 4.0 Quarter Hours
Budgetary and fund accounting systems as applied in various types of governmental agencies and educational institutions. Prerequisite: ACC 3131.

ACC 2996 Selected Topics in Accounting 2.0 Quarter Hours

ACC 4996 Selected Topics in Accounting 2.0 Quarter Hours

ACC 4998 Selected Topics in Accounting 4.0 Quarter Hours

A special study of selected topics of current interest and relevance to the student preparing for a career in accounting. Students are prohibited from registering for ACC 2996 or ACC 4996 without Dean's approval. Prerequisites, if any, are determined by the course material and instructor.

ACC 4999 Externship in Accounting 4.0 Quarter Hours

As part of the preparation for a career in accounting, the student is permitted to serve an externship in public accounting firms; accounting departments of financial, business, and industrial organizations; or government agencies acceptable to the College. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer. Students must have completed ACC 3131 before being considered for externship.

COMPUTER INFORMATION SCIENCE

CAP 1900 Basic Computer Operations 4.0 Quarter Hours

This course provides the student with an overview of the activities and responsibilities of a Computer Operator in the typical data processing environment. Both lecture and hands-on continuous incremental learning methods will be used. Microcomputer and minicomputer technology will be utilized. Prerequisites: COC 1000 and MAN 2050.

CAP 2060 Word Processing 4.0 Quarter Hours

Through instructor's lecture and demonstration using Word Processing software, students, through return demonstration 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. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: MAN 2050.

CAP 2070 Spreadsheets 4.0 Quarter Hours

From instructor lecture and demonstration using a popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, how to computerize standard business forms, and how to design and build practical business spreadsheets such as profit/loss statements and sales projections. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: MAN 2050.

- CIS 4200 Comparative Operating Systems** 4.0 Quarter Hours
 A study of operating systems fundamentals: memory management, processor management, disk management, scheduling, resource contention, from the viewpoint of microcomputer, mini-computer and mainframe computer operating systems. Prerequisite: COP 1100.
- CIS 4810 Management Information Systems** 4.0 Quarter Hours
 An introduction to the financial, technical, and strategic information systems planning processes. Emphasis on the relationship of the information systems planning process to the overall business goals, policies, plans, management style, and industry condition. Emphasis on the means of selecting large systems projects; assessing the installation's current state; determining processing, staffing, software, hardware, and financing approaches. Review of hardware, software, and services information sources. Prerequisite: COC 1000.
- COC 1000 Introduction to Computers** 4.0 Quarter Hours
 An overview of computer information systems. Through lecture and demonstration, this survey course introduces computer hardware - micro, mini, and mainframe; software, procedures, systems, and human resources, and explores their integration and application in business and in other segments of society. Computers as tools in the business environment are surveyed through hands-on experiences with microcomputer applications of word processing, spreadsheet analysis, accounting applications, business graphics, and data base management techniques.
- COC 1212 Programming Logic** 4.0 Quarter Hours
 This course provides the student with an introduction to the fundamentals of computer problem solving and programming in a higher level programming language. The methodologies used are varied and include flowcharting, hierarchy charts, decision tables, and numbering systems. In addition, new techniques will be discussed when they become available. Prerequisite: COC 1000.
- COC 4170 Applied Software Development Project** 4.0 Quarter Hours
 Application of computer programming and system development concepts, principles, and practices to a comprehensive system development project. A team or individual approach is used to analyze, design, and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations, and group dynamics in the solution of information systems problems. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: CIS 3321 and any 2000 level programming course.
- COC 4997 Selected Software Topics** 4.0 Quarter Hours
 A special study in selected software topics which are of current interest and relevance to the student preparing for a career in computer programming. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites, if any, are determined by the course material and instructor.
- COC 2996 Selected Topics in Data Processing** 2.0 Quarter Hours
COC 4996 Selected Topics in Data Processing 2.0 Quarter Hours
COC 4998 Selected Topics in Data Processing 4.0 Quarter Hours
 A special study in selected topics which are of current interest and relevance to the student preparing for a career in computer programming. Students should expect to complete any lab assignments outside of the normal class hours. Students are prohibited from registering for COC 2996 or COC 4996 without Dean's approval. Prerequisites, if any, are determined by the course material and instructor.

COP 3121 Computer Programming - Advanced COBOL 4.0 Quarter Hours
This course provides the student with advanced concepts of the COBOL programming language. Topics covered through lecture and demonstration 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. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COP 2121.

COP 3530 Data Base Program Development 4.0 Quarter Hours
Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language. Discussion and application of data structures, indexed and direct file organizations, models of data including hierarchical, network, and relational. Discussion of storage devices, data administration and data analysis, design, and implementation. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: COP 1300 and CIS 3321.

COP 4000 Computer Programming - Advanced "C" 4.0 Quarter Hours
This course is a continuation of COP 2600. Advanced "C" programming concepts will be covered. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisites: COP 2600 and CIS 3100.

COP 4100 Computer Programming - ADA 4.0 Quarter Hours
This course provides an introduction to the official government programming language "ADA". Object-oriented computer programming methodology is presented, as well as the unique features of the ADA language. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: COP 4000.

COMMERCIAL ART

ART 1301 Drawing and Illustration 8.0 Quarter Hours
The course is designed to develop realistic drawing skills using a continual incremental learning process featuring instructor lecture, demonstration, and return demonstration in a series of exercises that develop the student's observation abilities. The basic elements of good composition include methods for directing the viewer's eye and emotive response are covered, as well as basic shapes, shading, texture, tone, and perspective in studies of still life and portraiture. Students should expect to complete any lab assignments outside of the normal class hours.

ART 1421 Advanced Illustration and Composition 8.0 Quarter Hours
A further study of the elements of composition and illustration as they apply to commercial illustration and design using lecture, demonstration and return demonstration techniques. Instruction in various illustration techniques and media with direct application of theory and color. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: ART 1301.

ART 1531 Design/Typography 8.0 Quarter Hours
An introduction to the principles and concepts of graphic communication and instruction in the rendering of letter forms. Through lecture and demonstration and return demonstration by the student, this course covers the methods and procedures for creative problem solving using the disciplines necessary in the preparation of comprehensive commercial design. Students should expect to complete any lab assignments outside of the normal class hours. Prerequisite: ART 1421.

COURT REPORTING

- SES 1225 Machine Theory I** 8.0 Quarter Hours
An introduction to computer-compatible machine shorthand theory, phonetics, symbols, finger position, brief forms and phrases, and reading habits using lecture and demonstration by the instructor and return demonstration by the student.
- SES 1326 Machine Theory II** 8.0 Quarter 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 through instructor-dictation and student read-backs. Reporting techniques, including Q & A and Jury Charge are stressed. Prerequisite: SES 1225.
- SES 1436 Law and Legal Terminology** 4.0 Quarter 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.
- SES 2240 Computer-Aided Transcription** 2.0 Quarter Hours
An introductory course in the use of the computer to transcribe stenography notes. The student will develop hands-on skills for use in transcription by computer. Prerequisite: SES 1326.
- CR-SES 1201 Court Reporting Vocabulary** 2.0 Quarter Hours
This course enables students to effectively and efficiently locate words and definitions in the dictionary. Students will master the usage of words and idioms, including a sampling of technical terms common to the business world. Prerequisite: ENC 1101.
- CR-SES 2111 Court and Conference Dictation I** 8.0 Quarter 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. Through instructor dictation and demonstration at controlled speeds and student read-back, 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 1326.
- CR-SES 2121 Court and Conference Dictation II** 8.0 Quarter Hours
This course emphasizes the clarity of notes and more difficult dictating material for complete utilization of theory. Instructor dictation and student read-back assures a continual incremental learning process 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 2111.
- CR-SES 2131 Court and Conference Dictation III** 8.0 Quarter Hours
A continual incremental learning process of instructor dictation and student read-back provides 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 2121.

ECONOMICS

- FIN 1100 Introduction to Finance** 4.0 Quarter Hours
A study of typical financial problems faced by the individual. Topics will include budgeting, consumer credit, time payments, mortgages, personal investing, and default prevention for financial aid recipients.
- FIN 2200 Money and Banking** 4.0 Quarter Hours
The study of the creation of our monetary reporting system, and banking controls. It also includes the creation and power of the Federal Reserve System, open market trading, national debt financing and current economic issues.
- FIN 3010 Investments** 4.0 Quarter Hours
A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes which affect investment policy timing, selection and investment values.
- FIN 3450 Business Finance** 4.0 Quarter Hours
This course examines the financial decisions that impact management and corporate financial officers. It is an introduction to financial theory, principles and terminology. Prerequisite: ACC 2001.
- FIN 4401 Foundations of Financial Management**
Integrates the concepts of economics, accounting, and finance to effectively maximize shareholders profits. It will include financial forecasting, asset management, capital budgeting, investment banking and long term financing. Prerequisites: ACC 2021, ECO 3021, and FIN 3450.
- FIN 4428 Financial Management** 4.0 Quarter Hours
Comprehensive examination of capital structure, (ie, costs, availability and selection of capital.) Emphasis on cash flow management and distribution. Prerequisites: ECO 3023, ACC 2031, and FIN 3401, or course equivalents.
- ECO 3013 Macroeconomics** 4.0 Quarter Hours
A basic study of economics and cultural changes with research into the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, a consideration of monopoly, the laws of supply and demand, and production control.
- ECO 3023 Microeconomics** 4.0 Quarter Hours
This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution.
- ECO 4998 Selected Topics in Economics** 4.0 Quarter Hours
A special study of selected topics which are of current interest and relevance to the student in the area of economics. Prerequisites, if any, are determined by the course material and instructor.

- LEA 2303 Criminal Procedure** 4.0 Quarter Hours
 This course explores basic concepts of both substantive and procedural criminal law. Primary emphasis will be on the Florida Rules of Criminal Procedure and the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Also included is a study of the elements of crimes, legal defenses and penalties.
- LEA 2610 Sports and Entertainment Law** 4.0 Quarter 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 Quarter Hours
 This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or other suitable location. Prerequisites: Students must have completed all the required legal major component courses with a GPA in the major core component of 3.0 or better; and SES 1160.
- LEA 3010 Torts** 4.0 Quarter Hours
 This course provides the student with a comprehensive study of the elements of various tort offenses including intentional, negligence and strict liability torts. Explained are the myriad principles, theories and remedies which govern liability for civil injuries not arising from contractual obligations. Prerequisite: LEA 1232.
- LEA 3155 Legal Research III** 4.0 Quarter Hours
 A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memorandums and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using WESTLAW. Prerequisite: LEA 2015.
- LEA 3215 Administrative Law** 4.0 Quarter Hours
 Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed.
- LEA 4015 Contract Law** 4.0 Quarter Hours
 The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: LEA 1403.
- LEA 4100 Bankruptcy** 4.0 Quarter Hours
 This course provides the student with an in-depth study of the Federal Bankruptcy Code and the rules which govern bankruptcy practice and procedures. Emphasis is placed on completing all the forms required to file a personal bankruptcy. Prerequisite: LEA 1403.
- LEA 4103 Law Office Management** 4.0 Quarter Hours
 The organization, operation, marketing, and management of a typical law office is taught in this course. Students are further instructed in basic accounting and bookkeeping procedures utilized in both large and small law firms. Time management and malpractice avoidance are also emphasized. Prerequisite: LEA 1000.

- MAN 3344 Principles of Supervision** 4.0 Quarter Hours
 A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication.
- MAN 3800 Small Business Management** 4.0 Quarter Hours
 This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: MAN 2000.
- MAN 4060 Business Strategy and Administration** 4.0 Quarter Hours
 A study of long term strategy and planning management. It is primarily concerned with analysis of the decision-making process and use of managerial decision-making techniques by middle and upper management personnel. Prerequisite: MAN 2000.
- MAN 4311 Management of Human Resources** 4.0 Quarter Hours
 An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Credit is not allowed for MAN 4311 and MAN 5311. Prerequisite: MAN 2000.
- MAN 4410 Labor Relations and Collective Bargaining** 4.0 Quarter Hours
 A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisites: MAN 2000 and 4311.
- MAN 4600 Management of International Business** 4.0 Quarter Hours
 A study of the managerial requirements for establishing and conducting multi-national business operations. Prerequisite: MAN 2000.
- MAN 2996 Selected Topics in Management** 2.0 Quarter Hours
MAN 4996 Selected Topics in Management 2.0 Quarter Hours
MAN 4998 Selected Topics in Management 4.0 Quarter Hours
 A special study of selected topics which are of current interest and relevance to the student preparing for a career in management. Students are prohibited from registering for MAN 2996 or MAN 4996 without Dean's approval. Prerequisites, if any, are determined by the course material and instructor.
- MAN 4999 Externship in Management** 4.0 Quarter Hours
 As part of the preparation for a career in management, the student is permitted to serve an externship in management functions of financial, business, and industrial organizations or government agencies acceptable to the College. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, the instructor, and the employer.
- MAR 1023 Introduction to Marketing** 4.0 Quarter Hours
 This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

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

MAR 2996 Selected Topics in Marketing 2.0 Quarter Hours

MAR 4996 Selected Topics in Marketing 2.0 Quarter Hours

MAR 4998 Selected Topics in Marketing 4.0 Quarter Hours

A special study of selected topics which are of current interest and relevance to the student preparing for a career in marketing. Students are prohibited from registering for MAR 2996 or MAR 4996 without Dean's approval. Prerequisites, in addition to MAR 1023, are determined by the course material and instructor.

MAR 4999 Externship in Marketing 4.0 Quarter Hours

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

PAD 3000 Public Administration 4.0 Quarter Hours

A study of the basic principles and theory of administrative structure, responsibility, and control in relation to policy making in the modern governmental unit. Prerequisite: MAN 2000.

RMI 3015 Risk and Insurance 4.0 Quarter Hours

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

STD 2082 Career Strategy 4.0 Quarter 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, career expectations, learning job search techniques, in addition to written skills and current resume preparation.

MEDICAL ASSISTANT

APB 1100 Anatomy and Physiology I 4.0 Quarter 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 Quarter 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.

OFFICE PRACTICE

SES 1010 Keyboarding 2.0 Quarter 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. Student's goal is to reach 30 net words per minute. Credit is not allowed for both SES 1010 and SES 1101.

SES 1101 Typing 2.0 Quarter Hours
Techniques and basic skills of typing, with emphasis upon keyboard mastery, correct techniques, operation and care of the equipment, the performance of basic typing operations, typing accuracy, and the attainment of speed. Student's goal is to pass two 5-minute timed tests at 30 net words per minute in preparation of SES 1111. Credit not allowed for both SES 1010 and SES 1101.

SES 1111 Intermediate Typing 2.0 Quarter Hours
A continuation of SES 1100 with emphasis placed on the development of speed and accuracy. Students must pass 2 5-minute timed tests at 45 net words per minute in preparation for SES 1121. Credit not allowed for both SES 1111 and SES 2110. Prerequisite: SES 1101.

SES 1121 Advanced Typing 2.0 Quarter Hours
A continuation of SES 1110 with emphasis placed on increasing speed and accuracy. This course will provide learning activities simulating the office environment. Students must pass 2 5-minute timed tests at 60 net words per minute. Credit not allowed for both SES 1121 and SES 2210. Prerequisite: SES 1111.

SES 1160 Word Processing Applications 2.0 Quarter Hours
This course provides hands-on experience in formatting, editing, proofreading, printing, storage, and retrieval of documents using information processing equipment. Prerequisite: CAP 2060.

SES 2110 Advanced Keyboarding 2.0 Quarter Hours
A continuation of SES 1010 with special emphasis placed on increasing speed and accuracy. The student's goal is to reach 45 net words per minute. Credit not allowed for both SES 2110 and SES 1111. Prerequisite: SES 1010.

SES 2210 Expert Keyboarding 2.0 Quarter Hours
A continuation of SES 2110 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. Student's goal is to reach 60 net word per minute. Credit not allowed for both SES 2210 and SES 1121. Prerequisite: SES 2110.

VIDEO ARTS AND SCIENCE

VID 1025 Broadcast Telecommunications 4.0 Quarter Hours
Historical and critical survey of the television and broadcast industry from early film productions, to live television, to the current cable networks. Introduction to the history of this industry covering the beginning of Radio/TV, federal communications commission, Public TV and entertainment production, and future technology.

VID 1100 Video Production I 4.0 Quarter Hours
This introductory level course emphasizes the principal concepts and techniques of video. Students learn camera techniques, audio, lighting and the basic broadcast production process.

VID 2600 Remote Production 4.0 Quarter Hours
This production course is designed to prepare each student for the various aspects of electronic news gathering or electronic field production. Students will learn the various aspects of production from concept to completion. Prerequisites: VID 2210, VID 2025.

VID 2750 Video Management 4.0 Quarter Hours
Course designed to prepare students in management and legal considerations. Proper procedures for permits, releases, and the production budget. Fundamental business aspects of the video industry are emphasized. Prerequisites: VID 2210 or VID 2025.

VIS 1000 Visual Studies 4.0 Quarter Hours
This course will address the use of line, shape, form, space, movement, texture, composition and perspective as formal visual elements in two and three-dimensional design. It also introduces basic drawing techniques and materials with an emphasis on the thought processes necessary to acquire traditional skills.

VIS 1100 Color Theory 4.0 Quarter Hours
Exploration of color relationships, color mixtures, perceptual phenomena, scientific knowledge and artistic application. Projects in makeup for video and a variety of media include manipulation of hue, value, intensity, spatial illusion and contrasts.

VIS 1500 Technical Studies 4.0 Quarter Hours
Introduction to the photographic process and video production. Students learn the basics of focusing, lighting, shooting, processing, framing, sequencing, storyboarding and editing as they acquire the technical and conceptual foundation for expression in the media arts.

GENERAL EDUCATION

APPLIED BIOLOGY

APB 2248 Anatomy and Medical Terminology 4.0 Quarter 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.

LANGUAGE ARTS

ENC 1101 English Composition I 4.0 Quarter Hour
Instruction and practice in expository writing utilizing grammatical and mechanical accuracy, and proper essay form. Emphasis is placed on clarity, logical organization, and coherence of central and supporting ideas.

ENC 1312 Written Communications 4.0 Quarter Hours
The principles of composition applied to written communication, including essays, correspondence and reports are the focus of this course. An extension of English Composition I (ENC 1101), particular attention is devoted to the further development of distinctive style. Students will produce no less than 6,000 written words. Prerequisite: ENC 1101.

AMH 2420 History of Florida 4.0 Quarter Hours
An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development.

AMH 2998 Current Issues 4.0 Quarter Hours

AMH 3996 Current Issues 2.0 Quarter Hours

This course focuses on current community, state, national, and global issues that influence environmental, societal and individual life. It is designed to stimulate thought, student interaction, and awareness of the impact these issues have upon personal and business pursuits.

AMH 4998 Selected Topics in American History 4.0 Quarter Hours

A special study of selected topics which are of interest and relevance to the student in the area of American History.

POS 2041 American National Government 4.0 Quarter Hours

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

POS 4998 Selected Topics in American Government 4.0 Quarter Hours

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

HUMANITIES

EVS 3060 Environmental Issues 4.0 Quarter Hours

This course develops an understanding for the relationship of natural process at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace.

EVS 3996 Selected Topics in Environmental Issues 2.0 Quarter Hours

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

PHI 2030 Critical Thinking 4.0 Quarter Hours

This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning.

PHI 3600 Ethics 4.0 Quarter Hours

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

PHI 4100 Logic 4.0 Quarter Hours

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

- SOC 1000 Introductory Sociology 4.0 Quarter Hours**
 This course is designed to help the student understand social behavior and social processes. Areas of emphasis are culture, personality, age and sex roles, family behavior, social classes and stratification, group behavior and social change.
- SOC 2999 Topics in Sociology 4.0 Quarter Hours**
 A special study of selected topics which are of current interest and relevance to the student in the area of Psychology or Sociology. Prerequisites, if any, are determined by the course material and the instructor.
- SOC 3000 Principles of Sociology 4.0 Quarter Hours**
 A study of man's cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Special attention is given to current social problems in America.
- SOC 3131 Crime and Delinquency 4.0 Quarter Hours**
 A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.
- SOC 3996 Selected Topics in Sociology 2.0 Quarter Hours**
SOC 4998 Selected Topics in Sociology 4.0 Quarter Hours
 A special study of selected topics which are of current interest and relevance to the student in the area of sociology. Prerequisites, if any, are determined by the course material and instructor.
- SOP 2500 Human Sexuality 4.0 Quarter Hours**
 A study of human sexuality as it applies to society, health, and relationships. Studies will include the physical and psychological aspects of the awareness of human sexuality. Legal, psychological, health issues and societal responsibility will be discussed.
- SOP 4003 Social Psychology 4.0 Quarter Hours**
 Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012.

RESEARCH STUDIES

- RES 3996 Elements of Research I 2.0 Quarter Hours**
RES 3997 Elements of Research II 2.0 Quarter Hours
 A directed study of research methods designed to aid students in obtaining information applicable to their major field of study. This research project includes an indoctrination in the use of library systems. Students must have completed RES 3996 or have Dean's approval before registering for RES 3997.

Faculty**Area of Specialization**

Abraham, Howard	Video Arts & Science	Certificate, Full Sail
Beal, Roger	Graduate Studies	M.B.A., University of Connecticut
Bell, Virginia	Paralegal Studies	B.A., Carnegie-Mellon University
Berryman, Robert	Accounting	A.S., Southern College
Boelke, Michael	Commercial Art	A.S., S.U.N.Y. at Cobleskill
Boyd, Helen	Accounting	B.S., Florida Southern
Braun, Andrew	Business Administration	A.A., Valencia Community College
Braverman, David	Computer Information Science	A.S., Orlando College
Chapman, Robert	Accounting, Graduate Studies	M.B.A., Orlando College
Cloyd, Rose	General Studies	C.P.A., Florida
Danesh, Shahab	Computer Information Science	B.S., Orlando College
Dooley, John	Library Science	M.B.A., Orlando College
Elliott, C. Robert	Business Administration	B.S., Orlando College
Farinas, Carlos	Computer Information Science	M.S.Ed., City College of New York
Ferrell, Colette	General Education, Business	B.A., City College of New York
Field, Scot	General Business	M.P.A., University of Texas
Fox, Pat L.	Commercial Art	M.B.A., Texas Tech University
Gunderson, Randee	Court Reporting	B.B.A., University of Texas
Hall, Bradley	General Business	B.S., Southern Illinois University
Harper, Robert	Graduate Studies/Business	A.S., Southern Illinois University
Hubbs, Clifford	Video Arts and Science	M.B.A., Florida Institute of Technology
Jarrett, Christopher	General Business	B.S., University of Southwestern Louisiana
Johnson, Kathy I.	General Business	A.A., Valencia Community College
Johnson, Ron	General Business	M.L.S., Florida State University
Ku, Michelle	Paralegal Studies	B.A., Florida Technological University
		M.B.A., Rollins College
		B.A., Rollins College
		M.B.A., Orlando College
		B.S., Orlando College
		A.S., Orlando College
		M.B.A., University of Central Florida
		B.S., University of Central Florida
		A.S., University of Central Florida
		M.B.A., Orlando College
		B.S., Michigan Technological University
		Commercial Art Studies, Florida State University
		Court Reporting Diploma, Minnesota School of Business
		B.A., American University of D.C.
		D.A., Carnegie-Mellon University
		M.A., Carnegie-Mellon University
		B.A., Carnegie-Mellon University
		Ed.D., Florida Atlantic University
		M.B.A., University of Alabama
		B.S., University of Alabama
		Certificate, London Theatre School
		M.B.A., Avila College
		B.S.A.E., West Virginia University
		M.B.A., California State University
		B.S., Edinboro University
		M.B.A., University of Southern California
		B.A., University of South Florida
		A.A., St. Petersburg Junior College
		J.D., University of Pennsylvania
		B.A., Cornell University

King, Ruby	Admissions Officer
Schermer, Shana	Admissions Officer
DeRosa-Weber, Joann	Admissions Officer
Spinetti, Laura	Admissions Officer
Ouilette, Donna	Admissions Officer
Downing, Patricia	Secretary to the Dean of Education
DeCurtis, Tracy	Attendance Clerk
Seda, Luz	Student Finance Officer
Hilton, Charlese	Student Finance Officer
Thomas, Bonnie	Student Finance Officer
Jones, Virginia	Student Finance Officer
Diaz-Rivera, Awilda	Receptionist
Mercado, Domingo	Maintenance
Zagaiski, Gerald	Training and Development

Academic Program Chairpersons

Gillespie, Stephen	Department Chair, Legal Studies Program
DeNigris, John	Department Chair, Graduate Studies, Business and Management/Marketing Programs
Cosgrove, Nancy	Department Chair, Computer Information Science Program
Baker, Terrie	Department Chair, Medical Assisting Program

Faculty

Area of Specialization

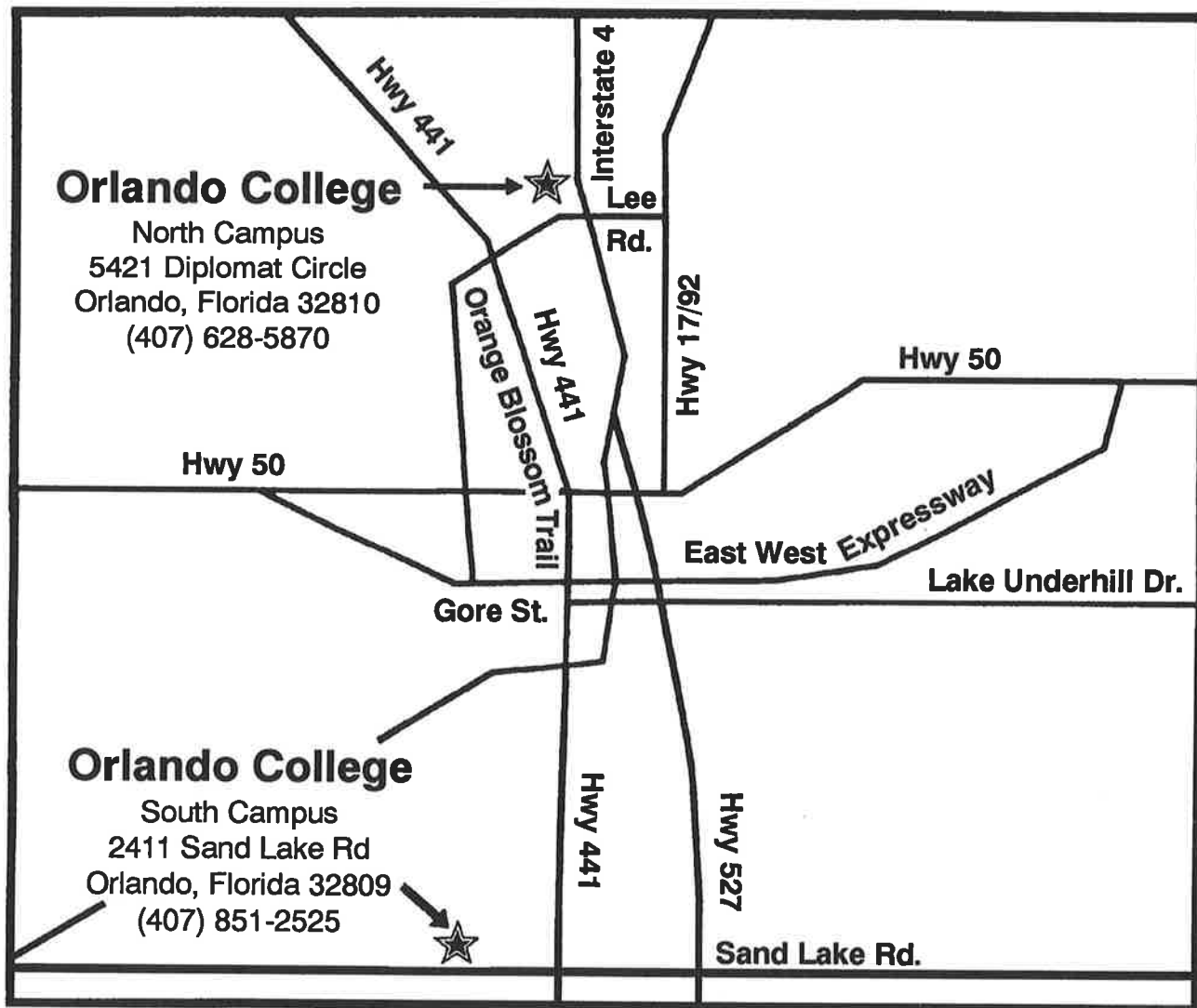
Adams, Jim	Computer Applications	B.A., University of Central Florida
Bahr, Amelia	Accounting	B.S., Rider University
Baker, Terrie	Medical Assistant	B.S.N., Florida Southern College
Beauchamp, Denise	Accounting	A.S.N., Valencia Community College
Billingsley, Christine	General Studies	M.B.A., University of Central Florida
Billingsley, Donald	Management/Marketing	B.A., University of Central Florida
Boswell, James	Legal Studies	M.Ed., Rollins College
Brady, Judy	Computer Information Science	B.L.S., Barry University
Burton, Jeffrey	Computer-Aided Design	A.A., Cabrillo College
Cosgrove, Nancy	Computer Information Science	M.B.A., Orlando College
Danesh, Shahab	Computer Information Science	B.S., Brigham Young University
DeNigris, John	Graduate Studies and Business	J.D., University of Georgia
Gillespie, Stephen	Legal Studies	B.A., College of William & Mary
Grant, Sally	Medical Assistant	B.S., Florida Southern College
Grasso, Heidi	General Studies	A.A., Columbia College
Harper, Robert	Graduate Studies	B.A., West Liberty State College
Hartnett, James	Management/Marketing	M.B.A., Florida Institute of Technology
		M.S., Florida Institute of Technology
		B.A., Hollins College
		M.B.A., Florida Institute of Technology
		B.S., University of Southwestern Louisiana
		A.A., Valencia Community College
		M.B.A., Orlando College
		B.S., Indiana University
		B.A., University of Central Florida
		A.A., Valencia Community College
		L.P.N., Orlando Vocational
		B.S., Florida Institute of Technology
		Ed.D., Florida Atlantic University
		M.A., University of Alabama
		B.S., University of Alabama
		B.S., Virginia Wesleyan College

1994 ACADEMIC CALENDAR

December 20, 1993 - January 2, 1994	Christmas Holidays
January 3	Classes Resume
January 15	Fall Term Ends
January 17	M.L. King, Jr. Birthday (Holiday)
January 18	Winter Term Starts
February 21	President's Day (Holiday)
February 28	Mini Term Starts
April 1	Good Friday (Holiday)
April 9	Winter Term Ends
April 11 - 16	Spring Vacation
April 18	Spring Term Starts
May 15	1994 Commencement Program
May 30	Memorial Day (Holiday)
July 4	Independence Day (Holiday)
July 9	Spring Term Ends
July 11 - 16	Summer Vacation
July 18	Summer Term Starts
August 29	Mini Term Starts
September 5	Labor Day (Holiday)
October 8	Summer Term Ends
October 10	Fall Term Starts
November 24-26	Thanksgiving Holidays
December 19 - January 2, 1995	Christmas Holidays
January 3, 1995	Classes Resume
January 15, 1995	Fall Term Ends

LOCATOR MAP

Orlando



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ORLANDO
COLLEGE

MEMORANDUM

TO: Those Listed Below

FROM: Barbara Huybers, President *BH*

DATE: January 10, 1994

RE: Revised Degree Programs

The Accrediting Council for independent Colleges and Schools has approved all the program revisions submitted by the College.

Copies of the revised curriculum is attached. All students enrolled for the January 18, 1994 start and after will be enrolled in the revised degree programs.

cc: Jack Butler
Tina Lee
Virginia Jackson
John DeNigris
Nancy Cosgrove
Pat Jordan

Pat Downing
Sherri Williams
Michael Murray
Terrie Baker
Stephen Gillespie

Requirements for
THE MASTER OF BUSINESS ADMINISTRATION DEGREE
 Suggested Curriculum

CORE REQUIREMENTS

(to be taken by all students)

			<u>Quarter Hours</u>
COP	5020	Management Information Systems	4.0
ECO	5420	Managerial Economics	4.0
MAN	5130	Management Communication	4.0
MAN	5311	Management of Human Resources	4.0
PSY	5206	Organizational Behavior	4.0
QMB	5413	Quantitative Methods	<u>4.0</u>
			24.0

STUDENTS MUST PARTICIPATE IN ONE OF THE FOUR CONCENTRATIONS AVAILABLE UNDER THE MASTER OF BUSINESS ADMINISTRATION PROGRAM.

MANAGEMENT ANALYSIS CONCENTRATION REQUIREMENTS

ACC	5320	Managerial Accounting	4.0
FIN	5428	Financial Management	4.0
MAR	5786	Marketing Management	4.0
MAN	5721	Advanced Policy and Strategy	4.0
		Advanced Elective	4.0
		Approved Elective	4.0
MAN	5900	Graduate Research Practicum*	<u>6.0</u>
			30.0

PROFESSIONAL ACCOUNTING CONCENTRATION REQUIREMENTS

ACC	5221	Advanced Accounting II	4.0
ACC	5621	Auditing II	4.0
FIN	5428	Financial Management	4.0
MAN	5721	Advanced Policy and Strategy	4.0
		Approved Elective	4.0
		Approved Elective	4.0
MAN	5900	Graduate Research Practicum*	<u>6.0</u>
			30.0

INFORMATION SYSTEMS CONCENTRATION REQUIREMENTS

ACC	5050	Accounting Information Systems	4.0
FIN	5428	Financial Management	4.0
COP	6020	Advanced Management Information Systems	4.0
MAN	5721	Advanced Policy and Strategy	4.0
		Approved Elective	4.0
		Approved Elective	4.0
COP	5900	Graduate Research Practicum*	<u>6.0</u>

30.0

MARKETING ANALYSIS CONCENTRATION REQUIREMENTS

			<u>Quarter Hours</u>
ACC	5320	Managerial Accounting	4.0
FIN	5428	Financial Management	4.0
MAR	5600	Promotional Policy Strategy	4.0
MAR	5686	Marketing Management	4.0
		Approved Elective	4.0
		Approved Elective	4.0
MAR	5900	Graduate Research Practicum*	<u>6.0</u>
			30.0

* STUDENT MAY ELECT TO COMPLETE TWO ADDITIONAL GRADUATE COURSES IN A DESIGNATED CONCENTRATION AREA IN LIEU OF PARTICIPATING IN THE GRADUATE RESEARCH PRACTICUM.

MASTER DEGREE REQUIREMENTS:

Core Requirements	24.0
Concentration Requirements	<u>30.0</u>
TOTAL GRADUATION REQUIREMENTS	54.0

THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE
THE ASSOCIATE IN BUSINESS DEGREE

This course of study teaches the student the necessary skills for entry into the business world. The courses include human relations, general business, or organizational structure, communication, economical perspectives or the student may major in specific business concentrations such as accounting, computer science, or managerial/marketing.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hrs</u>	<u>Bachelor Degree Quarter 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
FIN 1100 Introduction to Finance	4.0	4.0
FIN 3450 Business Finance		4.0
STD 2082 Career Strategy	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter 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 Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1101 English Composition I	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 Quarter 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 Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

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

The curriculum is designed to provide a foundation for entry into the financial or managerial areas of accounting and provides practical preparation and training of accounting technicians and professional practitioners. Enrollees receive technical accounting skills, critical reasoning and analytical skills, and oral and written communicative skills within an organization.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter 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
ECO	3023	Microeconomics		4.0
FIN	3450	Business Finance		4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
STD	2032	Career Strategy	4.0	4.0
		Electives		4.0
Total Business Administration Component Quarter 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	4.0	4.0
ACC	3501	Federal Taxation I	4.0	4.0
ACC	4050	Accounting Information Systems		4.0
ACC	4201	Advanced Accounting I		4.0
ACC	4521	Federal Taxation II		4.0
ACC	4601	Auditing I		4.0
FIN	1100	Introduction to Finance	4.0	4.0
MAN	4060	Business Strategy & Administration		4.0
QMB	3314	Quantitative Methods		4.0
		Electives - Accounting and Business Electives	20.0	8.0
Total Major Component Quarter Hours			48.0	60.0
 <u>General Education Component</u>				
ENC	1101	English Composition I	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
ENG	3540	Professional Report Writing	4.0	4.0
MAT	2013	College Algebra	4.0	4.0
SPC	3010	Effective Speaking		4.0
SPC	3020	Professional Communication		4.0
STA	3014	Statistics		4.0
		Electives	8.0	28.0
Total General Education Component Quarter 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 Quarter Hours				40.0
Total Quarter Hours Required for Graduation			96.0	192.0

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

Graduates of this program may be employed as an entry level system analyst, programmer, or management information specialist in the business community. The courses offer the opportunity to receive instruction in standard computer languages, managerial information systems, and managerial application.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter 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
FIN 1100 Introduction to Finance	4.0	4.0
FIN 3450 Business Finance		4.0
STD 2082 Career Strategy	4.0	4.0
Electives		8.0
Total Business Administration Component Quarter Hours	24.0	36.0
 <u>Major Component</u>		
CIS 2321 Systems Analysis Methods	4.0	4.0
CIS 3100 Objective Oriented Programming Methodology		4.0
CIS 3321 Structured Systems Design		4.0
COC 1000 Introduction to Computers	4.0	4.0
COC 1212 Programming Logic	4.0	4.0
COP 1100 Microcomputer Operating System	4.0	4.0
COP 1300 Intro to Programming	4.0	4.0
COP 2121 Computer Programming - COBOL	4.0	4.0
COP 2600 Computer Programming - "C"	4.0	4.0
COP 3121 Computer Programming - Advanced COBOL		4.0
COP 3530 Data Base Program Development		4.0
COP 4000 Computer Programming - Advanced "C"		4.0
MAN 2050 Business Applications on the Microcomputer	4.0	4.0
Electives - Approved Programming Language or Business-Related	16.0	8.0
Total Major Component Quarter Hours	48.0	60.0
 <u>General Education Component</u>		
ENC 1101 English Composition I	4.0	4.0
ENC 1312 Written Communications	4.0	4.0
MAC 1133 College Mathematics	4.0	4.0
STA 3014 Statistics		4.0
Electives	12.0	40.0
Total General Education Component Quarter 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 Quarter Hours		40.0
Total Quarter Hours Required for Graduation	96.0	192.0

Requirements for
THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Legal Assistant Paralegal Major

This degree prepares students for an entry-level position in law firms, banks, insurance companies, legal aid societies, or government agencies. Graduates perform a variety of tasks under the supervision of an attorney, including searching and checking public records and the law, conducting interviews, preparing briefs and documents. This is a terminal course, not intended as preparation for law school.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter Hours</u>
BUL	2100	Business Law I	4.0	4.0
CAP	2060	Word Processing	4.0	4.0
FIN	1100	Introduction to Finance	4.0	4.0
MAN	2050	Business Applications on the Microcomputer	4.0	4.0
SES	1010	Keyboarding	2.0	2.0
	or			
SES	1101	Typing		
SES	1160	Word Processing Applications	2.0	2.0
STD	2082	Career Strategy	4.0	4.0
		Electives		12.0
Total Business Administration Component Quarter Hours			24.0	36.0
<u>Major Component</u>				
LEA	1000	Introduction to Legal Assisting	4.0	4.0
LEA	1015	Legal Research I	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	2015	Legal Research II	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	3010	Torts		4.0
LEA	4015	Contract Law		4.0
		Electives (any course with LEA prefix)	12.0	16.0
Total Major Component Quarter Hours			48.0	60.0
<u>General Education Component</u>				
ENC	1101	English Composition I	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
SPC	3010	Effective Speaking		4.0
		(Any course with a MAC, MAT or STA prefix)	4.0	4.0
		Electives	12.0	40.0
Total General Education Component Quarter 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 Quarter Hours				40.0
Total Quarter Hours Required for Graduation			96.0	192.0

THE BACHELOR OF SCIENCE AND THE ASSOCIATE IN SCIENCE DEGREE
Management Marketing Major

The degree in management/marketing is intended to prepare students for entry level positions in advertising, marketing research, retail and wholesale management, professional sales, human resources, organizational management, and labor relations. Course offerings are designed to show how the framework of decision-making and the human contributions have an impact in productivity and effectiveness to the organization.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>	<u>Bachelor Degree Quarter 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
COC	1000	Introduction to Computers	4.0	4.0
FIN	3450	Business Finance	4.0	4.0
FIN	1100	Introduction of Finance	4.0	4.0
STD	2082	Career Strategy	4.0	4.0
		Electives		8.0
Total Business Administration Component Quarter Hours			24.0	36.0
 <u>Major Component</u>				
ADV	2331	Advertising	4.0	4.0
BUL	2100	Business Law I	4.0	4.0
MAN	2000	Principles of Management	4.0	4.0
MAN	2050	Business Application on the Microcomputer	4.0	4.0
MAN	3344	Principles of Supervision	4.0	4.0
MAN	3800	Small Business Management	4.0	4.0
MAN	4311	Management of Human Resources		4.0
MAR	1023	Introduction to Marketing	4.0	4.0
MAR	3503	Consumer Behavior	4.0	4.0
MAR	3600	Global Marketing	4.0	4.0
MAR	4344	Promotional Policies & Strategy		4.0
MAR	4613	Marketing Research		4.0
		Electives - Business and Business Related	12.0	12.0
Total Major Component Quarter Hours			48.0	60.0
 <u>General Education Component</u>				
ENC	1101	English Composition I	4.0	4.0
ENC	1312	Written Communications	4.0	4.0
ENG	1010	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 Quarter 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 Quarter Hours				40.0
Total Quarter Hours Required for Graduation			96.0	192.0

Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Computer Applications Major

This program prepares graduates to pursue entry-level careers in data-entry, word processing, and database system utilization on microcomputers.

Suggested Curriculum

<u>Business Administration Component</u>	<u>Associate Degree Quarter Hours</u>
ACC 2001 Principles of Accounting I	4.0
ACC 2021 Principles of Accounting II	4.0
BUL 2100 Business Law I	4.0
FIN 1100 Introduction to Finance	4.0
MAN 2050 Business Applications on the Microcomputer	4.0
STD 2082 Career Strategy	4.0
Total Business Administration Component Quarter Hours	24.0
 <u>Major Component</u>	
CAP 2060 Word Processing	4.0
CAP 2070 Spreadsheets	4.0
CAP 2080 Data Base	4.0
COC 1000 Introduction to Computers	4.0
COP 1100 Microcomputer Operating System	4.0
SES 1010 Keyboarding	2.0
SES 1160 Word Processing Applications	2.0
SES 2110 Advanced Keyboarding	2.0
SES 2210 Expert Keyboarding	2.0
Electives (Computer or Business Related)	20.0
Total Major Component Quarter Hours	48.0
 <u>General Education Component</u>	
ENC 1101 English Composition I	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 Quarter Hours	24.0
Total Quarter Hours Required for Graduation	96.0

Requirements for
THE ASSOCIATE IN SCIENCE DEGREE
Medical Assistant Major

This degree prepares the graduate to be an entry-level paraprofessional in medical offices, clinics and associated medical facilities.

Suggested Curriculum

<u>Business Administration Component</u>			<u>Associate Degree Quarter Hours</u>
BUL	2100	Business Law I	4.0
CAP	2060	Word Processing	4.0
FIN	1100	Introduction to Finance	4.0
MAN	2050	Business Applications on the Microcomputer	4.0
STD	2082	Career Strategy	4.0
		Electives	4.0
Total Business Administration Component Quarter Hours			24.0
 <u>Major Component</u>			
APB	1100	Anatomy and Physiology I	4.0
APB	1110	Anatomy and Physiology II	4.0
MEA	2501	Business Management for Medical Assistant	4.0
MEA	2930	Medical Assistant Externship	4.0
MLS	1445	Clinical Procedures	4.0
MLS	1446	Special Patient Care	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	1101	Typing	2.0
SES	1160	Word Processing Application	2.0
PHA	2010	Pharmacology/First Aid	4.0
MLS	2601	Basic Principles of X-Ray	4.0
Total Major Component Quarter Hours			48.0
 <u>General Education Component</u>			
ENC	1101	English Composition I	4.0
ENC	1312	Written Communications	4.0
MAC	1133	College Mathematics	4.0
		Electives	12.0
Total General Education Component Quarter Hours			24.0
 Total Quarter Hours Required for Graduation			 96.0



*Over 40 Years Of
Excellence In Career
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